



Risk Assessment

Hazard/Activity: Covid-19* pandemic – Implementing protective measures in our childcare settings as we prepare for the wider opening of nurseries following the recent Covid-19 closures. From the week commencing 1 June (at the earliest) the government are asking childcare settings to welcome back all children below statutory school age, alongside previously identified priority groups.

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.*

When completing this risk assessment, we have taken into consideration all new guidance and information from the Government regarding Covid-19, including (but not exclusive to):

- [Coronavirus \(COVID-19\): guidance for educational settings](#)
- [COVID-19: guidance for households with possible coronavirus infection guidance](#)
- [Our plan to rebuild: The UK Government’s COVID-19 recovery strategy](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#)
- [Planning guide for early years and childcare settings](#)
- [Protective measures for out-of-school settings during the coronavirus \(Covid-19\) outbreak](#)

This risk assessment and our settings Operational Procedures will be shared with all staff and discussed via a social-distanced staff meeting to ensure all staff are aware of and understand the new procedures. They will be regularly reviewed and shared with staff throughout. All parents/carers will also be made aware of the setting’s Operational Procedures before returning to the Oasis Childcare Centres.

What are the hazards?	Who might be harmed?	Control measures	Additional control measures	Action by who?	Action by when?
The potential spread of Covid-19.	<ul style="list-style-type: none"> • Children • Parents • Staff • Visitors 	<p><u>Symptoms of Covid-19 - Children</u></p> <p>If a child becomes unwell with a new continuous cough or a high temperature (37.8 or higher) whilst in the setting they will be sent home immediately and advised to follow the governments COVID-19: guidance for households with possible coronavirus infection guidance**.</p>	The staff will support all children to take their temperature on arrival at the setting each morning. Any child displaying a temperature of 37.8 degrees and above and/or new, persistent cough will be denied entry to the setting and parents will be advised to seek medical advice and follow the	<p>Senior Manager</p> <p>Deputy Managers</p> <p>All staff</p>	1 st June 2020 – ongoing during Covid-19 pandemic

	<p>If an unwell child is awaiting collection, they should be moved, if possible, to the accessible wet room in the reception area, where they can be isolated with appropriate adult supervision away from other children and staff. The wet room is a clinical environment which is easy to clean after use, has access to a separate toilet and the door can be propped open to provide ventilation, whilst still maintaining 2 meter social distance away from other staff and children. The identified staff member supporting this child must wear appropriate PPE during this time (please see section below on PPE) and full PPE, including aprons, shoe covers, gloves, and protective visors, is kept in the accessible wet room for easy access by the staff member.</p> <p>The accessible wet room must be thoroughly cleaned and disinfected using disinfectant spray, hot water and disposable cloth before being used by anyone else. The person responsible for cleaning the area must wear appropriate PPE.</p> <p>If a parent telephones to inform us that their child has developed a new continuous cough or a high temperature (37.8 or higher) then they will not be able to attend the setting and they will be advised to follow the governments COVID-19: guidance for households with possible coronavirus infection guidance**.</p> <p>In an emergency, call 999 if the child becomes seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high</p>	<p>governments COVID-19: guidance for households with possible coronavirus infection guidance**.</p> <p>For the vast majority of children and young people, coronavirus is a mild illness and the risk to young children is low. Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions were advised to shield during the peak of the pandemic. From 1st August 2020, the government have advised that these children no longer need to shield as the rates of transmission of coronavirus (COVID-19) in the community have fallen significantly.</p> <p>Senior Manager/Deputy Managers will offer support to children and families who are affected by Coronavirus.</p> <p>All children who attend the setting, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service. We would ask to see confirmation of negative test results before a child returns to the setting.</p> <p>At this time children should not be sent into the setting unwell or needing Calpol, usual coughs and colds should be treated with caution and children will be required to stay at home. Any illness, including feeling under the weather, having had Calpol in the previous 48 hours, funny tummy, rashes, CHILDREN MUST STAY AT HOME. Parents will be required to</p>		
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		<p>temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds with soap and hot water after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>If advised that a child or a member of their household has developed Covid-19 and were recently on our premises the Management will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	<p>follow the usual process to contact the setting first thing in the morning if their child is unwell or not going to attend for any reason.</p> <p>Emergency contact numbers for children need to be current and parents need to ensure that these contacts are prepared to collect their child if they become unwell and they are unable to collect them themselves.</p>		
		<p>Symptoms of Covid-19 - Staff</p> <p>If a staff member telephones from home or becomes unwell with a new continuous cough or a high temperature (37.8 or higher) whilst in the setting they need to stay at home or will be sent home immediately and advised to follow the governments stay at home guidance. The Manager/Deputy Manager/Admin MUST make an appointment for that staff member to be tested for Covid-19. That staff member must travel wherever necessary to attend that appointment. The staff member would be advised to follow the governments COVID-19: guidance for households with possible coronavirus infection guidance** until they receive their test results. If their results come back negative, then they will be able to return to work. If their results come back positive, then they must continue to follow the governments stay at home guidance. The Management would seek further support and</p>	<p>All staff will be required to take their temperature with the support of another adult on arrival at the setting each day. Following government guidelines for Covid-19, a high temperature is 37.8 and above. If a staff member's temperature is between 37 (normal body temperature) and 37.8, they will be required to take their temperature every 30 minutes until we can identify a pattern. If a staff members temperature is 37.8 or higher then we would follow our procedures detailed in 'Control Measures' in adjacent column.</p> <p>Clinically extremely vulnerable individuals were advised to shield during the peak of the pandemic. From 1st August 2020, the government have advised that these individuals no longer need to shield as the rates of transmission of coronavirus (COVID-19) in the community have fallen significantly. Therefore, from 1st August 2020, these individuals can return to work at Oasis as the workplace is Coronavirus (Covid-</p>		

