

26.COVID 19 Policy and Protocols

This document was created in August 2020 and is under regular review as Government and LA Guidance changes. It has been written in conjunction with the LA Risk Assessment and the most up to date Government Guidance.

As a setting, the welfare of each child is paramount, therefore you can be assured that we will be implementing all necessary precautions and procedures to ensure we are creating a safe, secure, calm and relaxed environment for your child to learn and grow in. As always, we will continuously strive to ensure that we meet each child's needs and ensure they feel comfortable in their nursery environment.

All staff will ensure the wellbeing of the children is supported with the changes to routine and organisation in the Nursery. Support and guidance for families and children will be promoted to ensure this transition back to the nursery is as positive as possible.

Drop off / collection times.

Drop off time:

- The Nursery doors will open at 8.50am and the nursery day will start at 9.00am.
- The child and family member should wait at the Nursery gate, keeping a 1 metre distance from the family in front where possible. If you wish to wear a face covering this is acceptable.
- When at the Nursery gate a staff member will be waiting for you, they will sign your child in and note who has dropped off the child.
- All parents and staff will be asked to confirm if you have any contacts of Covid in your household.
- The staff member will then welcome the child through the gate and into Nursery. A staff member will hang the child's belongings up on their peg. Your child will then go into our nursery room to begin their day.

Collection time:

- The Nursery doors will open from 3:20 - or earlier if required.
- The same 1 metre distance rule will be applied.
- A member of staff will meet you at the gate and each child will be called to the gate in turn. Staff members will pass the child's belongings to the parent, staff members will encourage the child to put on their own coat and assist where required.
- The staff member will keep a 1m distance wherever possible.

- Only one family member should be dropping off and collecting children at once.
- Families that are settling in will be allocated set times for their settling in session to happen to avoid any additional contact with others.

Actions we are taking:

- All children to remain in the nursery environment and will not access the Ivegill School environment to minimise contact with others.
- Only nursery children will have access to the nursery resources. All resources should be easily cleaned, and this will be done regularly.
- The outside environment will be utilised as much as possible to ensure children are in the fresh air.
- As before, at mealtimes and snack times additional cleaning and hand washing will take place before and after eating.
- Children will be encouraged to keep toys away from their face and their mouths. All cleaning products will always be kept safely out of the reach of children and used in a safe way.
- Resources will be reduced to create a rotation supply.
- Hand washing areas will always be available and kept clear. A constant supply of disposable paper towels and soap will be made available. All paper towels, when used, will be put in a lidded bin which will be emptied regularly.
- Only one child per sink when washing hands.
- No material towels or dish cloths will be used, disposable paper towels only.
- Staff will model to children how to effectively wash their hands for 20 seconds. Handwashing posters should be clearly displayed. Staff will encourage young children to learn and practice these habits through games, songs, and repetition.
- Help and support will be available for children who have trouble cleaning their hands independently.
- All children and staff will clean their hands-on arrival at the setting, before and after eating, and after sneezing or coughing.

- Staff will encourage children not to touch their mouth, eyes, and nose, nor should staff.
- Staff will introduce, model and practice ('catch it, bin it, kill it') with children and put this in place for themselves. Children and staff will use a tissue or elbow to cough or sneeze and use bins for tissue waste.
- Windows will be open where safe to do so to maximize natural ventilation. The main door will be open when playing outside to let fresh air into the building.
- The internal toilet/craft area door will always be open to ensure air is circulating (only closed if/when a symptomatic child is in the cloakroom area awaiting collection).
- Internal door into school will always remain shut, children should not be using this at any time. Nursery staff will only be using the nursery main door, not the school door.
- Staff to fully understand the system which is to be followed in the event of a suspected or confirmed case of COVID 19.
- Staff to wear full PPE when changing children's nappies, assisting children on the toilet, or cleaning them after the toilet, this also included when changing wet clothes from accidents and first aid treatment.
- Staff will be educated and informed of how to safely put on PPE and how to dispose of this safely.
- Visitors will be limited within the nursery to ensure the risk of spread and infection is reduced.

In the event of a child becoming symptomatic whilst in nursery

- In the event of a child becoming symptomatic, their allocated emergency contact will be called and informed straight away.
- Along with an adult, the child will be moved to our designated quarantine area within the nursery. This will be in the cloakroom; the internal nursery door will be shut, and the external door will be open to creating a natural airflow to minimise the

risk of spread. The staff member will ensure the child feels safe, secure, cared for and calm. The staff member will be wearing PPE.

- As a setting, we will then follow all additional guidance as advised on the attached document. Cumbria County Council – Public Health advice to educational settings flow chart displayed on staff noticeboard.

Positive COVID testing

- If a staff member or child develops symptoms, they should seek a test and self-isolate if they received a positive test result.

The process if members from your household or staff members household test positive:

Other members of your household, including those who do not have any [symptoms](#), must stay at home and not leave the house for 10 days, unless you are exempt. Please ask staff for the current exemptions.

Emotional wellbeing:

- All staff will keep a close eye on children's wellbeing during the settling in period and on an ongoing basis. Various wellbeing checks will be carried out as appropriate and planned time will be given to parents to ensure all information; including concerns, worries and general updates in relation to the child is communicated by telephone or email.
- Parents and children should feel supported as well as being reassured and listened to. Regular updates will be provided to parents.
- Staff will encourage children to express their feelings and emotions.
- Staff to report back to the Lead Practitioner/Key Person with any concerns for a child, their wellbeing and health.
- Staff will focus on the settling in period, ensuring all children's needs are met, new processes are understood by children and parents and are followed.
- Lots of interactive communication and physical development to take priority as well as PSED.

Additional information

- Please note that until further notice, we will not be administering any liquid paracetamol, unless on a current Health Care Plan. Children should be kept at home if they have a temperature or they are unwell.
- As we will be utilising the outdoor space as much as possible please ensure your child is prepared with the correct clothing and footwear e.g. sun hat, raincoat, and wellies. Please check the weather and if we are due a hot day please put sun cream on your child prior to starting nursery. Please also ensure your child has enough spare clothing as we will be unable to provide spares.
- Packed lunch - for those on packed lunch please ensure the lunch box is easily wipeable.

Review of all children's registration forms.

Please update us with any change in contact information for yourself or those who are allocated to collect in the event of an emergency via email proper to the term starting. Please consider who your allocated emergency contacts as they may be vulnerable, at-risk, or elderly etc.

This policy was reviewed and amended: November 2021

Signed _____ Dr E Jane Rickerby Chair

This policy is constantly reviewed as new guidelines are issued.