



CHILDERWOOD NURSERY

CORONAVIRUS (COVID-19) Addendum

Section 2: Health and Safety

COVID-19 ADDENDUM TO POLICIES AND PROCEDURES

June 2021

The following information has been gathered from the latest Government documents:

- Actions for education and childcare nurseries to prepare for wider opening from 1 June 2020.
- Coronavirus (COVID-19): implementing protective measures in education and childcare nurseries.
- Actions for early years and childcare providers during the coronavirus outbreak

It has also been informed by Guidance for Early Years Nurseries - COVID-19 Site Operating Procedures.

January to April 2021

The following information has been gathered from the latest Government documents:

- [Actions for early years and childcare providers during the coronavirus outbreak](#) - last updated 13 April 2021

May 2021

Update to follow, for further information follow the website links below for ongoing government changes.

ABSENCE MANAGEMENT PROCEDURE

The absence management policy remains in place with the additional requirements.

Exclusion periods: Any staff member with symptoms of coronavirus will be asked to follow government isolation guidelines, which sets out that they must self-isolate for at least 10 days and should arrange to have a PCR test to see if they have coronavirus (COVID-19): www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

Staff members are asked to send in an isolation note as proof to stay off work because of coronavirus rather than a GP note. These are available from <https://111.nhs.uk/isolation-note/>

Staff should also not attend if they are self-isolating due to symptoms in their household.

We will work with the local authority if we experience any staff shortages to identify how appropriate provision can be put in place while keeping staffing arrangements as consistent as possible.

Return to work: All staff will be asked to complete a health declaration form on their return to work and after any episodes of illness to state that they are now fit and well, have no other symptoms and have isolated for the timescales set by the Government.

Staff who are clinically extremely vulnerable/staff who are clinically vulnerable.

Shielding advice has been paused nationally from 31 March 2021. However, such employees should still have their own risk assessment to ascertain whether the work environment is safe for them.

Annual leave: All annual leave including any not taken in holiday period 2020-2021 will be documented in the usual way and discussed at supervisions as to when this can be taken, following government and ACAS guidelines.

Coronavirus Job Retention Scheme (CJRS): Where applicable, discussion will take place individually with staff that have been furloughed, about when they will return in line with the business needs. Some staff may return on the flexible furlough scheme until the end of **September 2021** when the scheme is currently planned to end.

<https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme>

Where applicable, individual discussions will take place with any staff affected by this scheme.



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COVID-19 vaccination (see also vaccination policy)

All staff are able to take reasonable time off to attend COVID-19 vaccination appointments. As with any appointment, you should obtain approval from your manager in advance of taking time off to attend a COVID-19 vaccination appointment. You should give your line manager as much notice as you can, requesting that you would like to take time off for this purpose and they may ask you to produce evidence of your appointment (for example an appointment card or email/text inviting you to a COVID-19 vaccination appointment).

ADMISSIONS PROCEDURE

Children who are symptom free or have completed the required isolation period, can attend nursery. Families are asked to inform nursery if they, the child or anyone in their household/**support bubble or childcare bubble** has any symptoms and to follow the COVID-19 guidance.

Shielding advice for children that are clinically extremely vulnerable (CEV) has been paused nationally from 31 March 2021. All CEV children can now attend nursery unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Children who live with someone who is CEV should continue to attend nursery now as normal.

We will provide parents with clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves.

If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow COVID-19 guidance for households with possible or confirmed coronavirus (COVID-19) infection. This sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for **10 days** from when the symptomatic person first had symptoms. (Please also see sickness policy addendum).

When a child develops symptoms compatible with coronavirus, they should be sent home. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.

Settings should ask parents, carers, and staff to inform them immediately of the results of the test:

If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.

If someone tests positive, they should follow [Stay at home: guidance for households](#) with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household/**support bubble or childcare bubble** should continue self-isolating for the full 10 days.

Positive tests will be reported to Ofsted:

If settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, settings may have an outbreak, and must contact their local health protection team who will be able to advise if additional action is required.

Information regarding the symptom of coronavirus a loss of, or change in, your normal sense of taste or smell

(anosmia) – It will be very difficult to recognise this symptom in young children and they often go off food and drink for many reasons including when teething. It is advised that if a child does refuse food/drink at nursery you inform parents in the usual way and ask them to monitor this alongside any other coronavirus symptoms.

The isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a lateral flow device (LFD) or polymerase chain reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating, they will need to restart the 10-day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.

