**Toddle In Nursery Coronavirus Policy (COVID-19) – amended September 2020**

**(please also refer to separate risk assessment)**

To all service users of Toddle In Daycare Nursery Limited

**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 Toddle In, including parents and children, from encountering Coronavirus (COVID-19).

To maintain the relevant 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.

**Nursery 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, Toddle In 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. The setting will not charge fees if we are forced to close and therefore children are unable to attend.

**Monitoring**

Toddle In is closely monitoring and gathering information from the Department of Health England, The Department of Education, our Local Authority ( Lancashire) 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).

Toddle In 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**

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 adhering to this policy. 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.

**Attendance**

Only children who are symptom free, have completed the required isolation period or have been tested for the virus and have been tested as negative should attend the setting.

**Arrival/Departure from nursery**

* Wherever possible parents should travel to the nursery alone, using their own transport.
* If public transport is necessary, current guidance on the use of public transport must be followed.
* Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
* When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area.
* Parents may only enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. They we be required to wear a mask.
* To minimise the number of people in our setting, parents/carers will be asked to drop off children at the front door and we will bring your child to the door at pick up time. We will not admit any non-essential visitors to Nursery.
* Please adhere to your set drop off and collection times.
* All parents, children, third party associates and service users must adhere to the floor markings when entering our site and must not cross over these markings until instructed to do so by a member of the staff. This will reduce the social contact to help keep the welfare and safety of yourselves and our staff a top priority.
* All parents, children, third party associates and service users, must use our one-way system when entering the grounds near our building which will be clearly marked, when dropping off and collecting children. The procedure will entail entering through the main pedestrian gate, with any queue being along the pavement towards Spring Lane which will be marked appropriately. We ask that you approach the door to ring the bell but then step back to wait by the corner of the flower bed outside the front entrance until asked to move forward by a member of staff. On leaving, you will exit by the car park gate. During this time, the car park will be out of use for vehicles, to improve social distancing.
* All parents must remain on the social distancing marks until called forward by a member of staff to collect their child.
* We appreciate that initially some children may be more emotional and clingier than usual at drop off, especially the younger children. Therefore, we ask that parents have a mask available, in addition to the handover staff, so that if necessary, any closer physical contact is done so in a safer manner. We appreciate that this is not an ideal situation, but we believe it the best option to reduce the children’s possible upset whilst keeping parents and staff as safe as possible.
* Staff and children’s temperatures will be taken upon arrival to the setting or during the course of the day, ONLY if they appear unwell at all. If upon arrival, your child is displaying a temperature of 37.8 degrees, has a new cough, looks generally unwell and/or is displaying any other signs associated with coronavirus (COVID-19) then your child will be excluded for a period of 10 days for self-isolation following the Department of Health England and the governments guidelines at present. You will be given a date of when your child can attend again. Your child must not attend the setting before this date has expired. This will then help to control the spread of the virus within our setting. Should your child get tested during this time period, and a negative test comes back before the expiration of the allotted time, then providing you consent to give a copy of this for insurance purposes, your child may then attend sooner. In order to get a test it is recommended that you book online.
* We ask that you pick your child up promptly at the end of their session/day to allow staff to complete the increased cleaning regime.
* Children should not be permitted to bring items from home into the setting unless absolutely essential**.**
* 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.
* Once your child has been collected, please leave the premises by following the route laid out in front of you. Please do not remain outside of the building for any other reason.
* If you require to talk to the staff regarding your child’s attendance, a telephone consultation will be arranged for you.
* 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.

