

Protective Measures and Systems of Controls Parent Information Procedure.

The Government has provided guidance and support to schools, college, and childcare settings on implementing protective measures in education and childcare settings to help us to reduce the risk of transmission of coronavirus.

To prevent the spread of coronavirus, we are using a range of protective measures to create a safer environment in which the risk of spreading the virus is substantially reduced.

Field House has remained open to all key worker children throughout the period since the lockdown was initially imposed.

We continue to follow the published Government guidance, discussed current policy and procedure, and applied the knowledge we have gained during the lockdown period. We will be making further adaptations to policy, procedure, and practice on a rolling basis, in response to future Government updates and guidance.

We continue to monitor our operational procedures but continue to:

- ✓ *Carry out a variety of comprehensive risk assessments, which directly address the risks associated with coronavirus and implemented sensible measures to minimise those risks for children and staff.*
- ✓ *Share this guidance that makes clear to parents that children and staff must not attend if they or a member of their household has symptoms of coronavirus.*
- ✓ *Promote our current measures for regular hand washing for 20 seconds with running water and liquid soap and the availability of hand sanitiser for adults.*
- ✓ *Ensure that our current child-friendly posters promote those messages for children.*
- ✓ *Update our displays around the snuffle stations so that children can safely access tissues and the mirror to wipe noses and practice good respiratory hygiene and continuing to promote catch it, kill it, bin it guidance.*
- ✓ *Adhere to the cleaning schedule which includes more regular cleaning of 'hot spot' touched surfaces such as doors, handrails, tabletops, play equipment and toys.*
- ✓ *Monitor those eligible children that we can safely care for during the pandemic, and re-structure groups, and continue to allocate at least two members of staff per room.*
- ✓ *Maintain the daily routine to incorporate social distancing in and around the nursery and to reduce mixing between groups during the day.*
- ✓ *Monitor our learning environments, furniture, resources, and equipment so that small groups can be safely distanced whilst continuing to access EYFS areas of learning and the nursery curriculum. We aim to always offer our children the absolute best learning experiences, whilst carefully managing new ways of working.*
- ✓ *Implement the 'group drop and collect times' for parents. This has been suggested by Government and the only protective measure we must insist on due to the way we need to move around the nursery in groups for the foreseeable future.*

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- ✓ *Review the nursery routine and structure to enable us to promote social distancing as much as possible whilst providing children with the nurture and care they need to maintain healthy minds.*
- ✓ *Promote the safe use of the hello box and red rail waiting area system for drop off and collections to keep children, parents, and staff safe.*
- ✓ *Maintain very regular contact with all parents and will continue to do so, offering advice, support, home learning packs and a signpost for other needs where appropriate.*
- ✓ *Update this guide for parents to implement alongside the nursery to keep children, parents, and staff safe.*

Allocated Groups of Children:

- There are 3 groups.
 - 0-2 years.
 - 2-3 years.
 - 3-4 years.
- The same 'pod' of staff is assigned to each group each day – where possible.
- Each group will not mix with the other groups generally but can if necessary.
- Each group will have a base room and continue to access the nursery within their group.
- Mealtimes will remain the same but the process has been adapted so that children are further spaced out. Self-serving and helping to set up for mealtimes has been postponed for the time being.
- Children will visit bathrooms within their group and staff will continue to have their bathroom buddy.
- Outdoor spaces will be always be in use for all groups, but this will be co-ordinated with staff so that they can be in their own group within areas and safely distanced.
- Each group will have a set time frame to be dropped off and collected – this is extremely important. We cannot offer as much flexibility as we did before the pandemic, as staff will be within their group and it is much safer and easier to manage for each group of children to arrive and depart within their allocated time slot. We must insist on your co-operation with this matter. *On occasion* you may be running late, you will therefore need to telephone us to give us an estimated time of arrival so that provisions can be made – but this *must be avoided* where possible. If you are collecting your child early, please telephone us so that staffing can be arranged.
- Children will have group resources which can only be used by one group at a time, then cleaned ready for the next group.
- Children will also have some individual resources (such as paint pots/brushes/face cloth, bib, craft resources – this list is not exhaustive).

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- We cannot accept toys from home (unless it is necessary for a child's well-being, and the item will be cleaned thoroughly before entry to nursery)
- Learning journeys will continue – we will continue with our assessments but will move to electronic sharing of summative assessments (long observations) and more regular telephone updates – for the time being.
- Completion of existing injuries, bump forms and medication forms (and sharing) will continue as it is, ensuring the hello box distance is maintained.
- Parents wishing to share information, speak confidentially, or have a catch up - please call us or we can pre-arrange a chat in the garden area – we do not want to lose that all important face to face approach altogether we value so much! We can use virtual meeting applications such as Zoom and Microsoft Teams to increase these opportunities.
- We will not be offering any further parents as partner / stay and play activities for the time being.
- Parents are not permitted to enter the premises at the moment, and this is the reason for the drop off and collection at the door.