		<p>guidance from the Public Health Authority about how to proceed in the setting.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>The Management will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or a member of their household has developed Covid-19 and were recently on our premises, the Management will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	<p>19) secure. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice.</p> <p>Senior Manager/Deputy Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>		
<p>**COVID-19: guidance for households with possible coronavirus infection guidance states that the ill person should remain in isolation for 10 days and the rest of the household in isolation for 14 days.</p>		<p><u>Extending opening to all children</u> From 20th July, early years settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes. The government advice is that settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. Therefore, following Government guidelines class sizes will be smaller (groups) and we will not be visiting and playing across classes or mixing the age groups. The outdoor play area has been sectioned off to ensure BR, TR and PS children have access to a separate outside free-flow</p>	<p><u>Groups</u> Early Years – settings are no longer required to keep children in small, consistent groups within settings. Following Government guidelines class sizes will be smaller and we will not be visiting and playing across classes or mixing the age groups.</p> <p>After School Club - In line with the Government guidance, we have risk-assessed our provision. The advice we have been given is to work in smaller groups. A maximum of 15 children per group. However, we will be breaking the children down into groups of 8 and maximising the use of the onsite outdoor space available to the setting, which includes the schools outside area and the Community Centre field. This will enable us to support 4 groups of 8</p>		

