



**We take the safety of our children very seriously and you will be asked to provide us with detailed referencing, identification which includes Police checks COVID-19 Site Risk Assessment and Operating Procedures**

These guidelines are intended to assist early years providers in implementing precautionary measures to reduce the spread of COVID-19 disease in childcare settings. Providers should build on these considerations and guidelines to form Site Operating Procedures (SOP), suitable to their situation. These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers. The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices. The design of settings as relatively small communities for day care on non-domestic premises and further subdivided rooms, greatly assists our ability to create physical distance between groups and cluster children into specific cohorts or ‘bubbles’.

<b>Focus</b>	<b>Area of consideration</b>	<b>Recommendations</b>
Children	Attendance	<ul style="list-style-type: none"> <li>Only children who are symptom free should attend the setting. Temperature may be taken on arrival at Nursery, particularly for children who have not been 100% well.</li> </ul>

		<ul style="list-style-type: none"> <li>• Children who have been symptomatic will be able to attend the setting following production of a negative test (clearly stating their name and date), or will need to complete the required isolation period of 7 days.</li> <li>• If a child has a symptomatic sibling or family member, who lives in the same household, the 14 day exclusion period rule applies, unless a negative test is produced.</li> <li>• If child becomes symptomatic within setting the parents will be contacted and asked to collect their child (and siblings if relevant).</li> <li>• Children and staff will wash their hands on arrival at the setting.</li> <li>• Attendance levels will be carefully monitored and changes made to split groups/bubbles as needed</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Children are usually organised into small groups or rooms within early years settings. Wherever possible these small groups/ Rooms (bubbles) should not mix during the day.</li> <li>• Manager will consider the impact of moving children into new rooms on their return will be considered as the usual method of extended visits will not be possible.</li> <li>• Care routines including provision of meals, nappy changing and toileting should be within the space allocated to each Room (bubble) wherever possible.</li> <li>• At Little People the children and staff in each Room/bubble should wherever possible – <ul style="list-style-type: none"> <li>○ Use their own designated bathroom for toileting and handwashing</li> <li>○ Use their own designated outdoor play space</li> <li>○ Sleep/rest within their own room, or allocated pram, distanced as much as is feasible</li> <li>○ The communal areas, such as library and sensory rooms will be allocated for use by designated Rooms (bubbles)</li> </ul> </li> </ul>
	Wellbeing and education	<ul style="list-style-type: none"> <li>• Children should be 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, handwashing facilities are en-suite and should be used rather than alcohol based gel.</li> </ul>

		<ul style="list-style-type: none"> <li>• 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</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>• Staff should only attend the nursery if they are symptom free.</li> <li>• Staff who display symptoms, or have family member in the same household who has symptoms, will be asked to assess a test before returning to work.</li> <li>• Consideration should be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day.</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Wherever possible staff should remain within their allocated room (‘bubble’) with the group of children who they are allocated to and not come into contact with other groups.</li> <li>• Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible.</li> <li>• 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, or taking some fresh air at break time, or in their vehicle if appropriate.</li> <li>• Staff members should avoid physical contact with each other including handshakes, hugs etc.</li> <li>• Where possible, meetings and training sessions, across the group and with our training providers, should be conducted through virtual conferencing, telephone and online.</li> <li>• In-house training sessions and meetings with a small group, where social distancing is possible, may happen. Where possible staff should remain in their own room (“bubble”) for this</li> <li>• Staff should consider the storage of their items from home, and bring as little as possible into work, using designated areas, lockers or cleaning items where appropriate.</li> <li>• Smokers must avoid huddling and gathering.</li> <li>• Moving to rooms for breaks etc via outdoor exits rather than through playrooms if this is not your bubble.</li> </ul>

	Training	<ul style="list-style-type: none"> <li>• All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating</li> <li>• Staff are requested to complete the following training on our online platforms: <ul style="list-style-type: none"> <li>○ Paediatric First Aid Refresher or Basic First Aid if you have not completed First Aid before. Unless you have attended a first aid course within the past year.</li> <li>○ Food Safety and Hygiene – Level 2</li> <li>○ Illness and Infection Control (Noodle Now) OR Infection Prevention and Control in an Early Years Setting (Educare)</li> <li>○ Children’s Mental Health (Childcare staff only, optional for other team members)</li> <li>○ Food Premises Cleaning (Kitchen staff only, optional for other team members)</li> </ul> </li> </ul> <p>PLEASE NOTE We have booked a formal First Aid course for 4<sup>th</sup> July, and 5<sup>th</sup> September however we are unsure as to the impact on group training so if your first aid is due for renewal within 12 months please complete the refresher.</p>
Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child</li> <li>• Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible</li> <li>• Arrange drop off and pick up at the nursery entrance to avoid parents entering the nursery unnecessarily</li> <li>• When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area. Parent should follow the 2 metre distancing guidance where possible.</li> <li>• Consider allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress (To be discussed on a one-to-one basis with the manager by telephone). The provider should consider measures to minimise contact between the parent and other children and staff members. Parents temperature will be taken.</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>• Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves</li> </ul>

