



Registered Charity No: 1128799

The Hollies Pre-school

Opening during COVID 19

January 2022

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Appendix 1 Safeguarding

Statement of Intent

We are committed to providing a safe, caring, friendly and inviting environment for all our children.

Children need to feel safe and secure at this time of constant change and uncertainty. We will be implementing new procedures and the children will need help and reassurance to adapt to new routines and the changes, following their time away from the setting.

The following government guidelines must be used to ensure we provide the safest environment at The Hollies.

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/government-launches-nhs-test-and-trace-service)

<https://www.gov.uk/government/news/government-launches-nhs-test-and-trace-service>

https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-yourchildcare-business?utm_source=c676c9a3-9ff0-4291-a30485dbab2b9d21&utm_medium=email&utm_campaign=govuknotifications&utm_content=immediate

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)

Attendance

Anyone displaying symptoms of COVID19 must not attend the setting. This includes staff, children and any member of their household.

The three main symptoms are

- New, persistent cough
- High temperature
- Loss or changed sense of smell or taste (anosmia)

Anyone that has been in close contact with someone who has tested positive for COVID19, 48 hours before the **onset of their symptoms**, must not attend the setting. They must selfisolate for 10 full days, in line with government guidance. (see close contact with person testing positive, below)

Additional advice from Public Health England

Public Health England has produced the following guidance and we ask you to follow their advice and contact Hollies BEFORE sending your children into the setting.

In addition to the 3 main COVID-19 symptoms, if a child or adult experiences sickness / diarrhoea, headaches, unexplained tiredness, muscle and body aches, nasal congestion, or a sore throat, they should be advised to speak to the setting before attending. An outcome of this conversation may be an agreement to self-isolate at home for 48 hours and to request a test if symptoms persist or worsen. If the test is returned negative and the child / adult has been sickness /diarrhoea and fever free for 48 hours, they can return to the setting.

This update has been provided (by the Local Authority), based on Public Health advice, as they have had reports from a number of settings where people have had these minor symptoms and then subsequently tested positive

Safeguarding

Our current safeguarding policies will be adhered to. There is a new appendix around coronavirus on the further safeguarding policy, which is included at the end of this document.

Social distancing

We advise staff to be aware of proximity to other staff and try to ensure a safe distance is kept. If there is more than 1 member of staff in one of the smaller rooms a face covering can be worn.

Lunch times – Staff to use Badger base, ensuring good ventilation.

Lateral Flow Testing

All staff will be encouraged to test twice weekly, Sunday and Wednesday evenings. Tests will be provided by the setting. All test results should be registered on the government website. [Report a COVID-19 rapid lateral flow test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/report-a-covid-19-rapid-lateral-flow-test-result)

This will be stepped up should we have an outbreak of covid in the setting.

Any staff or children with a positive test will isolate for the recommended 5 days, taking a LFT on the 5th and 6th day with at least 24 hours between tests.

Guidance states:

People who are self-isolating with COVID-19 have the option to reduce their isolation period after 5 full days if they test negative with an LFD test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.

The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.

If the result of either test is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.

If both LFD test results are negative, it is likely that the case were not infectious at the time the tests were taken and they can end their isolation. To further reduce the chance of passing COVID-19 on to others, they are strongly advised to:

- limit close contact with other people outside their household, especially in crowded, enclosed or poorly ventilated spaces
- work from home if possible
- wear a face covering in crowded, enclosed or poorly ventilated spaces and where they are in close contact with other people
- limit contact with anyone who is at higher risk of severe illness if infected with COVID-19
- follow the guidance on how to stay safe and help prevent the spread

If a member of staff or child still has a high temperature at the end of their isolation, they should follow the normal policy rules that state they must not come back into the setting for 48 hours after temperature returns to normal.

PPE

It is not recommended that staff should generally use PPE, other than when normal intimate care procedures are being carried out. When changing a nappy / child who has had a toileting accident, the following should be worn – gloves and apron. These can be disposed of in the usual way.

If a child becomes unwell with symptoms of coronavirus while in the 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 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. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

When the child has been collected, the member of staff should wash their hands thoroughly and the PPE to be double bagged and disposed of following safe procedures (see Waste). Member of staff to change top (polo shirts in office) and bag their top up to be taken home and laundered.

The member of staff that has been sitting with the child can remain at work.

Staff must follow guidance on wearing PPE.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick guide to donning doffing standard PPE health and social care poster .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf)

Child or adult becoming ill, displaying COVID19 symptoms.

