



Little Fingers Pre-school – COVID-19 Procedures

The aim of this document is to provide information and guidance for parents/guardians and staff of Little Fingers Pre-school to effectively minimise the risk of infection. Our primary priority is to ensure the safety and wellbeing of all staff, parents and children who attend our setting.

We know that some of the new variants of coronavirus (COVID-19) are more transmissible; however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. All elements of the system of controls are essential.

We encourage parents/guardians to take the time to read the Government's guidance listed in the links at the end of this document.

Social distancing measures for children

The Government guidance states:

"We know that unlike older children and adults, early years and primary school aged children cannot be expected to remain 2 meters apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account."

We therefore do not expect children to social distance but we can do our best to adhere to guidance external to the pre-school.

All the procedures described in this document are based on the Government's risk reducing measures of:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good hygiene practices
- regular cleaning of setting
- minimising contact and mixing

Social distancing measures for staff

- A maximum of 4 staff are allowed in the main room at any one time
- A maximum of 1 member of staff in the kitchen area at any one time
- Staff meetings to be permitted with safe distancing measures in place.
- All in-house training to be postponed or completed via video conferencing where possible with the exception for required health & safety training.
- Any individual staff meetings such as supervisions are to be completed with social distancing between staff members
- Staff must avoid physical contact with each other
- The Management team will wherever possible keep the same staff in the room throughout the day
- Visitors are not allowed at the pre-school unless contractors for emergency maintenance work.

Arrival at pre-school

- All parents/guardians are required to wear a face covering when dropping off children at the pre-school. Staff are required to wear a face covering and/or a face shield.
- Only one parent/guardian/carer (to include a grandparent or a nanny employed by the family) will be permitted to drop off their child at the pre-school

- All parents/guardians will be required to stay in their cars or remain on the opposite side of the road when dropping off their child at the pre-school and will wait to be called over.
- Parents/guardians will need to remain at the bottom of the steps at the usual front gate. The member of staff on duty will then take the child into the pre-school.
- Parents/guardians must not gather outside the setting.
- Parents/guardians, should not share the school run with other parents/guardians.
- Once in the room, children will be supported to wash their hands before greeting any of their friends or other staff.
- If a child requires medication whilst at pre-school or has had an accident at home, parent/guardian will be required to e-mail the pre-school by 8am that day. This information will then be placed on a form at the pre-school and e-mailed to confirm all the information is correct.
- Children should not bring in additional toys into the pre-school unless they promote their wellbeing such as a comforter. We strongly advise parents to provide a comforter that remains at the pre-school if possible.
- Children to bring a bag with two sets of spare clothes /and nappies to pre-school, where it will remain. Staff will advise and return the bag when the spare clothes have been used. This is to reduce the number of items going between home and pre-school each day and so mitigating the risk of infection.

Collection from pre-school

- All parents/guardians are required to wear a face covering when collecting children at the pre-school. Staff are required to wear a face covering and/or a face shield.
- Only one parent/guardian/carer (to include a grandparent or a nanny employed by the family) will be permitted to collect their child from pre-school.
- All parents/guardians will be required to stay in their cars or wait on the opposite side of the road when collecting their child from pre-school. Staff will call parent/guardian from the gate to collect their child.
- Parents/guardians, where possible, should not share the school run with other parents/guardians.
- Parents/guardians must not gather outside the setting.
- If a child has had an accident whilst at the pre-school, the parent/guardian will be contacted by the Manager with details of what has happened. An e-mail will be sent with a copy of all documentation, as we will not be asking parents to sign forms.
- Hand-overs at the end of the day will be limited to reduce staff contact with parents as well as waiting times. If additional information about what your child has done at pre-school is required, parents/guardians will be asked to call/email the pre-school.

We advise parents to allow additional time at drop off and collection due to these additional measures. We ask that parents/guardians do not come to the pre-school if they or their child are displaying any symptoms of COVID-19.

Cleaning

Enhanced cleaning is now common practice, in line with the risk assessment and timetabling of the day.

