**COVID-19 POLICY**

***PRECAUTIONS, PRACTICE & PROCEDURES***

**THE POLICY ABOVE WILL BE MONITORED AND EVALUATED FOLLOWING THE POLICY CYCLE AT LITTLE Horton lane Nursery**

Date of establishment: March 2020

Date of next Review: July 2020

Approved by Dorota Addotey on 24 May 2020

**Little Horton lane Nursery**

**COVID-19 Policy**

**Precautions, Practice & Procedures**

This Policy outlines St Little Horton Lane Nursery’s response in relation to the Coronavirus Pandemic 2020. It follows to the best of our ability guidelines set out by the UK Government and the Department of Education.

* These procedures and measures will be subject to change due to updated advice and guidance from the government and relevant medical and educational authorities.
* The setting will remain open unless directed to close by the Government or Local Authority.
* If closed due to lockdown measures the setting will remain open to support the children of critical workers (as defined by the government) and vulnerable children. If the setting is unable to open for these children they will be directed to alternative provision.

https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision

**What is Covid-19 / Coronavirus?**

The World Health Organisation gives the following overview:Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.  Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practise respiratory etiquette (for example, by coughing into a flexed elbow).

At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments. WHO will continue to provide updated information as soon as clinical findings become available.

www.who.int/health-topics/coronavirus

Check the NHS website if you think you or your child may have symptoms or view the information at the end of this document: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/

**How to stop infection spreading**

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus.

**Do**

* wash your hands with soap and water often – do this for at least 20 seconds
* use hand sanitiser gel if soap and water are not available
* wash your hands as soon as you get home
* cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
* put used tissues in the bin immediately and wash your hands afterwards

**Don't**

* do not touch your eyes, nose or mouth if your hands are not clean

**The outlined measures below will be in place until the end of the Spring Term 2020**

**What the Nursery Will Do**

The children’s safety and well-being is our main priority as a staff team and all appropriate measures will be taken to support this.

**Any staff experiencing symptoms will self-isolate for 7 days. Anyone living with someone who is experiencing symptoms will self-isolate for at least 14 days.**

Use the test booking portal system to book COVID 19 Tests for staff with suspected cases:

https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested

Parents will be notified of any confirmed cases of Coronavirus via the text messaging system / calls and a sign on the door

**A confirmed case or outbreak will be reported to the Local Authority and Public Health England in line with Government guidance and will require the group of children the child was in (bubble) and all staff/children to self-isolate. We will also review if the rest of the setting needs to close should any more children/staff have symptoms.**

Staff will wash hands on arrival at nursery and frequently throughout the day.

At least 4 times a day staff will clean surfaces such as taps and door handles with soapy water followed by an antibacterial spray. (more frequently as required)

Where possible staff will carry out social distancing measures. (Never at the risk of a child’s well-being)

Staff will be provided with PPE for use in the setting (if a child becomes unwell) in line with DfE and PHE guidance

**See document: PPE provision in schools during Covid-19 isolation phase activity**

All toys will be frequently washed with hot soapy water and disinfected (Sharing of toys will be limited wherever possible).

As far as possible soft furnishings and toys will not be used in the setting

Events such as Open Day will be cancelled and external visits/expeditions will not run

Drop off and Collection procedures will be amended (See section below)

Paediatric First Aid requirements will be met at all times (See Appendix 1)

The setting will keep up to date with advice and directions from appropriate bodies and will amend practice and procedures accordingly.

The Nursery will be cleaner and sprayed at the end of each working day.

**What Parents Will Do**

**Parents will not bring children to setting if they or someone in their household is unwell or experiencing symptoms of Coronavirus**

Children and families will access testing if they have suspected symptoms and will follow procedures accordingly if diagnosed with COVID 19.

Parents will inform setting immediately of any confirmed cases of Corona Virus

Parents will not come into the setting building without prior arrangement

Only one adult will drop off children

If possible, children will only use waterproof, wipeable bags to bring items into the setting

Parents will avoid public transport as far as possible and children will walk/cycle/scoot to setting

Ensure all children’s belongings are clearly labelled with their names and that all children have sufficient spare clothing

**What Children Will Do**

It is impossible to ask very young children to carry out social distancing measures but they will be supported to stay as safe at the setting as possible.