If anyone in the setting has symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should take a PCR test and self-isolate for at least 5 days from when their symptoms started; or if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 5 days starting from the day the test was taken. They must follow the guidance as stated in the above LFT paragraph. If they receive a negative PCR test they may come back into the setting once their symptoms have passed.

If a child becomes ill the parents must be contacted immediately and asked to collect them as soon as possible. The child must be isolated until they can be collected. If they are displaying a high temperature parents should be asked during the phone call if we can administer paracetamol (Calpol) straight away. Parents will be advised to take their child for a PCR test if they are displaying more than 1 symptom (see below).

We will use the NHS guidance as follows:

Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Children under 5 will be eligible for testing **if** they display symptoms.

If a member of staff becomes unwell displaying symptoms their personal contact should be phoned and informed and they should be isolated unless they are fit to drive home. They must arrange to have a PCR be test. This can be accessed via the NHS website nhs.uk/coronavirus or phone 119 to arrange.

If a child or member of staff becomes seriously ill dial 999.

Anyone displaying symptoms of COVID19 or a positive test result should stay at home and self-isolate immediately. If they have symptoms of COVID19 they should arrange for a PCR test as soon as possible, this still applies if they have had one or more doses of the vaccine.

Government guidance must be followed

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)

PCR testing in pre-school children

If a child is displaying any of the three main covid symptoms or they have a cold or tummy upset, we may ask parents to take them for a PCR test. This will depend on covid cases in the setting and local cases. If a parent is not comfortable taking their child for a PCR test we would ask that the parents take a proxy PCR. If this was positive the child will not be able to attend the setting for the isolation period.

If a member of the household tests positive for Covid we would follow guidance and ask that the child takes a PCR test before attending the setting.

Contacts of positive cases

National guidance is that contact tracing will be carried out by Test and Trace and will be limited to those individuals who are specifically mentioned as close contacts by the positive case or their parents.

What is meant by a contact

A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken) and up to 10 days after – as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)

A person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for COVID-19.

Contacts who ARE required to self-isolate

Anyone who is a contact of someone who has had a positive test result for COVID-19 and is aged over 18 years and 6 months and not fully vaccinated, is legally required to self-isolate. This does not apply if they have taken part in or are currently part of an approved COVID-19 vaccine trial or can prove that they are not able to get vaccinated for medical reasons. The isolation period includes the date of the last contact with the person who has a positive test result for COVID-19 and the next 10 full days.

Contacts who ARE NOT required to self-isolate

Contacts are no longer required to isolate if any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons.

Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months who has been identified as a close contact are **strongly advised to take a LFD test every day for 7 days (or up until the end of the 10-day self-isolation period, if sooner)**. They can continue to attend the setting as normal unless they have a positive test result.

Advice for those (pupil/staff) who tested positive for Covid-19 in the last 90 days

If someone has tested positive for COVID-19 within the last 90 days, and if they are identified as a close contact of someone with COVID-19 and are exempt from isolation, they are strongly advised to take part in daily testing. If the LFD test is positive, they should also take a confirmatory PCR even if it is within the 90 day period.

Fully vaccinated means that a person have been vaccinated (2 doses) with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since receiving the recommended doses of that vaccine.

If a person feels they are a contact and have not been contacted by Test and Trace, they can book a PCR test for themselves and can continue to attend the school/setting while awaiting the result if they meet the isolation exemption criteria. The only exception to this would be when an individual awaiting a PCR result normally works very closely with clinically vulnerable children who have not been vaccinated. Such cases should be discussed with the LA.

School/setting based contacts can continue to attend unless notified otherwise by Test and Trace and there is no expectation that the school/setting carries out any contact tracing.

Schools/settings are asked to report all positive cases to the COVID Education Team via the online form so that patterns of infections can be monitored across areas and resources and support can be appropriately deployed.

All settings should seek **Public Health advice if a pupil, student, child, or staff member is admitted to hospital with COVID-19**. They can do this by contacting the COVID-19 Education team by phone or email. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered support in managing risk assessments and communicating with staff and parents.

Testing

If a member of staff or school child attending the setting has COVID symptoms they must have a PCR test.

Isolation

The rainbow room will be in use on a daily basis but if a child becomes ill and needs to be isolated it will be closed off to other children. The child displaying symptoms will be isolated until a parent arrives to collect them. It will be kept well ventilated.

