**Juice Nursery – June 2020**

**COVID-19 Addendums to Policy & Procedures**

**and Post-Lockdown Transition Overview**

In response to COVID-19 and the Coronavirus pandemic, to ensure that we are compliant with the latest advice and guidance, and to help keep our staff, children and parents safe and healthy, we have reviewed our risk assessments, policies, procedures and protocols, taking in to consideration information that has been gathered from the latest Government documents, detailed below, as well as the NDNA and Trafford, our Local Education Authority.

[**Actions for education and childcare settings to prepare for wider opening from 1 June 2020**](http://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020)

[**Coronavirus (COVID-19): implementing protective measures in education and childcare settings**](http://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

[**Actions for early years and childcare providers during the coronavirus outbreak**](http://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures)

This has resulted in a number of changes being made to the way that we will operate, for the foreseeable future. Further information relating to the specific areas are included below.

**Organisation & Best Practice Policies & Procedures**

**Children’s Accounts & Records**

**Registration Details**

As many families are currently not able to mix with other households, emergency contacts have been reviewed and a process in place for what to do if parents cannot be contacted.

**Nursery Fees and Booking Patterns**

From 1st July, a number a number of temporary changes have been implemented to help manage our bubbles, including changes to booking patterns. A temporary fee increase has also been introduced. These changes have been shared with parents via email, with details of the new fee schedule posted on the ParentZone within our website.

**Permissions**

Updated permission will be sought from parents prior to nursery outings resuming.

Permission has been sought from parents with regard to their children taking part in weekly Stretch-n-Grow sessions, which until further notice will take place via Zoom. Sessions are password protected, and security measures are in place.

Should a child test positive for COVID-19, we are required to forward their details to Trafford’s Track and Trace and HSE.

**Drop off and Pick Up – change to procedure**

When dropping off or picking up children from nursery parents are asked to note that following steps are now in place:

* Be aware of others around you,
* 1 parent only at drop offs and pick ups
* Green Room should drop off/pick up via the garden gate in the car park, direct to a staff member
* Pink/Purple should drop off/pick up at the downstairs holding door, direct to a staff member. Please be aware of others already inside the door
* Blue and Orange should drop off/pick up at the upstairs holding door, direct to a staff member. Be aware of others at the door and stagger waiting on stairs if necessary
* Our paper, Daily Diaries, will be handed over at pick up to minimise chatting
* Any queries following should be followed up by a call to the nursery.
* Children can bring 1 bag in with essential items only (this can include a comforter)
* Hands should be sanitised upon entering and leaving the building
* Use of the Buggy Store will be prohibited until further notice. This also means NO buggies, bikes, scooters, carriers or car seats under the stairs or left on the premises.

We will continue to keep our parents up to date as government guidelines change and we review our practice.

**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. As previously state, unfortunately however use of the Buggy Store is currently prohibited.

**Admissions Policy**

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.

As per government guidelines, in order to maintain social distancing and keep children in smaller groups with the same staff, we have created ‘bubbles’ within the nursery, which will contain a maximum of 16 children, wherever possible.

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.

**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, we will inform parents in the usual way and ask them to monitor this alongside any other coronavirus symptoms.

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.

If 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.

A negative test will enable children to return to nursery, and their parents to get back to work.

A positive test will ensure rapid action to protect their peers and staff in their setting. In such circumstances, we will be required to ask the entire ‘bubble’ to isolate (staff and children) for a period of 14 days.

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 and our Local Education Authority, Trafford.

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>

**Parents & Carers as Partners Policy**

There will be some amendments needed to this policy as we minimise, for the foreseeable future, the time parents & carers spend at the nursery. We will communicate via telephone, email and our usual online channels with parents and carers, and ask you to do the same to share information about your child.

Staff will maintain safe distancing when sharing information about a child’s day. We may contact parents via phone or email 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, via eyLog.

Nursery events/parent evenings will not take place in the nursery during this time and we will keep parents updated as government guidelines change.

**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, and wear a mask for the duration of their visit.

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.