Where possible children’s bags containing spare clothes etc. should be waterproof and easy to wipe down

Children will thoroughly wash hands on arrival at Nursery before playing or touching any toys.

Children will wash hands regularly throughout the day, especially before eating.

If a child becomes unwell with suspected Coronavirus they will be isolated in with a familiar adult until they can be collected. This area will then be professionally cleaned before further use.

Large group times will not occur, instead children will join in smaller groups for Circle Time and Carer led activities. These will take place in larger spaces and outdoors as much as possible and children will stay with the same adult in their ‘bubble’.

Regular sessions with a focus on hygiene, handwashing and spread of germs will take place to support children’s understanding. Songs games and stories will be used to support this.

Children will not bring any food or drink into the setting (except for point below). They will not share food or drink.

Drink only from their own waterbottle

At lunch time children will sit further apart from each other. Snack time will be limited to 6 children at a time who will sit further apart.

**Procedures for Coming Back to Setting After Closures**

Once directed to open by the Government/Local Authority the setting will manage a staggered start. The setting will be open to all children as outlined.

**Please see: Department for education: Guidance Actions for education and childcare settings to prepare for wider opening from 1 June 2020 Published 11 May 2020**

**Setting procedure:**

The setting will contact all parents prior to opening  The setting will collate numbers intending to attend on Monday 1/6/20

The setting will respond with a plan of staffing and staggered arrival according to numbers. If not safe for all to start at once then priority will be given to:

* Children of Keyworkers
* Vulnerable children
* Children with SEND
* 30 Hour Children
* 3 & 4 year olds

Parents must inform the setting of their intent to attend by Thursday 28 May 2020. These children will begin to attend from Monday 1/6/20 and will attend their allocated hours 5 days a week ongoing.

For those who do not return on the 1/6/20-parents will be contacted each Monday, they will then have until the Wednesday of that week to inform the setting of their intention to attend beginning the following Monday. This will allow the setting to plan accordingly and provide the safest environment possible.

This procedure will continue each week as required.

**Drop Off & Collection Procedures**

To minimise the risk of spreading infection and in creating ‘Gatherings’ of people, **parents will not be admitted into the building** unless by prior arrangement.

Only one adult to drop off and collect to minimise numbers of people.

**On Arrival:**

When arriving at Nursery please try to keep your distance from others by forming a line along the pavement and standing 2 metres apart (a bit like when you visit the supermarket). Markings on the pavement will support this process, please do not gather in the setting entrance way.

Children will be dropped off to the Nursery at the entrance.

Please note that parents may be asked to attend at different times.

**Morning Arrival**

**7.00 am - 9.00am**

At this time please send your child through the setting entrance to the adult on the door. They will then be supported by a staff member to hang up their things and walked into the Nursery.

**Collection**

**Morning Collection**

For children attending a morning session collection will be between

**12.00 noon - 12.15**

Parents are asked to wait in line, as in the morning, and children will be sent out to them one by one. Please stand at the entrance and your child will be sent out of the main door to you.

**To support transitions in these unusual circumstances please help us to keep the setting entrance as clear by taking your buggies, pushchairs and scooters home with you after drop off.**

**NHS Advice:**

**Self-isolation if you or someone you live with has symptoms**-Coronavirus (COVID-19)

**Self-isolation helps stop coronavirus spreading**

Do not leave your home if you have symptoms of coronavirus (COVID-19) or live with someone who does. This is called self-isolation.

If you are self-isolating, you must:

* not leave your home for any reason – if you need food or medicine, order them by phone or online, or ask someone else to drop them off at your home
* not have visitors, such as friends and family, in your home

You can use your garden, if you have one. Any exercise should be taken at home.

Information:

**If you're not sure if you need to self-isolate**

If you have symptoms of coronavirus (a high temperature or a new, continuous cough), use the 111 coronavirus service to find out what to do.

**How long to self-isolate**

**If you have symptoms**

If you have symptoms of coronavirus, you'll need to self-isolate for 7 days.

