

## Coronavirus policy and procedures

Policy aim:

This policy is in place in line with new government guidelines and the health & safety of all persons and children on our premises.

This policy will support practitioners through a covid19 epidemic or pandemic in the area/country. All procedures must be read, understood and followed to ensure the highest form of care can be carried out with high standards of health and safety in the workplace.

### **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 (currently 7 days and/or if a family member has symptoms then they should isolate for 14 days.) Further information can be found at:

[www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection](http://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 have symptoms, or are self-isolating, due to symptoms in their household.

**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 have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield:** we do not expect people in this category to be attending nursery, and they should continue to be supported by the furlough scheme or work at home (if this is at all possible) as much as possible. These cases will be discussed on a one-to-one basis with affected staff.

**Staff that live in a household with someone who is extremely vulnerable:** where a staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the *COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance*; it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, where they are able to understand and follow those

instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported by the furlough scheme or work at home (if this is at all possible). These cases will be discussed on a one to one basis with affected staff.

**Annual leave:** all annual leave including any not taken in holiday period 2019/20 will be documented in the usual way and discussed at supervisions as to when this can be taken, following government and HR 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.

## **Admissions**

***It is advised that settings develop their admissions policy/form and then ask parents sign up to this.***

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 has any symptoms and to follow the COVID-19 guidance.

Children that have been classed as clinically extremely vulnerable, due to pre-existing medical conditions, have been advised to shield and are not expected to return to nursery yet. We will continue to communicate with you and help you to learn at home as much as possible. This will be reviewed in line with government guidelines.

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 becomes unwell with the most common symptoms of coronavirus in an education or childcare setting, they must be sent home and advised to follow the COVID-19: Guidance for households with possible coronavirus infection

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> Up to date information about the symptoms of coronavirus can also be found here.

(Please also see sickness policy addendum).

When a child develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.

Staff and children in all early years' settings are eligible for testing if they become ill with coronavirus symptoms, as will members of their household. A negative test will enable children to return to their childcare setting, and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible. Positive tests will be reported to HSE.

**Settings are advised to update/amend this to make it individual to each setting – as per government guidelines, in order to maintain social distancing and keep children in smaller groups with the same staff, we may need to stagger children back to the setting and look at capping numbers. We will communicate all of this to you as part of our nursery return plan and Covid-19 risk assessment. This may involve asking pre-school children to return first. If this takes place, we will continue to keep in touch with any children that are staying at home and send out home learning activities. We will continue to communicate with you as government guidelines change.**

**Information regarding the latest 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.**

### **Arrivals and departures**

**The following information is provided only as a guide and will depend on your nursery building and layout. Discussions between NDNA and the Government have taken place around this and the Government have recommended where practicable, 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 also be considered:**

- Asking families to have one designated adult to carry out the drop off and collection of their child to minimise the number of adults in 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 where key children are dropped off/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/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 babies and toddlers**

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 will not be used during this time
- 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/cots (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, flannels and bedding will not be shared by children
- Meal times may be staggered to allow for smaller groups
- Children will be supervised at all times when eating/drinking to ensure that they do not share cups/utensils or food
- Personalised cups will be used to prevent cross contamination
- Outdoor shoes removed inside

Parents are not permitted to leave travel accessories including buggies, car seats, and scooters in the setting.

## **Child registration forms**

Individual settings should review each registration form and make any amends as deemed necessary.

As many families are currently not able to mix with other households, emergency contacts will need to be 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 setting 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](http://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 will be some gaps in children's assessment records due to the lockdown period. As children settle back in to 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.

## **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, will not be put out during this time. Any unnecessary items in rooms will be stored elsewhere, where possible.

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**

We will continue to monitor advice regarding any pregnant members of staff returning to work, in these cases we will ensure specific risk assessments are in place.

As per government guidelines, a child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can still continue to attend their childcare setting.

## **Health and safety (example)**

**Further support is available in the health and safety factsheet at [www.ndna.org.uk/factsheets](http://www.ndna.org.uk/factsheets)**

**Risk assessment:** We will carry out a full risk assessment before opening (see example risk assessment form at [www.ndna.org.uk/reopening-after-coronavirus](http://www.ndna.org.uk/reopening-after-coronavirus)). 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 will consult all employees on health and safety, and so they are best placed to understand the risks in nursery.

**Legionnaires check** (*applicable where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns*): Appropriate health and safety checks will be conducted prior to reopening including legionnaires checks.

