



# 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"> <li>• Children</li> <li>• Parents</li> <li>• Staff</li> <li>• Visitors</li> </ul>	<p><b><u>Symptoms of Covid-19 - Children</u></b></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 <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>**.</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 <sup>st</sup> 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 <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>**.</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 <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>**.</p> <p>For the vast majority of children and young people, coronavirus is a mild illness. Children and young people (0 to 18 years of age) who have been <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield. We do not expect these children to attend the setting, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) children are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents will be advised to follow medical advice if their child is in this category.</p> <p>Senior Manager/Deputy Managers will offer support to children and families who are affected by Coronavirus.</p> <p>When childcare settings re-open to the wider cohort of children from 1<sup>st</sup> June 2020, all those children eligible to attend, 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</p>		
--	--	--	--	--	--

		<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. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	<p>be required to stay at home. <b>Any illness, including feeling under the weather, having had Calpol in the previous 48 hours, funny tummy, rashes, CHILDREN MUST STAY AT HOME.</b> Parents will be required to 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><b>Symptoms of Covid-19 - Staff</b></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 <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>** 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 are advised by the government not to work outside the home. The government are strongly advising people who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep</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.  <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	<p>themselves safe. Staff in this position are advised not to attend work. From Saturday 1<sup>st</sup> August the guidance below will be relaxed so clinically extremely vulnerable people will no longer be advised to shield, therefore they will be advised to return to work as the Oasis workplace is Coronavirus (Covid-19) secure. Read <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> for more advice.</p> <p>All staff will be required to complete a 'Staff Risk Assessment for Vulnerable Groups' before returning to work.</p> <p>Senior Manager/Deputy Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>		
		<p><b>**<a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a> states that the ill person should remain in isolation for 10 days and the rest of the household in isolation for 14 days.</b></p>			
		<p><b><u>Extending opening to all children</u></b></p> <p>From 1<sup>st</sup> June reduced numbers of children to allow for social distancing guidance to be adhered to. We will be limiting our opening hours and sessions to enable us to effectively staff and allow extra time for cleaning and admin.</p> <p>Following government guidelines, a temporary limit/cap on numbers of children attending the setting to support us with implementing social distancing and maintain a high standard of safety for staff, children, and families. Local Authority guidance has stated that 3 and 4-year-old pre-school children will be prioritised to return to the setting. Consideration will be given to working parents across the age ranges.</p>			

		<p><b>Phased Return:</b></p> <ul style="list-style-type: none"> <li>• WC June 1<sup>st</sup> – for key worker families and children who have both parents in their household going out to work.</li> <li>• WC June 8<sup>th</sup> – 3&amp;4 year olds</li> <li>• WC June 15<sup>th</sup> – All other children dependant on availability.</li> </ul> <p>Following Government guidelines class sizes will be smaller (<b>Bubbles</b>) and we will not be visiting and playing across classes or mixing the age groups. Please see Operational Plan.</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><b>Bubbles</b> – In line with government guidance, we have risk-assessed our provision. The advice we have been given is to work in ‘Bubbles’. A maximum of 16 children per class, with a maximum of 8 children per bubble. Therefore, we are only able to achieve a maximum of 5 bubbles across the whole centre following the current guidance.</p> <p><b><u>Designated Safeguarding Team:</u></b></p> <ul style="list-style-type: none"> <li>• <b>The Designated Safeguarding Lead (DSL) is:</b> Lorna Trudgeon, Senior Manager</li> <li>• <b>The Deputy Designated Safeguarding Leads (DDSL) are:</b> Juliette George, Senior Deputy Manager, and Briony Sedgeman, Senior Deputy Manager</li> <li>• <b>The Assistant Designated Safeguarding Leads (ADSL) are:</b> Emily Wallis and Lindsay Roberts</li> </ul> <p><b>The Designated Safeguarding Lead on the Committee is:</b> Mark Fletcher</p>		
--	--	---	---	--	--

