



Bestwood Park Day Nursery/Out of School Club

Nottingham Preschool Partnership

COVID-19 policy

This policy applies to all employee's and service users including parents, children, and third-party users to gain reasonable access to the setting (this list is not exhaustive of all users defined).

The purpose of this policy is to protect all employee's and service users of Bestwood Park day nursery and Out of school club from encountering Coronavirus (COVID-19).

We will maintain the minimum level of staff needed to continue to provide early years education service and to meet the welfare and care needs of the children who attend the setting.

Bestwood Park day nursery will continually monitor the risk factor of keeping the setting open as a viable option, and may so at any time, revert to a closed status, with no children permitted on site, to a partially closed status, where setting places may well be limited to, but not excluding, vulnerability, age, need of care, critical key worker status of parents, special educational needs (SEND), children whom have an EHCP plan in place, children in care, children who have a social worker allocated to them already.

Monitoring

We are closely monitoring and gathering information from the Department of Health England, The Department of Education, our Local Authority and any and all guidelines delivered and updated through official government sources constantly to ensure that we have the most up to date information and work place practises concerning the spread and containment of the Coronavirus (COVID-19).

This includes all training and delivery methods to all employee's, Directors and any other third party associated with the running or participation with Bestwood Park day nursery and Out of school club.

We reserve the right to make all changes to this document to uphold guidance of safe working practises and delivery methods for the early years education sector.

General

- When traveling on public transport, Employees will be required to change into their uniform on the premises before their shift begins. At the end of each shift they must take their uniform home and wash it ready for their next shift.
- Employees will have their temperatures checked upon arrival at the setting.
- Employees will be given an induction when returning to work. They will receive a reusable facemask which needs to stay at the setting when their shift is complete. It will be washed at the setting ready for the following day. Employees need to wear these facemasks throughout their shift.
- Employees are always advised to practise strict hygiene and cleanliness procedures.
- Employee's must wash their hands at regular intervals for a minimum of 20 seconds using soap and warm water.
- Employees are advised to cough or sneeze into their elbow when a tissue or other vessel cannot be reached in time and are then to always wash their hands afterwards.
- Employees are to avoid touching their eyes, nose, and face whilst on the premises and whilst children are in their care.
- We will be removing certain items and resources from the setting as we cannot guarantee we would be able to effectively stop the spread of any virus on some materials. (Please see appendix for a specific list of these resources)
- Children will be split into smaller groups and will take turns using different areas of the setting (nursery room, hall, outdoor space). Before children rotate to a different area, employees are responsible for sanitising the area ready for the following group to use.
- At the end of each day, all employees must steam clean and sanitise all surfaces, toys, fabrics, toileting areas, outdoor areas, and equipment, ready for the following days usage.
- No prams, scooters, bikes, or any other items are to be left at the setting at any time.
- Please be aware that your children will meet both staff members and other children attending the setting during the session times. Although every measure will be taken to ensure that your child has minimal contact with others, children of the early years age group will inevitably want to hug and touch others through play or when needing comfort. Therefore it is vital that not only we will adhere to best practise hygiene policies throughout the day, but that parents can also support this by changing their children into different clothing when they return home and placing that days clothing in the wash. If your child needs comfort, our staff will comfort them and will do their absolute best to make sure that all their social, emotional and wellbeing is met whilst in attendance with us.

