

## **Safeguarding and Welfare Requirement: Managing children who are sick, infectious, or with allergies**

The provider must promote the good health of children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or infectious, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.



Hyde Heath Pre-school

Have fun and learn!

Registered Charity Number 1020591

Hyde Heath Infant School, Weedon Hill, Hyde Heath, Amersham, Bucks, HP6 5RW

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## **6.10. Epidemic and Pandemic Policy and Procedures (Parents and Children) (Covid 19)**

**Updated 6.1.2022**

### **Policy statement**

Hyde Heath Pre-School 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.

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. 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.

### **Procedures**

The fundamental principles to be outlined in this policy are set out to ensure physical distancing is enabled and implement good hygiene practices as well as avoiding meeting infected children and adults or anyone displaying symptoms. It states the protective measures put in place for children, parents/carers, and staff as best as possible to ensure the risk of transmission is reduced. We will continue to follow our other policies if they do not conflict with this policy and be guided by the EYFS as best as we can. The main areas we will be considering are:

### **Prevention:**

*1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend Pre-School*

2) *clean hands thoroughly more often than usual*

3) *ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*

4) *introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach*

5) *minimise contact between groups where possible*

6) *where necessary, wear appropriate personal protective equipment (PPE)*

*Numbers 1 to 4 must be in, all the time.*

*Number 5 must be properly considered and must put in place measures that suit their particular circumstances.*

*Number 6 applies in all specific circumstances.*

*We will also consider the following:*

- Care routines and equipment from home
- Wellbeing and Education

***Response to any infection:***

7) *engage with the NHS Track and Trace process*

8) *manage confirmed cases of coronavirus (COVID-19) amongst the setting community*

9) *contain any outbreak by following local health protection team advice*

*Numbers 7 to 9 must be followed in every case where they are relevant.'*

## **Children**

### *Attendance*

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- If a child or someone else in their household shows any signs of illness, they must not come to Pre-School and follow government advice on isolation and testing.
- Testing for Covid-19 is accessible and must be undertaken before a return to Pre-School if the child or member of the household has Covid symptoms.
- Children must not attend Pre-School if they have had or require calpol for COVID symptoms.
- Families who attend at least two settings should choose only one setting so minimal interaction remains small (in exceptional circumstances). Families that work and rely on employment of a childminder or Nanny can attend but this must be discussed with both parties. Childminders/Nannies who collect children from setting must either walk or use their own transport to collect children.

### *Physical Distancing/grouping*

- Children will not be required to be in small 'bubbles' following recent Government guidelines. Staff may exercise their own judgement during the day for the high standards of safety for all children.
- The same staff team will be in attendance wherever possible to limit the amount of people meeting each other.
- Smaller amounts of children in the whole setting may be advised should a local lockdown occur. As we usually run to capacity most days this could be achieved by, but not limited to:
  - A temporary cap on the number of children in the setting at any one time.
  - Temporarily limiting hours per child, ensuring all children have access to some preschool time.
  - If needed, prioritising children's attendance by age, starting with those moving to Primary the following year.
  - If needed, changing the preschool open hours to all children.
  - Staggering drop off and pick up times to enable social distancing.
  - Prioritising children such as those who are vulnerable, those with special educational needs, those from households where parents are critical workers
- Outdoor spaces should be utilised as much as possible.

#### *Care Routines and Equipment from Home*

- Care routines including provision of snack time, lunch time, nappy changing, and toileting will be arranged accordingly and where possible social distancing at these times will be adhered to.
- A phased return may be best to ease their transition back into preschool if the preschool has been closed for quite a while or only open for critical workers.
- An all-day sunscreen should be applied by the parents / carers before the child arrives at the preschool. T shirts covering shoulders and leggings/tracksuit bottoms would be preferable to minimise sun exposure.
- Children are to be brought into Pre-School wearing clean clothes each day they attend.
- Lunch boxes should be sent to Pre-School with easy to open packaging and fruit cut up (including grapes). Lunch boxes will be kept apart and within your child's group. All lunch boxes must be washed by a parent immediately when arriving home.
- Provide a named sunhat
- Provide a named water bottle which staff will refill using appropriate measures in order not to cross contaminate. Water bottles will be kept apart.
- No toys are to be brought from home unless your child needs a comforter (this must be washed daily)
- Bags with children's equipment are allowed in Pre-School with the essentials only – nappies, prescribed medicine, and a change of clothes. Staff will inform parents if supplies need to be topped up.
- Key workers may be changed due to staffing – you will be informed who your key worker will be if this is the case.