There will be a bag of PPE to include face mask, apron, gloves, face shield for the member of staff sitting with the child to use and plastic bags x2 to dispose of PPE. This will be kept in the rainbow room, ready for immediate use.

Guidelines for wearing PPE must be followed. A copy of the guidelines will be displayed in the rainbow room.

Ensure the window is open whilst the room is in use.

Cleaning

If a child has become unwell with symptoms of COVID19 the areas, they have accessed should be cleaned using disinfectant to reduce the risk to others.

The rest of the group should be removed to a different area whilst this area is cleaned. All hard surfaces must be cleaned using disposable cloths or paper towels/antibacterial wipes and disposable mop heads. Manufacturers guidelines must be followed when using cleaning solutions.

Toys from the group should be removed for cleaning and replaced with new ones.

Any other areas that the child has accessed such as toilets must be cleaned as above.

When the child has been collected the rainbow room must be thoroughly cleaned, as above, and the window opened wide to allow good air circulation.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

Any waste should have the date and time marked clearly on the bag and will be stored safely on the school site.

Positive test

Parents to inform us if their child or another family member tests positive.

Staff to inform us if they or a family member tests positive.

As soon as we are made aware that someone who has attended has tested positive for coronavirus (COVID-19) the manager will follow the following government guidance

"You should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisors who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team."

A template letter will be provided to us, on the advice of the local health protection team, to send to parents, carers and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

The health protection team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace. Cheshire East will offer support during this time, they will also be contacted.

An outbreak management plan is in place should we be required to make changes in the setting, such as re-introducing face coverings, due to an outbreak of COVID19. The current definition of an outbreak is: Two or more confirmed cases with symptoms of coronavirus (COVID-19) arising within the same 14-day period in people who work at or attend the educational and childcare setting or provision, or there is a high reported absence which is suspected to be COVID-19 related. A record of all confirmed cases and children and families that are self-isolating due to symptoms will be kept. This will not contain personal details about the individual. In all cases the principles of data protection will be maintained.

Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, will be swiftly reported to Ofsted through the usual notification channels.

https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcarebusiness?utm_source=c676c9a3-9ff0-4291-a304-85dbab2b9d21&utm_medium=email&utm_campaign=govuk_notifications&utm_content=immediate The committee will be kept informed at all times.

Retuning to the setting

Staff who receive a positive PCR/LFT test result can return to work after their isolation period has ended, provided their symptoms have improved, they have been afebrile (not feverish) for 48 hours without the use of medication to control fever, and are medically fit to return. Staff may still return to work if they still have a cough or a loss of or a change in normal sense of smell (anosmia) or taste, as these symptoms may persist for some time after the infection has resolved.

Negative test

If a child or member of staff has been tested and it is negative, they are able to return to the setting and family members can end self-isolation. If they still feel unwell normal policy should be followed.

Repeat positive test results withing 90 days of a prior positive test

If an individual is re-tested by PCR within 90 days from their initial illness onset or prior positive PCR test date and their test is positive, a clinical risk assessment should be used to decide whether new infection ('re-infection') is a possibility and to inform subsequent action including whether isolation is required. Guidance on reinfection and performing clinical risk assessment is detailed in the Investigation and management of suspected SARS-CoV-2 reinfections: a guide for clinicians and infection specialists.

The advice of an infection specialist should be sought to inform clinical risk assessment.

If staff are re-tested with an LFD antigen test within 90 days of a positive PCR test and are found to be positive, they and their household should self-isolate and they should arrange to have a follow-up PCR test. If the PCR is negative, they and their household can stop isolating.

Isolation requirements for repeat positive test results 90 days or more after a prior positive test

If an individual is re-tested 90 days or more after their initial illness onset or prior test date, and is found to be PCR positive, this should be considered as a possible new infection. They and their household should immediately self-isolate from when their symptoms started or

their test date if they do not have symptoms, and follow [stay at home guidance](#). Reinfection should be considered and further management including need for isolation assessed according to [guidance on the investigation and management of suspected SARS-CoV-2 reinfections](#).