	<p>play area. This will minimise large groups in the outside area and prevent the age ranges from mixing.</p> <p>For children in early years settings, the staff to child ratios within Early Years Foundation Stage continue to apply.</p> <p>Following Local Authority guidance, we are unable to support children who attend dual settings. This is to minimise the risk of cross-infection. Parents will be positively supported to choose the centre that meets their needs during this difficult time. Additional funding can be accessed from the Local Authority, if needed.</p> <p>The Designated Safeguarding Team will adhere to/follow the new government safeguarding guidance. A member of the team will be contactable at all times to support staff, children and parents.</p> <p>All policies/procedures MUST be adhered to. Greater consideration MUST be taken with regards to Safeguarding, Whistleblowing, SEN and Supporting Social Emotional Well-being.</p> <p>Holiday Club – Following government guidelines, holiday club was reinstated from 20th July.</p> <p>All parents will be sent a copy of our Phased Re-Opening letter before attending the holiday club to ensure they are aware of the settings procedures and guidance.</p> <p>Following government guidelines children will be supported to stay in small, consistent groups of no</p>	<p>children each day. We will do our absolute best to meet everyone’s needs.</p> <p><u>Designated Safeguarding Team:</u></p> <ul style="list-style-type: none"> • The Designated Safeguarding Lead (DSL) is: Lorna Trudgeon, Senior Manager • The Deputy Designated Safeguarding Leads (DDSL) are: Juliette George, Senior Deputy Manager, and Briony Sedgeman, Senior Deputy Manager • The Assistant Designated Safeguarding Leads (ADSL) are: Emily Wallis and Lindsay Roberts <p>The Designated Safeguarding Lead on the Committee is: Mark Fletcher</p>		
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	<p>more than 15 children, while also maintaining staff to child ratio's.</p> <p>The current government guidelines state that older children are able to understand and follow social distancing measures. Therefore, we will have a safety talk with the school-aged children to remind them about maintaining social distancing where possible and washing their hands frequently. Older children will be supported to maintain distance and not touch staff and other children wherever possible. Younger children will be supported to remain in their consistent groups at all times.</p> <p>We have adapted the inside and outside environment to ensure that all age groups have separate indoor and outdoor areas.</p> <p>Breakfast/After School Club – After School club will be re-instated from September 2020. Oasis will be open until 6:00pm Monday to Friday. We ask that parents collect their child promptly to enable staff to complete a deep clean daily. This will be reviewed in line with Government changes.</p> <p>We are working with the onsite school who have agreed to run a breakfast club as the turnaround between 8.40am – 9am is too tight to allow for a thorough clean and minimise the risk of cross-infection.</p> <p>At present, structured collection times will not be necessary for the After School Club children as these are naturally staggered around parents individual working patterns. This will be constantly monitored and reviewed.</p>			
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	<p>All parents will be sent a 'Returning to After School Club' letter to ensure they are aware of the settings procedures and guidance.</p> <p>Oasis staff will continue to collect the children from a specific pick up point in school. All children will be supported to wash their hands-on arrival. We will use a non-contact infrared thermometer to take each child's temperature. It takes a split second and is non-intrusive. If a child has a temperature on arrival at the pickup point, they will remain in the care of their teacher who will follow the schools COVID-19 procedures i.e. contact the parent etc.</p> <p>Due to the current circumstances we must have parental permission before children attend, therefore, we will not be able to take any children that have not been booked in by their parents. We are working with the onsite school to inform parents that they need to contact Oasis direct to book into After School Club.</p> <p>In line with the Government guidance, we have risk-assessed our provision. The advice we have been given is to work in smaller groups. A maximum of 15 children per group. However, we will be breaking the children down into groups of 8 and maximising the use of the onsite outdoor space available to the setting, which includes the schools outside area and the Community Centre field. This will enable us to support 4 groups of 8 children each day. We will do our absolute best to meet everyone's needs.</p> <p>Children will be assigned to a group at their first session. Children will remain in their consistent groups for future sessions.</p>			
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	<p>Social Distancing</p> <p>We request that parents/carers do not enter the building to reduce the number of people entering the setting each day. Parents/carers are requested to drop off and pick up at the main nursery entrance to avoid parents entering the setting unnecessarily. Parents/carers will be required to drop their child, lunchbox and comforter/dummy with a member of staff at the main Reception door.</p> <p>At all times during drop off and pick up, parents must remain a physical 2m distance from other parents and staff. Parents/carers and their child(ren) may have to wait in their car, or by their car, if another parent is already at the door. However, we do have a large space outside the front Reception Area.</p> <p>We request a limit at drop off and collection to 1 parent per family to minimise the number of people onsite and support social distancing guidelines. Many of our parents drop and collect at staggered times so we deem this effective.</p> <p>You will be given an allotted drop off and collection time to minimise crowding on arrival and parking areas. Drop-off times will be restricted to between 8am – 9:30am and 1pm <u>ONLY</u>. On drop off, all parents/carers will be asked to ring the intercom, identify themselves and wait outside the front door (following social distance rules) for a staff member to come and collect/greet their child.</p> <p>Structured collection times will be restricted to 11:50am, 1pm, 3pm, 4pm, 5pm, 5:30pm and 6pm.</p>	<p>Social distancing measures will be implemented (where possible) throughout the setting to comply with the 2-metre gap recommended by the Public Health Agency:</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>However, it clearly states in the government guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings that – “<i>Early years children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years settings, we [government] are taking this into account. Settings should therefore work through the hierarchy of measures set out below:</i></p> <ul style="list-style-type: none"> • <i>avoiding contact with anyone with symptoms</i> • <i>frequent hand cleaning and good respiratory hygiene practices</i> • <i>regular cleaning of settings</i> • <i>minimising contact and mixing.”</i> <p>Therefore, we have taken these guidelines into consideration and made reasonable adjustments to our environment and practice (where possible) to reduce contact between people as much as possible.</p> <p>As a condition on returning to work, staff must be alert and vigilant to maintain social distancing rules and law in personal lives to ensure that they are not putting themselves at risk and therefore possibly the children and the staff team.</p>		
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	<p>All staff will be required to follow social distancing rules when travelling to and from work i.e. walk, cycle, or travel in car with only members of your household.</p> <p>Staff members will avoid physical contact with each other including handshakes, hugs etc.</p> <p>Within the sessions small group activities can continue take place. However, staff MUST be mindful not to prolong these activities, such as 1 story or game at a time.</p> <p>Routines will be adapted i.e. No large group circle time, or structured small group circle time/talk time.</p> <p>Staff will continue to comfort and reassure children as normal.</p> <p>Snack time – BR, TR and PS children will remain in their age groups during snack times. Children will not be able to share equipment such as knives for cutting or jug for pouring. Therefore, the adult supervising snack time will cut up the children’s fruit and place it onto their plates, pour drinks and wash dishes.</p> <p>Children’s lunches – hot lunches will resume from 7th September 2020. For those children who bring a packed lunch, their lunches must be in a clear plastic named freezer bag or a named clear plastic container. BR, TR and PS children will remain in their age groups during lunch times.</p> <p>We MUST actively promote outside learning and as much of our sessions as possible will be held outside for the foreseeable future, whatever the weather.</p>			
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		<p>We have access to a large outdoor area, the forest school area, and the community centre field. Free flow MUST be promoted throughout the whole day. Parents/carers are required to ensure that their child(ren) arrive suitably prepared for the weather.</p> <p>All windows and doors are open in the learning rooms to provide good ventilation.</p> <p>During this time staff are the main resource to plan/provide 7 areas of learning predominantly around the outdoor environment, i.e. music and dance, physical focus, forest school, sports activities, gardening, treasure hunts, sound walks, bug hunts etc.</p> <p>The outdoor play area will be sectioned off to ensure BR, TR and PS children have access to a separate outside free-flow play area. This will minimise large groups in the outside area and prevent the age ranges from mixing.</p> <p>Children with designated 1:1 support through an EHC Plan (Education, Health and Care Plan) or additional funding will continue to receive 1:1 provision to meet their individual needs.</p> <p>Children who struggle to understand social distancing measures will be closely monitored and closely supported if required.</p>			
		<p>PPE The government guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings states that – ‘Wearing a face covering or face mask in schools or other education settings is not recommended. The majority of staff in</p>	<p>Cornwall Council have provided a small supply of PPE for staff to use in the event of an emergency, i.e. if a child becomes unwell whilst at the setting.</p> <p>Due to the age of the children we work with in the nursery setting, there is a potential risk of droplets</p>		