**Social distancing:** The early years sector know 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 acknowledges this through advising grouping measures that are in place. 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, where possible.

**Lifts:** (where applicable) will be avoided other than where essential.

**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.

**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 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.

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:** Staff and children in all early years settings are eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to return to their childcare setting and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible and ensure isolation periods are followed for all staff and children effected. See more details regarding this at

[www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)

Further information can be found at: [www.hse.gov.uk/news/coronavirus.htm](https://www.hse.gov.uk/news/coronavirus.htm)

## **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, sinks; wiping down toilets after each use, light switches, bannisters)
- Where possible, ensure spaces are well ventilated using natural ventilation (opening windows) or ventilation units
- 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 staggered break/meal times, keeping staff and children in smaller consistent groups, ensuring that the same staff are assigned to each group as far as possible and keep children in the same rooms/areas/outdoor area throughout the day)
- 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>

Anyone showing signs of coronavirus are advised to not leave their home for at least 7 days and anyone they live with should not leave their home for 14 days. This will be applied for any child, staff or family members accessing nursery.

Staff and children in all early years' settings will be eligible for coronavirus testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare setting, and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting.

We will work with staff and families where testing is required to arrange for this as soon as possible and ensure isolation periods are followed for all staff and children effected. See more details regarding this at

[www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection](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.

**Travelling to nursery** – Parents, children and young people are encouraged to travel by car, walk or cycle where possible and avoid public transport at peak times. Further information and posters can be found at

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/884507/passenger-guidance-infographic-document.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884507/passenger-guidance-infographic-document.pdf)

## **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/carer 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, taking into account 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.

Meal times 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 be supervised at all times when eating/drinking, to ensure that they do not share cup/utensils or food. Personalised cups 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.

## **Outdoor play**

**Depending on the size of your outdoor area, this policy should be adapted to suit your practice. Guidelines state that spending times outdoors can limit transmission and more easily allow for distance between children and staff, so this should be taken in to consideration.**

Settings with smaller outdoor spaces may need to stagger time outdoors to allow for smaller groups of children going out to play at any one time.

Applicable for any settings that do not have access to outdoors:

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

Outdoor equipment will only 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.

*Individual to each setting – considerations may be made for all children and staff to remove outdoor footwear when inside.*

## **Parents/carers as partners**

There will be some amendments needed to this policy as we minimise the time parents spend at the nursery. We will communicate via telephone, email 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 and carers 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, as a reminder.

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**

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 provision**

The Early Years Foundation Stage (EYFS) sets the standards that schools and childcare settings must meet for the learning, development and care of children from birth to 5 years old. We will use reasonable endeavours to deliver the learning and development requirements, as far as possible, in the current circumstances and ensure we follow the Early Years Foundation Stage: Coronavirus Disapplication's where required. Further information can be found at:

[www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications](http://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications)

The long end date of the legislative changes is shown in the regulations as 25 September 2020, but these will be reviewed on a monthly basis and disapplications, and modifications, may be lifted earlier. For instance, if government advice on self-isolation and social distancing is amended.

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, however some of these may differ to minimise the spread of germs, for example playdough, sand and water play. This may need to be presented in an individual tray and discarded afterwards, rather than all children accessing them at the same time.

## **Safe and healthy nursery (example)**

### **Further support is available in the health and safety factsheet at**

[www.ndna.org.uk/  
factsheets](http://www.ndna.org.uk/factsheets)

**We will follow our safe and healthy nursery policy with the following additional procedures:**

**Personal hygiene:** Staff are reminded to ensure personal hygiene at all times, 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:** All staff breaks will be staggered to minimise the number staff in the staff room at one time and ensure social distancing. Staff are encouraged to stay in at break times, where possible.

**Use of offices:** Staff will be asked to stagger the use of the office to limit occupancy. 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 individual 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 setting 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 with the exception of when a child is ill. We will follow the sickness and illness addendum, which advises to care for the child in an isolated room with the door closed, 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](http://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers)

## **School collection**

Where applicable, we will work with schools regarding any after school provision that is offered and, where possible, this service will be suspended during this time. If the service does resume, the procedure will be reviewed in line with government guidelines.

