

Fledglings Day Nursery Covid-19 Policies and Procedures

Purpose

To outline the policies and procedures for Fledglings Day Nursery to operate in a safe and secure way in the light of the announcement made by the Government relating to moving towards “Step 4” on 19th July 2021.

To act as a guide and reference point for all members of staff, parents and carers.

This policy guide has been written taking into account the guidance set out in “Actions for Early Years and Childcare Providers during the COVID-19 Pandemic July 2021”: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999798/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf

Over-Arching Principle

To protect the health and safety of all, children, staff, parents and carers and visitors using Fledglings Day Nursery in the light of managing the ongoing risk of Covid-19 when measures that have previously been covered by legislation are lifted.

Key Points

This document supersedes previous versions of “Fledglings Day Nursery Covid-19 Policies and Procedures.”

Whilst most of the measures previously in place to manage the setting throughout the Pandemic between June 2020 and July 2021 are now removed, there will remain in place policies which are designed to mitigate the risk of an outbreak of Covid-19 at the setting.

The need to divide the nursery into “bubbles” is dispensed with from 19th July 2021.

All staff will be expected to follow these revised procedures.

All staff and users of the nursery are encouraged to take up the chance to be vaccinated against Covid-19, where necessary time off will be given to allow staff to attend appointments.

The co-operation and support of all parents and carers is vital in helping the setting manage the continued risk that Covid-19 poses.

Parents and visitors will be able to access the building again, but this will be done in a staggered way to begin with. Messages will be sent via email to explain how this will be managed and changed as time goes on.

Until further notice a maximum of 6 parents and carers will be allowed into the building at any one time. Although the setting continues to close at 6pm, the last time

at which parents can come into the building will be 5.50pm to allow enough time for handovers to be completed.

Although the need to wear masks when inside buildings as a matter of law has been removed, we are still able to set our own safety measures to protect all users of the building. We have carried out a risk assessment bearing in mind the narrow corridors and access points to the rooms within the building. Therefore, until further notice anyone entering the building is asked to wear a mask unless medically exempt. Members of staff will wear masks when interacting with parents within the building.

1) Drop-Off and Collection of Children

- a) In October 2020, two new entrances were created to ensure that age-groups did not mix. The entrance used by children to access the Cuckoo and Swans rooms will now close and these children will now enter via the main door at the opposite end of the building.
- b) The entrance behind the main door used to give access to the Baby Unit, will remain open with its own dedicated bell.
- c) All parents and carers should now use the wooden gate to access the nursery which is situated at the far end of the building between the perimeter wall and wooden fence leading to the main entrance. The gate previously used by pre-school children will be closed permanently.
- d) The buggy shed will be reopened, any bicycles or scooters used by children must be placed in there for collection at the end of a session.
- e) Until further notice only one person per family (it does not need to be the same person each time) may access the building to either drop-off or collect a child.
- f) A maximum of 6 parents and carers are allowed into the building at any one time and a maximum of two per section of the nursery (two in the Baby Unit, two in a combination of Swans and Cuckoos and two in the Pre-School-Unit). This is to ensure that corridors do not become overcrowded.
- g) Parents and carers may hand over their child at the door or request that their child is brought to the entrance rather than entering the building at either drop-off or collection time.
- h) When entering the building parents and carers are asked to:
 - i) Sanitise their hands on entry.
 - ii) Wear a mask.
 - iii) Minimise the amount of time spent in the building to allow as many people into the building as possible

- iv) The last time (until further notice) that a parent can enter the building is 5.50pm, after that time children will be brought to the door for collection.
- i) The dropping off point will reopen on Monday 2nd August 2021 meaning that parents can drive into the area in front of the building to drop off or collect children. The area should be accessed using the entrance where the waste bins are currently sited, exiting at the other end of the building.
- j) Parents may enter the building with their children to drop them off and come inside at the end of a session.

2) Sickness Policy (Children)

- a) In the past we have tried to be flexible in terms of helping parents and carers when children are showing mild signs of illness and administering medicines.
- b) Children must not be sent to the nursery if they are ill. We ask you not to take any risks by perhaps giving your child paracetamol and/or ibuprofen (such as Calpol) prior to them attending. This is particularly important if your child is prone to temperatures. We simply cannot take any risks if they are displaying one of the Covid symptoms. If your child is found to have a temperature, we will need to take the measures outlined in the Government guidance, this will mean isolating your child (with a member of staff) until they can be collected. This is non-negotiable.
- c) Children taking antibiotics should only return to the setting once their symptoms that have caused the prescription to be given have subsided to the extent that they do not require additional care when returning to the nursery.