	<p><i>education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</i></p> <ul style="list-style-type: none"> • <i>children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way;</i> • <i>if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</i> <p>Administrator/Manager will monitor the usage of PPE as it is essential to ensure that a supply of stock is available to all who require it, as and when it is required to meet the operational needs of the setting. If stocks are low other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.</p> <p>Wearing of Gloves: Where staff are required to wear gloves to complete tasks, such as food preparation or personal care, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to</p>	<p>splashing into staff's eyes, for example from coughing, spitting, or vomiting. Therefore, the setting has full-face protection masks which should also be worn when looking after a sick child.</p> <p>Staff to be reminded that wearing gloves is not a substitution for good hand washing. Staff must still wash their hands regularly with soap and hot water.</p>		
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		<p>reduce contamination and how to dispose of them safely.</p>		
		<p>Hand Washing Hand washing facilities with soap, hot water and paper towels are available in the staff room, reception area and within each of the learning rooms (low sinks in the TR and PS rooms to ONLY be used for staff and children to wash their hands). Ceramic sink in BR to be used for staff to wash their hands.</p> <p>Hand sanitisers are readily available (out of reach of children) outside where washing facilities are not readily available, however staff are encouraged to use soap and hot water where possible.</p> <p>All staff MUST thoroughly wash their hands with soap and hot water immediately on arrival each morning and before leaving the centre at the end of their working shift.</p> <p>All children MUST be supported by a staff member to thoroughly wash their hands with soap and hot water on drop-off and collection/before and after eating/after toileting/before and after playing outdoors.</p> <p>All staff MUST thoroughly wash their hands with soap and hot water each time they wipe a child's nose/wipe their own nose/cough/sneeze/before they eat their own food/after they eat their own food/before and after supporting the children with lunch and snack/before and after supporting babies with having a bottle.</p>	<p>Staff and children to be reminded on a regular basis to wash their hands for 20 seconds (Happy Birthday song) with hot water and soap and the importance of proper drying with disposable towels. Staff will support children with hand washing to ensure they follow correct procedures.</p> <p>Staff and children will be reminded to catch coughs and sneezes in tissues –follow 'Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of coronavirus (COVID-19) we will regularly remind everyone of the public health advice:</p> <p>https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Posters, leaflets and other materials are available for display from the following websites:</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.pacey.org.uk/Pacey/media/Website-files/PACEY%20general/Coronavirus advice for educational settings poster.pdf</p> <p>Regular checks will be carried out by the Management Team to ensure that the necessary procedures are being followed and adhered to by all staff members.</p>	

