Little Lingfields Ltd



Nursery

Policies & Procedures

‘COVID-19’

**Covid-19 Addendum**

Will the current climate relating to the Covid-19 pandemic, it is vital that staff and parents are fully up-to-date with our procedures and keep themselves up-to-date with ever changing government advice and guidance. It is also important that parents discuss updated procedures with children. Where possible, we will endeavour to continue known routines for children but it will be necessary for children to behave differently when returning to setting. Some of these changes are detailed below but as children return to setting and new guidance is issued, new systems/procedures may be added or amended.

General Day to Day

Children and staff will be split into zones/bubbles and playtimes will be staggered. If one member of the bubble (child or adult) experiences symptoms of COVID-19, they should immediately be tested. If the result is positive, all members of the ‘bubble’ will be required to self-isolate for 10 days and will not be permitted to attend setting until the isolation period is over.

The need for social distancing is required as part of the Covid-19 response and therefore the nursery environment will be set up in room bubbles and the children and staff will not enter another bubble. At the beginning of the morning session and the beginning of the afternoon session, each staff member will explain the importance of adhering to zone distance rules to children in their bubble. Children will be expected to stay in their group’s zone at all times.

Behaviour

Where children do not stay in their group within a zone, they will be given a verbal reminder. If this continues, a discussion with parents will take place to explain that staff cannot physically restrain or move a child back into the zone and a second strategy will be offered. However, if the child does not adhere to social distancing to ensure the safety of others, a reduced number and length of sessions will be offered at the discretion of the manager.

Where a child continues to demonstrate challenging behaviour which puts other children and staff members at risk, we reserve the right to temporarily remove the child from setting. Prior to the return of the child, the nursery will undertake a Risk Assessment. This will be discussed with parents to establish the strategies staff will use, and if it is appropriate for the child to return given the current restrictions in place. In light of this policy, challenging behaviour can be described as: biting, spitting, pushing, hitting, grabbing, kicking, scratching, nipping.

Hygiene

We will ensure that all staff are familiar with Public Health England (PHE) guidance on ‘Cleaning for Non-Healthcare Settings’. We will regularly teach and explain important hygiene practices to children in a kind and supportive way. Staff will:

* Wear disposable gloves and aprons for cleaning. Where possible, we will establish separate bins for PPE.
* Using a disposable cloth, clean hard surfaces with warm soapy water followed by disinfectant regularly paying particular attention to frequently touched areas and surfaces such as door handles.
* When cleaning an area which has been heavily contaminated, (for example, with visible bodily fluids), from a person with suspected Covid-19, we will use extra protection for the eyes, mouth and nose.
* Wash hands regularly with soap and water for 20 seconds and ensure children are also maintaining this routine which will be set out on a strict timetable suitable to session times. Children performing hygiene tasks will be supervised to ensure they are carried out correctly. Each zone will have a cleaning station for staff to use.
* Clean toys thoroughly. Children will be prohibited from bringing toys from home into nursery.
* Ventilate the setting by opening windows and propping doors open where it is safe to do so.
* Ensure a good stock of PPE, disinfectants, soap and paper towels.
* Regularly empty bins from each room.
* Plan to spend as much time as possible outdoors.
* Display posters in each zone with correct hygiene advice.
* Clean electronic devices after each use.

We understand that some staff may wish to consider face coverings as a personal wellbeing measure. Therefore, if the employee provides their own face covering, this would be considered reasonable and accepted in setting. Employees would need to ensure they have completed training of the appropriate use and disposal of face coverings. It is important that any individual choosing to wear a face covering does not replace the regularity required for hand hygiene measures and routines with this.

If a child informs an adult that they are experiencing symptoms of Covid-19, they will be isolated within the nursery and parent/carers will be requested to collect them immediately. In this circumstance, staff will wear full PPE and observe the child until they are collected by their parent/carer.

First Aid

Our staff will wear gloves and a facemask for all first aid incidents. Eye protection and an apron may also be required, where there is a risk of coming into contact with bodily fluids (as detailed above). PPE can be found with/in first aid kits. In line with government advice, we will ensure that hands are washed before and after treating a casualty.

Staff dealing with a First Aid incident must:

* Ensure they do not cough or sneeze over a casualty when treating them. If they need to cough, this should be done into their elbow and away from the casualty.
* Not lose sight of other cross contamination that could still occur even if not related to Covid-19.
* Wear gloves at all times.
* Cover cuts and grazes on their hands with waterproof dressing.
* Dispose of all waste safely by double bagging.
* Never touch a wound with bare hands.
* Not touch any part of a dressing that will come in contact with a wound.

Visitors

As a general rule, visitors will not be permitted on the premises. However, there are exceptions, for example, contractors needing to complete essential maintenance and SEND/Health staff needing to visit regarding children with SEND. Before visiting, visitors/contractors must be made aware of social distancing rules in our setting and must be supervised when completing their work. Any visitor displaying Covid-19 symptoms MUST NOT be allowed to enter the premises.

Visitors and Contractors should refer to the rules set out in our Visitors’ Book and must sign to say they accept these rules before entering setting.

**Nursery’s COVID-19 risk assessment can be requested should you like a copy.**

**UPDATE JUNE 2021:**

Public Health have advised that anyone who has had direct/close contact with someone who has tested positive for COVID-19 should obtain a PCR test, and to do so as soon as possible. A negative result will not release them from the 10-day isolation period. If they go on to develop symptoms, they should obtain another PCR test. Lateral flow tests should not be used by anyone with symptoms.

Public Health have informed us that we can ask to see proof of a test result before returning to nursery. You can do this by showing a member of staff on arrival or sending confirmation via the nursery mobile number: 07832 162660.