Drop off and Collection:

- You have selected your drop off and collection time and this has been agreed with nursery.
- It is important that you do drop and collect your little people during the 15-minute slot you have chosen – we have organised our groups and staffing around these.
- Early collection will need to be arranged by telephone – any parents arriving early (or late) will need to wait until the next slot.
- The time slots are:

Drop off slots:

- ✓ *7.30am – 7.45am
- ✓ *8.00am-8.15am
- ✓ *8.30am-8.45am

Collection slots:

- ✓ 4.30pm-4.45pm
- ✓ 5pm-5.15pm
- ✓ 5.30pm-5.45pm (**we close at 5.45pm prompt – please do not arrive later than 5.40pm**)

- One person only in the hello box waiting area.
- If you arrive and there is another parent in that area, you must stand 2 meters away from the gate next to a 'red rail'.

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- The red rails are spaced 2 meters apart, and these are your waiting points.
- You could alternatively wait in your car.
- If you are on foot, we will provide an umbrella for you to use if it is raining and you need to wait at a red rail point.
- Once the parent has fully exited the hello box waiting area, you may then walk up to the box and buzz for attention – please use the hand sanitiser.
- The same procedure applies for drop off and collection.
- Please be patient and respect confidentiality at the waiting points.
- We must keep children, parents, and staff safe.
- Please ensure you keep your child safe if standing on the public path – children remain the responsibility of parents or carers until signed in on the nursery room register.

Nursery sessions and operating hours:

- Open at 7.30am, close at 5.45pm.
- Morning session – 7.30am-12.30pm.
- Afternoon session – 12.45pm-5.45pm.
- This includes funding hours.

What happens if a child is *displaying symptoms* of coronavirus (COVID-19)

1. We will contact parents or carers

- A child must be sent home to isolate if they become unwell with any one or more of:
 - A new, continuous cough
 - A high temperature
 - A loss of, or change in, their normal sense of taste or smell (anosmia)
- The child should start isolating and get a test. The child and their household should follow the 'stay at home guidance for households with possible or confirmed coronavirus (COVID-19).
- We will call parents or carers to collect the child to take them home. Any siblings attending our nursery will also need to be sent home at the same time.
- We will advise parents or carers that all household members will need to isolate, including siblings in other settings, and refer them to the 'guidance for households with possible or confirmed coronavirus (COVID-19) infection.

2. Isolate the child showing symptoms

- Whilst the child is awaiting collection, they will be moved into the listening room with a member of staff. The window will be opened for ventilation and staff will wear PPE (this will be an apron, gloves and mask. A visor will only be worn if the child is coughing and sneezing).
- If the child needs to go to the bathroom while waiting to be collected, they can do so with the separate bathroom on the first floor. The bathroom will be cleaned and disinfected using soapy water and Milton before used by anyone else.

→ As is usual practice, in an emergency we will call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or hospital.

3. Ask parents or carers to arrange a test for the child

→ When parents or carers pick up the child, we will advise them to get the child 'tested to see if they have coronavirus (COVID-19)'. Parents or carers should then notify nursery of the results.

4. We will clean and disinfect all surfaces they have been in contact with

→ Once the child has left the premises, we will thoroughly disinfect and clean all surfaces and contact points they came into contact with using standard cleaning products. This includes the bathroom if used.

→ Staff and other children who have had contact with the child who has symptoms must wash their hands thoroughly for 20 seconds.

What happens if a child or staff member tests positive for coronavirus (COVID-19)

1. Contact the child or staff member who has tested positive

→ We are required to find out if they attended our setting during the infectious period. The infectious period is 2 days before their symptoms started (or their test date if they did not show any symptoms) to at least 10 days after.

→ Confirm that they must not attend our setting for at least 10 full days from the day after the start of their symptoms or test date if they did not have any symptoms.

→ If they did not attend our setting during the infectious period, we will not need to take any further action.

2. Identify close contacts of the child or staff member who has tested positive

→ If they did attend our setting during the infectious period, we are required to identify potential contacts during this period following the guidance for 'contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person.

→ 'A contact' is a person who has been close to someone who has tested positive for COVID-19 with a polymerase chain reaction (PCR) test. You can be in contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection to others.

→ A contact can be:

- Anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19
- Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test:

- Face to face contact including being coughed on or having a face-to-face conversation within one metre
- Skin to skin physical contact for any length of time
- Been within one metre for one minute or longer without face-to-face contact
- Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- Travelled in the same vehicle or a plane

→ All children who shared a group / room with the confirmed case during their infectious period would be considered contacts on the basis that social distancing is assumed not possible in a nursery.

3. We will inform close contacts that they need to self-isolate

→ We will contact parents and carers of children and any staff who have been identified as close contacts of a positive case.

→ We will advise parents and carers know that their child:

- Must self-isolate for 10 days from the date of the last contact with the child or staff member who has tested positive – the isolation period includes the date of last contact and the next full 10 days
- Needs to follow the 'guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person
- Does not need to get tested unless they have or develop symptoms themselves.