Test and Trace support payments

Some staff, parents and carers may be eligible for a one-off Test and Trace support payment of £500. This is payable in one lump sum from the local authority. To be eligible for a Test and Trace support payment, you should meet all of the following criteria:

- be on a low income
- be unable to work from home
- be at risk of losing income as a result of self-isolating
- live in England
- meet the eligibility criteria [Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK \(www.gov.uk\)](#)

Staff identified as close contacts of a positive case will require an NHS Test and Trace account ID number (CTAS number) to be able to claim a Test and Trace support payment or discretionary payment. Parent and carers will not require an NHS Test and Trace account ID number (CTAS number). The setting will provide a letter to staff, parents and carers using the provided template. This will be required for anyone able to claim the support payment. The Department for Health and Social Care has launched the self isolation service hub (telephone number 020 3743 6715). The phone line is open 7 days a week, 8am to 8pm, allowing a setting to provide contact details of any staff who have been asked to self-isolate and are likely to be eligible for the Test and Trace support payment or discretionary payment. By providing these details, close contacts of positive cases identified at the setting will be formally advised to self-isolate by NHS Test and Trace and provided with an NHS Test and Trace account ID. Individuals who have not been formally advised to self-isolate by NHS Test and Trace will not receive an NHS Test and Trace account ID and will not be able to claim from the Test and Trace support payment scheme.

Shielded and clinically vulnerable children

All children who are clinically extremely vulnerable should attend their setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

Shielded and clinically vulnerable staff

Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can

continue to take. Further information can be found in the [guidance on protecting people who are CEV from COVID-19](#).

Number of children attending the setting

We will be offering normal sessions for preschool children.

Children may attend Hollies if they are attending another early years setting.

Children should wear clean clothes each day they attend.

Preschool Groups

Following latest government guidance we no longer need to split the children into smaller groups so we will open up the setting and children will be able to access all areas.

We have an outbreak management plan in place should we need to take extra precautions if we have an outbreak.

Staffing

Staff shifts will remain the same. If we have a number of staff off due to having symptoms, we may need to ask staff to swap a session or do extra cover.

Staffing numbers low due to illness/COVID19

If we experience staff absence and are unable to cover, especially high levels of staff absence we will assess the situation and decide on a course of action to take. We will keep parents informed of any changes we need to make.

Book bags

Book bags will be allowed into the setting along with the children's diaries. We will be issuing reading books. We will be discouraging children from bringing any other items from home into the setting. We will not be sharing the animal sacks.

We will be sending drawings and paintings home with the children. Some strains of coronavirus live for only a few minutes on paper, while others live for up to 5 days, so it may be advisable to quarantine paper.

Supporting children and families

We will continue to support children and families with regular posts, links etc on our Facebook pages and by email/dropbox.

We will share our planning / area of learning for the following week with parents.

Parents can ring for advice and support if required. Parents can also contact us via email to the manager manager@thehollies.org and This will be passed onto the key person, who will contact them via email or phone call.

The child's key person will ring parents half termly to check in with them and see if they need any support. We will do this for children attending / not attending the setting. If this is not possible, the manager or a supervisor will call.

The government have issued guidance for parents https://www.gov.uk/guidance/help-children-aged-2-to-4-to-learn-at-home-duringcoronavirus-covid-19?utm_source=41c4c8b8-fb8f-4003-81807639fdf40e80&utm_medium=email&utm_campaign=govuknotifications&utm_content=daily

Supporting parents and children with the changes made to the setting Information will be shared with parents before we re-open.

If parents have any questions or feedback following information sent out, they will be encouraged to share any feedback with us. This can be done via email, phone call or if preferred there is an ongoing parents survey available <https://www.surveymonkey.co.uk/r/WLQCFJG>

We would encourage parents to visit the survey and would welcome any feedback.

Before arriving at the setting Parents must

- ensure their children wear a clean set of clothes each day
- school dinners will be available, menus will be available on our website and Lower park website
- clean lunch boxes inside and out using an antibacterial cleaning product before use, and **name** them
- Apply sun cream to their child if needed
- Ensure their child brings a **waterproof** coat or sun hat that may be needed during the day
- During the winter months, ensure their child wears warm clothing/layers as windows will be open to ventilate all indoor areas
- Ensure their child washes their hands just before they leave to come to Hollies

Arriving at the setting

It is not mandatory for parents or staff to wear face coverings at the gate but they can chose to do so if they would prefer to.

The school will be busy so please take care when coming through the car park. The children will be greeted at the gate and signed in by the manager/supervisor stating time and person dropping off. Parents will collect their children from the gate and will be signed out by the manager/supervisor, stating time and person collecting.

Please ensure your child arrives before 8.20 if attending breakfast club.

We will take the children over to school and wait with them in the playground until the bell rings and they are all safely in school.

If any of the children, including school children, in breakfast club show signs/symptoms of COVID19 they will be kept at Hollies in isolation and their parents will be notified. They will remain in isolation at Hollies until they are collected.

