

LARK Children's Centre Daycare Epidemic and Pandemic Policy (Covid 19)

Statement of Intent

LARK Children's Centre Daycare intend to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic. It also states ideas for continuity of business if allowed.

Legislation and leading authorities which have guided and influenced this policy are:

Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organisation (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

Aim of Policy

This Policy defines and assists the operating arrangements in place within LARK Children's Centre Daycare that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity, however new practices may emerge as the situation continues. The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon.

Method

As early years providers we continue to offer a continuum of very high standards of practice of childcare and education. The fundamental principles to be outlined in this policy are set out to ensure a reasonable approach to physical distancing is implemented for staff and parents along with good hygiene practices for all children, staff and parents. We strive to avoid coming into contact with infected children and adults or anyone displaying symptoms. It states the protective measures put in place for children, parents and staff to reduce the risk of transmission. We will continue to follow our other policies unless they conflict with this policy and then we will be guided by sensible, professional judgements and the EYFS. The main areas we will be considering are:

- Minimising contact with individuals who are unwell
- Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
- Ensuring cleanliness of the environment (especially frequently touched surfaces)
- Minimising general contact and mixing (keeping group rooms separate)
- The use of Protective and Personal Equipment (PPE)
- Testing

Focus/ Areas of Consideration / Recommendations

Children

Attendance

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Providers may consider taking temperatures of children on arrival and risk assessing with health questions for returning children.
- Extremely vulnerable children should continue to follow medical advice to shield otherwise they can attend.
- Families who attend at least two settings should choose only one for the remainder of the summer term continuing into the autumn term, to ensure their 'contact bubble' remains small.

Physical Distancing/grouping

- Children may be organised into groups by their rooms but do not need to be divided within rooms (July 1, July 27 updates). Systems to safely share the outdoor areas at different times will be put in place. Wherever possible the different rooms should not mix during the day. This is to minimise contact with others and mixing. Staff may exercise their own judgement during the day to ensure a balance between the high standards of safety for all children and their promotion of children's emotional wellbeing.
- Children in small groups should have the same staff team caring for them wherever possible to limit the amount of people having close contact with each other. Staff will be using the two meter rule while on their breaks or moving around the centre.

Initially procedures were in place at June 1 with only 50% or less of the children in the centre. This was achieved by:

- Offering sessions on a Covid 19 priority basis which offers in the order of key workers, vulnerable children, children who are leaving for school, parents at work.
- All children received an offer for June 2 but parents did not have to take it up.
- In increasing sessions as we develop our approach we will prioritising children such as those who are vulnerable, those with special educational needs, those from households where both parents work (or work full time)
- The take up on places may be small so there may be no need to change children's hours.

From September 7th 2020 LARK Children's Centre daycare will be allocating children into the rooms according to the EYFS ratios.

- Care routines including provision of meals, nappy changing and toileting should be within the space allocated to each room wherever possible.
- The use of communal internal spaces should be restricted as much as possible and outdoor spaces should be utilised as much as possible and used by rooms in different time slots during the day.
- A phased return may be best to ease their transition back into the Daycare if a child is struggling with their return.
- Sunscreen should be applied by the parents / carers before the child arrives at the preschool.

Wellbeing and education

- Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, coughing into an elbow, using a tissue and adopting a catch it, kill it, bin it regime.
- 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.
- EYFS framework will continue to be delivered through play and adult led activities.
- Snack times will be organised within the rooms and children can ask for drinks throughout the day if they are thirsty.
- Lunches will initially be provided by parents until September 7th 2020 where CaterEd will provide the service to LARK Children's Centre Daycare.

Workforce

Attendance

- Staff should only attend the Daycare if they are symptom free, have completed the required isolation period or achieved a negative test result. All staff and their household are eligible for testing if they display symptoms.
- Providers may consider taking temperature of staff on arrival and risk assessing with regular health questions for returning staff.
- Consideration should be given to limiting the number of staff in the Daycare at any one time to only those required to care for the expected occupancy levels on any given day. Full staff numbers will be needed in autumn term.
- Staff hours, days they work in the centre and the length of day may change in order to meet childcare demands and considerations within this policy.

Physical distancing/ grouping /safety

- Staff shared the completed risk assessment before opening to address any risks from the virus, ensure sensible measures are in place to control risks.
- Staff to be informed of measures in place and sign the risk assessment and the policy to indicate they have understood the preschool policies and procedures.
- Wherever possible staff should remain with the small group of children within their room.
- Emergency revisions to the EYFS can be implemented which provides some flexibility on ratios and qualifications to make this feasible.
- Staff have been advised by the government **not** to wear PPE such as facemasks during their day, but should continue to wear PPE at the usual times such as intimate care. They will wear disposable gloves and apron if completing one to one care and supporting an ill child as well as a face mask and visor as a 2 meter distance cannot be maintained.
- After dealing with an ill child who displayed symptoms the staff member should continue to wear PPE and clean the affected area with disinfectant.
- All PPE should be removed and disposed of following current government guidelines, the staff member should wash their hands for at least 20 seconds.
- The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.
- 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.
- Staff will be responsible to ensure appropriate cleaning takes place and enough ventilation is in the room such as opening windows. If doors are open staff will ensure the safety of the children is maintained.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Staff to wear fresh, clean clothes for each day and wash these at the end of the day.