## **Settling in**

*The following information is provided only as a guide and will depend on your nursery and individual children and families. 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. Nurseries need to try and find a suitable balance that ensures social distancing from adults but meets children's individual emotional needs and ensure they feel settled once again at nursery. The following information has just been provided as a guide and it is important that nurseries reflect on their own practice, building layouts, rooms and develop their policy and procedure from that.*

We will work with all families that have not attended the setting during the lockdown period 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 in to 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:

- Whilst the nursery is still closed, so there are no other children/adults around
- Having a settling in period over a couple of weeks just for visits to take place
- Settling visits outdoors
- Shorter sessions to begin with building up to the full session

The settling in policy for new children will be adapted during the pandemic based on the individual needs of the children and staff at nursery. We may have to suspend these or, where possible, we will encourage virtual show rounds and online video calls prior to children starting. Most of the information 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.

Once children are settled parents will be asked to follow the same drop off/collection procedures as the other children, maintaining safe distancing between them and others (see arrival and departure policy.)

## **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.

Whilst the child is awaiting collection they will be moved, if possible, to a room where they can be isolated behind a closed door, 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.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom 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.

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 (see 'What happens if there is a confirmed case of coronavirus in a setting?' below.) 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. Further information about cleaning the room used for isolation can be found at <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their nursery group should be sent home and advised to self-isolate for 14 days. The other household members of that group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

In these cases all information will be recorded on an incident form or Covid-19 record form (see NDNA's [Sickness and Illness policy](#)).

## **SEND**

Vulnerable children continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (for children with education health and care (EHC) plans this will be informed by a risk assessment approach.)

Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions, have been advised to shield and are not expected to attend nursery. They should continue to be supported to learn at home, as much as possible.

Due to the lockdown and as per the Early Years Foundation Stage: coronavirus disapplications adjustment, the EYFS two-year-old progress check requirement may mean that some progress checks are delayed. These will take place as soon as is reasonably practical and any areas where a child's progress is less than expected, we will put a plan in place with activities and strategies to address any concerns.

Assessment for all children will take place gradually over the next few months with a strong focus on re-settling children. Strategies and support will be put in place for any children with noticeable gaps in development progress.

## **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 (example)**

### **See Covid – 19 supervision template form at**

**[www.ndna.org.uk/reopening-after-coronavirus](http://www.ndna.org.uk/reopening-after-coronavirus)**

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.

## **Supervision of visitors**

Attendance to the setting will be restricted to children and staff where practicable.

Visitors 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.

**Moving rooms:** Where possible children will return to the room in which they left and settle back in there to relieve any separation anxiety. Any room transitions will be based on individual needs based on 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.

## **Transition (example)**

### **See separation anxiety factsheets and starting school factsheets at**

**[www.ndna.org.uk/](http://www.ndna.org.uk/)**

**[factsheets](#)**

**For any children going to school:** We will work together with all schools that children are going to and attempt to do all we can to help ease this transition, including 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 that they have attended during the lockdown** (key worker children): In these cases, with parental permission, we will attempt to speak to the childcare provider that the child has attended to discuss interests, development and next steps.

**Children attending another early years provider:** A virtual meeting will take place where children attend another setting or childminder to discuss possible options during this time; where possible this will be discouraged and ways will be explored for them to stay with just one provider to minimise risks.

## **Visits and outings**

To help ensure the safety of staff and children no external visits and outings from the nursery setting will take place during this pandemic. This will be reviewed in line with government guidelines.

Applicable for any settings that do not have access to outdoors:

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

## **Volunteers**

Although we appreciate the support and value volunteers offer to our nursery, we have decided that during the pandemic period we will not be permitting volunteers in the nursery to care and support the children at this time. This is because we are trying to limit the number of people in nursery at any one time. We will review this in line with Government policy and updates, and review accordingly.

*Nurseries may however decide to use volunteers to help support with the cleaning of the setting (all safety checks would be in place and volunteers policy followed in these cases).*

## **Well-being**

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**

Managers/leaders are very conscious of the well-being of all staff during the pandemic and now the worries as they return to caring for children. Regular meetings/supervisions will be planned to

support staff. 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**

Where applicable we will arrange one-to-one meetings (virtually where possible) with young workers, students, apprentices and training providers regarding a return date. These may be deferred to later in the year depending on individual circumstances and nursery requirements.

## **Government guidelines:**

### **Covid – 19 Government links include:**

- Guidance on [implementing protective measures in education and childcare settings](#)
- Guidance on [critical workers](#)
- Guidance for [vulnerable children and young people](#)
- 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](#)
- [information on welcoming more children back to education from 1 June](#)
- Guidance on [safe working in settings](#)