Packed lunches for preschool children and book bags will be placed in box near the gate and children to keep coats / sunhats, backpacks with them and take them to their peg before washing their hands.

If the child becomes distressed a member of staff will take them if possible.

If this is not possible parent may be able to come in with their child, but may be asked to wear a face covering. We will work with parents to settle their child.

When all the children are signed in and parents have left the area, manager will count how many children on the register. Supervisor to do a head count. Staff register to be checked to confirm number of staff in the setting.

Usual phone call to parents if child we are expecting does not arrive for preschool. All preschool children will arrive at the usual time of 9am (unless in breakfast club) and will be collected at 11.30, 12.30, 3pm or 3.30 depending on sessions they are attending.

Afterschool children can be collected anytime from 3.30 up until 6pm.

Handwashing

Good hygiene practices will be adhered to by children and staff attending the setting.

Children will wash hands

- Before snack and mealtimes
- Following use of toilets/nappy change
- If they cough or sneeze onto their hand
- After messy play

Wash hands thoroughly for 20 seconds, encouraging children to sing song 'this is the way we wash our hands', twice.

We understand that hand washing can cause dry skin on hands. If your child is suffering with dry skin and you feel applying hand cream will help reduce this, we can apply hand cream after handwashing. If you feel your child needs this, please contact the manager manager@thehollies.org or phone 01625 850176. An outdoor handwashing basin has been installed.

Staff will be issued with hand sanitiser to use when they cannot access hand washing facilities.

Respiratory hygiene

Good respiratory hygiene will be encouraged. Catching coughs and sneezes on a tissue or sleeve. Tissues will be readily available and bins for their disposal. Children catching a sneeze on their hands must wash their hands straight away.

Cleaning routines

Normal cleaning routines for toilets, frequently touched surfaces etc will remain.

Disinfectant / antibacterial spray and wipes will be used, ensuring manufacturers guidelines are followed.

The door curtain will be cleaned regularly.

Early Years Foundation Stage

Guidance states that early years settings 'should use reasonable endeavours to deliver the learning and development requirements as far as possible in the current circumstances as set out in the EYFS'.

Priority - We need to ensure we support the children's wellbeing and emotional health. We will aim to cover all areas of the EYFS.

We will aim to keep routines in place with the children. Circle times will be used to talk to the children about their new routines, handwashing etc.

From September we will be implementing the revised Early years foundation stage.

[Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/426262/Statutory_framework_for_the_early_years_foundation_stage.pdf)

Snack time and Lunch time

Snack time will be well supervised and water and milk will be served to the children, along with their snack.

Tables will be organised to accommodate groups of up to 8 children, ensuring where possible there is a 1 metre distance between children sitting opposite each other.

After lunch, the lunch box will be placed in a box ready for going home time. Children will wash their hands before and after snack/lunch.

First aid

When dealing with an accident staff should wear the usual protective equipment – gloves, apron, face shield.

Accidents

Any accidents will be recorded in the usual way. The manager will phone the parent to inform them of their child's accident and make a note on the report of the time, who they spoke to or if they left a message. The top copy will be sent home with the child.

Home accidents

Parents must send an email to the manager to report any home accidents, before their child arrives at the setting. This will replace the home accident form and will be kept as our record.

Medication

If a child does require medication, we would ask that parents phone the manager to discuss this. We would then ask parents to confirm this in an email to the manager manager@thehollies.org with the details and we will use this as our permission. The manager will confirm by return email that the child has received their medication. Please

note a child that needs paracetamol to keep a temperature down should NOT be attending the setting.

Sun cream

Sun cream will be applied after lunch. The member of staff must wash their hands before applying sun cream to the next child.

Children's achievements

We will continue to recognise children's achievements both within the setting and at home and would ask parents to email manager@thehollies.org anything their child has achieved at home so we can present an 'I'm a star because' certificate to them.

Supervisors will continue to recognise children's achievements, awarding star of the day.

End of the preschool day

At the end of the preschool sessions parents will be asked to wait outside and their child will be sent out to them. It is not mandatory for parents or staff to wear face coverings at the gate but they can chose to do so if they would prefer to.

The manager/supervisor will sign the children out, stating time and person collecting. Parents collecting children from afterschool will be asked to ring the bell and their child will be brought to them at the gate. Supervisor to sign them out, stating time and person collecting.

