



Ferring Funtime Community Pre-school

Opening During the COVID-19 Outbreak Policy & Procedure

The main principles of our existing policy and procedures remain in place, however, some key changes will be needed while we are open during the pandemic. These are listed as follows, for parents to be aware of any temporary changes or additional measures.

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.

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.

Staffing

During the COVID-19 outbreak, staff will be deployed as per the government guidance. A risk assessment for working with prioritised places is available. 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 supervisor.

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 diagnosis from GP or take further advice from NHS 111.
2. While a child is awaiting collection, they will be moved to the sensory room, where then can be isolated behind a closed door. Windows should be opened for ventilation, using the sensory room toilet if needed. The supervising adult must wear the appropriate PPE (face mask, eye protection, gloves and apron).

The member of staff who supervised the isolated child does not need to go home unless then develop symptoms themselves. Staff are entitled to test should symptoms present and/or if the child subsequently tests positive. Staff should follow PHE advice guide to donning and doffing standard Personal Protective Equipment (PPE), that is displayed around the setting, including the sensory room. Cleaning advice should then be followed, see the COVID

10: cleaning of non-healthcare setting guidance. (<http://www.gov.uk/publications/covid-19-contamination-in-non-healthcare-settings>)

3. Child's parents are requested to inform us 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.
<http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
4. 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 will inform the trustees and retain a confidential record.
5. 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
6. If a notifiable disease is confirmed, staff must inform the manager immediately. Cases of confirmed Coronavirus should be treated as a notifiable disease.
7. 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.
8. 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.
9. Where a child or staff member test positive, the rest of the attending children and staff will be sent home and advised to self-isolate for 14 days. The other household members of the group do not need to self-isolate unless they subsequently develop symptoms.
10. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will us on the most appropriate action to take. Any staff showing symptoms must follow the applicable steps as above.

Food and drink

During the outbreak we shall not be preparing snacks for the children and request that parents pack a suitable healthy snack for the sessions that they are attending. All containers must be clearly labelled with child's name and the following procedures must be followed:

- Hands are washed prior to snacks and lunches being consumed.
- Tables are never overcrowded during mealtimes. Some social distancing is encouraged even though it is acknowledged that children will play in close proximity for the rest of the session.

Supervision of children on outings and visits - Suspended

During the outbreak, trips and outings are suspended. Children will still have access to outdoor play and learning opportunities as normal.

Risk assessment

A new risk assessment template has been adopted for managing prioritised places and ensuring that the safety and well-being of every child is paramount. The form can be used for groups or for individual children who may be vulnerable.

Promoting Positive Behaviour

This is 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.

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 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

Keeping you informed

It is worth bearing in mind that due to the ever-progressing science and discovery of how the virus behaves, our procedures will adapt to reflect the new information and guidance given. We will aim to keep our documents as up to date as possible, following the new information and advice given. We shall always practice with the safety of the children and staff as a priority under the current guidance.

This policy was updated and adopted on..... April 2020

To be reviewed by March 2021

Signed on behalf of the pre-school *S. Thwades* **Chair**

..... *S. Cooper* **Manager**