- All frequently touched surfaces and fixtures and fittings (such as light switches, door handles, pre-school phone etc) regularly touched by staff and children are regularly cleaned using standard products, such as detergents at 10am, 12:30pm and when the children leave the setting at the end of the day by a member of the team. A full list of all areas that need to be cleaned and disinfected is located in the kitchen.
- To reduce the number of resources and equipment being used by the children, a selection of items will be made available at the beginning of the day in the main room and the outside area. These items will be based on the children's interests and current development needs.
- These toys and the equipment will be cleaned at 12:30pm by staff while the children are read an afternoon story. The toys are changed over to offer the children a variety of activities and learning experiences during the day. Once again, these toys and the equipment will be cleaned and disinfected before being packed away.
- All other toys and equipment will be made inaccessible by staff. This will either be done by turning units around to face the walls and/or removing them from the room completely.

- All soft furnishings and fabric resources such as cushions, cuddly toys, dress up clothes will be removed from the room.
- Frequent and thorough hand cleaning is now regular practice. All staff entering/leaving the building are required to wash/sanitise their hands.
- Children are required to wash their hands after entering or leaving the room, before and after eating and after using the bathroom.
- Staff will 'deep clean' the pre-school, both inside and outside, once a week, until further notice.
- Windows should remain open where possible to promote good air circulation.
- Doors should remain open where possible to promote good air circulation. However, fire safety and safeguarding regulations must not be breached.
- Equipment in the garden must be cleaned and disinfected regularly.

Reducing the mixing of children

- As we are a small group of children and staff - we are considered to be a "bubble". Therefore, there will be no restrictions in place with the children mixing. (The staff will maintain the social distancing guidelines with each other).
- Children should spend as much time outside during the day as possible.
- The main room must be accessed via the front door.
- Visitors are not permitted to enter the pre-school unless contractors for emergency maintenance work. Where possible this work will be carried out at weekends or when the children are not at the setting.
- We discourage children attending different/two or more settings. Where this is not possible, we will ask to see the other settings COVID-19 policies/procedures and risk assessments.

Activities & routine

- All staff will plan high quality activities for children attending the pre-school that meet their developmental needs as well as interests.
- All toys and equipment both inside and outside will be sterilised at 12:30pm and when the children leave for the day.
- Malleable material activities e.g. sand/play-dough will not take place, unless it can be guaranteed that individual use can be applied i.e. each child has their own container/pot.
- All additional toys and equipment that are not needed, are to be stored to free up more space for staff and children.
- Water play can take place, using soapy water and individual containers/equipment for children. Water is changed after each use.
- There must be no self-service during mealtimes e.g. cutting own fruit, pouring own drinks etc. and no 'free-flow' snack.
- Children to be served their healthy snack in their own individual named container. Containers to be washed after each use.
- Children to bring in their own packed lunch in an airtight, named plastic container/lunchbox (no cloth).
- Children with understanding should be talked to about the changes happening at pre-school and the world around them. This should be part of their daily circle time to allow them to ask questions about people who are unwell and why the pre-school looks different.
- Children at the pre-school will still have cuddles when wanted, noses will be wiped and bumps and scrapes will be tenderly dealt with. Our compassion and care will be the same as it was pre-COVID-19.

Supporting a child with symptoms of COVID-19

- If a child develops the symptoms of COVID-19 then the parents/guardians of the child will be contacted. The symptoms are:
 - A high temperature. This means the child feels hot to touch on their chest or back.
 - A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours. If they usually have a cough, it may be worse than usual.
 - A loss or change to their sense of smell or taste. This means a child has noticed they cannot smell or taste anything, or things smell or taste different to normal.

- A parent/guardian will be expected to arrive at the pre-school as soon as possible after being contacted. We ask that parents/guardians ensure that a parent/guardian can arrive at the pre-school within 30 minutes of being contacted.
- Whilst waiting for the parent/guardian to arrive to collect their child from the pre-school, the child will be moved to a separate, well ventilated area, behind a closed door or at least 2 metres away from the other children. A staff member will then remain with the child until the parent/guardian arrives. The staff member will wear PPE whilst caring for the child. This PPE will consist of: disposable gloves and apron, face mask and face shield.
- A child showing symptoms of COVID-19 must have a test. If the test result is negative, the child can return to pre-school, once they feel well. The pre-school will remain open at this stage.
- If the child tests positive for COVID-19, please inform the pre-school immediately. The child will need to self isolate for ten days and members of the household will need to self-isolate for ten days. Pre-school operating procedures will apply.
- A detailed method statement regarding the care of a child with suspected COVID-19 will be provided to all staff.

