

## **Protective Measures Parent / Carer Information – October 2024.**

*This document describes the principles of managing acute respiratory illnesses or diarrhoea and/or vomiting and any other infectious disease at Field House*

*To prevent the spread of respiratory infections, including COVID-19, we are using a range of protective measures to create a safer environment in which the risk of spreading respiratory infections, including COVID-19 is substantially reduced.*

*We continue to follow the published Government guidance and we will make further adaptations to policy, procedure, and practice on a rolling basis, in response to future Government updates and guidance from Public Health England.*

### **We continue to monitor our operational procedures but continue to:**

- ✓ *Keep our risk assessments under rolling review, which directly address the risks associated with learning to live with the virus and actions we take to reduce the transmission of respiratory infections, including COVID-19 within our setting.*
- ✓ *Share this guidance that makes clear to parents and carers that children and practitioners must not attend if they have symptoms of respiratory infections, including COVID-19.*
- ✓ *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.*
- ✓ *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.*
- ✓ *Maintaining the cleaning schedule which includes more regular cleaning of 'hot spot' touched surfaces such as doors, handrails, table tops, play equipment and toys.*
- ✓ *Maintain the daily routine to incorporate safe movements in and around the nursery premises.*
- ✓ *Continue monitoring our learning environments, furniture, resources, and equipment so that children can continue to access the EYFS areas of learning and the nursery curriculum. We aim to always offer our children the absolute best learning experiences, whilst carefully managing safe ways of working and operating.*
- ✓ *Continue the 'drop and collect times' for parents/carers. This enables us to safely monitor the quantity of people on the premises and within walkways and corridors during busier periods.*
- ✓ *Update this guide for parents and carers to implement alongside the nursery to keep children, parents, and practitioners safe as and when required.*
- ✓ *Continue to use the DfE provided Co2 monitors to ensure good levels of ventilation and thermal comfort in activity rooms.*

## **Control measures:**

*Field House has systems in place that meet the 10 elements of Standard Infection Prevention and Control Precautions which when carried out effectively help reduce the risk of transmission of infections criteria:*

1. *Environment or placement of someone who develops and infection*
2. *Hand hygiene*
3. *Respiratory and cough hygiene*
4. *Personal protective equipment*
5. *Safe management of the environment*
6. *Safe management of equipment*
7. *Safe management of linen or soft furnishings*
8. *Safe management of blood and body fluids*
9. *Safe disposal of waste*
10. *Occupational safety or managing prevention of exposure to infection.*

## **Allocated Groups of Children:**

- There are age 3 groups and we have 4 rooms operating.
  - 0-2 years. (Babies 0-confident walkers, Tots confident walkers-rising Beans)
  - 2-3 years. (Beans / rising Giants)
  - 3-4 years. (Giants)
- Each group will have a base room and continue to access the nursery within their group.
- Mealtimes will remain the same and children will self-serve themselves if they are confident to do so.
- Children will visit bathrooms within their group and practitioners will continue to have their bathroom buddy.
- Outdoor spaces will always be in use for all groups. Practitioners will co-ordinate the timings of outdoor play with their teams.

## **Parents and carers inside the nursery.**

- Our parents / carers and visitors are all welcome within our nursery – we reserve the right to request that face coverings are to be worn on the nursery premises at any time. We will notify visitors of this decision verbally, by e-mail and via signage displayed around the nursery. Drop off and collection times assist our protective measures so that we can monitor safe movements in and around the premises during busier periods.
- We want to keep a safe balance of quality time with our families but also maintaining safe distances and keeping areas ventilated as much as possible during drop off / collection times. Please be mindful of our procedures when dropping off and collecting little people so that these periods are swift and purposeful.
- We ask that parents and carers sanitise hands on the way into the nursery (as normal) then again before entering the room and again when exiting the room.
- Each child will have a set time frame to be dropped off and collected, as chosen by parents / carers – this is extremely important. This enables us to co-ordinate how many people we have moving around the premises. *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. If you are collecting your child early, please telephone us to let us know.

- We have agreed that we can safely accommodate two adults at a time in each room during drop off and collection. We would like to ask that if there are already two parents / carers in the room upon arrival, please wait outside the room or in the corridor. Please be mindful that our corridors are narrow, so if it is busy, wait in the garden until you know there is space to move around inside.
- 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 be face to face and we also use Class Dojo for sharing information, learning and experiences between nursery-home-nursery.
- Completion of existing injuries, bump forms and medication forms (and sharing) will continue to be completed face to face.
- Parents wishing to share information, speak confidentially, or have a catch up, we can do this on drop off or collection or at a mutually convenient time.