**Organisation and routine**

* ‘Bubbles’ are no longer advised by the government. However, wherever possible, we will aim to keep children in their own age group/room and so will be suspending events such as assemblies for the time bring.
* Outings will be temporarily suspended.
* Sand, water and play dough have been reintroduced into the curriculum with some restrictions. Water will have anti bac hand wash added to it. Play dough will be available for individual children in labelled bags (3-5’s only). Play dough for younger children will only be available in a small group, staff led activity to ensure no cross contamination. Sand will be used for 1 day before being removed and replaced (on a 72 hour rotational system). All children will be encouraged to wash/sanitise hands before and after such activities.
* Although we usually operate self-service at snack and mealtimes, we will currently be suspending this and staff will serve the food, wearing gloves and aprons.
* If your child brings a packed lunch, all food and drinks containers must be of a disposable nature, must come in a disposable bag (preferably paper) and will be thrown away by our staff when used who will follow strict hygiene and storage policies. Children will be given drinks, healthy snacks and meals as normal during the day using our items which are sterilised after each use..
* At snack, nappy changes/toileting help and any other close contact with the children, staff will be required to wear the appropriate PPE equipment.
* We will play outside as much as possible. Outdoor spaces are available for each age group. (This will not be possible during the outdoor works, planned to commence September 14th 2020)
* Windows will be kept open as much as possible.
* Menus may be limited to foodstuffs that we can easily source.
* Once in Nursery your child’s bag will remain here. Please provide spare clothing which can stay here. If you wish to leave a coat at nursery, this is preferable. If your child uses a dummy, please provide one in a name labelled container that can remain at Nursery. Only additional comforters, if necessary, can be brought in from home and sent home daily to be washed/cleaned if required.
* We will aim to give sufficient verbal feedback of your child’s day at pick up.
* Tapestry will resume as usual.

**Hygiene and well-being**

* Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, using soap and water for 20 seconds, with staff demonstrating good modelling behaviours to the children. Children will be encouraged to cover their coughs and sneeze into a tissue.
* Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time.
* An enhanced cleaning schedule will be adopted. After an activity/toy playing session has ended with each small group, all equipment/toys shall be cleaned after every use. Other equipment e.g. phones, keyboards, gates, door handles will also be regularly disinfected throughout the day. A thorough clean will also take place at the end of each day.
* As always, both the kitchen and toileting/nappy changing areas will be regularly cleaned and sanitised during the day by all employees.
* PPE is always available for all staff.
* The latest guidance says that face coverings are not recommended in educational settings, however, as social distancing is difficult, staff can wear face coverings if they want to. Children under 3 are advised not to wear face coverings as there is an increased risk of C02 poisoning, suffocation and strangulation.
* As always, face clothes and bedding are provided for each individual child and washed regularly.

**Employees**

* Employees should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.
* Employees 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. They are encouraged to regularly use hand sanitser throughout the day.
* Employees 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.
* Employees are advised to avoid contact with others, such as handshakes, hugs etc and are to maintain a social distance of at least 1 metre wherever possible. Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible. The cabin and OSC room will be used for this purpose and no more than 3 staff members at a time will be in each area.
* Employees are only permitted to bring one small bag, if necessary and a coat. No other items from home shall be permitted in the setting during this time.
* Employees will not be permitted to leave the premises to buy lunch and only be permitted to bring a lunch in a disposable container. No duel use or multiple use containers/vessel will be allowed on the premises.
* 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.
* Where possible, meetings and training sessions should be conducted through virtual conferencing.
* Not more than 2 employees at any one time, will be permitted into the staff office unless there is a specific reason why this guidance should be changed. The office will be cleaned during and at the end of every day.
* All employees must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
* Wherever possible employees should travel to the nursery alone, using their own transport.
* If public transport is necessary, current guidance on the use of public transport must be followed.

**Visitors**

* Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance).
* Where essential visits are required these should be made outside of the usual nursery operational hours where possible.
* All visitors who enter the building during normal hours will be required to complete a health declaration form.

**Supplies Procurement & monitoring**

* The setting should ensure an adequate supply of essential supplies and 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 ensuring 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. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.
* In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.

**If symptomatic:**

Following Government guidance - If a child or a member of staff display suspected Covid-19 symptoms whilst at nursery, i.e. have a new persistent cough or temperature of 37.8 or above, they will be sent home immediately. Children will wait in the office, with a member of staff until they are collected.

A COVID sickness record form must be completed.

The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours. The person responsible for cleaning the area should wear appropriate PPE.

Current NHS guidance on isolation of the child and other family members should be adhered to.

In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance

If a child or member of staff is tested and has a test which proves negative, proof of the test result will be needed if returning before the end of the isolation period.

Should you or an adult present with symptoms within your household, 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 without notice.

**Signed by: J.Webber**

**Date: September 2020**

**Review: Ongoing**