

Essential Policies & Procedures for the EYFS

RUNNYMEDE PRE-SCHOOL COVID-19 UPDATES TO POLICIES AND PROCEDURES IN PLACE

The principles of our policies and procedures remain, However, some key changes will be needed whilst we are open during the current COVID -19 virus and it remains a threat.

1.2 Safeguarding children, young people and vulnerable adults

All staff remain alert to any signs that during the current COVID-19 outbreak a child in their care is suffering from or likely to be suffering from harm. This include signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

A designated safeguarding lead is always present or contactable by telephone.

3.2 First Aid

A qualified first aider is always at the setting during opening hours and when staff are setting up and cleaning. The first aid box is fully stocked and a digital thermometer is ready to use, staff dealing with first aid and medication must wear PPE.

4.1 The role of the key person and settling-in

Due to our COVID-19 restrictions it is likely that some children will not have their usual key person. Where this is the case, the principles of the key person role are followed as closely as possible. Parents/ carers will not be allowed into the setting to settle their child unless an appointment is pre-booked.

Key-persons must liaise with parents via Tapestry or zoom. If they have not had communication with the parents they must address this.

5.1 Staffing

Staff have all completed COVID-19 online training

Staff / child ratios must be followed at all times.

Staff will be deployed throughout the setting to best meet the needs of the children.

Staff must strictly follow all the new guidelines that have been put in place.

Staff must fully understand their roles and responsibilities.

If staff cannot source care for their own children then they are able to bring their child to the setting, ensuring that as far as possible, they adhere to the criteria below and ensure they are not breaching conditions of their insurance provider:

- where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with their manager

6.2 Managing children who are sick, infectious, or with allergies

During the COVID-19 outbreak, any child showing symptoms, such as a high temperature; a new, continuous cough; loss of taste or smell, the following sequence of actions need to be taken:

1. Child presents with symptoms; parents are requested to collect child and seek diagnosis from GP or take further advice from NHS 111, Parents are asked to have a COVID -19 test for the child.

See parental agreement and COVID-19 risk assessment in place

.Illness and children that become unwell :

(Please also see appendix 1)

If anybody in the family becomes unwell with any COVID-19 symptoms then the whole family would need to isolate for 14 days in line with government guidance.

If the child becomes unwell whilst at the setting we would expect the parent to be able to collect them immediately. Emergency Contact numbers must be kept up to date.

Whilst waiting for collection they would be placed in isolation with a member of staff.

make sure parent contact details are up to date.

APPENDIX 1

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.

All staff and children will be asked to be tested if they display symptoms of coronavirus.

In the case of children, guidance states that: "To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over [and] will be able to call 111 if their child is aged under 5."

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.'

<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>

Main Symptoms

- *High Temperature - this means you feel hot to touch on your chest or back (you do not need to measure temperature)*
- *New, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough it will be worse than usual)*

- *Loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything. Or things taste or smell different to normal.*

Most people with coronavirus have at least one of these symptoms.

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Also, with young children please check for unusual rashes which may be a symptom but not on the symptom list.

2. Child's parents are requested to inform setting of outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion even.
3. For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The line manager will inform the owner/trustees/directors and retain a confidential record.
4. Acting on the advice of the local HPT, the setting will either:
 - close for a set period and undertake a deep clean
 - carry on as usual but also undertake a deep clean
5. If a notifiable disease is confirmed, staff must inform the line manager immediately and Ofsted must be informed within 14 days. Cases of confirmed Coronavirus should be treated as a notifiable disease.
6. A deep clean is undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced and staff are vigilant to any further signs of infection.
7. The manager continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.

6.4 Nappy changing

Staff should wear PPE when giving personal care and nappy changing to a child.

6.5 Food and drink

Pre-school will supply snack and drink.

If the child is staying all day parents will need to supply a packed lunch in a plastic cleanable lunch box/bag.

The following procedures must be followed:

- Staff to give the child their own snack, drink, lunch to avoid confusion and cross contamination.
- Children's hands are washed prior to being given food or drink.
- Staff who are eating with the children must role-model hygiene best practice.
- Tables are never overcrowded during mealtimes. Some social distancing is encouraged even though it is acknowledged that children will play in close proximity for the rest of the session.
- If staff need to help the children opening items of food they must wash their hands before and after handling. Parents are asked to provide items that the children can open independently.

8.1 Health and safety general standards

All staff have completed online COVID -19 training.

Risk assessment covers thorough cleaning procedures and health and hygiene of staff and children. PPE is available for all staff if required.

PPE Must be worn if a child is ill, during nappy changing and if you need to be in close contact with a parent or visitor to the setting.

At pre-school we emphasize good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach along with regular thorough handwashing. We ask parents to ensure that they encourage this behaviour outside of pre-school too.

8.3 Supervision of children on outings and visits –

If children are taken outside or to local areas social distancing and overcrowding in areas must be considered.

Outside area must be checked and cleaned before use.

8.3 Risk assessment

There is a COVID -19 risk assessment in place, reviewed after every session by the manager, the deputy manger and the health and safety officer Nicky. This is in consultation with all the staff, and when government guidelines change.

Staff have completed COVID 19 online training.

9.11 Promoting Positive Behaviour

This is an unsettling time for young children, and every family will have had different experiences during the lockdown period.

Practitioners are alert to the emotional well-being of children who may be affected by the disruption to their normal routine. Where a child's behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child's parents/carers and the principles of this procedure are adhered to.

10.7 Provider records

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held.

This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

Further guidance on COVID-19 related matters, can be found at www.eyalliance.org.uk/coronavirus-early-years.