ARRIVALS AND DEPARTURES

The Government have recommended, where practical, and safe to do so, that drop off and collection takes place outside of the nursery building. It is paramount that this is done both safely and after initial settling, to ensure the children's emotional needs are met.

The following should be considered as part of your risk assessment and procedures:

- Asking families to have one designated adult to carry out the drop off and collection of their child to minimise the number of adults attending the setting. We will work together with you to ensure your child can be welcomed and settled by a familiar adult. This may involve having a safe space outdoors where key children are dropped off and collected around the same time and then transferred to their base room together.
- Key staff will have registers, so attendance can be marked immediately on entry.
- Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child.
- All parent and carers are asked to follow safe social distancing when dropping and collecting children. There will be safe distancing markings outside of the setting to show these.
- Giving an allocated drop off and collection time to each parent and ask that you meet these set times, as this will allow us to be able to monitor the amount of adults dropping off and collecting at one time; and to make sure that the familiar adult, from the setting, is able to collect the child from the adult dropping them off. The process for these times will also be shared, including protocols for minimising adult-to-adult contact.
- There may be some changes to where you drop off your child, for example the door directly outside your child's base room. These instructions will be clearly communicated to you in writing and safety will be maintained.

Further information will be communicated to all parents in the usual ways prior to the start date.

We will also continue to keep you up to date as government guidelines change and we review our practice.

BEREAVEMENT

We recognise that children and their families may have experienced grief and loss of close family members, or friends, during the pandemic. We understand that this is not only a difficult time for families, but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person is no longer around.

We will aim to meet with each family virtually prior to coming back to the setting, to discuss any bereavements that may have happened during the lockdown period and work with them to support the child the best we can.

We will also signpost to other agencies should further support be required.

CARING FOR YOUNGER CHILDREN

This policy will continue to be in place with the following additions:

- Increased frequency of cleaning; toys sterilised after use, any toys/equipment/resources that cannot be easily cleaned e.g., soft toys may not be used during this time (as per risk assessment).
- Use of PPE will be used for nappies, toilet accidents etc. Staff required to use PPE will be provided with adequate training.
- There will be safe distancing of bed/sleep pods (where possible) and children will be positioned away from each other during sleep times. Bedding and sheets will be washed daily in line with NHS laundry guidelines.
- Items such as towels and bedding will not be shared by children.
- Mealtimes may be staggered to allow for groups of 1:8 at each table.
- Children will be supervised at all times when eating/drinking and staff will ensure that they do not share water bottles/cups/utensils or food.
- Personalised water bottles will be used to prevent cross contamination.
- Outdoor wellies and heavy footwear will be removed inside.
- Parents are not permitted to leave travel accessories including buggies, car seats, and scooters in the setting.
- **Children nursery rucksacks/material bags and personal belongings should be emptied weekly and items including rucksacks/material bags washed prevent cross contamination.**

CHILD REGISTRATION FORM

Key staff will review each registration form and make any amends as deemed necessary.

Emergency contacts will be regularly reviewed and a process in place for what to do if parents cannot be contacted. All contact details need to be reviewed to ensure that they are all correct.

CRITICAL INCIDENT

The nursery will follow the critical incident policy for national outbreaks of infection/health pandemics.

In addition, it will continue to follow all government guidelines regarding Covid -19 and keep staff and parents up to date with any changes. This includes following any procedures if the virus spread across the nursery and/or the infection rates were to increase again.

Further information can be found at www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures

EARLY LEARNING OPPORTUNITIES STATEMENT

There may be some gaps in children's assessment records due **to the lockdown period** and absences. As children settle back into nursery there will be a strong focus on personal, social, and emotional development, and re-establishing strong attachments.

We will spend time observing and assessing children's development, working with parents to find out current interests and plan appropriate next steps.

Children that have not had a two-year old progress check will be planned in due course. All information and reasons for any delays will be documented.

Ofsted are currently pausing routine inspections and are carrying out assurance inspections from January 2021. Ofsted's return to inspection in 2021 will happen in phases, with no graded inspections for education or social care providers planned before the summer term. **Ofsted plans to resume routine inspections for early years providers from 4 May 2021. This date is kept under review.**

Further information can be found at: <https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>



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Specific EYFS disapplication's are in place for any provider who cannot comply with the early years foundation stage (EYFS) requirements in full due to restrictions or requirements imposed through the national lockdown. We are aware of these and will make parents aware of any changes to practice.