3) Dealing with Covid-19 Symptoms

The threat of Covid-19 remains and in that regard Government advice has NOT changed. The guidance issued by the Government on 6th July 2021 is as follows:

“When an individual develops COVID-19 symptoms or has a positive test Staff and other adults should follow public health advice on when to self-isolate and what to do.

They should not come into the setting if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in your setting develops symptoms of COVID-19, however mild, you should send them home and they should follow public health advice.”

It is for this reason that our procedures will remain unchanged in paragraphs a -g below when a child shows any symptoms of Covid-19.

- a) If anyone becomes unwell with a new, continuous cough or a high temperature at the nursery be they children or staff, they must be sent home and advised to follow the COVID-19 guidance for households with possible coronavirus infection guidance.
- b) Your child must take a COVID-19 test and a copy of the result must be forwarded to the setting before they can return to the nursery.
- c) If a child is awaiting collection, they will be moved, to a room where they will be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. Ideally, a window should be opened for ventilation.
- d) If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- e) PPE should be worn by staff caring for the child while they await collection.
- f) In an emergency, call 999 if they are seriously ill or injured or their life is at risk.
- g) If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
- h) Where a positive test is declared within the setting we are still required to notify this to Ofsted. However, the need to notify the Department for Education and Public Health England to pass on possible contact details changes on 19th July 2021, when responsibility will lie with NHS Test and Trace.
- i) The following paragraph in italics is drawn from the guidance issued on 6th July 2021.

“Admitting children back to the setting

In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending your setting, you can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Your decision

would need to be carefully considered in light of all the circumstances and current public health advice”

The final decision will rest with either Meryl Malyckyj or John Malyckyj or a nominated deputy if they are not available.

4) Caring for the Children and the Safety of Staff

- a) The need for staff and children to remain in strict bubbles is now removed, however measures must still remain in place to mitigate the possible spread of Covid-19
- b) Staff and children will be:
 - frequently washing their hands with soap and water for 20 seconds and dry thoroughly.
 - cleaning their hands on arrival at the setting, before and after eating, and after sneezing or coughing
 - encouraged not to touch their mouth, eyes and nose
 - using a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
 - ensure that help is available for children who have trouble cleaning their hands independently
 - encouraging the children to learn and practise these habits through games, songs and repetition
- c) Additional supplies of hand gel, soaps and cleaning materials continue to be available to ensure that frequent personal cleaning and cleansing of play and workspace can take place.
- d) Bins for tissues will be emptied throughout the day
- e) All spaces should be well ventilated using natural ventilation (opening windows)
- f) We will keep doors open, where we can (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- g) Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time
- h) Noting that some children and young people will need additional support to follow these measures.

- i) Continue to use outside spaces are to be used as much as possible as this can limit transmission and more easily allow for distance between children and staff.
- j) All areas of the nursery will continue to be cleaned by use of “fogging equipment” at the end of each day.

5) Nappy Changing

- a) Staff should wear aprons and protective gloves when dealing with the cleaning of bodily fluids.
- b) Changing mats and adjacent areas will be thoroughly cleaned after each nappy change. The child’s hands should be washed as well as the member of staff.

6) Sleep time and Bedding

This policy remains unchanged as a mitigation measure.

- a) For the duration of the pandemic, children who require sleep and rest after the lunch period will remain within their own rooms rather than going to the usual sleep room.
- b) All bedding will be washed on a daily basis immediately after use.

7) Visitors

- a) Visitors may now access the building providing that they have no Covid-19 symptoms, we reserve the right to refuse admission to anyone we consider to be displaying symptoms. Visitors must wear masks whilst present in the building.
- b) “Show arounds” can now resume with effect from 19th July 2021.

8) New Starters

- a) Settling in sessions may resume from 19th July 2021.

9) Early Years Foundation Stage (EYFS)

- a) The provisions of the EYFS were relaxed for the duration of the pandemic crisis, however the Government have indicated that the disapplications that have applied during this period will come to an end on 31st August 2021.

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