COVID-19 Policy

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### **Amendments and Updates to Current Policies**

Below are listed amendments and updates to our current policies. These updates sit alongside our regular policies and should be read in conjunction with these documents.

### **Safeguarding children, young people, and vulnerable adults**

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

### **Student Placements & Volunteers**

Update 1st September 2021

Students are now able to attend the setting again. College have assured us the students have access to Covid-19 Lateral Flow Tests, and they are able to test themselves twice a week. Volunteers will be considered. They must be happy to perform a lateral flow test twice a week (if full time) or before each visit. They must also be happy to provide their vaccination status so we can advise the COVID helpline in regard to contact tracing if necessary.

### **The role of the key person and settling-in**

During the COVID-19 outbreak it is likely that some children will not have their usual key person. Where this is the case, the principles of the key person role are followed as closely as possible.

Any temporary staff must be trained to proficiently and safely administer medication and medical procedures for individual children. They must also adhere to the guidelines and procedures on caring for the individual needs of children with SEND, as detailed in their Health Care Plans.

Update 17th May 2021

All staff have refreshed their safeguarding knowledge with a Level 1 Safeguarding Course, and 6 members of staff are now trained as Level 2 Designated Safeguarding Leads. All staff are aware of how important it is to be vigilant for signs of abuse currently, and they understand their responsibility to record and report any concerns in line with our safeguarding policy.

Update 1st September

Continue to ensure children have a key worker at all times, and that key workers are managing their workload. If a staff member is forced to isolate and is therefore off for a period of time, their key children will be monitored by other Early Years Practitioners. All staff have a current Level 1 Safeguarding Certificate, and all safeguarding concerns shared with Management.

### **Staffing**

During the COVID-19 outbreak, staff will be deployed as per the government guidance. Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the manager. Otherwise the following procedure applies.

During the COVID-19 outbreak early years staff are themselves considered to be ‘key workers’ therefore should be able to source childcare for their own children.

Update 17th May 2021

All EYP staff have returned from work from Furlough. One member of staff has returned from work following maternity leave, another is still on maternity leave. We are actively recruiting.

Supply agencies have been used to cover any staffing gaps and will continue to be used, however we hope the recruitment process will be successful.

Update June 2021

We have made two appointments. We are waiting for DBS clearance for one candidate, prior to commencing employment. The other is due to begin on the 19th July 2021.

Update 1st September 2021

Following recruitment we now have a full staff team meaning most absences should be covered internally. If this is not possible, supply staff may be required. Where possible, we will use supply staff who have been to the setting before.

### **Managing children who are sick, infectious, or with allergies**

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

1. Child presents with symptoms; parents are requested to collect child and seek a test for COVID-19 and call NHS 111 for advice.
2. Child’s parents are requested to inform setting of outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion even if no symptoms are present.
3. For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The Manager/Deputy Manager will inform the Directors and retain a confidential record. The local Health Protection Team can be contacted on 0344 225 0462 (option 2). The address for the local HPT is PHE Cumbria and Lancashire Health Protection Team, Lancashire County Council, Pitt Street Reception County Hall, Preston, PR1 8XB.
4. Acting on the advice of the local HPT, the setting will either:
* close for a set period and undertake a deep clean
* carry on as usual but also undertake a deep clean
1. If a notifiable disease is confirmed, staff must inform the line manager immediately and Ofsted must be informed within 14 days. Cases of confirmed Coronavirus should be treated as a notifiable disease.
2. A deep clean is undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced, and staff are vigilant to any further signs of infection.
3. The manager continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.

### **Food and Drink**

Parents and Carers are being asked to supply a packed lunch during this period. The following procedures must be followed:

* Children’s hands are washed prior to being given food or drink.
* All staff must role-model best hygiene practice.

### **Supervision of children on outings and visits**

As of 1st September outings and visits can be recommenced. These outings are valuable to children’s welfare and development and can offer them different experiences to those available within the Nursery setting. For further information on outings, see the ‘Supervision of Children on Outings’ policy.

### **Promoting Positive Behaviour**

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

It is possible children may have lost a family member due to COVID-19 or know someone living with the long term affects. Discussion of the virus between adults should be thoughtful and considerate, understanding that each child may have a unique perspective.

### **Provider records**

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management. A central record of all confirmed cases of COVID-19 may be held. This record does not contain personal details about the individual. Records are kept of individual cases of children/families who are self-isolating due to symptoms as normal absence would be reported. In all cases the principles of data protection are maintained.

### **Changes to Current Provision**

Listed below are changes or further details in relation to Morecambe Day Nursery’s response to COVID-19.

### **Changes to dropping off and collecting children**

Children will be dropped off and collected via the basketball court and outdoor area. There will be no access to the Children’s Centre Reception until further notice. Children should be dropped off and collected by one adult, preferably the same adult, where possible.

Gates will be opened for approximately 15 minutes around each drop off and collection time. At these intervals, children will be kept inside to maintain safety. If a parent or carer is early to drop off their child, they should wait until the gate is opened by a staff member. If a parent or carer is late to collect their child and the gate has been locked, they should telephone the Nursery on 01524 415223 and their child will be brought out to them.