Responding to any infection

Promote and engage with the NHS Test and Trace process.

Staff members, parents/guardians and carers and children will need to:

- Book a test <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> if they or their child has symptoms - the main symptoms are:
 - a high temperature
 - a new continuous cough
 - a loss or change to their sense of smell or taste
- Self-isolate immediately and not come to the setting if:
 - anyone in their household, support or childcare bubble develops symptoms of coronavirus (COVID-19)
 - they develop symptoms
 - they have been in close contact with someone who tests positive for coronavirus (COVID-19)
 - they are required to do so having recently travelled from certain other countries
 - they have been advised to isolate by NHS test and trace or the PHE local health protection team
- Provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19), or if asked by NHS Test and Trace

Responding to a confirmed case of COVID-19

- If we are informed of a confirmed case of COVID-19 by NHS Test & Trace, staff, parents or carer of a child, or our local Public Health England Health Protection Team (PHE HPT), we must immediately contact PHE HPT for advice www.gov.uk/health-protection-team .

PHE Hampshire and Isle of Wight Health Protection Team (South East)
 Fareham Borough Council Civic Offices, Civic Way, Fareham PO16 7AZ.
 Phone: 0344 225 3861 (option 1 to 4 depending on area)

- All parents and staff will be e-mailed regarding a confirmed case of COVID-19.
- The advice may be to fully close the building resulting in the setting not being open to children. If this is the case, we must inform Ofsted.
- Depending on the outcome, PHE HPT and our Local Authority may establish an Outbreak Control Team to help support and manage the situation.
- Given the size of our setting, we anticipate that the proximity of the space means that we are likely to be required to close for ten days and everyone to self-isolate inline with Government guidance.

Staff with symptoms of COVID-19

- If a staff member or any members of their household start displaying symptoms of COVID-19 then the staff member must contact the Pre-school Manager immediately.
- The staff member/member or their household must book a test. If the result is negative, the member of staff can return to pre-school (once they feel well.) The pre-school will remain open at this stage. And the self-isolating can end.
- If the member of staff tests positive for COVID-19, they must inform the pre-school immediately. The member of staff will need to self-isolate for ten days and members of the household will also need to self-isolate for ten days or the member of staff, if the member of their household has tested positive.
- The pre-school will temporarily close and undergo a deep clean and follow the Pre-school's operating procedures on responding to a confirmed case of Covid-19.
- Staff are able to book a test by following this link: <https://www.gov.uk/apply-coronavirus-test>

Promote and engage in asymptomatic testing

Rapid testing remains a vital part of the plan to suppress the coronavirus (COVID-19). The use of rapid lateral flow antigen tests allows settings to identify asymptomatic cases that would otherwise go undetected.

The staff have been supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week on a Sunday evening and Wednesday evening. Please refer to COVID-19 LFT policy.

Expanding home testing kits to settings will help to identify positive cases more quickly and break the chains of transmissions.

Children with SEND or additional support in place

- Review meetings of your child's development needs including IEP's, and SALT's will continue to take place.
- These will be conducted via a phone call between the parent/guardian, Key Carer & Manager.
- All paperwork will be sent to parents via e-mail including meeting minutes.

PPE equipment

Guidance from the government states that:

"Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- *children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way – e.g. nappy changing*

- *if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn."*

Therefore, we will provide staff when caring for a child with symptoms of COVID-19, the following PPE:

- Face shield
- Face covering
- Disposable gloves
- Disposable apron

If after taking account of the above guidance staff feel that they want to wear a face covering at any other time, they are able to do so.

PPE to be provided by Little Fingers Pre-school. Staff must follow the guidance of how to wear a face covering safely: - <https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

These procedures are based on the Little Fingers Pre-school COVID-19 Policy and have been developed in line with the following guidance:

- <https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy>
- <https://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>
- <https://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>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

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Next Review Date: 12/04/2021 (or before if necessary)