The Early Years Inspection Handbook has been updated with additional considerations for inspectors when carrying out inspections of early years providers during the COVID-19 pandemic. Further information can be found at <https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision>

EQUIPMENT AND RESOURCES

We will carry out more frequent cleaning of toys and resources (at least twice daily and where children have explored anything with their mouths).

Equipment and resources that cannot be easily cleaned, for example soft toys, may not be put out during this time (as per our risk assessment). Any unnecessary items in rooms will be stored elsewhere, where possible.

Resources that are shared between groups, such as sports, art and cooking equipment are cleaned frequently. When sharing equipment between different groups, we will either:

- Clean it before it is moved between groups.
- Allow them to be left unused for a period of 48 hours (72 hours for plastics).

Children will be discouraged from bringing items from home into the setting unless it is absolutely essential for their well-being. Where this is the case, items should be appropriately cleaned upon arrival.

FAMILY FRIENDLY POLICY

We will continue to monitor advice regarding any pregnant members of staff, in these cases we will ensure specific risk assessments in line with Management of Health and Safety at Work (MHSW) Regulations 1999 are in place.

Further information can be found at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees>

https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=protecting-vulnerable-workers&utm_content=vulnerable-30-jun-20

HEALTH AND SAFETY

Risk assessment

We will carry out and continue to review our COVID-19 risk assessment in line with Health and Safety Executive (HSE) guidelines <https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>.

This assessment directly addresses risks associated with coronavirus (COVID-19), so that the right measures can be put in place to control those risks for children, their families, and staff.

We are aware that HSE has stated that inspectors will carry out spot checks to see how well businesses are complying with health and safety law, and the obligation to control the risk from COVID-19 to workers and the public. This could include site visits, phone calls and the collection of supporting visual evidence, such as photos.

We will consult all employees on health and safety, so they are best placed to understand the risks in nursery.

We ensure all staff, parents and visitors are familiar with the risk assessment.

Social distancing

The early years sector knows that unlike older children and adults, babies and young children cannot be expected to remain two metres apart from each other and staff. **The government guidelines acknowledge this through advising grouping measures that are in place. Although there is no longer a requirement to keep children in 'bubbles', addendums to policies and procedures have been put in place to help minimise the risk of infection through avoiding contact with anyone with symptoms, frequent hand cleaning and good respiratory hygiene practices; regular cleaning of settings, minimising contact and mixing of different rooms/age groups, where possible.**

COSHH assessment

We will ensure that a COSHH assessment is completed for any intended use of bleach and disinfectant products used on site.

Personal protective equipment (PPE)

Government guidance is that PPE is not required for general use in early year's settings to protect against COVID-19 transmission. PPE will be continued to be worn as normal for nappy changing and the administration of paediatric first aid.

PPE will also be worn by staff caring for a sick child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs). **This includes a specific type of mask and eye shield.** Where appropriate staff will be provided with adequate training on the use of PPE.

Face covering

During everyday practice, staff and children will not be asked to wear face coverings as per the government guidelines. It is for providers to decide if staff should wear these in situations where social distancing between adults in settings is not possible (**e.g., when moving around in corridors and communal areas**). Settings may also decide to ask parents/staff to wear face covering at drop off and collection.

There is a process for when face coverings are worn and how they should be removed, including allowing for adjustments to be made for adults with Special Educational Needs and Disabilities (SEND) who may be distressed if required to remove a face covering against their wishes.

Safe wearing of face coverings requires the cleaning of hands before and after touching, including to remove or put them on, safe storage of them in individual, sealable plastic bags between use and staff disposing of them if they become damp.

Toothbrushing (applicable for settings following supervised toothbrushing programmes):

PHE have confirmed that supervised toothbrushing programmes may be re-established within settings using the dry brushing method. The wet brushing model is not recommended because it is considered more likely to risk droplet and contact transmission and offers no additional benefit to oral health over dry toothbrushing. For information on the cleaning and storage of toothbrushes and storage systems, see the guidance for supervised toothbrushing programmes in early years and school settings.

Essential supplies

We will ensure an adequate supply of essential supplies by ordering in advance. Contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for the management of 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.

Food Supplies

In case the supply of food is interrupted, procedures will be implemented to ensure appropriate and sufficient food alternatives are sourced, and normal food safety, and hygiene, processes are followed.

Coronavirus Testing

We will ensure that we follow the NHS Test and Trace process and contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1, for advice on the action to take in response to a positive case.

We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- Book a test if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms.