Afterschool

Children attending for afterschool will follow the usual routines for transition from school to Hollies. It is not mandatory for staff to wear a face covering when dropping off/collecting the children from school, but they can do so if they prefer. Reception and key stage 1 children will be collected from their classrooms and will meet in the outdoor classroom before walking over to Hollies. They will enter the setting via the back door and use hand sanitiser before snack. Key stage 2 children can walk over, entering by the back door. The supervisor will mark them in as they enter the setting.

Afterschool snack will be prepared and served to the children. Water and milk will be offered.

Parents will be asked to ring the bell, wait at the gate and their child will be brought to them by the supervisor. The supervisor will sign the child out, stating time and who has collected the child. If it is not the usual person collecting, parents must inform the setting prior to collection and ensure the person collecting has the password. Parents must also inform the setting if their child will not be attending a session, by telephone 01625 850176.

End of the day

Usual cleaning routines, plus

- Cleaning – any toys that have been in use to be cleaned using suitable cleaning product (some may have already been cleaned)
- All surfaces to be cleaned using disinfectant – see instructions for dilution

- Open all windows on wide setting to allow good air circulation

Fire practice

Fire practices will be held regularly, as normal.

Learning book

We will endeavour to continue to complete observations using the learning book. Any observations will be uploaded regularly for parents to access.

Air conditioning/heating

Good ventilation is essential. Windows to be kept open, using locks to secure them in Badger base.

The air conditioning/heating is safe to use if it is needed. This has been confirmed with the air conditioning company.

Essential visitors to the setting

Any visitors to the setting should be avoided if possible. This includes any students doing Duke of Edinburgh award or on placement. However, there will be some visitors that are unavoidable such as alarm testing, playground inspection.

These visitors should attend when there are no children and minimal staff. They must follow guidelines around social distancing and handwashing.

Nappy collection – member of staff to take bag to gate for collection, maintaining social distance.

Food delivery – to be collected from the gate, maintaining social distance. Portable box to be used. Delivery times to be arranged between 4 – 5pm.

If it is essential for visitors to attend the setting they must use hand sanitiser and wear a face covering/visor and an apron.

If the visitor is coming to observe a child, parents must be informed before the visit. If the visitor is coming to observe a member of staff doing an activity, parents' permission must be sought before the visit. Badger base to be used and kept well ventilated. Visitors to maintain social distancing during their visit.

A record of who is attending the meeting and children involved (if any) will be kept.

New starter visits

It is important that we offer settling in visits for children who are new to the setting so that they will become familiar with their new surroundings and meet their key person. Parents will have the opportunity to speak with their child's key person.

We ask that parents adhere to the following rules when attending for settling in visits:

- Only 1 parent to attend. If both wish to attend
- Wash hands on arrival. A hand sanitiser will be made available for the duration of the visit
- We may ask the parent to wear a face covering

- If the toilet is used wipes will be provided to clean after use, and placed in the nappy bin
- A member of staff will clean the nappy changing area if it is used.
- It may be necessary to limit the time spent in the setting
- Only 1 visit per session

Prospective parent visits

We need to limit the number of people coming into the setting.

Prospective new parents can ring the setting for information and the manager will arrange visits at a time when there are no children or very few children in the setting. This may be a Saturday morning or later on during the day.

We will ask for a LFT to be taken before the visit. We may ask for a face covering to be worn. A phone call to discuss any requirements can also be arranged.

This is a working document and will be updated regularly, when the need arises, based on regular communication with staff and parents.

An ongoing parents survey is available <https://www.surveymonkey.co.uk/r/WLQCFJG> We would encourage parents to visit the survey and would welcome any feedback.

Safeguarding Appendix COVID-19

Should the setting close due to COVID-19 and children need to attend a new setting any safeguarding concerns must be passed onto the new setting. This should be done via encrypted email. If this is not possible the information can be delivered to the DSL at the setting, following government guidelines of social distancing.

The current safeguarding / further safeguarding policies should be adhered to during this time.

It is extremely important that staff are vigilant at this time of global health crisis. Parents may be under extra pressure due to working longer hours and the threat of COVID-19 effecting their families. Staff working in the setting will also be concerned about COVID-19 effecting their families. If a member of staff has any concerns about another member of staff they should speak to the DSL /DDSL immediately, or if unable to contact them speak to the LADO.

The DSL and/or the DDSL should be contactable by phone if they are not working in the setting. Failing this the committee member responsible for safeguarding should be contactable if possible. Staff should have access to contact numbers for all the above. In circumstances where these options are not available the member of staff should contact Checs for advice, explaining the circumstances.