

COVID-19 Operating Procedures, Policies & Risk Assessment

These are based on Public Health England and Dept for education guidelines which are intended to assist early years practitioners in implementing precautionary measures to reduce the spread of COVID-19 virus in childcare settings.

However, as with all our Health policies, the nursery can add additional measures/policies if we believe it is in the best interests of the children, families and staff of TCG.

The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practises. These have been tailored to take account of the lay-out and working practices of our setting.

The policies and risk assessment should be read together and will be updated should Government guidance change. (Inevitably, this stand alone COVID-19 Policy will dissolve in to our setting sickness and illness policy)

These were last updated 6th April 2022.

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> - Although children are no longer legally required to self isolate following a positive COVID test. We do request that parents keep children home until they have had two negative lateral flow tests. - At any time, a staff member can consider taking temperatures of children during the day if the child is displaying signs and symptoms of illness. - Any child who has a high temperature and is not well enough to remain at nursery parents/carers will be ask kindly to take the child home.
	Physical distancing/grouping	<ul style="list-style-type: none"> - TCG's daily routine allows for an element of separation between groups of children at certain times of the day such as mealtimes and mindfulness. Our Babies and Explorers have a separate indoor space and eat their meals in their own rooms or outside where possible. Children that are transitioning may eat in their new space. This will be communicated to parents/carers. - At least one, preferably two groups of our Walled Garden children will be in the woods with our Forest School trained staff leaving less children in the garden;The majority of our day is predominantly spent outside minimising the risk of infection. - Care routines including provision of meals, nappy changing and toileting will be within the space allocated and strict guidelines are always followed. - Cleaning regimes, although already thorough have been heightened due to Covid-19; - Outdoor spaces are used the majority of the time; - Staff supervising drop off/pick up times may choose to wear a face covering when talking with parents. This is at both staff and parents discretion. If you have been in contact with a positive case it would be advisable to do so.
	Wellbeing & Education	<ul style="list-style-type: none"> - 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; - 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 possible need for extra emotional support at this time; - The children's safety and well-being remains our primary concern.

Staff	Attendance	<ul style="list-style-type: none"> - As per the children, staff are legally able to attend work if they are fit and well despite testing positive for COVID 19. Again we advise that if testing positive you isolate returning when you have had two negative lateral flow tests. - If necessary the manager or deputy in their absence, may consider sending staff home who are not well enough to fulfil their role. Staff should always sanitise or wash hands upon arrival and at regular intervals though out the day especially after the toilet and at mealtimes.
	Physical distancing/grouping	<ul style="list-style-type: none"> - Since the relaxing of government guidance, children during routine activities are mixing in indoor spaces but continue to be encouraged to follow hygiene rules; - We encourage staff to socially distance during breaks - All shared spaces such as staff room, must be maintained and cleaned (use spray in toilet thoroughly after each person);
	Training	<ul style="list-style-type: none"> - All staff members are responsible to update themselves with latest policies/procedures, infection control and risk assessments, within which they will be operating.
Parents/Carers	Physical distancing	<ul style="list-style-type: none"> - Drop off/collection will be at the Baby Room main door for Babies, Explorers gate door for Explorers and the Walled Garden gate for all other children with one way system in operation; - Whilst waiting to drop or collect your child, social distancing is to be maintained outside of these doors by patiently waiting your turn. We appreciate your assistance and patience while these procedures are still in place. - Parents/carers may be allowed into TCG for the purpose of settling in sessions and meetings where possible.
	Communication	<ul style="list-style-type: none"> - TCG will communicate the change of procedures and policy by posting on Family app, our main communication tool.
	Emergency contact	<ul style="list-style-type: none"> - If a child becomes unwell during the session they are expected to be collect asap emergency contact details are to be updated ensuring the office can contact a family member.
	Travel	<ul style="list-style-type: none"> - If public transport is necessary, current government guidance on the use of public transport must be followed.
Visitors	Visits	<ul style="list-style-type: none"> - Visitors are permitted; - Show-arounds for parents of prospective children will be limited to times that avoid busy periods. A virtual tour is available on our website under admissions.

Daily risk assessment checklist for The Children's Garden

We ask our nursery community to be respectful as the government guidelines ease.

We want to keep everyone as safe as possible and ensure that we have enough staff to continue to operate to our high standards.

Children's arrival at the setting	<p>If a child is presenting signs of being unwell, we kindly ask them to be cared for at home and return to nursery when they are fit and well.</p> <p>Children will be encouraged regularly throughout the day to wash their hands, specifically before meal times and when using the toilet area.</p> <p>If a child has a high temperature or is unwell parents/carers will be contacted to collect the child.</p>
Play and Learning	<p>Resources available to the children must be cleaned regularly and effectively.</p> <p>Ensure children wash hands regularly throughout the day, as well as before eating, after coughing or sneezing and when using the toilet or having a nappy change.</p>

Supporting children whose parents are exposed to COVID-19 (NHS/Social care)	<p>Parents who work with people with COVID-19 symptoms (e.g. medical and nursing staff or social care workers) wear Personal Protective Equipment (PPE), that protects them from being exposed to the virus.</p> <p>Therefore, parents who work with COVID-19 suspected people, are unlikely to be exposed to the virus, unprotected. However, we do ask that parents who are working in the NHS or care sector refrain from collecting their child in their uniform or 'scrubs'.</p>
Staffing	All staff will adhere to government guidance.
Cleaning of clothing, towels, and soft furnishings	<p>Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting.</p> <p>Children's bedding is to be washed weekly by parents and sent home on the last day of the week a child attends.</p>
Disposal of potentially contaminated waste	This is always disposed of correctly.
Cleaning of electronics	Regularly cleaning of electronics, such as tablets, walkie-talkies, laptops and remote controls is essential and the responsibility of all staff.
If a child, or staff member displays symptoms	<p>If a child or staff member begins displaying symptoms and are able to access a PCR test we will continue to inform our families through our app of any positive cases in the nursery. We understand in time, testing may reduce due to costs and availability and the virus will be treated as per the flu.</p> <p>Please visit the government website for the current Government guidance.</p>
Undertake regular cleaning	<p>Clean and disinfect frequently touched surfaces throughout the day.</p> <p>This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps and sinks.</p> <p>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used when changing nappies or intimate care.</p>