



# Hulme Hall Pre-School

## COVID-19 Policy and Procedure

In order to reopen Pre-School and welcome back children, we are putting in place the following policy and procedure. This document is likely to evolve based on feedback from staff, parents and children, as well as new guidance from the government. We do not currently know how long these measures will be in place and will update you as the situation develops in the coming months.

### **Aim of Policy**

This Policy defines and assists the operating arrangements in place within the Pre-School 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.

### **Information about the Virus**

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever (37.8 degrees or above)
- Loss of sense of smell/taste

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

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## How COVID-19 is Spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

## Preventing the Spread of Infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

### Hand Washing Routines

To ensure the staff, children, parents and visitors are washing their hands in line with the current guidelines the following will be put in place:

- On arrival to Pre-School all adults will sanitise their hands in the entrance hall.
- On arrival all children will be taken to the bathroom to wash their hands by a team member.
- Staff should wash their own hands before supporting a child to wash theirs.
- During the day children and staff will wash their hands after going to the toilet or having their nappy changed, before and after meals or snacks, when they change rooms and return from playing outside.
- Staff should wash hands before putting on any PPE.

- Staff will use the Hand Washing Song to encourage the children to wash their hands with soap and water, and for at least twenty seconds.
- Children's guides on handwashing will be displayed in all bathrooms.
- Staff must wash their hands before preparing or serving food even if wearing gloves.

## Regular and thorough hand cleaning is needed for the foreseeable future

### Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important, so we must ensure we have enough tissues and bins available in Pre-School to support the children and staff to implement this routine. As with hand cleaning, we must ensure younger children are helped to get this right, and all children understand that this is now part of how the setting operates.

### Cleaning Routines

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place. However, in areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution each day, this includes all door handles, number pads on doors, door release buttons, light switches, key boards/ mouse, telephones, office desks, printers, phone, children's chairs.

Disposable cleaning cloths will be used throughout the Pre-School, for example blue roll for cleaning hard surfaces.

Toys will be rotated each day and sterilised between uses to prevent cross contamination between children who attend on different days. The toys available will be toys that can be cleaned effectively, and resources will be limited to enable rotation.

Toys that are difficult to clean, such as toys with lots of fiddly parts, soft toys and the wooden blocks will not be available at this time.

Sand will be removed from the rooms to further prevent the possible spread of infection.

All soft toys, soft furnishings, for example pillows, beanbags and rugs will be removed.

Please also see cleaning procedure

### Personal Protective Equipment (PPE)

The current government guidance is that the majority of staff in childcare settings will not require PPE, beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.

PHE advises that for health and safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children's development.

Staff will continue to wear PPE when involved in any form of intimate care as per our nappy changing and intimate care policy.

Face masks and visors are available if staff use to wear them during intimate care.

In the event of a child or staff member showing symptoms of Covid-19 during the day the person supporting this person will need to wear a disposable apron, disposable gloves, a disposable face mask and a face shield. (see How to isolate an adult or child)

Staff will need to wear a face covering when going to the Senior school because social distancing is difficult to maintain in communal areas.

All visitors and parents who enter Pre-School will need to wear a face covering.

## Taking Temperatures

Public Health England's guidance is that routine testing of an individual's temperature is not a reliable method for identifying coronavirus.

We will only check temperatures if a child is feeling unwell as per our illness policy

## Social Distancing and Further Measures to Protect from Infection

### Arrival and Departure

There will be a need to reduce face-to-face contact with and between parents and carers

- Only parents/carers who are symptom free and/or have completed the required isolation periods will be able to drop off and collect their child.
- Only one parent/carer is permitted to drop off or collect their child.
- Parents must stay 2 metres away from staff.
- Tape, chalk or paint will be used to mark safe queuing distances at the entrance to the Pre-School.
- Parents will need to ring the doorbell and then return to the allocated social distancing space
- Parents will not be permitted to enter Pre-School.

- When parents are waiting to drop off or collect children, social distancing must be maintained in a safe place
- All handover communication will be done digitally via emails or telephone conversations

## External Professionals

In instances where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, we will assess whether the professionals need to attend in person or can do so virtually.

