



Registered Charity No: 1128799

The Hollies Pre-school

Opening during COVID 19

April 2022

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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. We will continue with preventative actions such as good ventilation, hand washing etc and continue to support our children and families.

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

[Health protection in education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-protection-in-education-and-childcare-settings)

[People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19)

Attendance

Anyone displaying any of the following symptoms **and a high temperature** must not attend the setting. This includes staff, children and any member of their household.

- a high temperature or shivering (chills) – a high temperature 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
- a loss or change to your sense of smell or taste
- shortness of breath
- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick

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

There is no longer a requirement for staff or children to test if they have symptoms.

The guidance states the following:

Try to stay at home and avoid contact with other people if you have symptoms of COVID-19 and either:

- you have a high temperature

- you do not feel well enough to go to work or do your normal activities

Take extra care to avoid close contact with anyone who is at higher risk of getting seriously ill from COVID-19.

You can go back to your normal activities when you feel better or do not have a high temperature. Please note, our usual 48hour policy will apply to any high temperature or sickness/ diarrhoea symptoms.

If your child has mild symptoms such as a runny nose, sore throat or mild cough, and they feel well enough, they can attend childcare.

As an extra precaution The Hollies will provide a testing kit for a member of staff displaying a high temperature to try to limit the risk to others attending the setting.

The guidance around positive tests is as follows:

adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days.

This will be followed in circumstances where a positive test is recorded.

Please inform the setting if your child does have a positive covid test.

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 a high temperature 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. Eye protection can also be worn if it is deemed necessary.

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 in the usual way. 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

Child or adult becoming ill, displaying COVID19 symptoms.

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. The room must be well ventilated. If they are displaying a high temperature parents should be asked during the phone call if we can administer paracetamol (Calpol) straight away.

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.

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

Contacts of positive cases

Cases and Contacts will no longer be contacted by the Test and Trace service.

People who live in the same household as someone with COVID-19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact.

If a member of staff is aware that a member of their household has COVID-19, we would ask that they:

- minimise contact with the person who has COVID-19
- avoid contact with anyone you know who is at [higher risk of becoming severely unwell](#) if they are infected with COVID-19, especially those with a [severely weakened immune system](#)
- wear a well-fitting [face covering](#) made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people
- pay close attention to the symptoms as listed above
- Follow this advice for 10 days after the day the person you live or stayed with symptoms started (or the day their test was taken if they did not have symptoms).

Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal.

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 remain open 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.

Positive test

There are a small number of people who will still be able to get free COVID-19 tests from the NHS. If you are eligible and take a test which is positive, please inform the setting as we will need to report this to Cheshire East.

Episodes of Concern

Schools/settings are asked to inform the local authority when there is an episode of concern in school/setting. These are defined as:

1. When there is a sudden increase in the level of absence and/or confirmed cases of COVID-19 in a class or group or when the absence in a class or group reaches 20%.
2. When an adult or child is admitted to hospital and this is actually or potentially linked to an infection
3. When cluster of cases are affecting vulnerable individuals linked to the setting
4. When staff absence is high and there is a possibility that face-to-face learning cannot be maintained for all children.

In these circumstances we will follow the following advice:

- Record the episode on the Cheshire East Outbreak Log
- Seek and follow the advice given by Cheshire East which may include supplying kits for additional testing or limiting the contact between groups

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.

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.

Supporting children and families

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

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. If this is not possible, the manager or a supervisor will call.

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

Arriving at the setting

It is not mandatory for parents or staff to wear face coverings at the gate but they can choose 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.

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

If this is not possible parent will 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

We will continue to work with 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 keep routines in place with the children. Circle times will be used to talk to the children about handwashing etc.

We are now implementing the revised Early years foundation stage.

[Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

First aid

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

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

Please apply sun cream to your child before they arrive at the setting. Sun cream will be re-applied after lunch.

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 library before walking over to Hollies. They will enter the setting via the back door. 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

- All surfaces to be cleaned using disinfectant – see instructions for dilution
- Keep windows open to allow good air circulation whilst cleaning is completed and close just before leaving the building.

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 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 – this can be brought directly to the kitchen. Delivery times to be arranged between 4 – 5pm.

If it is essential for visitors to attend the setting we may ask them to 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:

- 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

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 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.

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.