



WHITEHILL CHILDCARE SERVICES LTD

Luxford Road
Crowborough
East Sussex
TN6 2HW

Coronavirus Policy (COVID-19)

Introduction

This policy applies to all employee's and service users including parents, children and third party users, social care, police and fire rescue services and any other person wishing to gain reasonable access to the setting (this list is not exhaustive of all users defined).

Purpose of the Policy

To protect all employee's and service users of Whitehill Nursery school, including parents and children, from encountering Coronavirus (COVID-19).

To maintain the minimum level of staff needed to continue to provide early years education service and to meet the welfare and care needs of the children who attend the setting.

To ensure that the prevention of the spread of Coronavirus (COVID-19) remains at a minimum risk.

Pre School Closure

At any time that it is felt necessary to prevent the spread of Coronavirus (COVID-19) and to ensure the health and safety welfare of all employee's, children, parents and service users, Whitehill Nursery will continually monitor the risk factor of keeping the setting open as a viable option, and may so at any time, revert to a closed status, with no children permitted on site, to a partially closed status, where setting places may well be limited to, but not excluding, vulnerability, age, need of care, critical key worker status of parents, special educational needs (SEND), children whom have an EHCP plan in place, children in care, children who have a social worker allocated to them already.

Monitoring

Whitehill Nursery is closely monitoring and gathering information from the Department of Health England, The Department of Education, our Local Authority and any and all guidelines delivered and updated through official government sources constantly to ensure that we have the most up to date information and work place practises concern the spread and containment of the Coronavirus (COVID-19).

This includes all training and delivery methods to all employee's, Directors and any other third party associated with the running or participation with Whitehill Nursery.

Whitehill Childcare Services Ltd reserves the right to make all changes to this document to uphold guidance of safe working practises and delivery methods for the early years education sector.

General

- Employee's are always advised to practise strict hygiene and cleanliness procedures.
- Employee's must wash their hands at regular intervals for a minimum of 20 seconds using soap and warm water.

- Employee's are advised to cough or sneeze into their elbow when a tissue or other vessel cannot be reached in time and are then to always wash their hands afterwards.
- Employee's are advised to avoid contact with others, such as handshakes and are to maintain a social distance of 2 meters (6ft) where possible.
- Employees are to avoid touching their eyes, nose, and face whilst on the premises and whilst children are in their care.
- Employee's must wash all their uniform before entering the premises for their next shift. This must include the cleaning of all appropriate footwear.
- At the end of each session, all employee's sanitise all surfaces, toys, fabrics, toileting areas, outdoor areas and equipment, ready for the following session usage, this includes all outside toys to be stored away in secure storage containers at the end of every working day and before weekend/holiday period closures or closures for health and safety measures.
- Toilets and sinks are washed regularly throughout the session and Caterpillar and Butterfly children are kept separate as much as possible.
- No prams, scooters, bikes, or any other items are to be left at the setting at any time.
- Please be aware that your children will meet both staff members and other children attending the setting during the session times. Although every measure will be taken to ensure that your child has minimal contact with others, children of the early years age group will inevitably want to hug and touch others through play or when needing comfort. Therefore it is vital that not only we will adhere to best practise hygiene policies throughout the day, but that parents can also support this by changing their children into different clothing when they return home and placing that days clothing in the wash. If your child needs comfort, our staff will comfort them and will do their absolute best to make sure that all their social, emotional and wellbeing is met whilst in attendance at Whitehill Nursery.
- We do ask that at all times, you respect our neighbours, Whitehill Nursery and Ashdown Primary School, with any social distancing measures that they may have in place outside, and that you adhere to those wishes also.
- Where possible it is advised that children avoid attending more than one setting during the pandemic to help reduce the risk of infection.
- When a member of staff is letting children in or out of the setting they are to wear a face mask. We also ask that parents also wear a mask when dropping off and collecting their child (unless they are exempt).