		<p><b>Holiday Club</b> – Following government guidelines, holiday club will be reinstated from 20<sup>th</sup> July.</p> <p>All parents will be sent a copy of our Phased Re-Opening letter 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 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.</p> <p>We have adapted the inside and outside environment to ensure that all age groups have separate indoor and outdoor areas.</p> <p>We have adapted the children's toilet area to ensure that each age group has access to their own facilities. The children's toilets must be cleaned after every individual use. Hourly cleaning checks will continue to be completed.</p> <p><b>Breakfast/After School Club</b> – To help maintain small, consistent groups of children within the setting and minimise the risk of cross-infection we will not be offering Breakfast/After School clubs for the school aged children for the remainder of the summer term.</p> <p>After School club will be re-instated in September 2020, to a limited time of 5pm, to allow time for</p>			
--	--	---	--	--	--

		<p>thorough cleaning procedures at the end of the day. 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>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>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>Following government guidelines children will be supported to stay in small, consistent groups of no 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.</p> <p>We have adapted the inside and outside environment to ensure that all age groups have separate indoor and outdoor areas.</p> <p>We have adapted the children's toilet area to ensure that each age group has access to their own facilities.</p>			
--	--	--	--	--	--

		<p>The children's toilets must be cleaned after every individual use. Hourly cleaning checks will continue to be completed.</p> <p>On arrival to after school club, the school-aged children will be offered a drink/snack before going to play. The children will sit in small groups during snack time. The setting will close to children at 5pm each day to allow time for staff to thoroughly clean the environment and resources. As we will be closing at 5pm we will not be providing late snack.</p> <p>Breakfast/After School club and holiday club procedures will be reviewed at the end of the autumn term in line with government guidance. We will follow the '<a href="#">Safe working in education, childcare and children's social care settings</a>' and '<a href="#">Protective measures for out-of-school settings during the coronavirus (Covid-19) outbreak</a>' to ensure we are able to operate safely when offering wrap around care and holiday provision.</p>			
		<p><b>Social Distancing</b> 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</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: <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>However, it clearly states in the government guidance <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare</a></p>		



		<p>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 - 9am 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 and 4pm. This will be reviewed and extended to 5pm as soon as demand increases to meet the needs of the parents and the sustainability of the centre. Our administrator will work with parents/carers to allocate designated collection slots.</p> <p>On collection, 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 bring their child down to them at the end of the day.</p> <p>Unfortunately, staff will not be available to chat during drop off and collection times as we cannot have adults lingering. We will also have to close the</p>	<p><u>settings</u> that – “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:</p> <ul style="list-style-type: none"> <li>• avoiding contact with anyone with symptoms</li> <li>• frequent hand cleaning and good respiratory hygiene practices</li> <li>• regular cleaning of settings</li> <li>• minimising contact and mixing.”</li> </ul> <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> <p>Management team to be vigilant in implementing social distancing measures (where possible) and ensuring staff are adhering to the guidelines. Staff to be regularly reminded of social distancing rules and guidance.</p> <p>Parents will be given information over the telephone and written guidance and procedures will be sent via email before they return to the setting, so that they are aware of the procedures before their child returns to nursery.</p>		
--	--	---	--	--	--

		<p>Reception Office to parents and request that you either telephone or send an email if you have a query or need further support.</p> <p>Staff lunches will be staggered – Only 1 staff member at a time is permitted to use the staff room as it is a very small confined space. Lunch will be spread out throughout the day. Multiple lunches will be covered by using the outside area or staff will sit in their own car.</p> <p>Staff must refrain from going into confined areas whilst another staff member is present such as office, staff room, kitchen, laundry room etc.</p> <p>Staff – during this time please be mindful that there are 4 adult toilets in the reception area to be used to prevent waiting outside the staff toilet area.</p> <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>Social Distancing posters are displayed both inside and outside to support parents and staff with following the 2-meter guidelines.</p> <p>Parents/carers are asked to ensure that they follow social distancing guidelines/rules and adhere to government guidance at all times when outside of the setting and ensure that their children do not mix with other children outside of the setting.</p>		
--	--	--	---	--	--