Update 17th May 2021

The current drop off and collection procedure is working well. We believe for Pre-School children it is working as a brilliant way to help with the transition to school and being dropped off in the playground when they start Reception. We understand that for the younger children, especially the Babies, and for new starters, being dropped off in this way can be difficult. Although the system for drop off and collection remains the same following these updates, if a child, particularly a younger child, is distressed and will not leave their parent or carer, then they may accompany the child into the setting in order to hand them over. If this occurs, the parent/carer must be wearing a mask, must remain socially distanced from staff and children that are not their own and they must not be presenting with any COVID-19 symptoms.

In circumstances where a child is upset and does not want to leave their parent or carer, the parent or carer can now accompany the child into the setting. If doing this, they must sanitise their hands, where an appropriate face covering, keep socially distanced from the staff and children that are not their own and they should aim to leave the child as soon as practically possible.

Update 1st September 2021

As we approach winter cold and flu season, we have decided to keep this approach to drop off and collection. The children settle well coming in this way, and the reduced risk makes it worthwhile. We may need to reconsider this approach as the weather deteriorates.

### **Attendance when extremely clinically vulnerable**

The government have issued guidance on whether your child should return to Nursery if they or someone in your household is shielding due to being classed as extremely clinically vulnerable. At this time, it is not recommended that your child returns to Nursery if this applies to you.

If someone in your household or your child is called as being clinically vulnerable, the current advice is that they can attend, however this is an individual decision and you as parents or carers must decide what is best for you and your family.

### **Attending multiple settings**

Children should only attend one setting where possible. All instances of children attending two settings should be assessed by the Manager/Directors, and allowances may be given in certain circumstances. Should a child attend two settings, and need to isolate following a positive test in their other setting; the children who attend at Morecambe Day Nursery will not be required to isolate, unless the child (or they themselves) show symptoms.

### **Wearing Clean Clothes**

Staff and children should ideally wear clean clothes daily and we would encourage all parents and carers to wash clothing daily where possible.

### **Administering Medication, Asthma and Applying Sunscreen**

We will not be administering medications such as Calpol at this time. If your child requires Calpol (or similar), they are not truly fit and well and therefore should not be attending Nursery until they are in full health.

The administration of antibiotics will be done on a case by case basis and would be dependent on the illness for which the antibiotics are treating. For example, if your child is on antibiotics for a respiratory infection, they should not be attending Nursery. If your child requires prescribed medication, you should telephone Nursery on 01524 415223 and discuss with the Manager whether they should be attending whilst undergoing a course of treatment.

If you have a child who suffers with asthma and requires an inhaler, we understand that this could be an exceptionally worrying time. A risk assessment will be carried out for any child attending the setting who has asthma and requires the use of an inhaler. Any parent/carer of a child with asthma should consult their child’s GP or asthma nurse prior to returning to Nursery and create an Asthma Action Plan. The website [www.asthma.org.uk](http://www.asthma.org.uk) contains useful COVID-19 advice regarding asthma and children returning to school or Nursery.

Sunscreen should be applied at home before the child arrives at Nursery. This is the parent/carers responsibility. If your child attends for a full day, sunscreen will be reapplied at lunchtime. Please ensure your child brings their own bottle of sunscreen, and that it is labelled with you child’s name. Staff will wear gloves to help children reapply sunscreen. If your child attends Nursery for either a morning or afternoon session, sunscreen will not be reapplied whilst at Nursery. All children should ensure they bring a hat for outdoor play.

### **Changes to provision**

The care your children will receive will be the same as the care they received prior to the COVID-19 pandemic. However, certain changes will need to be implemented to ensure children are kept as safe as possible and to minimise the risk of transmission of any illness throughout the setting.

We have removed sand, water, and playdough as we deem these to be areas where transmission could be high. We have removed soft furnishings such as blankets and cushions. We have kept our rugs, and these will be sprayed at the end of each day. We have removed wooden toys, and plastic toys will be disinfected at the end of each day and left to air dry overnight. Books will be wiped periodically, and all surfaces will be wiped regularly.

Update 17th May 2021

All areas of continuous provision have been reinstated. Sand, water and playdough will be monitored by staff and all children will be asked to wash their hands before and after playing with the sand and playdough. As we move into Summer, we continue to focus on outdoor provision and the positive health benefits of children being and playing outdoors. Appropriate outdoor clothing must be worn and all children must have access to shade and water during hot weather. We feel the benefits if using these resources outweighs the risk at the present time. This will be reviewed regularly.

Update 1st September 2021

We do not feel the reintroduction of these resources has caused any adverse effects in relation to the spreading of the virus. We will continue to monitor their usage and change our protocols if necessary.

### **Illness and COVID-19 Symptoms**

We ask all children attending only do so if truly fit and well. If a member of staff deems a child to be unwell on arrival, you will be asked to take them home and monitor them. We ask all parents and carers to respect any decision made by a staff member and follow the instructions given. Abusive behaviour towards staff members will not be tolerated and would forfeit your right to a place at Morecambe Day Nursery.