4. Report all confirmed, positive cases for coronavirus (COVID-19)

→ We will notify Ofsted of any confirmed cases in the setting (either child or staff member). We will notify them of we have to close our setting as a result.

5. We will share information with parents and carers

→ We will contact other parents, carers and let them know there has been a confirmed case of coronavirus (COVID-19) in our setting and the actions we are taking. We will advise:

- Close contacts have been identified
- Our setting remains open to all other children
- That we will not share names of people with coronavirus (COVID-19)

Effective infection protection control and good hand washing / respiratory hygiene:

- This is already deeply embedded in our day-to-day practice – we will simply be applying these methods more often and involving children as much as possible to encourage their understanding of the importance.
- Staff will only wear a mask when attending to children's intimate care needs – in the bathroom.
- Staff have access to masks should they feel they want to wear them for tasks – but these are not worn when working directly with the children (only when previously stated).

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- Staff are required to change their clothing before and after work if using public transport and wear a mask when travelling.

Buggy Storage:

- We will only accept a buggy to be stored in our buggy store if necessary. Please ask us about this.

Exclusion Procedure:

**The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:*

**a new continuous cough*

**a high temperature*

**a loss of, change in, your normal sense of taste of smell (anosmia)*

- The current procedure is still in place, however we all must demonstrate a cautious approach regarding any cough and temperature symptoms.
- We are experienced to recognise when a child is unwell, but we maintain a sensible understanding that this could be another regular ailment other than coronavirus.
- We will always stay alert and send children home if we feel dissatisfied with the child's conditions and ask you to seek further medical advice.
- Parents and children must not attend nursery with symptoms of COVID-19 (see points above) and must contact the nursery if children are unwell to discuss the symptoms – we will exclude children for a standard 48 hours as per exclusion procedure for a new cough, or gastric upset and ask that parents call us with an update on the second day of absence so a decision can be made as to whether a child can safely return to nursery.
- Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected.
- Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething.
- Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP or NHS 111.
- If coronavirus (COVID-19) is suspected, we will follow the advice in the system of controls.

Systems of Controls:

These are a set of actions early years settings must take. Field House has systems in place that meet these criteria.

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 settings*
2. Where recommended, use of face coverings.
3. Clean hands thoroughly more often than usual. *
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. *
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents. *
6. Minimise contact between groups of children where possible.

(<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>)

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7. Where necessary, wear appropriate personal protective equipment (PPE)
8. Keep occupied spaces well ventilated. *

*Numbers 1, 3, 4, 5 and 8 must be in place in all settings, all the time.

Numbers 2 and 6 must be properly considered, and settings must put in place measures that suit our particular circumstances.

Number 7 applies in all specific circumstances.

Response to any infection:

9. Engage with NHS Track and Trace process.
9. Manage and report to Ofsted and the PHE advice line confirmed cases, of coronavirus (COVID-19) amongst the setting community.
11. Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

Fees:

- We postponed the April 2020 fee increase to support our parents during the coronavirus pandemic. To ensure we can be sustainable and meet the increasing National Minimum and Living Wage costs, the fee increase was implemented from June 1st, 2020.
- Please make payments either online or over the telephone.
- We can accept cash payments for lunches (funded children only), but the cash must be in an envelope, clearly labelled with your child's name.

Packed Lunches:

- This option is still available if you wish to provide a packed lunch for your child.
- Please ensure the packed lunch is healthy and using the guidance we provided upon admission.

Children's Bags / Belongings:

- Please provide your child with a 'stay at nursery' bag – this bag will remain in nursery.
- Transferring bags to and from nursery and home is not in keeping with our protective measures.
- Please bring a daily top up of spare clothes (if needed), so that bag can stay on children's pegs.
- Medication to be clearly labelled as usual and Calpol provided to stay at nursery.

Flexible Working:

- We will try our best to accommodate our working parents and be as flexible as we can, but these arrangements must meet our Protective Measures and staff: child ratio arrangements.
- We ask parents to provide as much notice as possible if a flexible shift pattern is required and we cannot guarantee that we will always be able to accommodate a flexible work pattern if ample notice is not provided.

Nursery Viewings:

(<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>)

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- We continue to welcome parents to come and meet with us and have a look around our nursery, and this will always be pre-arranged and after hours.
- We are not currently offering 'open door' viewings.
- All parents will be asked to wear a face covering for the duration of the look around and to wash their hands upon arrival and departure.
- Look around viewings are currently for adults only and we request that parents find suitable childcare arrangements for little people during the look around.

Settling in Visits:

- We have reduced these visits from four to two.
- This ensures that we can safely accommodate one parent within our outdoor spaces at any one time.
- The times and days will be agreed and confirmed via e-mail beforehand. These will be for 1 hour only as per published guidance.
- Parents / carers will receive a copy of these protective measures and system of controls as part of the admission process.
- Parents must wear a face covering for the duration of the visit.
- Parents will avoid close contact with other children.
- Parents will be aware of the 'system of controls', how this impacts them, and their responsibilities in supporting it when on settling in visits.