**Safeguarding and Welfare Requirement: Operating during COVID 19 Pandemic.**

Providers must have and implement a policy, and procedures, to operate during COVID 19 restrictions.

**10.18 Operating Protocol end of COVID 19 Pandemic** ****

**Policy statement**

On 19th July 2021 the government set out a number of new guidelines for Early years settings to implement whilst operating during the COVID 19 Pandemic. This policy seeks to set out how Barby Pre-school will implement these guidelines into practice.

**Opening Days and Hours**

To enable this policy and procedure to be properly implemented daily sessions will be

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| Breakfast Club: | 8:30 | Morning drop off and registration: | 9:15 |

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| Lunchtime collection: | 12:15 | Afternoon collection: | 3:15 |

**Preschool Operating Procedures**

**Cleaning**

* Staff will be responsible for all cleaning before, during and at the end of sessions. The setting will be cleaned throughout after every session with cleaning set out on a cleaning rota.
* Book corner, construction and role play areas to be cleaned regularly using the supplies provided.
* All resources to be deep cleaned at the end of each session.
* Toilets and sinks to be wiped after every use.
* Staff and children to wash hands before leaving the toilet area.
* All handles to be cleaned throughout the day.

 **Social Distancing**

* Staff to be evenly placed throughout the setting to ensure, as reasonably as possible, they are not in contact with other staff members.
* Parents to follow one – way system on site when dropping off or collecting their children
* Parents and staff to still maintain 1m distance when collecting or dropping off children

**Play Equipment**

* Bubbles to be removed from preschool fence.
* All fabric toys/soft furnishings to be cleaned weekly
* Wipeable mats to replace the rugs these are to be wiped regularly throughout the day.
* Sand, water, playdough or bubbles, due to them potentially harbouring gems, to be cleaned or changed daily.
* Loose parts play only to be used if they are easy to wipe clean.
* Resources should be limited to ensure they can be easy to clean throughout the day.

**Food and Drink**

* No drinks will be provided by Preschool.
* Drinks bottles will be kept in a box that can be easily wiped down
* Staff to hand out snack to prevent cross contaminated
* Staff to wash hands after helping children to open their lunchboxes

**Personal Hygiene**

* All used tissues will be placed in a nappy sack and placed in the bins provided. Bins should be taken out every night.
* Children to wash hands after using the toilet, when entering the setting and before eating.

**Onset of Possible Illness during Preschool Sessions**

* If a member of staff or child becomes unwell during a session with suspected COVID 19 the staff member/child will need to leave the preschool. The parent will be asked to collect their child immediately. Every effort will be made to isolate the child or staff member until such time as they are collected or leave the setting.
* If a child has suspected signs of COVID 19 a staff member, wearing the appropriate PPE, will remove them from the play area and remain with them in the entrance till their parent or guardian collect them. Staff will wear a mask in this situation.

**What we are Asking of you as Parents**

In order for Preschool to operate in as safe a manner as possible this is what we are

asking of you as parents.

 **Drop Off, Registration and Collection**

* We are asking all parents to complete new Registration Forms to ensure that we have the most up to date contact numbers for you, please ensure that you are fully contactable during the hours your child is at preschool.
* All children immediately upon entering the setting will be asked to sanitise their hands with an alcohol based sanitiser; your agreement to this procedure is a condition of your child’s place. Please inform your child/ren of this procedure.
* Only Pre-school staff and children will be allowed to enter the setting, we kindly ask all parents to wait outside with their children on the grass verge and 1 metre away from other parents.
* We ask that your child comes to the door with their bag, drinks bottle and lunch bag on their person ready to enter the setting, staff will help children to place their belongings in the correct places.
* If a parent requires to speak to a member of staff this should be done by leaving a message with the staff member on duty who will arrange for the member of staff to contact, you via phone or email. If the message is urgent you will be asked to wait outside until all children have been let in and the staff member is able to come outside to talk to you.