		<ul style="list-style-type: none"> <li>• When dropping off and collecting a child following social distancing measures, we appreciate that communication can be shorter than ideal. Each of our Rooms have a designated phone line and parents are encouraged to contact their child's key person throughout the day to discuss any needs that can't be addressed at drop off or collection.</li> <li>• Parents must wear masks for collection and drop off.</li> </ul>
Visitors	Visits	<ul style="list-style-type: none"> <li>• Attendance to the setting should be restricted to children and staff as far as practically possible.</li> <li>• Visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance/ Training providers). Where essential visits are required these should be made outside of the usual nursery operational hours where possible.</li> <li>• Customers wishing to view the setting will be first offered a virtual tour, and a face-to-face virtual meeting with a team member over Zoom, to allow for questions and discussion, including planning a visit to the Nursery.</li> <li>• For settling in and visits new customers will be asked to socially distance from other staff and children, until their child feels comfortable with a doorstep drop off.</li> </ul>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>• Wherever possible staff and parents should travel to the nursery alone, using their own transport. Staff who choose to car share must both wear masks with the passenger in the rear seat.</li> <li>• Staff should wear masks or sit behind in rear when transport is arranged by the company.</li> <li>• Staff can request a face covering which will be provided by the company should they wish.</li> <li>• If public transport is necessary, current guidance on the use of public transport must be followed</li> <li>• Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises, but rather in external buggy areas if necessary. All our settings have an external buggy park to facilitate this</li> <li>• Outings from the setting into the local community should be restricted unless the setting has no or very limited outside space, in which case outings to open spaces/nature walks which do not include mixing with members of the general public could be considered.</li> <li>• Trips to playgrounds shopping centres and care homes are currently cancelled.</li> </ul>

Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> <li>• All children and staff must wash their hands upon arrival at the nursery in their own Rooms (“Bubble”)</li> <li>• Children and staff members should be encouraged to wash their hands frequently</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children’s toys and equipment</li> <li>• Each Room (“Bubble”) is responsible for the cleaning of their own equipment, handwashing and bathroom areas, including outdoor equipment.</li> <li>• Communal areas, fridges, telephones, entry touch points, door handles will be cleaned and sanitised regularly co-ordinated by the deputy/manager.</li> <li>• Cleaning of the staff area will be designated and supervised by the manager</li> </ul>
	Waste disposal	<ul style="list-style-type: none"> <li>• All waste must be disposed of in a hygienic and safe manner</li> <li>• Tissues must be immediately disposed of</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>• All items within the setting requiring laundering must be washed in line with usual laundry guidelines, by the designated laundry person.</li> <li>• Items such as towels, flannels and bedding must not be shared by children</li> <li>• All our children are allocated individual items bedding and use individual flannels.</li> <li>• Dirty laundry should placed at the entrance/outside the room door for easy collection by the laundry person</li> <li>• To give staff more flexibility with uniform both Summer and Winter uniform is acceptable, staff are asked to wear clean clothes daily, or an alternative smart non uniform if this is problematic.</li> <li>• Staff should consider changing into work uniform on arrival at work.</li> </ul>
	Risk assessment	<ul style="list-style-type: none"> <li>• All activity should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving</li> </ul>

		materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils
	Meals and Catering	<ul style="list-style-type: none"> <li>• Each kitchen is its own Room (“Bubble”)</li> <li>• Only one person is permitted in the kitchen at any time</li> <li>• Where possible food should be left at the entrance to the kitchen for collection</li> <li>• Food hygiene methods should be followed stringently by any kitchen user</li> <li>• Self service for the children’s meals will be temporarily suspended</li> </ul>
	PPE	<ul style="list-style-type: none"> <li>• Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid, and serving of food.</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• Keep windows open where possible to ensure ventilation</li> <li>• The entry for each Nursery should be considered to allow for distanced waiting should there be several families waiting to drop off or collect</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival, if possible, or stored appropriately when not in use.</li> <li>• All resources required for play and learning experiences of children should be regularly washed and/or sterilised</li> <li>• Equipment used by staff such as stationary i.e pens should be allocated to individual staff. Tablets, cameras etc should be kept to each Room (“bubble”) and cleaned regularly.</li> </ul>
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Menu's may be flexible adjusted to match supply keeping the children's nutritional requirements at the forefront of decisions.</li> </ul>
Responding to a suspected case		<ul style="list-style-type: none"> <li>• In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance</li> <li>• Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation</li> <li>• Each Nursery will designate an appropriate waiting area and ensure that the child's parents know they are being isolated.</li> <li>• The staff member responsible for the child during this time should be a staff member from their 'bubble' and the staff member should wear PPE in the form of apron and gloves whilst waiting for the child to be collected. Following collection, the staff member should then clean the area used thoroughly, then remove PPE and handwash before returning to their Room ("bubble")</li> <li>• 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 and apply for a test as soon as possible.</li> </ul> <p>DFE Helpline Number; 0800 046 8687</p>

This document forms a risk assessment of our COVID-19 Secure procedures.

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