After 7 days:

if you do not have a high temperature, you do not need to self-isolate

if you still have a high temperature, keep self-isolating until your temperature returns to normal

You do not need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.

**If you live with someone who has symptoms**

If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

If you get symptoms, self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days.

If you do not get symptoms, you can stop self-isolating after 14 days.

**Coronavirus in children**-Coronavirus (COVID-19)

Children can get coronavirus (COVID-19), but they seem to get it less often than adults and it's usually less serious.

**What to do if your child has symptoms of coronavirus**

The symptoms of coronavirus are:

* a high temperature
* Sudden lost of taste
* a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours

**Call 111 If your child has these symptoms.**

**What to do if your child seems very unwell**

Children and babies will still get illnesses that can make them very unwell quickly. It's important to get medical help if you need it.

**Urgent advice: Call 111 or your GP surgery if your child:**

* is under 3 months old and has a temperature of 38C or higher, or you think they have a fever
* is 3 to 6 months old and has a temperature of 39C or higher, or you think they have a fever
* has other signs of illness, such as a rash, as well as a high temperature (fever)
* has a high temperature that's lasted for 5 days or more
* does not want to eat, or is not their usual self and you're worried
* has a high temperature that does not come down with paracetamol
* is dehydrated – for example, nappies are not very wet, sunken eyes, and no tears when they're crying

**Immediate action required: Call 999 if your child:**

* has a stiff neck
* has a rash that does not fade when you press a glass against it (use the "glass test" from Meningitis Now)
* is bothered by light
* has a seizure or fit for the first time (they cannot stop shaking)
* has unusually cold hands and feet
* has pale, blotchy, blue or grey skin
* has a weak, high-pitched cry that's not like their usual cry
* is drowsy and hard to wake
* is extremely agitated (does not stop crying) or is confused
* finds it hard to breathe and sucks their stomach in under their ribs
* has a soft spot on their head that curves outwards
* is not responding like they usually do, or not interested in feeding or usual activities

**Appendix 1:** Paediatric First Aid

The changes: The requirement for at least one person who has a full paediatric first aid (PFA) certificate to be on the premises at all times when children are present remains in place where there are children below the age of 24 months. Paragraph 3.25 and Annex A of the EYFS set out more detail. However, if children are aged 2-5 within a setting, providers must use their ‘best endeavours’ to ensure one person with a full PFA certificate is on-site when children are present. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certification is on site at all times children are on premises.

‘Best endeavours’ means to identify and take all the steps possible within your power, which could, if successful, ensure there is a paediatric first aider on site when a setting is open, as per the usual EYFS requirement on PFA.

New entrants (levels 2 and 3) will not need to hold a Paediatric First Aid (PFA) certificate within their first 3 months in order to be counted in staff: child ratios, during the COVID-19 outbreak.

Additionally, if PFA certificate requalification training is prevented for reasons associated directly with COVID-19, or by complying with related government advice, the validity of current certificates can be extended by up to 3 months. This applies to certificates expiring on or after 16 March 2020.

Providers remain responsible for ensuring all children in their care are kept safe at all times.

**What this means in practice:**

For providers with children below the age of 24 months in their care, the requirements around PFA remain the same as in the current EYFS framework, with the exception that during the COVID-19 outbreak new entrants do not need to have a PFA certificate to be counted in ratios. This is in recognition of the greater risk factors for babies and young children in this age bracket, including choking risks and different cardiopulmonary resuscitation (CPR) procedures for those aged 0-1 as set out by the NHS.

For providers who have children aged 2-5 in their care they must use ‘best endeavours’ to have one person with full PFA, as set out in the EYFS, onsite. By best endeavours we mean providers must be able to demonstrate they have identified and taken all the steps possible to appoint a suitable person. This should include liaising with their local authority to find a suitable person, this could include identifying and looking to appoint:

a person with a PFA certificate and Disclosure and Barring Service (DBS) check from a local provider who has closed; or

Looking to secure full PFA training for staff that includes the specific risk factors and techniques required for the care of young children including but not limited to choking, seizures, and issues related to sleeping. Annex A of the EYFS statutory framework sets out the criteria for effective PFA training.