		<p>Snack time – pre-school &amp; toddlers to use 2 half hexagon tables separated in the middle with 1 seat on either end, therefore supporting 4 children at snack. Baby room – sit babies at either end of the large table, add an additional table with 1 seat on either end use highchairs socially distanced (see drawing provided).</p> <p>Children’s lunches – There is no hot lunch option at this time. We will inform parents/carers if this changes. Children’s lunches must be in a clear plastic named freezer bag or a named clear plastic container. All children will be required to eat lunch in their bubbles/classroom. During lunches the social distancing guidance MUST be maintained:</p> <ul style="list-style-type: none"> <li>• The pre-school children will be supported to eat lunch in their room or outside on the black matting (weather dependant) or under the sheltered area following social distancing guidance.</li> <li>• Toddlers to use half hexagon tables separated in the middle with 1 seat on either end.</li> <li>• Baby room – sit babies at either end of the large table, add an additional table with 1 seat on either end, use highchairs socially distanced (see drawing provided).</li> </ul> <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. 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.</p>			
--	--	--	--	--	--

		<p>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><b>PPE</b></p> <p>The government guidance <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> states that – <i>‘Wearing a face covering or face mask in schools or other education settings is not recommended. The majority of staff in 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</i></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 splashing into staff’s eyes, for example from coughing, spitting, or vomiting. Therefore, the setting</p>		

		<p><i>metres from others. PPE is only needed in a very small number of cases including:</i></p> <ul style="list-style-type: none"> <li><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></li> <li><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></li> </ul> <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><b>Wearing of Gloves:</b> 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 reduce contamination and how to dispose of them safely.</p>	<p>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>		
--	--	--	--	--	--

		<p><b><u>Hand Washing</u></b></p> <p>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>Tissues MUST be immediately disposed of. Tissues and bins will be made available throughout the setting, including outside.</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><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p> <p>Posters, leaflets and other materials are available for display from the following websites:</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="https://www.pacey.org.uk/Pacey/media/Website-files/PACEY%20general/Coronavirus_advice_for_educational_settings_poster.pdf">https://www.pacey.org.uk/Pacey/media/Website-files/PACEY%20general/Coronavirus_advice_for_educational_settings_poster.pdf</a></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>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>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 <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>.</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><b>Cleaning</b></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 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</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 can be tied in a pillowcase/draw string bag and washed in the washing machine, if a deep clean is required. Children are not permitted to share</p>		

		<p>environment and resources. In the first instance between 4pm-5pm. As and when opening hours are reviewed and extended to 5pm to meet the needs of the parents and sustainability of the centre, staff will be required to complete the deep cleaning between 5pm-6pm. 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 packed lunch from the reception.</p> <p>All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.</p>	<p>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><b><u>Uniform</u></b></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>			
--	--	---	--	--	--

		<p><b><u>Resources and Equipment</u></b></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>Children MUST wear clean clothes daily.</p>	<p>At the end of the working day (between 5pm-6pm) 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>		
--	--	---	--	--	--

		<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 both morning and afternoon sessions.</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.</p>			
--	--	---	--	--	--

		<p><b><u>Temporary Adaptions to Daily Routines</u></b></p> <p><b>Sleeping</b> – 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><b>Collection</b> – 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><b>Lunches</b> – There is no hot lunch option at this time. We will inform parents/carers if this changes.</p> <p>Children’s lunches must be in a clear plastic named freezer bag or a named clear plastic container. We cannot allow usual lunchboxes at this time.</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><b>Snack</b> – during this time parents/carers are asked to pack an extra snack for am and/or pm snack time.</p>	<p><b>Sleeping</b> – 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>		
--	--	---	--	--	--

		<p><b>Changing/Personal Care Routines</b> – these will be carried out in the normal changing room areas.</p> <p><b>Sun cream</b> – 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><b>Signing-in</b> – 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><b>Singing</b> – 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><b><u>Visitors/Group Events/Off-Site Visits</u></b> 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 or settling parents, visiting the centre. This will be reviewed in line with government guidance. Support for vulnerable children has been ongoing during the covid-19 with the support of Zoom video TAC/Child Protection conferences. Staff should continue to share any concerns and issues that they may have following the centres 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,</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>large group trips and possibly Christmas Nativity &amp; 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><b><u>Travel</u></b> 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>Currently foreign travel is not permitted across the UK. 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><b><u>Mental Health</u></b> Management continue to promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference: <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p>Peninsula employee assistant programme available if needed.</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>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>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><b><u>Committee</u></b> 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)

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