Settings should ask parents, carers and staff to inform them immediately of the results of the test:

- If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.
- If someone tests positive, they should follow [Stay at home: guidance for households](#) with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household/support bubble or childcare bubble should continue self-isolating for the full 10 days.

Further information can be found at: www.hse.gov.uk/news/coronavirus.htm

Promote and engage in asymptomatic testing

Rapid testing remains a vital part of the process to suppress the COVID-19 virus. All staff are asked to carry out rapid lateral flow antigen tests twice weekly (every three to four days). The use of this allows us, as a setting, to identify asymptomatic cases that would otherwise go undetected.

Staff are asked to do this at home following the guidance/instructions. They can safely dispose of the test items in their normal household waste.

Staff are asked to follow government guidance in terms of reporting a COVID-19 rapid lateral flow test results to NHS Test and Trace on the same day they take the test online or by calling 119. Further information can be found at: <https://www.gov.uk/report-covid19-result>

Staff should inform their manager of a positive result in the usual way and should not attend the workplace if they have had a positive LFT test. A confirmatory PCR test should then be arranged immediately.

LFD tests detect proteins in the coronavirus and work in a similar way to a pregnancy test. They are simple and quick to use. LFD tests are not as accurate as PCR tests in all circumstances but can detect a similar number of people with high levels of coronavirus as PCR tests. They are mainly used in people who do not have symptoms of COVID-19.

If anyone tests positive or gets coronavirus symptoms, they should:

- Self-isolate immediately
- Follow the stay-at-home guidance for households with possible coronavirus infection.
- Get a PCR test to confirm the result and continue to self-isolate until you get the result of the PCR test. Follow the advice you are given when you get the PCR result. If this PCR test result is negative, and you have no symptoms of COVID-19, you and your household can stop isolating.

A negative result means that active coronavirus infection was not detected, at the time of the test. However, this does not guarantee that you do not have coronavirus. You should continue to follow coronavirus rules, including regular hand washing, social distancing and face coverings where required.

We are also aware whole families and households with primary school, secondary school, and college age children, including childcare and support bubbles, will be able to test themselves twice every week from home from 8 March. We ask any parents that are eligible to do this, e.g., those with older siblings inform us of any positive tests in the usual way and to follow the stay-at-home guidance.

You may wish to inform parents that you are taking part in the asymptomatic testing and the process if a member of staff tests positive.

INFECTION CONTROL

We will continue to implement our infection control policy, through maintaining high hygiene standards and reducing the chances of infection being spread.

In addition to this we will:

- Implement robust handwashing routines with extra stations, where possible. **Hands will be washed thoroughly for 20 seconds with running water and soap, and dried thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered.**
- Clean hands-on arrival at the setting, before and after eating, and after sneezing or coughing.
- Encourage staff and, where age/stage appropriate, children not to touch their mouth, eyes and nose (consider face washing with children where appropriate)
- Ensure good respiratory hygiene - use a tissue or elbow to cough or sneeze and use bins for tissue waste; promoting the **'CATCH IT, BIN IT, KILL IT'** approach for all staff and children
- Ensure that help is available for children who have trouble cleaning their hands independently.
- **Encourage young children to learn and practise these habits through games, songs, and repetition.**
- Ensure that lidded bins for tissues are emptied throughout the day.
- Clean frequently touched surfaces often using standard products, such as detergents and bleach (including surfaces that children are touching, such as toys, books, tables, chairs, doors, fingerguards, sinks; wiping down toilets after each use, **light switch cords light switches, walls, phones, electronic devices**).
- Where possible, ensure spaces are well ventilated using natural ventilation (opening windows) or ventilation units. **Where mechanical ventilation systems exist, we ensure these are maintained in accordance with the manufacturer's recommendations. Good ventilation with fresh air is essential at all times in the settings.**
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- Take steps to ensure symptomatic individuals do not attend nursery.
- Minimise contact and mixing as much as possible (such as by smaller table gathering of 1:8, staggered break/mealtimes and keeping nursery play areas to the 1:8 ratio where possible).



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- Ensure play equipment is appropriately cleaned between groups of children using it and that multiple groups do not use it simultaneously.

Children's temperatures

Routine testing of children's temperatures will not take place as per government guidelines. We remind parents and staff to follow national advice on COVID-19 symptoms.

We ask all staff and parents to follow government advice if anyone in their household displays any symptoms.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If a child has a high temperature whilst at nursery, parents will be called immediately. The child will be cared for in a separate room from the other children and the staff member will, in these cases, wear a face covering to minimise the spread of infection.