If they need to attend in person, they should:

- follow our COVID-19 policy
- keep the number of attendances to a minimum
- wash hands frequently
- where possible to do so, maintain social distancing
- Wear a face covering
- be informed about the system of controls in settings

## Travel

- Wherever possible staff and parents should travel to Pre-School alone, using their own transport
- If public transport is necessary, current government guidance on the safe use of public transport must be followed.
- Children will not be taken out of the Pre-School on outings at this time.

## Risk Assessments

Additional COVID-19 risk assessments will be completed in addition to the daily risk assessments.

Please refer to whole school risk assessments

## Fire Drill

In the event of a fire Pre-School children will now assemble on the lawn outside the all-weather pitch. They will walk across the grassed area to avoid contact with other children or staff.

Signs will be displayed around Pre-School reminding staff, children and parents of the following:

- Handwashing posters
- Social distancing posters
- Cleaning procedures
- See Catch it, Bin it, Kill it posters

## Waste Disposal

- All waste must be disposed of in a hygienic and safe manner following government guidelines.

- Tissues etc that have been used by a child or staff member with suspected Covid 19 must be disposed of following the government guidelines.
- Tissues must be immediately disposed of and placed in a bin with a bag, lid and foot pedal.
- Bodily fluids must be double bagged and disposed of in a bin with a bag, lid and foot pedal.
- Tissue bins will be emptied regularly throughout the day.

## Safeguarding

Please refer to the safeguarding addendum

## Wellbeing and Education

- Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe – including practicing good handwashing and good respiratory hygiene practices
- Children will be supported to understand the changes and challenges they may be facing as a result of Covid-19 and staff need to ensure they are aware of children's attachment for emotional support at this time
- Emergency revisions to the EYFS have been implemented
- We will place a focus on personal, social and emotional development, to enable children to express their emotions and feelings on Covid-19

## Other Measures

- Parents may not leave travel accessories such as car seats, buggies or scooters inside Pre-School
- Children cannot bring in toys and belonging from home. A bag of spare clothes and nappies can be kept on site and topped up as required.
- We will keep windows open as far as possible to ensure ventilation and use outdoor areas as much as possible.
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- We will ensure the distancing of sleep mats for children who require a sleep.
- Staff will complete a risk assessment before opening to address any risks from the virus and ensure appropriate safe measures are in place to control risks.
- Hand sanitizer will be available for all children and staff to use regularly.

Before and After School club will be resumed in October and there will be strict guidelines in place

Stay and play and Footytotz will not take place for the foreseeable future

## Clinically Vulnerable

Vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions) should take extra care in observing social and complete a return to work risk assessment

## Management of staff and organisation of groups of children to prevent cross contamination within the Pre-School

While it is not expected that children and staff within a group will keep 2 metres apart, it is important to consider how to reduce contact between groups of children and staff as far as possible.

We can achieve this and reduce transmission risk by ensuring children and staff, where possible, only mix with their group/bubble.

Children will be organised into 2 groups/bubbles. The bubbles will be Early Years and Kindergarten and they will where possible remain in their allocated indoor and outdoor classrooms.

In emergencies (for example a staff member is sent home ill) the ratios may need to be met across the site and not in an individual room, in such an incident a risk assessment will be conducted to ensure children are safeguarded.

The staff to child ratios continue to apply as set out by the Early Years Foundation Stage.

## Music, Dance and Drama

We will continue to encourage spontaneous singing, dance and role-play that young children may naturally do. Music, dance and drama build confidence, help children live happier, more enriched lives, and discover ways to express themselves.

## Minimising Mixing Groups and Volume Control

We will take particular care in music, dance and drama lessons that children remain in their usual groups.

Additionally, we will keep any background or accompanying music to levels which do not encourage participants to raise their voices unduly.

## Staff

### Attendance

- Only staff who are symptom free or have completed the required isolation period should attend the setting.
- They must not attend for 10 days or until they test negative for COVID-19.
- For any staff member living in a household where another person has a high temperature, a new continuous cough or a loss/change of smell or taste, the staff member must not attend Pre-School for at least 14 days or until they test negative for COVID-19.
- Staff will be risk assessed if returning to work after a period of isolation or having had COVID-19.

