

# COVID-19 POLICIES & PROCEDURES

We have always recognised the importance of maintaining the highest possible standards of hygiene in and around the premises to minimise the risks posed to children, staff and families and to protect and prioritise the safety and wellbeing of all. We are committed to taking all practicable steps to prevent and control the spread of infections and to uphold high standards of hygiene in order to minimise any associated risks.

The following policies have been recently drafted and/or updated in light of COVID-19:

1. Social Distancing Measures during COVID-19
2. Supporting Children during COVID-19
3. Procedures for Parents / Guardians during COVID-19
4. Protocol for Responding to a Suspected Case of COVID-19
5. Hygiene in the Setting: Update in light of COVID-19
6. Closing the nursery in an emergency: Update in light of COVID-19

**We invite you to read them fully and to ensure you are familiar with their contents. You can find a copy of all of our existing policies and procedures on our website [here](#).**

We will closely monitor and follow any further guidance that is provided by Public Health England, as well as the World Health Organisation and our Local Authority, as and when it is published. Therefore, please be aware that we may be required to update and/or introduce additions to these policies at little or no notice, if necessary, to do so.

## **Social Distancing Measures During COVID-19**

### Drop Off and Pick Up

There will be staggered times for families to drop off and pick up their children. Each family will be assigned a drop off and pick up time slot. We will be asking parents / guardians to drop off their child to a member of staff at the nursery entrance and to maintain a 2-metre distance from other parents and children and our staff members during this handover.

We ask all families to respect social distancing when arriving at nursery for drop off and collection, this is of particular importance when awaiting morning temperature taking.

If you need to change your allocated slot, please let us know as soon as possible.

**We also use this opportunity to invite everyone to be mindful of our residential neighbours at drop off and collection times.**

### Group Sizes

We will be keeping group sizes for all age groups to a maximum of 8 children, while adhering to EYFS ratios, so groups are as small as possible. We have divided the space in our setting up, by rearranging the layout, so as to assist with this.

### Throughout the Day

It is undeniably difficult to maintain social distancing within a nursery setting. We will, however, do all we can in our setting to support this by:

- Monitoring our occupancy carefully, (therefore, it is possible that we may contact you to discuss whether you can be flexible with regards to the days and/or times you require childcare);
- Parents and non-essential visitors will not be permitted inside the nursery. Unfortunately, this includes our excellent external extracurricular providers who will also not be permitted to enter our nursery. Although, we are working on ways to continue their programs remotely going forward;
- Avoiding the movement of children and staff between rooms or within communal spaces such as shared dining spaces;
- Spending time in key groups;
- Each room will work independently of other age groups;
- Repurposing of our spaces to provide additional space for staff breaks and/or amending break sched

- Staff will be carefully deployed within the nursery and will only work in one room, and as far as possible with their key children.

### Outings

We will continue to ensure that children have time outside each day. When doing so, we will ensure social distancing is adhered to at all times. Our staff may wear their PEE during this time. If you would rather your child does not leave the setting during the day, please let us know as soon as possible and we will of course respect your wishes.

### Prospective Client Visits

So that you are aware, we have prospective families who are keen to view our setting in order to decide if they wish to join us. To allow this to happen safely, we have decided to allow them limited access to our setting with strict social distancing measures in place. Any such appointments will be carried out by Azi alone, when all children and staff have left the setting, after 6:30pm. The prospective client(s) will be asked to declare and sign to confirm that they are not displaying coronavirus symptoms (and no one in their household). Only one person will be allowed to enter at a time and they will be asked to wash their hands upon arrival, wear gloves, a face mask, and to cover their feet with shoe coverings, all of which we will provide for them. These visits will be concluded before the setting is thoroughly cleaned each evening by our cleaning team.

Families should rest assured that prospective clients will not be prioritised over our existing clients if there comes a point in the near future when space is an issue.

## **Supporting Children during COVID-19**

### Educating Little Ones About COVID-19

Little Angels 24/7 will be using singing, role-play and newly developed additional resources related to our safety to help children understand the ways in which they can keep themselves safe, such as songs and activities to assist with handwashing and respiratory hygiene, and related books.

### Key Persons

We will endeavour where possible not to change a child's key person: however, due to the need to reduce group sizes as well as giving consideration to the availability of staff, we anticipate that for some children this will mean a key person change. If this is necessary, we will communicate with families before any changes are made.

### Comforting Little Ones

We recognise that social distancing for our nurseries represents a challenge for little ones who like close contact with adults and other children and we want to reassure you that we won't stop hugging children when they need a cuddle or some reassurance. We will absolutely continue to comfort children if they are upset. Social distancing must be carefully balanced with ensuring the emotional well-being of each child.