#### *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 because 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 continue where staff will prepare food wearing appropriate PPE equipment.

## **Parents**

### *Physical distancing*

- Only parents/carers who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Only one parent/carer per family to drop off and collect their child
- Staggered drop off and collection times from 9.00am and by 12.00pm/2.50pm will be implemented to avoid a queue waiting to enter preschool. Drop off and collection times will be prioritised to working parents/carers. We would appreciate parents/carers to stick to there allocated times.
- Arrange drop off and pick up at the preschool entrance to avoid parents entering the preschool unnecessarily.
- Pre-School entrance may change to allow ease of access and as not to cross over with Hyde Heath Infant school.
- When parents/carers are waiting to drop off or collect their child, physical distancing should be maintained in a safe area sticking to government social distancing policies. Parents/Carers should leave the area immediately after dropping off and picking up their child.
- Parents are not to enter the Pre-School. We will consider allowing parents/carers to enter the preschool for the purpose of a settling in session if not doing so would cause a child distress, this could take place in the outdoor environment. The provider should consider measures to minimise contact between the parent and other children and staff members.
- Parent's and Visitors will be asked to wear a mask should social distancing be challenged. Staff will also wear masks.
- If the child is too distressed perhaps a delayed start to their preschool entry may be preferred or half hour settling in sessions without their parent.
- It is advised that your child stay at home as much as possible (apart from regular exercise which we promote) when your child is not in attendance at Pre-School.
- Parents are to inform Pre-School of any travel plans. Children will not be able to attend Pre-School if you are visiting a country/area that requires you to self-isolate on return.

### *Communications*

- Clear communication regarding the role parents/carers play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves will be provided by Hyde Heath Pre-School.
- Parents/Carers should inform preschool of their circumstances and if they plan to keep their child away, this helps preschool to conform to our safeguarding policy.
- Parents/Carers may be needed to support the running of the preschool by providing extra resources and consumables the preschool may not be able to source or afford such as cleaning wipes or products, tissues, toilet rolls etc.
- Child accidents (slips, trips and falls) and Incidents at Pre-School will be communicated by email/phone. Parents/carers are required to acknowledge an accident or incident by email. A form will also be completed.
- Communication as much as possible should be made through email [manager@hydeheathpreschool.org.uk](mailto:manager@hydeheathpreschool.org.uk) or by telephone **01494 782845**
- **Up to date Emergency contact numbers will be required**

## Visitors

- Attendance to the setting will be restricted to only children and staff as far as practically possible and visitors will not be permitted to the preschool unless essential (e.g. essential building maintenance).
- Other professionals (Ofsted, Bucks County council advisory team etc) will be considered entry if essential to child/staff wellbeing.
- Where essential visits are required these will be made outside of the usual preschool operational hours where possible.
- As far as possible parents and carers should not enter the premises.

## Travel

- Wherever possible parents/carers are required to travel to preschool by walking or if not possible, using their own transport.
- If public transport is necessary, current guidance on the use of public transport must be followed.
- Parents/carers are encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises or grounds.
- Outings from the preschool into the local community may take place but staff will ensure mixing with members of the public does not happen – A full risk assessment will be implemented.

## 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 are to 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.

- Bodily fluid spills will follow the correct procedures as normal.