Training

- Where possible, meetings and training sessions should be conducted through virtual conferencing and online training.
- 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. *Virtual-college.co.uk courses Prevent Covid 19 and Infection prevention*
- Online training may be available to allow their training levels to be maintained if appropriate.

Parents

Physical distancing

- Only parents or carers who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Aim to minimise the 'pinch points' during the day and limit drop off and pick up to one parent per family by using two entrance points.
- Stagger the drop off and collection timings where possible will avoid a queue of families waiting to enter pre-school.
- Arrange Willow drop off and pick up at the garden gate to avoid parents trying to enter the Daycare unnecessarily.
- When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area sticking to government social distancing policies.
- If the child is too distressed perhaps a delayed start to their entry may be preferred or short settling in sessions without their parent.

Communications

- 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.
- Parents should inform LARK Children's Centre Daycare of their circumstances and if they plan to keep their child away, this helps LARK to conform to our safeguarding policy.
- Parents may be needed to support the running of LARK by providing extra resources and consumables which the Daycare may not be able to source such as cleaning wipes or products, tissues, toilet rolls etc. This is to ensure the safe running of Lark is not hindered by lack of equipment and resources.

Visitors

- Attendance to the setting should be restricted to only children and staff as far as practically possible and visitors should not be permitted unless essential (e.g. essential building maintenance).
- Where essential visits are required these should be made outside of the usual Daycare operational hours where possible.
- As far as possible parents and carers should not enter the premises unless by appointment for any required interaction that is best done in person.

Travel

- Wherever possible staff and parents should travel to LARK alone, using their own transport or if possible walk.
- If public transport is necessary, current guidance on the wearing of masks for those over 11 years of age during use of public transport must be followed.
- Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises or grounds.
- Outings into the local community should be restricted to ensure mixing with members of the general public does not happen

Hygiene and Health & Safety

Hand Washing

- All children and staff must wash their hands upon arrival at the nursery for at least 20 seconds.
- Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet or playing outdoors, after sneezing, blowing their nose or coughing into their hand and dealing with unwell people.
- Bodily fluid spills should follow the correct procedures as normal.

Cleaning

- An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment and all staff are responsible in their area of work.
- Early morning daily cleaning is done informed by Covid cleaning guidance.
- Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly every morning before staff and children arrive.
- A deep clean may be needed after a child has become ill in the area they were waiting.

Waste disposal

- All waste must be disposed of in a hygienic and safe manner following government guidelines.
- Tissues must be immediately disposed of and placed in a bin.
- Bodily fluids must be double bagged and disposed of in a bin.

Laundry

- All items within the setting requiring laundering must be washed in line with NHS laundry guidelines. The guidance has been relaxed so we can wash at manufacturers' recommended temperatures but items containing body fluids must be washed at 60 degrees.
- Items such as towels, flannels and bedding must not be shared by children.

Risk assessment

- The setting and all activity has been risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
- It is expected that would include, but not be limited, to the careful management of learning experiences involving materials which are not easily washable such as malleable materials (dough, clay). Sanitising spray has been procured to support the use of some resources. There will be no sharing of food and utensils.
- September we are starting to increase the available resources out in the centre to accommodate larger numbers of children but efforts will be made that resource use is manageable in respect of cleaning requirements.
- Remove anything which cannot be easily wiped down, sprayed or washed at the end of the day.
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PPE

- 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 and disposed of as normal for nappy changing, one to one care and the administration of first aid.
- If a child shows symptoms, staff should wear a face mask, visor, disposable gloves and apron if a 2-meter distance cannot be maintained at all times. PPE should be disposed of following government guidelines

Premises Building

- Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to re-opening including legionnaires checks.
- Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained with locked gates.

Resources

- Children should not be permitted to bring items from home into the setting unless essential for their wellbeing. Anything that is brought in from home should remain in the child's bag on their peg if not in use.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilized/ or stored out of use for 72 hours. Any resources which are too difficult to clean or spray should be removed.
- Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.

Supplies Procurement & monitoring

- [LARK Children's Centre Daycare](#) should ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimize the impact of any shortages of supplies.
- LARK Children's Centre Daycare will not be able to operate without essential supplies required for ensuring infection control.
- 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 and facemasks. These items will be washed at a high temperature in accordance with relevant guidelines and separate to any other preschool washing.
- In 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.
- It may be preferable or the only option to have packed lunches which the children bring in.

Responding to a suspected case

- In the event of a child developing suspected coronavirus symptoms such as temperature 38 degrees or above whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the current NHS guidance.
- 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.
- The staff member responsible for the child during this time should be a staff member from their room. The provider will have available suitable PPE for this staff member such as the addition of face mask, visor disposable gloves and apron.
- The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.
- The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to current government guidelines.
- 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. They should also follow current testing advice for themselves and their household.

Monitoring of this policy

This policy will be reviewed annually by the setting manager and Management Committee, new government legislation and policies will be incorporated appropriately as and when required or informed.

Date	Adopted by Authorised Signature	Review Date
18/05/20	Original policy shared by Tanya Wood	
22.06.20	Elizabeth Knight (to share Man Comm by email)	Ongoing Sept 20
17.08.20	Elizabeth Knight updates from guidance updates July August 2020	Ongoing Sept 20
1.09.20	Reviewed and shared with staff	Ongoing Sept 20

This policy was based on a model developed by Tanya Wood (20.05.20) and adopted By LARK Children's Centre Daycare on

Signed