#### **If a child presents with COVID-19 Symptoms, whilst at Nursery**

* Child will be isolated from their peers with a member of staff from their room. Staff member will wear PPE (gloves, apron, and mask) as social distancing is not possible with small children.
* Parent/Carer will be contacted to collect child immediately.
* A COVID-19 test must be sought for the child as a matter of urgency.
* Whilst test is being sought for child, all children and staff in room or ‘bubble’ must self-isolate at home.
* Parent/Carer of symptomatic child must keep Nursery informed of situation regularly.
* If test is positive, all children and staff within that room or ‘bubble’ must remain at home for 14 days.
* If test is negative, all children and staff within that room or ‘bubble’ can return to Nursery.
* If the symptomatic child is found to have a cold or other common childhood illness, they must not return to Nursery until truly fit and well.

#### **If a child presents with COVID-19 Symptoms, whilst at Home**

* Parent/Carer must contact Nursery to inform that the child has symptoms and is being kept at home.
* A COVID-19 test must be sought for the child as a matter of urgency.
* Whilst test is being sought for child, all children and staff in room or ‘bubble’ must self-isolate at home.
* Parent/Carer of symptomatic child must keep Nursery informed of situation regularly.
* If test is positive, all children and staff within that room or ‘bubble’ must remain at home for 14 days.
* If test is negative, all children and staff within that room or ‘bubble’ can return to Nursery.
* If the symptomatic child is found to have a cold or other common childhood illness, they must not return to Nursery until truly fit and well.

#### **If a member of staff presents with COVID-19 Symptoms**

* Staff member must stay at home or go home (if at work) as soon as possible. Isolating from other staff members and children.
* Staff member must seek a COVID-19 test as soon as possible.
* Whilst test is being sought for staff member, all children and staff in room or ‘bubble’ must self-isolate at home.
* Staff member must keep Nursery informed of situation regularly.
* If test is positive, all children and staff within that room or must remain at home for 14 days.
* If test is negative, all children and staff within that room or ‘bubble’ can return to Nursery.
* Staff member should not return to Nursery until truly fit and well.

### **Confirmed cases**

* If we have 2 or more confirmed cases within 14 days, or a rise in sickness absence due to suspected cases we will contact the local health protection team for advice.

### **Hygiene Practises and PPE**

Gloves and aprons will be worn as usual when changing nappies. Masks will only be worn by staff if symptoms of COVID-19 appear in a child who is in attendance. In this instance, it is unlikely that social distancing will be possible between the staff member and the child displaying symptoms as the child may need to be comforted.

Children will be asked to wash their hands regularly, including;

* On arrival at Nursery
* When using the toilet
* Before eating or drinking
* If their hands are visibly dirty
* Before they go home

Staff will supervise hand washing and will encourage and demonstrate handwashing thoroughly and correctly for the recommended period of 20 seconds.

Nursery will be cleaned daily by an outside cleaning company (as before closure). All handles and high touch surfaces in Nursery will be cleaned by staff in the morning and afternoon using disinfectant spray.

### **Food and Drink**

The serving of hot lunches is temporarily suspended. All children attending for the lunchtime session (11:30-12:30) must therefore bring a packed lunch. Unfortunately, staff are unable to reheat individual lunches, therefore food must be brought from home that can be consumed straight from the lunchbox. If a lunchbox contains perishable items, an ice pack must be included.

Children are not required to bring a water bottle as fresh water is always available. They may bring a drink to have with their lunch, however we do not promote children being given juice. Milk or water is best. Any reusable bottles must be clearly labelled and will only be given to children at lunchtime; water will be provided to those without a drink in their lunchbox. Children often have the same bottles as other children, and therefore we cannot ensure cross contamination or transmission.

Children will still be given snack in the morning and afternoon. Parent/Carers are responsible for keeping allergy information up to date with the setting, and allergen information will continue to be adhered to.

Tea will become an additional snack rather than a small meal.

Update 17th May 2021

Hot meals will commence from September 2021 should demand be high enough.

Update 1st September 2021

Hot meals did not gather enough interest to make them economically viable, therefore at this time they will continue to be suspended.

### **Sleeping**

Cots/Sleep Pods will still be used for nap times where appropriate. Cots/Sleep Pods will be wiped down with antibacterial spray between uses and sheets will be changed and washed after each use. If a child requires a bouncer to be settled, the bouncer will be wiped down after use and where possible the cover will be washed between uses. If it is not possible to wash the cover, it will be sprayed with antibacterial spray and left outside to air dry.

Mats will be used in the Tiggywinkle Room as before. Mats will be wiped down with antibacterial spray before and after each use. If blankets are used, these will be washed between uses.

Windows will be open where possible to encourage fresh air and ventilation whilst the children are sleeping; however the space will not be allowed to get too cold.

This policy was created in May 2020 but is subject to constant review as the UK Government release further guidance. Additions or amendments will be updated when necessary.

This policy was updated and published on 1st September 2021.

Director Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 01/09/2021

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