



## **COVID-19 Policy**

### **Policy statement**

As described in the government guidance, 'Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (updated March 2021) *"Settings must continue to take all necessary steps to keep children safe and well during this period and have regard to the government's statutory guidance on working together to safeguard children. The safeguarding and welfare sections of the EYFS still apply, including requirements relating to child protection arrangements. Settings should work closely with local authorities."*

*'Settings are also responsible for planning and implementing appropriate protective measures to reduce coronavirus (COVID-19) transmission.*

At Ullesthorpe pre-school we have taken precautionary measures to ensure the safety and well-being of all children, staff and visitors. We will continue to review updates provided by the government and update the procedures where necessary.

### **Procedures**

#### **1.2 Safeguarding children, young people and vulnerable adults**

All staff remain alert to any signs that during the current COVID-19 outbreak a child in their care is suffering from or likely to be suffering from harm. This include signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

#### **2.2 Student placement – Suspended**

At present we are not excepting students at the pre-school. This will be reviewed and updated as required.

#### **4.1 The role of the key person and settling-in**

During the COVID-19 outbreak it is likely that some children will not have their usual key person. Where this is the case, the principles of the key person role are followed as closely as possible.

Any temporary staff that we employ will be trained proficiently and safely to administer medication and medical procedures for individual children. They will also adhere to the guidelines and procedures on caring for the individual needs of children with SEND, as detailed in their Health Care Plans. Risk assessments will be put in place to identify any risks that may be incurred due to a change in key person for such children and parents/carers will be informed and regularly updated.

## **5.1 Staffing**

During the COVID-19 outbreak, staff will be deployed as per the government guidance. Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios will be based on a risk assessment approach and with the authorisation of the manager. Otherwise the following procedure applies.

During the COVID-19 outbreak early years staff are themselves considered to be 'key workers'. If staff cannot source care for their own children then they are able to bring their child to the setting, ensuring that as far as possible, they adhere to the criteria below and ensure they are not breaching conditions of their insurance provider:

- where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration
- where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with their line manager.

## **6.2 Managing children who are sick, infectious, or with allergies**

During the COVID-19 outbreak, any child showing symptoms, such as a high temperature; a new, continuous cough; loss of taste or smell, the following sequence of actions need to be taken:

1. Child presents with symptoms; parents are requested to collect child and seek diagnosis from GP or take further advice from NHS 111.
2. Whilst waiting for collection, the child will be placed in an area of isolation (the office) with a staff member who will be wearing full PPE as a precautionary measure.
3. Child's parents are requested to inform setting of outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion even if no symptoms are present.
4. For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The line manager will inform the owner/trustees/directors and retain a confidential record.
5. Acting on the advice of the local HPT, the setting will either:
  - close for a set period and undertake a deep clean
  - carry on as usual but also undertake a deep clean
6. If a notifiable disease is confirmed, staff must inform the chair of committee immediately and Ofsted must be informed within 14 days. Cases of confirmed Coronavirus should be treated as a notifiable disease.
7. A deep clean is undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced and staff are vigilant to any further signs of infection.
8. The manager continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.

## **6.5 Food and drink**

- All children and staff will wash their hands prior to eating.
- Tables will be cleaned before and after meals times.
- Parents provide children's drinks, snacks and lunches which should be in sealed containers with the child's name on.
- Staff to be vigilant during meals times to ensure children do not share food or touch other children's items.

## **7.1 Promoting Positive Behaviour**

This is an unsettling time for young children. Practitioners are alert to the emotional well-being of children who may be affected by the disruption to their normal routine. Where a child's behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child's parents/carers and the principles of this procedure are adhered to.

## **8.3 Supervision of children on outings and visits**

The Department for Education guidance states that: *'Settings should maximise use of private outdoor space, while keeping small groups of children and staff away from other groups.'*

*"Childminders and early years providers may take small groups of children to outdoor public spaces, for example parks, provided that a risk assessment demonstrates that they can stay 2m away from other people at all times."*

*"This should be restricted to small groups and should be done in line with wider government guidelines on the number of people who can meet in outdoor public places. Providers should not take larger groups of children to public outdoor spaces at one time."*

## **8.4 Risk assessment**

At Ullesthorpe Pre-school we have a risk assessment in place to ensure we have taken all necessary precautionary measures to reduce the risk of the spread of coronavirus within the setting. (Please request to view the risk assessment).

## **8.6 Animals in the setting**

As the setting may have to close at short notice at any time during the crisis, alternative arrangements are in place for any pets and animals that currently inhabit the setting. New animals or pets will not be taken on during the COVID-19 outbreak.

## **10.7 Provider records**

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

### **System of controls**

*This is the set of actions early years settings must take. They are outlined in more detail below.*

#### **Prevention:**

- 1) 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) minimise contact between groups where possible*
- 6) where necessary, wear appropriate personal protective equipment (PPE)*
- 7) where visitors are necessary, QR code to be used and pre-visit questionnaire to be completed to identify prior risk of contact.*

#### **Response to any infection:**

- 8) engage with the NHS Track and Trace process*
- 9) manage confirmed cases of coronavirus (COVID-19) amongst the setting community*
- 10) contain any outbreak by following local health protection team advice*

#### **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. As has occurred in Leicester, people in the affected area may be asked to stay at home as much as they can and not travel unless essential. Any providers who are affected by a local outbreak will receive specific guidance for their area. For providers in Leicester, guidance can be found at [www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings](http://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings).

**Lateral flow tests**

The pre-school now have access to regular testing for all staff. Staff undertake the tests twice a week and record results internally and externally as requested by the government.

If a staff member is to come back with a positive result, the setting will follow the ‘response to infection’ procedures and guidelines provided by the government with regards to notifying staff, parents and the local authority.

Further guidance on COVID-19 related matters, can be found at [www.eyalliance.org.uk/coronavirus-early-years](http://www.eyalliance.org.uk/coronavirus-early-years).

**I have read & understood the COVID-19 policy adapted by Ullesthorpe Pre-School and understand that Safeguarding is the responsibility of all staff & committee members.**

This policy was adopted by: Ullesthorpe Pre-school			
On	5 <sup>th</sup> May 2021	Date to be reviewed:	April 2022
Signed on behalf of the provider		Name of signatory	
Role of signatory (e.g., chair/director)			

Designation	Name	Signature	Date
Manager			
Deputy Manager			
Nursery Nurse			
Nursery Nurse			
Secretary			
Treasurer			
Member			
Member			
Member			