### **Drop off and Collection:**

- We will continue to offer the three slots for drop off and collection and this is agreed between parents / carers and nursery during admissions.
- It is important that you do drop and collect your little people during the 15-minute slot you have chosen.
- 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)

### **Parents, carers and visitors' responsibilities include:**

- Not attending nursery if unwell.
- Staying at home if you or your child is unwell.
- **Arriving on time** – within the 15-minute time slot chosen.
- 1 authorised adult to enter the premises with a child at a time, unless pre-arranged and agreed with nursery (2 adults in the room at any one time).
- Sanitising hands before pressing the intercom and again before entering the room.
- Being courteous of space on the stairs, in the corridors and around the nursery premises by giving others space to wait and move around safely.
- Having a shared understanding that operational procedures remain under rolling review and can be amended in response to any updated Government or Public Health guidance.

### **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 funded hours.

### **Fees:**

- Please make payments either via a Bank Transfer 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 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.
- If you choose a nursery meal – these are payable at £2 per meal – paid daily or weekly.

### **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.
- We will inform you when we need a top up of spare clothes, so that bags 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:**

- 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.
- We are not currently offering 'open door' viewings.
- All parents will be asked to provide ID and only attend if feeling well.

### **Settling in Visits:**

- We will arrange two settling in visits before children commence nursery.
- We can safely accommodate one parent or carer during the visits.
- The times and days will be agreed and a confirmation letter or e-mail beforehand. These will be for 1 hour.
- Parents / carers will receive a copy of these protective measures and system of controls as part of the admission process.

- Parents will be aware of the control measures, how this impacts them, and their responsibilities in supporting it when on settling in visits.

**What happens if a child has symptoms of a respiratory or infectious illness (including COVID-19 -this list could also relate to other illnesses, so we will discuss this together at the time):**

1. We will contact parents or carers:

→ A child could be sent home if they become unwell with any one or more of:

- A new, continuous cough (coughing a lot for more than an hour).
- A high temperature.
- A loss of, or change in, their normal sense of taste or smell (anosmia).
- Shortness of breath.
- Feeling tired or exhausted.
- An aching body.
- A headache.
- A sore throat.
- A blocked or runny nose.
- A loss of appetite.
- Diarrhoea.
- Feeling sick or being sick

→ The child should stay at home until they are well.

2. We aim to interrupt the chain of transmission and isolate the child who is unwell and showing the symptoms of an infectious disease.

→ ***Prompt exclusion of children, young people and staff who are unwell with an infectious disease is essential to preventing the spread of infection in our setting.***

→ Whilst the child is awaiting collection, they will be moved into the listening room or a quiet area of the room with a member of staff. The window will be opened for ventilation. (PPE is available if required)

→ If the child needs to go to the bathroom while waiting to be collected, they can do so with the separate bathroom on the ground and 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.

3. 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 to do if a member of staff is showing symptoms of a respiratory infection, including COVID-19:**

- Staff should try to stay at home until they are well.
- If they have symptoms of a respiratory infection, such as COVID-19, and a high temperature or do not feel well enough to work or carry out normal activities, they should try to stay at home and avoid contact with other people, until they no longer have a high temperature (if they had one) or until they no longer feel unwell.
- It is particularly important to avoid close contact with anyone who they know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose immune system means that they are at higher risk of serious illness, despite vaccination.

**How to reduce the spread of infection with the people you live with if you have COVID-19**

If you have COVID-19, there is a high risk that others in your household will catch it from you. There are several things you can do to reduce the spread of infection in your household.

- Limit close contact with others. Spend as little time as possible in communal areas.
- Regularly clean frequently touched surfaces and shared rooms like kitchens and bathrooms.
- Wash your hands regularly using soap and water, particularly after coughing and sneezing.
- Get help where possible from those you live with.
- Use a face covering if you need to spend time in shared spaces.
- Keep rooms well ventilated.
- Catch coughs and sneezes in disposable tissues and put them straight in the bin.

**What to do if you test positive for COVID-19:**

- With any illness, stay at home until you are well.
- You are no longer required to do a COVID-19 rapid lateral flow test if you have symptoms.
- Visit [www.nhs.uk](http://www.nhs.uk) for the most up to date information.

- **Admitting children back to nursery:**

- The child or staff member can return to nursery once they are well enough.
- Nursery and parents/carers will agree that a child with symptoms should not attend nursery, given the potential risk to others.
- Nursery will refuse a child, if in our reasonable judgement, we feel the child is not well enough to attend nursery. This decision would be carefully considered in light of all the circumstances and current public health advice.

**Buggy Storage:**

- We do not currently have a buggy storage facility.

**Exclusion Procedure:**

24/10/2024

- Children with mild, respiratory symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend – but we will continue to offer a cautious approach to mitigate the spread of infection across our nursery.
- 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 / carers and children must not attend nursery if they are unwell 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 gastric upset (with other symptoms that could suggest a child is unwell) 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.