Children's routine vaccines

Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected.

Teething

Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething.

Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP or NHS 111.

If coronavirus (COVID-19) is suspected, settings should follow the isolation advice.

Travelling to nursery

Children, parents, carers, and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from the setting, wherever it is possible and safe to do so.

Further information and posters can be found at: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

INTIMATE CARE

We will continue to ensure that all children's intimate care routines are met following safe practices, as stipulated in the health and safety and infection control policies, including the use of PPE.

MEDICATION

If anyone becomes unwell whilst at nursery, we will contact their parent(s) immediately and they will be sent home. Due to the nature of Covid-19, a key symptom of which is a high temperature, non-prescribed medication will not be administered unless in emergency situations (with prior permission).

Prescribed medication will be reviewed on a case-by-case basis, considering the reason for the medication and the safety for the child and member of staff administering it. For this, online permissions will be requested where possible.

NUTRITION AND MEALTIMES

We are committed to offering children healthy, nutritious, and balanced meals and snacks which meet individual needs and requirements, and we will continue to follow this policy. However, due to high demand for delivery slots

and some issues with supply, there may be some changes to the set menus on offer. We will communicate any changes to you.

Fresh drinking water is always available and accessible, and we will ensure that cups are cleaned after each use and not shared.

Mealtimes may be staggered to allow for smaller groups of children to eat at any one time, this may mean that your child will eat slightly earlier/later than usual. Again, any changes will be communicated to you in the usual way.

Children will always be supervised when eating/drinking, to ensure that they do not share cup/utensils or food. Personalised drinking bottles will be used to prevent cross contamination.

ONLINE SAFETY

We will continue to follow our online safety policy.

Where we are still using online platforms, such as Zoom, to engage with children, staff, and parents, we will ensure that we have permission to contact them through this way detailing how it is used, for example if recorded, as required.

We will also ensure that we set up a secure log-in using a standard username and password or SAML single sign-on, with secured schedule meetings, that require a password.

We will continue to share information with parents about online safety and direct them to resources recommended by the government such as e-bug and PHE schools' resources.

OUTDOOR PLAY

Guidelines state that spending times outdoors can limit transmission and more easily allow for distance between children and staff, so this should be taken into consideration.

Key staff and children will be encouraged to play outside for most of session. Inside areas will also be open for those who prefer indoor play spaces, this will help to circulate children out across the nursery using a free flow play.

Children will be taken outside on short walks away from the public, where possible, and maintaining social distancing from others. Hands will be washed on return to the nursery.

Outdoor equipment will be used where we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.

PARENTS AND CARERS AS PARTNERS

We will communicate via telephone, email, zoom and our usual online channels and ask you to do the same to share information about your child. Staff will maintain safe distancing when sharing information about your child's day. We may contact you via phone or video conferencing to discuss any other matters rather than face-to-face.

We will continue to keep in touch with any families and children not yet returning to nursery and keep sending through home learning ideas.

Nursery events/parent evenings will not take place in the nursery during this time, and we will keep you updated as government guidelines change. Where possible, they may take place electronically for example, via video conferencing.

PARENT TERMS AND CONDITIONS

There may be some changes made to your terms and conditions, and information regarding this will be communicated to you. In particular, we would like to draw parent's attention to Clause 11.2, 11.4, 19.2 and 21.

11.2: If the Child is suffering from a communicable illness, he/she should not be brought to the nursery until such time as the infection has cleared. A full copy of our infection control policy is available from the Nursery Manager.

Please refer to the illness/communicable disease list, supplied in your information, on minimum periods of exclusion from the nursery. This includes the signs and symptoms of Covid-19.

PERMISSIONS

Where children are still not returning and we are continuing to keep in touch via video calls, we will request further written permission from parent.

It is advised that you share and discuss permissions again with parents and ensure these are up to date circumstances may have changed, for example they may no longer want their child to go off the premises etc.

Where children are still not returning and you are continuing to keep in touch via video calls, you may decide to gain written permission for how you are using this.

PROMOTING POSITIVE BEHAVIOUR

The behaviour policy remains in place and will be followed. However, it is acknowledged that children have experienced big changes during this pandemic, and this could result in changes to their behaviour. This will be monitored, and the policy will be reviewed in line with this, where required.

QUALITY OF PROVISION

The Early Years Foundation Stage (EYFS) sets the standards that schools, and childcare nurseries must meet for the learning, development, and care of children from birth to 5 years old.