### Settling In

The Little Angels 24/7 settling in process has been modified in light of the government guidance on COVID-19 to minimise risks for parents, children and staff. Parents/guardians will not be able to enter the setting to assist in the settling-in procedure, but instead, you will be asked to drop your child off for an hour at a time to ensure a phased settling process. We will always ensure we take each individual child's and families needs into account when settling into nursery.

### Dummies / Comforters

If your child uses a dummy please supply at least two so a spare one can be kept on hand in a Milton style solution. The use of dummy straps is not permitted as these enable the dummy to be in contact with surfaces. Comforters will be available to children when they need them, for example when they are upset, tired, or going for their nap. At other times comforters will be in the child's allocated box to prevent other children accessing these and to reduce the risk of cross-contamination. If your child has a comforter that they must bring to please do your best to ensure that it is wash

## Toys

Please refrain from bringing in other favoured toys such as a car, doll, or dinosaur. We have plenty of exciting experiences and resources to access, despite having removed soft toys and those which are hard to clean from the nursery. If your child absolutely needs their special toy to feel comfortable, we will allow these in the nursery, but we highlight that this will only apply in exceptional cases and that any such items must be kept as clean as possible and be warned that they will be cleaned with safe antibacterial whilst on the premises.

## Procedures for Parents / Guardians During COVID-19

In addition to the points listed above concerning arrival and departure and not bringing toys to the setting, there are a number of other things parents and guardians can do to help us going forward:

### Keeping Children at Home if Unwell

We ask families to retain their usual vigilance around not sending their child to nursery if unwell. Please call your nursery manager if in any doubt. We will not accept any child into the nursery who has a raised temperature, which will be taken at the point of drop off, as set out in our Social Distancing Policy.

### **Keep your child at home if your child lives with someone in your household who is 'extremely clinically vulnerable'.**

As set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, the government has advised that if your child lives in a household with someone who is deemed to be extremely clinically vulnerable (they should have been contacted to tell them they are clinically extremely vulnerable) please do not bring your child to nursery at this stage.

### Travelling to and from the Nursery

We ask that all parents and guardians travelling to and from the nursery who are using any form of public transportation, to follow the latest government guidance in relation to socially distancing when doing so.

### Making an Honest Daily COVID-19 Symptom Declaration

Parents will be asked to confirm at the nursery entrance that neither their child nor anybody in their household is displaying any COVID-19 symptoms as defined by the NHS here, namely:

- A new continuous cough;
- A high temperature (this means you feel hot to touch on your chest or back (you do not need to measure your temperature));
- Loss or change to one's sense of smell or taste.

### Have a plan in place to ensure an adult can collect your child as quickly as possible if they become unwell or display COVID-19 symptoms

If children develop any of the above symptoms, please take immediate action to remove them from their allocated area.



dedicated isolation room where they will be cared for on a one to one basis, until a parent / guardian can collect them. It will be of great assistance to us if you can have a plan in place to identify who in your family will be able to attend the setting to collect your child as soon as possible if such a situation were to arise. We of course will only be able to hand your child over to named adults who you have previously indicated, so please do let us know if we need to update our records in this regard.

### *Providing Spare Clothes, Nappies, Wipes, Sunscreen in Bulk*

Parents and guardians will not be allowed to drop off any bags and/or toys into the setting with their children, unless in exceptional circumstances. We will store each child's spare clothes, nappies etc in the nursery. We ask that you provide these in bulk as soon as possible to minimise contact. Please also provide sunscreen and a hat, to ensure we can safely take your child out when it is warm.

### *Being Flexible and Patient with Us*

The nursery will operate as closely as possible to its usual schedule, but we ask for flexibility (including around drop off and pick up if at all possible, in order to comply with social distancing, especially whilst our staff take and record temperatures of those entering our setting). We may also come across certain food supply shortages of the items we usually stock, which may mean planned meals will not be as per our weekly menus. Please do bear with us and we will of course always notify you at the end of the day (via the Family App) as to what your child has eaten whilst with us.

### *Make Good Use the Family App*

We are fortunate enough to have already commenced using this App and it will be of great assistance to us all during these social distancing times, if we continue to use it. We will provide updates via the App about your child's day as usual and we encourage you to use the App to communicate with us, where appropriate, such as noting if your child is unwell and will not be attending. Should you require a refresher on using the Family App, please check out the FAQ's on their website [here](#) or contact your nursery manager who will be more than happy to assist you.

### *Preparing our Little Angels for their Return to Nursery*

In order to help our little angels with changes to their routines we encourage each of you to speak openly with them about what life at nursery will be like when they return (for example, regular and thorough hand washing, the PEE they will see staff wearing, social distancing, the absence of soft cuddly toys etc.) as we believe they settle in. On this topic, If you haven't



free online books, you may agree they are great resources: [Don't Worry Little Bear](#) and [Coronavirus A book for Children](#) .