		<p>Tissues MUST be immediately disposed of. Tissues and bins will be made available throughout the setting, including outside.</p> <p>All staff to follow 'Happy Birthday' guidance as advised by government. Lorna will demonstrate hand washing guidance to all staff during a back to work meeting (following social distancing rules)- See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/.</p> <p>All staff MUST keep their nails short and clean. Staff with false nails are advised to remove these if this can be done safely. If not, they must be cut/filled short and kept clean.</p>	<p>Staff to ensure that soap dispensers and bottles are checked and re-filled at the end of each day. (Do not throw away empty soap bottles).</p>		
		<p>Cleaning</p> <p>An enhanced cleaning schedule has been implemented that includes doors, furniture, surfaces and children's toys and equipment. Ensure all low-level surfaces, tables, role-play areas, shelves etc are regularly disinfected (spray disinfectant and disposable blue roll).</p> <p>The children's toilets must be cleaned after every individual use.</p> <p>Staff toilets must be cleaned after every individual use. Spray disinfectant and disposable blue roll will be kept in each toilet.</p> <p>Frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, intercom, door switches, reception area, kitchen cupboards handles etc, using appropriate cleaning</p>	<p>Regular checks will be carried out by the Management Team to ensure that the necessary procedures are being followed and adhered to by all staff members.</p> <p>Prop doors open wherever possible (maintaining security/safeguarding) to minimise touch of surfaces.</p> <p>Admin responsible for cleaning reception area hourly, including door buzzer and keypad, throughout morning – Management in afternoon. Designated staff member each day to clean all door handles and toilet areas within the learning rooms (hourly).</p> <p>Soft furnishing MUST be removed and replaced with comfy wipeable materials.</p> <p>Equipment is cleaned as an ongoing process during the day and all the equipment is cleaned in each room at the end of each day. Dinosaurs, animals, small world, construction etc thoroughly cleaned in</p>		

		<p>products and methods (spray disinfectant and disposable blue roll).</p> <p>At the end of the working day all staff will be required to complete a thorough clean of the environment and resources. This will include a deep clean of each of the learning rooms, reception area, office, staff room, community room, child and adult toilets, kitchen, laundry room, outdoor area, and all toys and resources.</p> <p>Staff must disinfect the microwaves after every use; therefore, a disinfectant spray and disposable blue roll must be kept next to the microwaves in the baby room and main kitchen. A reasonable adjustment for staff will be that all staff are required to bring a cold packed lunch. We will not be in a position for staff to be waiting/queuing while staff use/clean the microwave. Instant hot water is available if staff would like a cuppa soup or pot noodle. Alternatively, staff can order a hot lunch from the reception.</p> <p>All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.</p>	<p>Milton at the end of each day. Children are not permitted to share equipment across the rooms/age ranges during the day unless it has been cleaned.</p> <p>No toys to be brought in from home. Please be mindful not to allow children to share comforters/blankets. Comforters and dummies MUST be stored in a sealed bag out of reach of other children, when not in use. Dummies will be sterilized individually after every use.</p>		
		<p>Uniform</p> <p>All staff are required to continue to wear black trousers and their uniform tops. Staff MUST wear a clean uniform (including trousers) every day. When staff get home, they are to remove their uniform, place it straight into the washing machine and wash on the highest temperature permitted for that type of fabric (in line with NHS laundry guidelines).</p> <p>Staff who wear cardigans/ jumpers and/or coats must either leave these at the centre and take home to wash at the end of each week or, if wearing them to</p>	<p>Staff are required to shower and wash their hair as soon as they arrive home each day to minimise the risk of cross-infection.</p>		