As part of our quality practice, we will carry out more frequent cleaning of toys and resources (at least twice daily and if children have put these in their mouths).

We still want to provide children with a wide range of activities and experiences, and will risk assess if, and how, we can provide activities such as water, sand, and playdough to minimise the spread of germs e.g., presenting in individual trays.

SAFE AND HEALTHY NURSERY

We will continue to follow our safe and healthy nursery policy with the following additional procedures.

Personal hygiene:

- Staff are always reminded to ensure personal hygiene, including washing hands as they enter the building and periodically throughout the day (see infection control policy addendum.)

Cleaning:

- Staff are asked to support the continued cleaning of the nursery throughout the day e.g. toilets, wiping light switches, kitchen areas.

Staff breaks:

- Staff lunch breaks will be staggered to minimise the number staff at one time using the toilet and wellbeing space to ensure social distancing.
- Staff are encouraged to stay in during lunch breaks, where possible to reduce contact with the public.

Use of hot desking:

- Staff will be asked to stagger the use of desk space and usage. All equipment e.g. mouse and keyboards, are to be cleaned after each use.

Staff equipment:

- Equipment used by staff such as stationary, tablets etc. will be allocated to key Person/Buddy staff members, where possible, and cleaned regularly.

Uniform:

- Staff are asked to wear a clean uniform each day.

Travelling to work:

- Staff are encouraged to drive alone, walk or cycle to work and avoid public transport at peak times, where possible. We will advise staff of the guidance on precautionary measures to be taken when travelling using public transport.

Essential supplies:

- We will ensure an adequate supply of essential supplies by ordering in advance and have contingency plans in place to minimise the impact of any shortages of supplies.
- The nursery will not be able to operate without essential supplies required for ensuring infection control.

SAFE AND RESPECTFUL CARE

We will continue to follow this procedure except for when a child is ill. We will follow the sickness and illness addendum, which advises to care for the child in an isolated area (new reading/sensory area) in room 3), where possible. This will still be in line with our safeguarding policy.

SAFEGUARDING CHILDREN

We will continue to follow our comprehensive safeguarding policy and procedure.

In addition, we will follow the specific government Covid-19 safeguarding in schools document: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers

SCHOOL COLLECTION POLICY

Where a child has attended the nursery during the previous term and there is a second sibling attending the nursery, wrap around care will be permitted. At this time, this service is suspended for children who have not attended the nursery during the previous term or where there are no other siblings attending. This procedure will be reviewed in line with government guidelines.

SETTLING IN

After time off, children will feel different about returning; some children will be really excited and may not need any settling in, whereas other children will have separation anxiety and be quite upset/distressed on their return.

We will work with all families that are new, or have not attended the setting for several months, to arrange suitable settling times. These may include video calls to begin with, to minimise the time spent in the setting. Settling visits may be planned based on individual needs, taking into account the age/stage of development and how the child feels about returning.

Where settling visits are required, different options will be considered such as:

- Virtual show rounds
- Online video calls
- Set times, for example first thing in a morning or early evening when other children are not present (stay for a limited time, ideally no more than an hour)
- Settling visits outdoors
- Shorter sessions to begin with, building-up to the full session.



CHILDERWOOD NURSERY

CORONAVIRUS (COVID-19) Addendum

Section 2: Health and Safety

- Parent/carers will be asked to **wash hands before and after the visit**, wear face coverings and avoid close contact with other children/**staff**.

We ensure any new parent/carers are aware of the [system of controls](#), how this impacts them and their responsibilities in supporting it when visiting a setting with their child.

Most of the information for new children/children returning will be gathered over the telephone to limit the time spent in the setting.

Any new families will be asked to sign a health declaration to confirm the child, or no one in the family, has any symptoms of coronavirus.

SICKNESS AND ILLNESS

If anyone becomes unwell whilst at nursery with a new, continuous cough or a high temperature, we will contact their parent/carer immediately. The child will be sent home and advised to follow the COVID-19: Guidance for households with possible coronavirus infection. This includes asking the parent/carer to arrange a PCR test for the child as soon as possible and should notify the nursery if this is positive.

Whilst the child is awaiting collection they will be moved, if possible, to a room where they can be isolated, depending on the age of the child, and with appropriate adult supervision (ensuring safeguarding and PPE procedures are met).

