

## **BURHAM PRE-SCHOOL POLICY**

### **Worldwide Pandemic (Incl COVID-19)**

Burham Pre-school intend to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic. It also states ideas for continuity of business if allowed.

Legislation and leading authorities which have guided and influenced this policy are: Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organisation (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

### **Aim of Policy**

This Policy defines and assists the operating arrangements in place within the pre-school that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity, however new practices may emerge as the situation continues. The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon.

### **Method**

As early years providers we ensure to offer a continuum of very high standards of practice of childcare and education. The fundamental principles to be outlined in this policy are set out to ensure physical distancing is enabled and implement good hygiene practices as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. It states the protective measures put in place for children, parents and staff as best as possible to ensure the risk of transmission is reduced. We will continue to follow our other policies as long as they do not conflict with this policy and be guided by the EYFS as best as we can. The main areas we will be considering are:

- Minimising contact with individuals who are unwell
- Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
- Ensuring cleanliness of the environment (especially frequently touched surfaces)
- Minimising general contact and mixing (limiting visitors into the setting)
- The use of Protective and Personal Equipment for personal care routines (PPE)
- Testing

## COVID-19 Update

As the country moves to Step 4 of the roadmap, the government continues to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Our priority is for you to deliver face-to-face, high quality education and childcare to all children. The evidence is clear that being out of education and childcare causes significant harm to educational attainment, life chances, mental and physical health.

We have worked closely with the Department of Health and Social Care (DHSC) and PHE to revise this guidance.

This is the set of actions Burham pre-school will take to minimize the risk to our families and staff:

### Prevention:

- 1) To minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) where necessary, wear appropriate personal protective equipment (PPE)

### Response to any infection:

- 1) manage confirmed cases of coronavirus (COVID-19) amongst the setting community
- 2) contain any outbreak by following local health protection team advice
- 3) Inform local authority and Ofsted of any confirmed case within the setting.

## Local outbreak of COVID-19

In the event of a local outbreak of coronavirus (COVID-19), the government will take action to control the spread of the virus. Any providers who are affected by a local outbreak will receive specific guidance for their area.

## **All other Considerations / Recommendations**

### **Children**

#### *Attendance*

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Parents are asked to check children's temperatures before attendance at pre-school
- Extremely vulnerable children should continue under government advice (to shield if necessary).
- Children will no longer be kept in bubbles however areas will be defined throughout the setting so children have different areas to play in. Staff may exercise their own judgement during the day for the high standards of safety for all children.
- Sunscreen should be applied by the parents / carers before the child arrives at the preschool. T shirts covering shoulders and leggings would be preferable to minimise how much top up of sunscreen the preschool staff will do.

#### *Wellbeing and education*

- Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, coughing into an elbow, using a tissue and adopting a catch it, kill it, bin it regime.
- Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.
- EYFS framework will continue to be delivered through play and adult led activities.
- Snack/Lunch will be provided by the parent so to help prevent cross contaminations using pre-school cups, plates etc.

### **Workforce**

#### *Attendance*

- Staff should only attend preschool if they are symptom free, have completed the required isolation period or achieved a negative test result if they have had symptoms. All staff and their household are eligible for testing if they display symptoms.
- Staff are encouraged to do regular lateral flow tests until end of September 2021

#### *Wellbeing*

- Staff hours, days they work and length of day may change in order to meet childcare demands and considerations within this policy.

### **General wellbeing**

- Staff will complete a risk assessment before opening to address any risks from the virus, ensure sensible measures are in place to control risks.
- Staff to be informed of measures in place and sign to confirm they have read and understood the preschool policies and procedures.
- Staff have been advised by the government not to wear PPE such as facemasks during their day, but should continue to wear PPE at the usual times such as intimate care and wear disposable gloves and apron if completing one to one care and if supporting an ill child, a face mask should also be worn if a 2 meter distance cannot be maintained.

- After dealing with an ill child who displayed symptoms the staff member should continue to wear PPE and clean the affected area with disinfectant.
- All PPE should be removed and disposed of following current government guidelines, the staff member should wash their hands for at least 20 seconds.
- The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.
- Staff members should avoid physical contact with each other or parents including handshakes, hugs etc.
- Staff to wear fresh, clean clothes for each session and not their aprons everyday unless washed each day.

### *Training*

- All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.

### **Parents**

#### *Physical distancing*

- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Arrange drop off and pick up at the preschool entrance to avoid parents entering the preschool unnecessarily.
- When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area sticking to government social distancing policies.
- Burham preschool staff will consider measures to minimise contact between the parent and other children and staff members.

#### *Communications*

- Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
- Parents should inform preschool of their circumstances and if they plan to keep their child away, this helps preschool to conform to our safeguarding policy.
- Parents may be needed to support the running of the preschool by providing extra resources and consumables the preschool may not be able to source or afford such as cleaning wipes or products, tissues, toilet rolls etc. This is to ensure the safe running of the preschool is not hindered by lack of equipment and resources.
- Parents will be required to use text message and e:mail where necessary to inform the supervisor of changes in health, medication, who is collecting their child etc.
- Parents must inform the pre-school of any travel to or from another country, they must give us the dates and destination of travel and adhere to travel legislation (red, amber, green rules)

### **Visitors**

- Visitors will be limited and assessed on a case by case basis, other professionals supporting children will be allowed into the setting and a risk assessment will be done to make sure this is a safe practice.
- As far as possible parents and careers should not enter the premises until after the end of September 2021 when a further review will be made.

### **Travel**

- Outings from the preschool into the local community will be carefully planned to ensure mixing with members of the general public does not happen.

### **Hygiene and Health & Safety**

#### *Hand Washing*

- All children and staff must sanitize their hands upon arrival.
- Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet or playing outdoors, after sneezing, blowing their nose or coughing into their hand and dealing with unwell people.
- Bodily fluid spills should follow the correct procedures as normal.

#### *Cleaning*

- An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment and all staff are responsible in their area of work.
- Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly every night.
- A deep clean may be needed after a child has become ill in the area they were waiting.

#### *Waste disposal*

- All waste must be disposed of in a hygienic and safe manner following government guidelines.
- Tissues must be immediately disposed of and placed in a bin with a bag, lid and foot pedal.
- Bodily fluids must be double bagged and disposed of in a bin with a bag, lid and foot pedal.

#### *Risk assessment*

- The setting and all activities should be risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
- Remove anything which cannot be easily wiped down or washed at the end of the day.
- Play food, play cutlery and crockery etc. should be removed or anything else which may be 'mouthed' by many children.

#### *Premises Building*

- The hall will be clean by staff every morning before set up and pinch points will be cleaned when leaving the building.
- Other hirers to the hall will follow the same guidance.
- Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained with locked gates.

#### *Resources*

- Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Anything that is brought in from home should remain in the child's bag on their peg.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilized. Any resources which are difficult to clean should be removed.

### *Supplies Procurement & monitoring*

- The preschool should ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies.
- The preschool will not be able to operate without essential supplies required for ensuring infection control.
- A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards and facemasks. These items will be washed at a high temperature in accordance with relevant guidelines and separate to any other preschool washing.

### *Responding to a suspected case*

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible tested and then isolate at home in line with the current NHS government guidance.
- Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.
- The staff member responsible for the child during this time may consider suitable PPE such as the addition of face mask, visor disposable gloves and apron.
- The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.
- The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to current government guidelines.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance. They should also follow current testing advice for themselves and their household.

### **Monitoring of this policy**

*This policy will be reviewed as and when appropriate.*