		<p>and from home and setting daily, must wash these every evening with their uniform.</p> <p>Staff will be required to try and wear the same pair of work shoes each day. If this is not possible then staff must ensure that they thoroughly wash/sterilise their shoes each night alongside their uniform to minimise the risk of cross-infection.</p> <p>Long hair must be tied back into a ponytail.</p> <p>Staff are not permitted to wear any jewellery i.e. rings, earrings, bracelets, watches etc.</p>			
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		<p><u>Resources and Equipment</u></p> <p>As stated in the Government guidance we are not able to social distance from the children, therefore, the majority of activities/practices are going ahead as normal (EYFS). However, adaptations have been made to the suspension of learning experiences involving materials which are not easily washable such as malleable materials i.e. Playdough, gloop, painting, sand, water etc. This is to minimise the possibility of risk of cross-infection.</p> <p>Food and utensils MUST not be shared during snack time.</p> <p>Soft furnishing will be removed and replaced with comfy wipeable materials.</p> <p>Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival. Please be mindful not to allow children to share comforters/blankets.</p> <p>Comforters and dummies MUST be stored in a sealed bag out of reach of other children, when not in use. Dummies will be sterilized individually after every use.</p> <p>Parents/carers are asked to ensure that, following their child's attendance at the setting, they wash their child's clothes and any comforters daily and place them back in a sealed freezer bag.</p>	<p>At the end of the working day all staff will be required to complete a thorough clean of the environment and resources.</p> <p>Remove door draft excluders.</p> <p>Animals – not returning/not handled – Review in September.</p> <p>Children will not be able to access the shed to select their own activities and resources.</p>		
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		<p>Bags of spare clothes and nappies must stay on site in a bag on the child's peg. Staff will let parents/carers know if they need topping up.</p> <p>We would encourage parents to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises.</p> <p>Play equipment MUST not be swapped between groups/bubbles. All activities/resources must be thoroughly disinfected at the end of every day.</p> <p>Minimise the puzzles and books available to children during each session. At the end of every morning and afternoon session the puzzles and books must be placed on the shelf, labelled with date and time, and replaced with a new set. The items on the shelf must remain on the shelf for a minimum of 72 hours before being available to the children again.</p> <p>Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.</p> <p>Children's diaries will temporarily be stopped to prevent paper being transferred between the setting and home environment and minimise the risk of cross infection. Therefore, parents will be given a brief overview of their child's day during pick-up at the door. Parents will be encouraged to contact the centre via telephone or email if they require any additional information.</p>			
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	<p>Temporary Adaptions to Daily Routines</p> <p>Sleeping – Children’s cots and beds will be 2 meters apart.</p> <p>Continue to maintain a high standard of hygiene in the baby room, staff need to ensure that blankets, cot sheets and pram covers are washed daily. Items such as towels, flannels and bedding must not be shared by children.</p> <p>Collection – During collection times staff need to be well-organised and prepared for each child’s collection time so that parents do not experience unnecessary waiting (i.e. bags, coats, comforters, lunch boxes, incident/accident forms all need to be organised ready to go prior to the child’s collection time).</p> <p>Lunches – hot lunches will resume from 7th September 2020. For those children who bring a packed lunch, their lunches must be in a clear plastic named freezer bag or a named clear plastic container. BR, TR and PS children will remain in their age groups during lunch times.</p> <p>Parents/carers are asked to ensure that their child can open their lunch box and drink bottle unaided and that they are clearly labelled. Parents/carers are also asked to wrap children’s food in their lunchboxes in things the child can open such as foil or greaseproof paper. Staff will continue to support the younger children where needed.</p> <p>Snack – BR, TR and PS children will remain in their age groups during snack times. Children will not be able to share equipment such as knives for cutting or jug for pouring. Therefore, the adult supervising</p>	<p>Sleeping – children will continue to be checked/recorded every 10 minutes if over 6 months old and every 5 minutes if under 6 months old. The temperature of the sleep room will continue to be recorded every hour.</p>		
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	<p>snack time will cut up the children’s fruit and place it onto their plates, pour drinks and wash dishes.</p> <p>Changing/Personal Care Routines – these will be carried out in the normal changing room areas.</p> <p>Sun cream – parents/carers must apply all day sun cream to any exposed areas of skin – face, legs and arms. We would recommend long sleeved t-shirt, a floppy hat and leggings to minimise the need for sun cream.</p> <p>Signing-in – Parents/carers will not need to sign their child in on arrival as this process will be completed by a member of the Management Team.</p> <p>Singing – Following government guidelines we have been advised to limit singing activities to minimise the spread of bodily fluids/saliva between children and adults.</p>			
	<p><u>Visitors/Group Events/Off-Site Visits</u> Non-essential visitors will not be permitted access to the setting during the pandemic. Any visits will be re-scheduled until a later date.</p> <p>At present, there will be no visitors i.e. other professionals such as Speech and Language Therapists, Physio’s etc, visiting the centre. This will be reviewed in line with government guidance.</p> <p>Support for vulnerable children has been ongoing during the covid-19 with the support of Zoom video TAC/Child Protection conferences. Virtual meetings are continuing to be held to support this process. Staff should continue to share any concerns and issues that they may have following the centres</p>	<p>Any deliveries, including daily post, must be collected from the front door.</p> <p>Ongoing maintenance will continue during lockdown and at weekends only following lifting of restrictions, unless any maintenance/repairs require emergency attention. Social distancing guidelines will be followed.</p>		