Ideally, a window will be opened for ventilation. Where it is not possible to isolate them, they will be moved to an area which is at least two metres away from other people. They will be comforted and reassured whilst waiting for collection, as per our usual policy. **In an emergency, we would call 999.**

If they need to go to the toilet while waiting to be collected, they will use a separate toilet if possible. The toilet will be cleaned and disinfected, using standard cleaning products, before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency staff will call a manager and 999 if they are seriously ill, injured or their life is at risk.

Any members of staff who have helped someone with symptoms and any children who have been in close contact with them, do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left, to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings outside the home guidance](#).

In these cases, all information will be recorded on an incident form or COVID-19 record form. Please also refer to the sickness policy.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Shielding advice has been paused nationally from 31 March 2021. However, children with SEND should still have their own risk assessment to ascertain whether the environment is safe for them to attend.

STAFF DEVELOPMENT AND TRAINING

The training records of all staff members will be checked and any expired mandatory training that is required (including safeguarding, paediatric first aid, food hygiene) will be planned as soon as possible. Where possible, meetings and training sessions should be conducted through virtual conferencing.

All staff members will receive appropriate instructions, and training, in the policy and procedure addendums; infection control, the standard operating procedures and risk assessments within which they will be operating.

SUPERVISIONS

Staff will all have a supervision/review meeting prior to returning to work, this may take place over the phone or video call.

Regular supervision/review meetings will then take place to monitor staff well-being and any concerns during this time. **These are particularly important, as some staff may be particularly anxious about attending the setting.**

SUPERVISION OF VISITORS

Attendance to the setting will be restricted to children and staff where practicable. In instances where settings need to use other essential professionals such as social workers; speech and language therapists or counsellors, or professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support should continue on site. Visits for SEND therapies should also continue on site.

If they need to attend in person, they should:

- Follow guidance relevant to the setting.
- Keep the number of attendances to a minimum.
- Wash hands frequently.
- Where possible to do so, maintain social distancing.
- Be informed about the system of controls in settings.

Other visitors **including, for example, tutors and coaches** will only be allowed to enter where prior permission has been granted and that they are not displaying any symptoms of coronavirus. They will be asked to sign a declaration form. The supervision of visitor's policy will be followed in these cases.

Suppliers, such as food deliveries, will be asked not to enter the nursery but to make other arrangements, **for example to ring the bell and leave the delivery at the door.**

Where essential visitors e.g., building maintenance, are required these will be made outside of the usual nursery operational hours where possible.

A record is kept of all visitors which follows the guidance on maintaining records of staff, customers, and visitors to support NHS Test and Trace. <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

TRANSITIONS

Where possible, children will return to the area where they felt most at ease when they left and settle back in there to relieve any separation anxiety. Any transitions will be based on individual needs, the child's age/stage of development, length of time they have had away from nursery and how their key person, and parent, feels they will respond to any further changes.

For any children going to school:

We will work together with the schools that children are going to and attempt to do all we can to help ease this

transition. This will include making up school packs with photos of the teachers and building; reading stories, engaging in role play, setting up video calls, meetings, and where possible visits. We will also work with parents to try to alleviate any worries and anxieties. This may mean working with the schools to extend the starting date.

Any children moving from another setting which they have attended during the lockdown:

In these cases, with parental permission, we will attempt to speak to the childcare provider where the child has attended to discuss interests, development, and next steps.

Children attending another early year's provider:

Where a child routinely attends more than one setting on a part-time basis, we will work with parents and carers to work through the system of controls collaboratively; to address any risks identified and allow them to jointly deliver appropriate care for the child.

VISITS AND OUTINGS

Educational day visits can now take place. These must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes the system of controls, such as keeping children within their consistent groups, and the COVID-19 secure measures in place at the destination.

A full and thorough risk assessment in relation to all educational visits will take place before, to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.

This includes:

- Maximising the use of private outdoor space
- It is for the purpose of childcare.
- Remain within the EYFS staff child ratios.
- Conduct a risk assessment in advance, this demonstrates that we can remain socially distant (2 metres) from other people and groups, wherever possible
- Good hygiene is maintained throughout.
- Thorough handwashing happens before and after the trip.
- The trip is carried out in line with relevant local or national coronavirus (COVID-19) guidance depending on what restrictions are in force on the day of the trip and coronavirus (COVID-19) secure measures on transport and at the destination.
- Appropriate insurance arrangements are in place.

NURSERY VOLUNTEERS

Volunteers may now be used to support the work of the setting, as would usually be the case.

We ensure that they are properly supported and given appropriate roles.