After these actions have been carried out and if it is still not possible for someone with a full PFA certificate to be on site at all times children are present, providers must undertake the following actions in order to remain open:

Carry out a written risk assessment to consider and mitigate the likely occurrence of a serious incident.

Ensure at least one person with a current First Aid at Work or emergency PFA certification is on site at all times children are on premises and must accompany children on outings. Paragraph 3.65 in the EYFS continues to apply and outings should only be undertaken if it is safe to do so. Providers must take account of any Govt advice in relation to the COVID-19 outbreak.

The written risk assessment should take into account all relevant factors with the aim of enabling the setting to ensure they can provide the safe care needed by children of critical workers and vulnerable children during COVID-19 outbreak, including:

The number of children on the premises

The staff to child ratios

The types of activities undertaken with the children on the premises

The likely need for first aid based on the needs of the children attending the premises

First aider knowledge among staff on the premises: and

The mitigations available to reduce the risk of such an incident

Providers will need to keep the written risk assessment available in the setting throughout the COVID-19 breakout. This does not need to be sent anywhere but must be available on request.

Providers could help members of staff who have a First Aid at Work or emergency PFA certificate to help bridge the gap between their current qualification and full PFA by looking to secure online training to cover elements required for the care of young children.

HSE provides guidance on choosing a first aid training provider.

As set out in HSE guidance, any training in relation to paediatric CPR and choking should be in line with the Resuscitation Council’s guidance and NHS England guidance

* Any person, staff or pupil, showing any symptoms of Coronavirus, or with household members showing symptoms, should stay at home.
* Children with physical conditions putting them at highest risk from Coronavirus should be shielding and not be attending school, and children with household members that fall into this group should also stay at home.  Shielding is a measure to protect people who are clinically extremely vulnerable by minimising all interaction between them and others.
* PPE is for the protection of the wearer and should only be used as a last resort. By far the most effective methods to avoid catching Coronavirus is social distancing (keeping minimum 2 metres distance, and thorough and regular hand washing and wearing of face mask). This is particularly important in managing spread by contact points, such as something that others will have touched, such as toys, equipment, pens, door handles etc. You should also avoid touching your own face before handwashing. **If you believe that PPE is required for an activity not in this guidance, based on your risk assessment, please share this with Corporate Health & Safety (details below) for review.**
* If providing care involves Aerosol Generating Procedures (AGP) then please consult the relevant government PPE guidance separately. AGPs are specialist care such as suction, ventilation and oxygen. If you are unsure, please consult section 8.1 of the government’s PPE guidance.
* PHE guidance does not recommend any need for PPE for essential staff coming into work locations but not interacting with public/residents.
* This advice is for PPE specifically to protect against Coronavirus. Activities might require PPE to protect against other risks, and this PPE must also be used. Eye/face protection is only required where splashing might occur. If you are in doubt about the need for PPE, talk to your manager.
* PPE should not be re-used, however, should supplies of PPE run low, please be aware that some items of PPE can be reused in line with the government’s guidance if absolutely necessary.
* PPE to be obtained through each school’s usual supply routes. If schools experience any difficulties in ordering PPE, please contact:   CHSCovid19Coordination@rbkc.gov.uk

For support or advice please contact Corporatehealthandsafety@westminster.gov.uk in Westminster and in RBKC please speak to CorporateHealthandSafety@rbkc.gov.uk so that the team can provide advice.

**Putting on and Removing PPE**

**I**t is also important that any PPE equipment is put on and removed safely so that staff so not contaminate themselves.  There is a specific order in which this should be done detailed below:

**Putting on** (donning)

* Apron
* Fluid resistant mask
* Eye/face protection (only to be worn if there’s a risk of splashing)
* Gloves

**Removal** (doffing)

* Gloves
* Apron
* Eye/face protection (only to be worn if there’s a risk of splashing)
* Fluid resistant mask
* A Public Health England COVID-19: Removal and disposal of Personal Protective Equipment (PPE) video is also available.

For staff who have facial hair and may need to wear a fluid resistant surgical mask when visiting an individual, you do not need to be concerned about your facial hair and no removal is needed. (Updated 20/4/20)