		<p>policies and procedures as support is still in place to meet the needs of all children.</p> <p>Following government guidelines, at present, we will not be in a position to host large group gatherings such as pre-school graduation, end of term party, large group trips and possibly Christmas Nativity & Christingle. This will be reviewed as an ongoing process.</p> <p>Further consideration will be needed to host parent evening/day and share termly assessments with parents.</p> <p>All visits to other sites/settings, such as staff training, dual setting visits, trips, transition etc, have been cancelled. Off-site visits will be reviewed/rescheduled in line with government guidance.</p> <p>New parents visiting the centre for their initial tour:</p> <ul style="list-style-type: none"> • New parent tours will be completed by the Manager/Deputy Manager at 6pm daily when the setting is closed. • Parents will be sent a copy of the settings COVID-19 Screening Questionnaire via email. They MUST complete the questionnaire and return it to admin@oasischildcare.org.uk 24hours before attending their appointment. If the questionnaire is not returned the tour will be cancelled. • One adult per family is permitted to attend the tour/setting, this is to minimise the risk of how many new adults the Management team encounter each week. 	<p>New parents visiting the centre for an initial tour will be sent a copy of New parent visitors/settling procedures that they must read before attending the tour.</p>		
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		<ul style="list-style-type: none"> • The setting will be fully ventilated during the tour with all doors and windows propped open. • Parents are required to follow social distancing measures when arriving at the setting and throughout the tour. You may have to wait in your car, or by your car if another parent is already at the door. However, we do have a large space outside the front Reception area. • Both parent and the Management team will be required to wear a face covering throughout the duration of the tour. • On arrival parents will be asked if they are fit and well and therefore, confirming that they are not displaying any signs or symptoms of COVID-19 as stated on the settings Screening Questionnaire. • On arrival parents will be required to wash their hands. • Separate amenities will be provided, if needed. • Parents, please do not bring non-essential items into the setting such as phone, handbag etc. • We kindly ask that parents do not touch equipment/resources during the tour. <p>New parents settling their child into the centre:</p> <ul style="list-style-type: none"> • We will endeavour to ensure that the majority of settling sessions take place in the outside environment. • The setting will be fully ventilated during settling with all doors and windows propped open. 	<p>New parents settling their child into the centre will be sent a copy of New parent visitors/settling procedures that they must read before attending the settling sessions with their child.</p> <p>Children and parents will only be admitted into settling sessions if the parent is able to state that to</p>		
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		<ul style="list-style-type: none"> • All parents, children/babies will be supported to wash their hands-on arrival. Whilst children are washing their hands, we are using a non-contact infrared thermometer to take each child’s temperature. It takes a split second and is non-intrusive. • Parents are required to follow social distancing measures when arriving at the setting and throughout the settling sessions. You may have to wait in your car, or by your car if another parent is already at the door. However, we do have a large space outside the front Reception area. • One adult per family is permitted to attend settling sessions with their child, this is to minimise the risk of how many new adults are visiting the setting each week. • You will be required to apply all day sunscreen to any exposed areas of your child’s skin – face, legs, arms. • Settling sessions will be limited. However, we will continue to follow the child’s lead and work with parents to ensure we fully meet the individual needs of the child. • Cuddles – we will continue to comfort and reassure the children as normal. • We kindly ask that parents do not touch equipment/resources during the settling sessions. If this is unavoidable due to supporting your child, please inform a staff member who will ensure the settings vigorous cleaning procedures are followed. • Please bring a healthy snack and drink for your child. Water will be readily available, if required. 	<p>the best of their knowledge they are fit and well with no existing illness or possible symptoms of Covid-19. These symptoms are updated regularly on https://gov.uk/coronavirus and staff will keep you informed of changes. By attending settling sessions, we will assume that you have read and fully understand the terms and conditions of attendance in line with the guidance this provides you. We will therefore not be requesting that you sign additional paperwork each day. There will be a verbal response requested by our staff member signing you and your child in.</p>		
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		<ul style="list-style-type: none"> • Comforters and dummies MUST be stored in a sealed bag out of reach of other children, when not in use. • Please do not bring any toys, books or snacks to share from home. • Parents, please do not bring non-essential items into the setting such as phone, handbag etc. • During settling sessions children who currently attend will be maintained in their secure bubbles/groups with no cross-over to minimise risk. • You will NOT need to sign your child in as this process will be completed by a member of the Management team. • Separate amenities for parents will be provided, if needed. • Following your child's attendance at the setting please ensure that you wash your child's clothes and any comforters daily. • You will be required to follow the usual process to contact us first thing in the morning if you or your child is unwell or not going to attend for any reason. 			
		<p><u>Travel</u> Staff and parent/carers are advised to limit the use of public transport.</p> <p>Staff and parent/carers are advised to maintain social distancing while travelling to and from the setting.</p> <p>If a staff member or a child and their family decide to travel abroad then they must follow the appropriate quarantine guidelines on their return.</p>	<p>We will follow UK Government guidance and foreign travel advice from FCO (Foreign and Commonwealth Office).</p> <p>Bookings, Charges and Cancellation Policy will apply.</p>		