Hygiene on Arrival

- All parents, children, third party associates and service users must adhere to social distancing measures when entering our site and must be respectful of those around them.
- Only the minimum number of belongings will be allowed within the premises to minimise the spread and coming into contact of the coronavirus (CORVID-19). Your child must attend every day with the minimal essential belongings will be permitted into the setting including a lunch bag, nappies, change of clothes, coat and winter clothing & footwear.

- Children will be given drinks and healthy snacks as normal during the day using our items which are sterilised daily. All lunch bags will be wiped with antibacterial wipes before the children sit down for lunch. When the Zebeedes lunch is delivered this is wiped over with anti-bacterial wipes.

Hygiene during the day

- The premises will be disinfected throughout the day using a disinfectant mist fog machine. The product is safe to use around children.
- Children will be actively encouraged to wash their hands after every activity or after playing in a specific area. We will use water and hand soap for this with a minimum wash time of 20 seconds per child, demonstrating good modelling behaviours for the children to see best practise when doing this. After an activity/toy playing session has ended, all equipment/toys shall be cleaned after every use.
- Staff will monitor children throughout the sessions and if a child starts displaying any of the symptoms – new continuous cough, a high temperature (this means you feel hot to touch on your chest or back), loss of taste or smell or any other symptoms which are linked to Covid-19 then the parents will be contacted immediately, a member of staff (who will be wearing PPE) will stay with the child until someone collects them. The other children within that room will be taken to another part of the setting to continue their nursery day. Once the child has been collected a deep clean of the resources and area will be done. Your child will be asked to remain at home and any members of the household should also isolate. The person who has the symptoms or someone who has had a positive result will need to isolate for 10 days. Other members of the household will need to isolate for 10 days if a positive result comes back. Children will not be permitted to attend until their isolation period is complete and the child is well enough to attend. If a negative test result is received the child can attend as long as they are well enough to return.
- Should your child or anyone within your household display symptoms, then you have a duty of care to inform the setting at your first available opportunity and without unreasonable delay. Should you fail to do this, your place within the setting maybe terminated temporarily without notice. It is also essential that any symptoms which are displayed that you should seek advice from professionals by calling 119 who will advise you on what to do.
- Children will be given a selection of snacks on their plates.
- When staff use the office for lunch / to complete paperwork they will remain socially distanced and have separate tables for the rooms the staff work in. The office will be cleaned throughout the working day.
- At snack and nappy changes/toileting help where there is close contact with the children, staff will be required to wear the appropriate PPE equipment as supplied by Whitehill nursery.
- Staff are permitted to bring limited personal belongings in during this pandemic.
- Both the kitchen and toileting/nappy changing areas will be regularly cleaned and sanitised during the day by all employees.

Hygiene upon leaving

- Parents/or designated carer's must only attend the setting at the time the session ends and socially distance whilst waiting. This will be monitored and revised should number of children increase in due course.
- All parents must remain to social distance and wait to be called forward by a member of staff to collect their child.
- If your child comes home in spare clothing from the setting. Please can you ensure that this is washed and returned to the setting upon your child's next attend session. The nursery will then rewash the items on clothing to ensure no cross contamination between homes and nursery.
- If you require to talk to the staff regarding your child's attendance, a telephone consultation can be arranged for you or a suitable time for both the parent and staff to have a socially distanced conversation outside.
- If you are required to sign an accident/incident form from an occurrence that may have happened that day, a staff member will bring you the relevant form when you collect your child and then the pen will be sanitized.
- All children will be walked individually with a member of staff with their belongings and will be ready to go immediately. Please bear in mind the social distancing rule of two meters in-between groups of people from outside of your household and to exit swiftly from the setting to maintain other parent's rights to accessing the setting at their allotted times also. This will also help to minimise contact for all visitors of the setting.
- If you require your child to go home with the use of a pram or other aid, can we please ask that you move away from the building, following the designated route, and only when safe to do so by following social distancing rules.

This policy was adopted by: Whitehill Childcare Services Ltd

On: 05/01/2021

Signed on behalf of provider:

Name of Signatory: Miss Hannah Fox

Role of Signatory: Manager