#### *Cleaning*

- An enhanced cleaning schedule is implemented that includes the cleaning of furniture, surfaces and children's toys and equipment after each use.
- Toilet area and hand washing facilities will be cleaned and sanitised regularly and cleaned thoroughly every night.
- A deep clean will take place after, should a child become ill in the area they were waiting.

#### *Waste disposal*

- All waste will be disposed of in a hygienic and safe manner following government guidelines.
- Tissues are to be immediately disposed of and placed in a bin with a bag, lid and foot pedal.
- Bodily fluids (including nappies) are to be double bagged and disposed of in a bin with a bag, lid and foot pedal.

#### *Laundry*

- All items within the setting requiring laundering will be washed by staff immediately after use.
- Items such as towels, flannels and bedding are not to be shared by children.

#### *Risk assessment*

- The setting and all activity will be 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 will be put in place and policies and procedures followed.
- Learning experiences involving materials which are not easily washable such as malleable materials (dough, clay) and the suspension of the sharing of food and utensils will be limited or not used.
- Removal of resources which cannot be easily wiped down or washed at the end of the day will not be used.
- Play food, play cutlery and crockery etc. will be removed or anything else which may be 'mouthed' by children.
- Baking, food play, sand and finger painting will be monitored and only allowed if safe to do so.

#### *PPE*

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.
- PPE will 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 will wear a face mask, visor, disposable gloves, and apron if a 2-meter distance cannot always be maintained. PPE will 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 will be conducted prior to reopening including legionnaires checks.
- Windows are to be kept open where possible to ensure good levels of ventilation. If doors are opened, we will ensure the children's safety is maintained.

#### *Supplies Procurement & monitoring*

- The preschool will ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies.
- The preschool 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.
- Food brought for snack will be carefully handled and collected by a member of staff – This will not go into their own home. Fruit and vegetables will be handled with gloves and washed.

#### *Responding to a suspected case of Covid-19*

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, children are to be collected as soon as possible and isolate at home in line with the current NHS guidance. Parents are to arrange a test and inform the Pre-School of its outcome as soon as possible.
- Ensure child/staff member isolates at home for 7 days from when symptoms started. A test will also be required if symptoms are present.
- If siblings or other household members are self-isolating due to being close to a suspected/positive Covid case, so must the child in our care.
- Whilst waiting for the child to be collected the child will be isolated from others in an arranged area. Windows will be opened for ventilation.
- The staff member responsible for the child during this time will wear full PPE such face mask, visor disposable gloves and apron will be worn.
- The area will 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 will be the person dealing with the unwell child and should continue to wear their PPE. This will 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 are to return home immediately, book a test and isolate at home in line with the NHS guidance. Current testing advice for themselves and their household will need to be implemented.
- Parents will be informed of a case of Covid-19 and asked to follow our procedures
- It may be necessary for the Pre-School group in which a suspected/confirmed case of Covid-19 to self-isolate for 7 days.
- Short notice closure may be necessary following a positive Covid- 19 case and parents/carers/children are asked not to attend for 7 days.

**In the event of shortage of staff, the Pre-School will close until we are able to safely reopen.**

**Parents will be notified of closure and contacted by email or phone; this may be of short notice.**

**Parents/Carers are asked to read this policy and Government guidelines. Once read, we ask you to email [manager@hydeheathpreschool.org.uk](mailto:manager@hydeheathpreschool.org.uk) clearly stating that both parents have read and agree to the terms set out in the 'Epidemic and Pandemic Policy and Procedures (Parents and Children) (Covid 19)' policy**

#### **Legal framework**

- Coronavirus Act 2020
- Health and Safety at Work Act (1974)
- Health and Safety Executive (HSE),
- Public Health England (PHE)
- World Health Organisation (WHO).

#### **Further advice and guidance**

Advice from but not limited to:

NHS England

- 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.

This policy was adopted by

Hyde Heath Pre-School

On

6.1.2022

Date to be reviewed

Ongoing

Signed on behalf of the provider

Name of signatory

Daisy Pierce

Role of signatory (e.g. chair, director or owner)

Chair