**Robin Nursery**

**Coronavirus (Covid-19) Policy and Procedure (updated 23/09/2020)**

**Introduction**

This policy applies to all employees, parents, children and anyone else connected to or working on behalf of Robin Nursery

**Purpose of Policy**

-To protect all employees and service users, including parents and children from coming into contact with Coronavirus (Covid-19).

-To maintain the minimum level of staff to continue to provide the welfare needs for the children in our care.

-To prevent the spread of Coronavirus (Covid-19)

**Hygiene –General**

**Employees are advised to practice good hygiene and cleanliness standards.**

**-**Staff should only attend the nursery if they are well and symptom free of Coronavirus, or have completed the required isolation period or achieved a negative test result

-Regularly wash hands with hand wash and water for at least 20 seconds.

-Regular use of hand sanitiser

-Cover mouth and nose when coughing or sneezing with either a bent elbow or tissue, and always wash hands afterwards

-Avoid contact with others and maintain a social distance of 2 metres where possible.

-Avoid touching eyes, nose or mouth

-Pay regard to the ‘System of Controls’ as described in the government document ‘Actions for Early Years & Childcare Providers during the Coronavirus (COVID-19) Outbreak – 22/09/2020

**System of controls**

This is the set of actions early years settings must take. They are grouped into ‘prevention’ and ‘response to any infection’.

**Prevention**

1) Minimise contact with individuals who are unwell by ensuring that those who have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or who have someone in their household who does, do not attend settings.

2) Use of face coverings.

3) Clean hands thoroughly more often than usual.

4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.

5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

6) Minimise contact between groups where possible.

7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all settings, all the time.

Number 6 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Numbers 7 applies in all specific circumstances.

**Response to any infection**

8) Engage with the NHS Test and Trace process.

9) Manage confirmed cases of coronavirus (COVID-19) amongst the setting community.

10) Contain any outbreak by following local health protection team advice.

11) Notify Ofsted.

Numbers 8 to 11 must be followed in every case where they are relevant.

**Hygiene on Arrival**

-Parents should not enter the building unless absolutely necessary or there is a specific need for them to do so.

-No toys or comforters from home to be brought into the nursery please unless absolutely necessary to help the child settle happily.

-Children must be dropped off and collected by one adult who is well and free of any Coronavirus symptoms. Ie high temperature, continuous cough, shortness of breath, loss of sense of taste and/or smell. Adults must not gather outside the building or in the porch area.

-Each child will be met at the door by staff member and taken to wash their hands. In the case of the children being divided into two smaller ‘bubble’ groups, parents will be told which door to use for arrival and departure.

-Children and staff members must not attend if they have any symptoms of Coronavirus even if the symptoms are mild and the child seems well in themselves. Staff may consider taking temperatures of children on arrival. Staff are aware that we are now entering the autumn ‘cold season’ so normal cold symptoms ie runny nose might be apparent, but we withhold the right to refuse admission to children who are unwell or who have been given Calpol or similar medication in the last 12 hours.

-Children and staff members must not attend if someone in their household has Coronavirus symptoms or have tested positive in the last ten days; they will need to isolate for 14 days from when the person first started to have symptoms. <https://www.gov.uk/government/publications/Covid-19-stay-at-home-guidance>

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| **Management of Provision** | **Steps to be taken in the setting** |
| Grouping of children to allow social distancing | When the number of children attending on a day reaches 16 a second ‘bubble’ group will be formed. This group will be consistent and operate separately from the first group, reducing the risks associated with a larger group  The children will spend most of the session outside, or if inside then the windows will be open. |
| Maintaining hygiene through the day | All surfaces and equipment will be cleaned at the beginning, end, and during the day.  Soft furnishings and equipment which is hard to clean have been removed from the setting.  Children will be encouraged in an age-appropriate way to manage their self-hygiene, practising wiping their noses and putting tissues in the bin before washing their hands (catch it, bin it, kill it) |
| Snack and lunchtime | Children just attending for the morning session will need to bring a healthy snack for mid morning, this is to reduce staff spending time preparing snack and to reduce unnecessary contact with food.  Children will sit on chairs distanced from each other but still in a small social group while eating.  If your child is staying for lunch, please send it in a plastic washable container, nothing fabric. Anything left over will be discarded in the bin.  Children will wash their hands before and after eating |
| Toilets and nappy changing | One child will be allowed in the toilet at once. If there are two ‘bubble’ groups then each group will be allocated a toilet to use.  PPE will be worn by staff while changing nappies or helping children with a change of clothes. Although we are still happy and able to help children get changed out of wet clothes occasionally if needed, we may need to talk to you about the risk of continued personal contact if it happens frequently. Please let us know if you have recently begun to toilet train your child. |
| In the case of suspected illness | If a child shows signs of being unwell during the session, the child’s parent will be contacted immediately. While waiting for collection, a member of staff will move the child to an area away from other children, in another room where the window will be opened if possible. The adult will stay with the child, observing the 2 metre distancing rule if possible. However in the case of a young child or where direct care is needed then the adult should wear PPE |
| EYFS and Wellbeing  Children attending additional settings  Visitors to the setting | We still continue to be guided by the EYFS at nursery, however we will be focussing on the Prime areas of children’s development to begin with, especially their personal, social and emotional development. We will be focussing on children’s re socialisation and well- being initially.  Please email Teresa at [Robinnursery@hotmail.co.uk](mailto:Robinnursery@hotmail.co.uk) if there is anything that you would like to discuss, or if you have any concerns or worries about anything that your child or family may have experienced during their time in lockdown.  Guidance from the Department for Education (DfE) states that ‘Children can attend more than one setting although it should be avoided where possible’. Please let us know if your child attends an additional setting so that we are aware and can discuss this with you.  Visitors to the setting will be asked to wear a mask and to write their contact details including phone number in the nursery Visitors Book. The Youth Centre building also has a QR code at the entrance to comply with the Track & Trace system. |

Reviewed 23rd September 2020

Signed for nursery – Teresa Cutler (Manager)

Signed – Jane Follett (Chairperson)