## Protocol for Responding to a Suspected Case of COVID-19

Please take the time to familiarise yourselves with our protocol for responding to a suspected coronavirus case and ensure we have up to date contact details and your written authorisation to hand over your child to named and pre-notified adults only in such circumstances. You may find it helpful to send us a list of names, relationship to your child and their contact telephone numbers so that in such a situation we are able to get in touch with each family as swiftly as possible please, without having to leave messages if someone misses our call for example.

Anyone who begins to display coronavirus symptoms while in the setting will be sent home immediately and advised to follow government guidelines on [what to do if you or someone in your household develops symptoms](#). If a child is waiting to be collected, they will be separated from their group and isolated with one member of staff in our dedicated isolation room.

A facemask will be worn by the caring adult if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection and if contact is necessary, then gloves, an apron and a facemask will be worn. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection will also be worn.

Once the child or member of staff has left the setting, we will follow [guidance](#) issued by the government as to the safe immediate cleaning of the setting ensuring that areas are disinfected and any PPE and other waste is disposed of safely.

The government has [stated](#) that all staff and children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

[We ask all parents and guardians to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test.](#)

As set out in the government [guidance](#), where the child or staff member tests negative, they will be permitted to return to our setting.

If the child or staff member tests positive, the rest of their immediate group within our setting (so everyone who came into contact with the child or staff member) will be sent home and advised to self-isolate for 14 days.

We have taken appropriate steps to deputise responsibilities and arrange for cover in such circumstances; so, for example, there will always still be a member of staff in attendance who is paediatric first aid trained (in fact all our staff are).

If other positive coronavirus cases are subsequently detected within the setting, we will notify Public Health England's local health protection teams to take their advice on the most appropriate action to take at that stage. In some cases, a larger group may be asked to self-isolate at home as a precautionary measure.

## Hygiene in the Setting: Update in light of the COVID-19 Pandemic

Little Angels will be preventing the spread of coronavirus via direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions are implemented throughout the day in the setting. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend our setting;
- cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly (or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered), regularly throughout the day. Children will be supported to ensure they wash their hands properly;
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach to any coughs or sneezes;
- cleaning touched surfaces often using standard products, such as detergents and bleach regularly throughout the day;
- minimising contact and mixing by altering, as much as possible, the environment (such as room layout) and timetables (such as staggered break times);
- All soft toys have been removed from the settings to ensure the minimisation of bacteria spreading;
- Staff will wear PPE (namely, disposable aprons, gloves and face masks) when very close contact is required such as at drop off and pick up times, nappy changing and also if a child becomes unwell during the day and needs to go into the Isolation room. Staff can wear PPE at other times throughout the day if they independently wish to do so.
- No outdoor shoes will be worn in the nursery by children or staff.
- Upon entering the setting, staff will change their clothes into their clean nursery's uniform. Staff will wear a clean uniform each day.
- Professional sanitisation and cleaning of the entire setting at the end of each week.

### Dealing with Spillages

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically.

All items in the vicinity of such spillages will also be thoroughly cleaned and a note passed onto the manager (if n area can be thoroughly cleaned again at the

Staff will wear disposable plastic gloves and an apron while using bleach or disinfectant solution, and wash themselves thoroughly afterwards.

Children will be kept well clear while such substances are being dealt with.

### First Aid and Hygiene

Further to the provisions set out in the First Aid Policy the designated First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children. As such, they will wash their hands thoroughly both before and after giving first aid, and ensure that any cuts, wounds or skin damage on their persons are covered by plasters or disposable gloves.

### Kitchen Hygiene

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff are particularly careful to observe high standards of hygiene in such instances. To this end the following steps will be taken:

- Waste will be disposed of safely and all bins will be kept covered.
- Food storage facilities will be regularly and thoroughly cleaned.
- Kitchen equipment will be thoroughly cleaned after every use.
- Staff and children will wash and dry their hands thoroughly before coming into contact with food.
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.

Additionally, staff will adhere to the provisions set out in the Food and Drink Policy when handling, preparing, cooking and serving food or drink at the setting.

## **Closing the nursery in an emergency: Update in light of the COVID-19**

In very exceptional circumstances, our setting may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure).
- Burst water pipes.
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a staff member by the public.
- Serious accident or illness.
- COVID-19 outbreak.

In such circumstances, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble in the Playground (or an alternative safe place), where a register will be taken. Steps will then be taken to inform parents/guardians and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

Ofsted will be informed about any significant changes or events.