**Viewings by prospective parents**

* Visits will be limited to one parent per visit. Whilst we appreciate that many parents want to visit together we ask that separate visits are booked.
* We would ask that children are left at home for the visit (or remain outside if both parents are attending).
* Visits will be limited to a maximum of 15 minutes within the nursery building. However, we are more than happy to continue the conversation, either outside the building once your official tour has finished, or via the phone, to ensure that all questions have been answered
* Visitors will be asked to wear a facemask for the duration of the visit. They will also be asked to sanitise their hands when entering the building, not to touch anything (such as door handles), and to then sanitise hands again when exiting, to help keep us all safe and healthy.
* Prospective parents will be asked to complete a short declaration prior to attending the nursery, which will consist of some screening questions. This information will be emailed in advance
* Bathroom facilities will not be available to visitors

**Safeguarding & Welfare Policies and Procedures**

**Supporting our Children**

**Bereavement Policy**

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.

**E Safety Policy**

We will continue to follow our E Safety Policy and continue to share information with parents about online safety as appropriate.

**Stretch-n-Grow** sessions will be take place online, for the foreseeable future, via communication technology, Zoom, which allows videotelephony services through a cloud-based, peer to per software platform.

During the sessions the following protocols will be followed:

* Two sessions will run, each Thursday. The first will be for the children in Pink & Purple Rooms, the second, for children in the Blue, Orange and Green Rooms
* Sessions are not recorded
* Each session has a randomly generated meeting ID and password, which staff members us to access the ‘waiting room’ before each session. They are then granted access to the session, by Caroline from S-n-G. The room is then ‘locked’ so that no one else is able to view the session

**Intimate Care Policy**

We will continue to ensure that all children’s intimate care routines are met following safe practices, as stipulated in our Health & Safety and Infection Control policies, including the use of PPE.

**Promoting Positive Behaviour Policy**

This policy remains in place 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 our policy and procedures will be reviewed in line with this, where required.

**Safeguarding Children and Child Protection Policy**

We will continue to follow our comprehensive policies and procedures.

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)

**Settling In Policy**

Where settling visits are required, different options will be considered such as:

* 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 has been adapted during the pandemic based on the individual needs of the children and staff at nursery.

New parents are attending nursery to do paperwork, but the time spent within the building is kept to as short a period as possible and they remain in an area separate from the children.

If a parent wishes to see the setting, it will only be allowed one parent at a time, they will have to wear a mask, and spend no more than 15 minutes in the nursery.

Any new families will be asked to sign a health declaration to confirm that the child, and their household, are free from any symptoms of coronavirus.

New parents will be asked to follow the same drop off/pick up procedures as existing parents, maintaining safe distancing between them and others.

**Special Educational Needs and Disabilities (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.

**Transition Policy**

**Coming back into nursery following lockdown:** 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.

**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.

**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.

**Supporting our Staff**

**Attendance Management Policy**

The Attendance 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 the appropriate return to work paperwork, in line with our 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**: The management team are in the process of contacting staff to assess their **holiday** requirements and needs. Following this review, decisions will be made on holiday allocation. These will be confirmed, but may include the following:

* Asking staff to take some of their remaining holiday before 31st August 2020 (end of the current holiday year)
* Rolling staff holiday over for the current year (to end of August) but asking staff to take this in September or October

**Coronavirus Job Retention Scheme (CJRS):** where applicable discussion will take place individually with staff that have been furloughed, about when they will return to work, in line with the business needs.

**Staff Development & Training Policy**

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.

**Staff Health & Wellbeing Policy**

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.

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.

**Supervision Policy**

Regular supervision/review meetings will continue to take place to monitor staff well-being and any concerns during this time.

**Student & Volunteers Policy**

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.

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.

**Learning, Development & Assessment Policies**

**Quality of 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, resources may need to be presented in an individual tray and discarded afterwards, rather than all children accessing them at the same time. Following guidelines, no malleable play activities will be provided at this time. An separate risk assessment has been undertaken for water play.