		<p><u>Mental Health</u> Management continue to promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <p>Peninsula employee assistant programme available if needed.</p> <p>Staff continue to promote the mental health and well-being of all children. We will adapt, where reasonably possible, to meet the specific emotional and behaviour needs of individual children.</p> <p>Staff continue to promote the mental health and well-being of parents/carers and families. We will adapt, where reasonably possible, to meet the specific emotional and behaviour needs of individual parent/carers and families.</p>	<p>Manager holds a small group reflection meeting (following social distancing rules) every morning.</p> <p>Manager touches base daily with all staff who are continuing to work to monitor mental health and well-being.</p> <p>Manager liaises with Oasis Chairperson on a weekly basis via phone/email.</p> <p>Manager keeps furloughed staff updated with any changes via email and telephone, if needed.</p> <p>All staff are encouraged to liaise with a member of the Management team to share/discuss any issues or assistance that they may need during this difficult time.</p> <p>Open-door policy for those who need additional support – staff, children and families.</p>		
		<p><u>Committee</u> Committee members are currently not attending site.</p> <p>Chairperson of Management Committee receives regular updates from the Senior Manager via email and telephone.</p> <p>Committee meetings will be conducted via mobile devices and without the need for any Committee Member to travel.</p>			

Date completed: 27.05.2020 (updated 29.05.2020/updated 10.06.2020/updated 03.07.2020/updated 13.08.2020/updated 25.08.2020)

Review Date: Ongoing in-line with DFE and Government guidelines.