 **Children’s Belongings**

* Due to the virus being able to spread easily on belongs we are asking that bags are stocked with enough spare clothes, nappies and wipes for a week. Parents are also being reminded that lunches should be packed with items that children require little assistance to open.
* Please ensure that your child has a named drinks bottle as the preschool will not be able to do so, if a parent forgets the bottle they will be contacted and ask to bring one to the preschool.
* Please do not bring toys or soft toys from home as we will not be able to store them on site.

 **Managing Children’s Emotions**

* We understand that many of our children maybe upset due to the change in routine but we kindly ask that your child is given to the staff member on door who will reassure them and will contact you via tapestry, email or phone to let you know how they are.

 **Minimising the Risk of Infection**

* Any household who has a member with concerns about an underlying health condition should seek medical advice before returning to the setting.
* We ask that if any member of your households shows signs of COVID 19 (**Temperature 38oC or above, new and continuous cough, loss or change of smell and taste**) that you do not attend the setting until you have received a negative covid result.
* If your child starts to show any of the above symptoms whilst at preschool, you will be contacted immediately and ask to collect them straight away.
* **Anyone with a positive result of COVID 19 must self-isolate for 10 days.**
* Parents are reminded that if anyone is showing signs of COVID 19 they should contact their GP’s, NHS 111 or their health visitor who can provide them with support and guidance. Any member of the household showing symptoms can now be tested please speak to the agencies above for help with this.
* Child’s health and wellbeing are paramount therefore, any parent that feel their child requires extra support should email the setting asking to speak to their child’s key worker who will address this with you.

**What we Require form our Staff**

 **Personal Hygiene**

* All staff are required to wash their hands upon entering the premises for 20 seconds and practice regularly hand washing throughout the day in line with NHS guidelines.
* Staff are to wear their work uniform on site and are asked that these are washed daily on a 60o wash.
* All staff will be given a box to place their belongs in that will be stored in a safe place.
* Access to the kitchen will be limited therefore staff should bring their own flasks, drinks bottles and cutlery which should all be taken home to wash, any area used by a member of staff should be wiped down before leaving the area.
* Staff to use hand gel or wash hand after touching children’s belongings.

**Social Distancing**

* Staff will be evenly spaced around the setting to ensure they are at least 1m apart from other staff members.

 **Contact with Parents**

* If a staff members needs to communicate with parents this should be done via email, phone or tapestry, if however this cannot be done due to safeguarding, or it is of an urgent nature then parents will be required to wear a face covering when on site.

 **Minimising the Risk of Infection**

* If a member of staff shows signs of COVID 19 (**Temperature over 38oC, new and continuous cough, loss or change of smell and taste**) they must inform their supervisor as soon possible via info@barbypreschool.co.uk or **07789428463**.
* All staff with suspected COVID 19 will be sent home immediately and should be tested. They must inform the supervisor of the outcome as soon as possible. You can book the test online via [www.gov.uk/apply-coronavirus-test-essential-workers](http://www.gov.uk/apply-coronavirus-test-essential-workers)
* If staff have any health worries they should speak to their GP or NHS 111
* Staff’s health and wellbeing are paramount therefore, any staff that feel they require extra support should speak to their supervisor who will make provisions available.
* Any staff member who has a member of their household with an underlying health condition should seek medical advice before returning to the setting.
* Staff should be mindful of their interactions with children, where possible limiting cuddling and hand holding. Staff to continue practicing good hygiene when toileting such as using the aprons and gloves provided.

Legal Framework/ Guidance Reference

* This Protocol has been developed with reference to: Planning guide for early years and childcare settings: Reopening during COVID 19 – Department for Education

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| --- | --- |
| **This policy was adopted by: (Provider Name)** | Barby Preschool Association |
| **Date:** | 01/09/21 |
| **Review Date:** | 01/01/2022 |
| **Signatory on behalf of Barby Preschool Association:** |  |
| **Role of Signatory:** |  |
| **Date sent to Parents:** |  |
| **Accepted by Trustee (Name):** | **Date**: |