Hygiene on Arrival

- Parents will always be given an allocated time slot to drop off their child to allow for social distancing to be maintained. Only the parent(s) of the child may collect the child and one other, in case of work commitments/emergencies. This will reduce the social contact to help keep the welfare and safety of our staff a top priority. Parents will not be permitted to enter the building. We will collect your child at the door and escort them back to you at the end of your child's session.
- Staff will greet parent's wearing the appropriate PPE equipment, when accepting your child onto the premises. If a child is unsettled upon arrival staff will have no choice but to approach the parent and child with less than a 2-metre distance. Our staff will be prepared for this by wearing visors, gloves, and an apron. After the transition we ask parents to use the hand sanitizer located outside of the entrance doors.
- All parents, children, third party associates and service users, must use our one-way system when entering the grounds near our building which will be clearly marked, when dropping off and collecting children.
- As we want to reduce the number of items being brought into the setting, there are two options that we will offer parents. Parents will either need to bring a sealed bag with plenty of nappies, wipes and spare clothes which will be kept in the setting or we will provide the nappies at a cost of 50p per nappy. Please label your child's bag clearly.
- All clothing that the children attend in must have been washed prior to the day of your arrival. If you are to re-use the same clothing, for example your child's uniform, then this must be washed daily before the arrival of your child on their next session.
- No bags are to be brought from home into the setting. Your child must attend every day with the minimum requirement for the weather forecast for that day only. This could be, but not an exhaustive list of, weather sensible footwear, a coat, jumper/cardigan/t-shirt, pants, skirt, or shorts. Please assess the weather conditions before your child attend the setting each day. Only the minimum number of belongings will be allowed within the premises to minimise the spread and coming into contact of the coronavirus (COVID-19).
- Your child will be given drinks and healthy snacks as normal during the day using our items which are sterilised daily.

Hygiene during the day

- Children will be actively encouraged to wash their hands after every activity or after playing in a specific area. We will use water and hand soap for this with a minimum wash time of 20 seconds per child, demonstrating good modelling behaviours for the children to see best practise when doing this. After an activity/toy playing session has ended, all equipment/toys shall be cleaned after every use.
- Children's temperatures will be taken upon arrival to the setting and throughout the day. If upon arrival, your child is displaying a temperature of 37.8 degrees, has a new cough, looks generally unwell or is displaying any other signs associated with coronavirus (CORVID-19) then your child will be excluded for a period of 14 days for self-isolation following the Department of Health England and the governments guidelines at present. You will be given a date of when your child can attend again. Your child must not attend the setting before this date has expired. This will then help to control the spread of the virus within our setting. Should your child get tested during this time period, and a negative test comes back before the expiration of the allotted time, then providing you consent to give a copy of this for insurance purposes, your child may then attend sooner.
- Should you or an adult present with symptoms within your household, then you have a duty of care to inform the setting at your first available opportunity and without unreasonable delay. Should you fail to do this, your place within the setting maybe terminated without notice.
- Usually we will allow children to self-serve snacks and meals, however we cannot guarantee this will not be a risk. Therefore, we will have allocated times for snack and an adult will serve this. The children will have their meals served on their plates.
- At snack, nappy changes/toileting help and any other close contact with the children, staff will be required to wear the appropriate PPE equipment. We will revert to using disposable aprons rather than our usual wipe clean one.
- Malleable activities will NOT be set out for the sessions as our strict hygiene routines cannot be maintained throughout these activities. The only exception to this would be if a focus activity is set up and each child has a labelled tub of malleable products which an adult will strictly supervise.
- Children will be offered a drink every 30minutes as we will no longer be using our free flow drinks station.
- Staff are only permitted to bring one small bag, if necessary and a coat. No other items from home shall be permitted in the setting during this time.
- Both the kitchen and toileting/nappy changing areas will be regularly cleaned and sanitised during the day by all employees.
- Employees will not be allowed to leave the premises throughout the day to prevent contamination. We will set up a designated outdoor area for staff that wish to access the outside on their rest break.

Hygiene upon leaving

- Parents/or designated carer's must only attend the setting at the allotted time given.
- All parents must remain on the social distancing stickers until called forward by a member of staff to collect their child.
- All staff members will be wearing PPE protective equipment when handing over your child at the end of the day.
- If your child comes home in spare clothing from the setting. Please can you ensure that this is washed and returned to the setting upon your child's next attend session.
- Once your child has been collected, please leave the premises by following the route laid out in front of you. Please do not remain outside of the building for any other reason.
- If you require to talk to the staff regarding your child's attendance, a telephone consultation will be arranged for you.
- If you are required to sign an accident/incident form from an occurrence that may have happened that day, a staff member will bring you the relevant form when you collect your child.
- If you require your child to go home with the use of a pram or other aid, can we please ask that you move away from the building, following the designated route, and only when safe to do so by following social distancing rules, then access the desired equipment that you need.
- We require all employees and parents to carefully consider the social distancing rule of two meters in-between groups of people from outside of your household.

Thankyou for taking time to read this policy. We expect all employees, parents and third-party service users to follow our guidelines. If we observe that they are not being followed you will be asked to completely leave the premises.