## Grouping and Physical distancing

- Wherever possible staff will be with the same group/bubble they are allocated to and not come into contact with other groups for at least each whole week.
- Social distancing must be maintained by staff during breaks. This will be managed by staggering lunch breaks.
- Staff members will avoid all close contact with each other.
- Any share appliances will be cleaned before and after use e.g kettle, microwave

## Training

All staff members will receive appropriate instruction and training in infection control and the relevant operating procedure and risk assessments.

## New Admissions

All tours will take place after school hours and when all the children have left the building. We will ensure:

- face coverings are worn by parents/carers
- there is regular handwashing, especially before and after the visit

Prior to a visit, we will ensure that parents and carers are aware:

- of the 'system of controls'
- how this impacts them and their responsibilities during their visit
- how to maintain social distancing from staff, other visitors

## Settling in New Children

Initially the parent/carer will be invited to a telephone meeting with the Head of Pre-School to discuss their child's care needs and answer any questions.

Parent/carer will be emailed all the relevant papers and 'All About Me' information to complete at home and email back.

Guidance from PHE outlines how parents and carers are able to enter a setting to help their children adapt to their new environment.

We will ensure that parents and carers:

- wear face coverings
- stay for a limited amount of time (ideally not more than an hour)
- Stay in an allocated area/zone that is not used by the children
- avoid any contact with the other children
- are aware of the 'system of controls', how this impacts them, and their responsibilities in supporting it when visiting a setting with their child



The child will meet their key person and have an opportunity to play with the security of their parent present. The parent and key person will socially distance during this session.

They will then join the social distancing que and be greeted at the door and follow the arrivals and departures policy

## Guidance on Dealing with Suspected or Confirmed Cases of COVID-19

### What to do if a child or member of staff becomes unwell with symptoms of COVID-19

- Anyone who begins to display coronavirus symptoms whilst at Pre-School should be sent home immediately and follow government guidelines on [what to do if you or someone in your household develops symptoms](#). If a child is waiting to be collected, they should be separated from their group and isolated with one member of staff if this is possible.
- A facemask should be worn if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection and if contact is necessary, then gloves, an apron and a facemask should be worn. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection should also be worn. Settings should ensure they are prepared to respond in line with the [guidance on protective measures in education and childcare settings](#) and [guidance on using PPE in education, childcare and children's social care settings](#).
- Encourage the child to avoid touching any surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag, then throw the tissue in the bin
- Keep the child occupied until parent/carer arrives by reading a story
- The child will wait in Early Years and windows will be opened to allow ventilation.
- If they need to go to the bathroom whilst waiting for medical assistance, they will use the Early Years bathroom.
- Once the child or member of staff has left the setting, settings should follow [Cleaning of non-healthcare settings](#) to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely.
- Where the child or staff member tests negative, they can return to Pre-School and the fellow household members can end their self-isolation. If the child or staff member tests positive, the rest of their immediate group should be sent home and advised to self-isolate for 14 days. Take appropriate steps to deputise responsibilities or arrange cover if affected members of staff fulfil designated roles, for example paediatric first aid, SENCO or safeguarding lead.
- Ensure emergency contacts are updated on a regular basis and consider where these may need to change, for example if previous emergency contacts are in a shielded group

### Getting Tested

- All children will have access to a test if they are displaying symptoms of coronavirus.

- If your child has symptoms you are encouraged to get them tested, a negative test will enable them to return to Pre-School whilst a positive test will enable us to put a rapid action plan in place to protect the other children and staff in Pre-School

## Engage with the NHS Test and Trace Process

All staff should understand the NHS Test and Trace process. They will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms

## What to do if children or staff return from travel anywhere else in the world within the last 14 days

Staff or children returning from abroad are required to self-isolate for 14 days upon their return and cannot attend Pre-School during this time.

### Useful Links:

- Government guidance for parents on the reopening of education and childcare:  
<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>
- Government guidance on implementing protective measures in education and childcare:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

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