All volunteers, continue to follow the appropriate safeguarding checks and risk assessment process, and under no circumstances should a volunteer who has not been appropriately checked, and risk assessed, be left unsupervised or allowed to work in regulated activity.

Mixing of volunteers across groups is kept to a minimum and they are expected to adhere to all of the setting's system of controls in place.

WELL-BEING IN THE NURSERY

Children are supported in age-appropriate ways to understand the steps they can take to keep themselves safe,

including regular hand washing and sneezing into a tissue. Staff will help them to understand the changes and challenges they may have/be encountering as a result of COVID-19 through play, discussions, and stories.

Staff are aware of the importance of attachments and that some children may experience separation anxieties during this time. They will work with parents to ensure they help to ease the transition back to nursery and give children the emotional support they need at this time. Please also refer to the bereavement policy.

WELL-BEING FOR STAFF

Regular meetings/supervisions will be planned to support staff. Where appropriate, discussions will take place around the need for flexible working practices in a way that promotes good work-life balance and supports the nursery business.

Having a good communication policy and sharing plans, and risk assessments, will help to manage anxieties about returning to work. Staff workloads will be carefully managed during this time with the emphasis on playing with the children; settling them back in, offering lots of support and reassurance.

YOUNG WORKER/STUDENTS POLICY

We will continue to use students and ask them to follow all of our arrangements for managing and minimising risk based on the 17 system of controls. This includes Level 2, Level 3 qualifications; including the T Level in Education and Childcare, and early years initial teacher training (EYITT) trainees.

They will have access to information on the safety arrangements, where possible, in advance of their start date

SAFE RECRUITMENT OF STAFF POLICY

Where required, recruitment for new staff will continue as usual.

This will be risk assessed and may involve alternative options to face-to-face interviews where possible.

Where face-to-face meetings are necessary, we will share the setting's control measures in advance and make it clear to candidates that they must follow the system of controls that you have in place. This includes any requirements for wearing face coverings where social distancing cannot be managed safely.

When recruiting, we will continue to adhere to the legal requirements regarding pre-appointment checks.

STAFF VACCINATIONS POLICY

Coronavirus vaccinations and our workforce

Vaccinations are free of charge on the NHS. They are being administered according to a priority list at vaccination centres, including some hospitals, sports stadiums, conference centres and GP surgeries. If you are not registered with a GP, we encourage you to register as soon as you can. See www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery for information on how to do this.

Your decision to be vaccinated.

We ask that, when a coronavirus vaccination becomes available to you, you do take the opportunity to be vaccinated. We understand that this is ultimately your choice, but we advise you to make an informed decision by:

- Reading up about COVID-19 vaccinations via official sources
- Paying attention to the information the NHS provides you with when you are offered a vaccine
- Being wary of misinformation around COVID-19 vaccinations put out by unreliable sources.

Getting vaccinated is not just about protecting your own health and well-being, but also limiting the spread of the virus and so protecting those around you, including your families and colleagues.

Information on the national COVID-19 vaccination programme is set out at:

- www.gov.uk/health-and-social-care/health-protection-immunisation, including details of: The priority list for vaccination
- Vaccination of specific groups, such as pregnant individuals and older people
- What to expect after your vaccination, including guidance on returning to normal activities.
- www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine, including details of:
- Who can get a vaccination?
- The safety and effectiveness of being vaccinated.
- What to expect after your vaccination, including potential side effects.

In addition, information on local arrangements in England is available at www.england.nhs.uk/coronavirus/covid-19-vaccination-programme

COVID-19 Government links include:

- Guidance on [critical workers](#)
- Guidance on [Ofsted's response to coronavirus \(COVID-19\)](#)
- Guidance on the [Coronavirus Job Retention Scheme](#)
- Guidance on the [early years foundation stage \(EYFS\) disapplications](#)
- Guidance on [use of free early education entitlements funding](#)
- Guidance on [safe working in settings](#)

Company Directors

This policy has been approved by Elizabeth Martin and adopted on behalf of The Childcare Professionals Ltd and is addressed to all members of staff and volunteers and is available on the nursery website portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the nursery.

This policy is reviewed on an annual basis.

Addendum Policy reviewed by	Elizabeth Martin	April 2021
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Approved by the Nursery Manager	Rae-Louise Grace	May 2021
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Next Review	Elizabeth Martin	Ongoing 2021
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Record of Changes & Updates

- All changes between January 2021 addendum and this April 2021 version can be found in blue bold font.
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