Recognising the many children have been away from the nursery for a prolonged period of time, the following plans have been put in place to ensure that we are up to date on their growth and development:

* Feedback from home sheets have been issued, to capture new interests and development milestones
* Changes to food and dietary requirements updated
* 2 year checks to be completed

**Teaching and Learning Policy**

**Early Learning Opportunities Statement**

There will be some gaps in children’s assessment records due to the lockdown period. As children settle back into 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 Policy**

We will carry out more frequent cleaning of toys and resources (at least twice daily and where children have explored anything with their mouths).

All toys will be cleaned at the end of the day.

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.

**Health & Safety Policies & Procedures**

**Administration of Medicine Policy**

If a child becomes unwell whilst at nursery, we will contact their parent/carer immediately and they will be sent home.

Non-prescribed medications, such as Calpol and Piriton, will be administered on a case-by-case basis, in line with parent permissions.

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 administrating it. For this, online permissions will be requested where possible.

**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, including the child’s nursery ‘bubble’ being required to isolate for 14 days.

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](http://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 (over 37.8 degrees) 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.

**Critical Incident Policy**

The nursery will follow the critical incident policy for national outbreaks of infection/health pandemics.

In addition, we 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)

**Health & Hygiene Policy**

This policy remains 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 have been provided with training with regard to the safe use of PPE.
* 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
* Children will be supervised at all times when eating/drinking to ensure that they do not share cups/utensils or food and self service of food will cease.

As previously stated, parents are not permitted to leave travel accessories including buggies, car seats, and scooters in the setting.

**Health & Safety Policy**

**Risk assessment:** a full risk assessment was carried out before we fully reopened 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 with staff on health and safety, so they are fully aware of and understand the risks in nursery.

**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.

Government guidelines acknowledge this by advising grouping measures that are in place. As such, we have introduced a number of ‘bubbles’ to the nursery, as detailed in the Admissions Policy section of this document.

Furthermore, 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.

**Pregnancy:** 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.

**Lifts:** use of the lifts will be avoided other than where essential.

**COSHH assessment**: a COSHH assessment will be completed for any intended use of bleach and/or disinfectant products used on site.

**Personal protective equipment (PPE)**: 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. Staff have been provided with 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.

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, including the child’s nursery ‘bubble’ being required to isolate for 14 days. 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](http://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](http://www.hse.gov.uk/news/coronavirus.htm)

**In order to keep our setting safe and healthy, we will be 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, door handles.

**Staff breaks**: Pink and Purple, Green and Kitchen will use the Staff Room, in their allocated seats, staggering breaks. Orange and Blue room will use the ‘quiet’ side of blue for breaks. Staff are encouraged to take their breaks outside whenever/wherever possible.

**Use of office:** 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.

**Equipment:** Equipment used by staff, such as iPads, should be cleaned regularly.

**Uniform:** Staff are asked to wear a clean uniform each day.They can wear their own black or white t-shirts, with black trousers or the standard Juice Nursery red tunic or polo shirt. Long hair should be tied back and nails should be kept short.

**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.

**Infection Control Policy**

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 hand washing routines with extra stations, where possible. Hands will be washed thoroughly for 20 seconds with running water and soap, and dried thoroughly, or use hand sanitiser (adults only) 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 disinfectants, 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.

**Meal & Snack Time Policy**

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.

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.

We are currently not encouraging self-service at mealtimes, to minimise any risk of cross contamination.

**Sick Child Policy**

If anyone becomes unwell whilst at nursery with a new, continuous cough or a high temperature (over 37.8 degrees) 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 ‘bubble’ 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](https://www.ndna.org.uk/NDNA/Shop/Item_Detail.aspx?iProductCode=POLPRO13&Category=POL&WebsiteKey=5e278c52-0dec-4482-ad81-d06b25949f8b)) and will be reported to the Trafford COVID-19 Trace Team.

**Visits & Outings Policy**

Outings from the nursery are currently suspended however, as restrictions further relax, we will reassess our position on this, having first sought permission from parents that they are happy for their child to leave the nursery.

However, we will maximise opportunities for the children to play in the nursery garden as much as possible with times being staggered outdoors, on a daily basis, to allow for smaller groups of children going out to play at any one time.

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.