

COVID – 19 POLICY AND PROCEDURE – JULY 2021

Due to the COVID-19 Pandemic that is ongoing Carousel Nursery School has put into place the following policy and procedure to protect, families, children, staff, and visitors from the potential spread of the virus. This must be adhered to 100% and there is no room for adaptation and is to ensure smooth operation of the setting, providing childcare to families most in need.

We will update the policy as and when any government guidance changes and/or if anything changes for the setting to continue to ensure the safety of everyone is paramount.

Please note despite restrictions lifting on July 19th we will still require everyone that uses our setting to follow this guide – that includes wearing a face covering when dropping off/collecting your children.

CHILD'S CARE ROUTINES ETC

If your child's care routine, allergies, needs, dietary requirements, sleep times etc have changed or anything else we need to know then please email it to us as soon as possible so that we can update their records here and meet those needs.

OPERATIONAL HOURS/DROP OFF AND COLLECTION TIMES

The nursery will be open 7:30am to 6pm

These times will be in place until you are notified otherwise and are to ensure the smooth operation of the nursery and allow time for extra cleaning procedures on top of the normal daily duties already in place.

Please stick to your child's sessions IE if they come 9-1pm (unless they have recently changed). As this affects the staff to child ratio and we are trying to avoid a mass of people coming/going all at once.

Please take note that the new procedure when dropping off/collecting may take longer than usual, so please allow time for this and be patient. Everyone coming at the same time will mean the wait time will potentially increase.

CHILD DROP OFF AND COLLECTION

No one will be entering the building except those children attending and nursery staff.

Drop off and collection will take longer than usual so please allow yourself enough time and be patient.

Before entering the building, all children will have their hands sanitised at the door with a member of staff, once inside children will wash their hands as normal whenever toileting, potty training and eating food both before and after.

We try to ensure that only staff in your child's bubble will see them in and out of the building, however this may not always be possible. All staff however wear face coverings and sanitize their hands before seeing each family in and out of the building.

Only one family will be able to be in the forecourt at a time, when waiting to enter the forecourt please queue along the side of the nursery forecourt wall and around the side of the building on the right hand side of Nelson Avenue maintaining a minimum distance of 2m apart to the person in front of you at all times.

When families exit the forecourt we ask that you stay distanced by moving toward the road side of the pavement from those still waiting to enter through the gate and use the left side of Nelson Avenue furthest away from the building if that is the way you need to go.

We ask that you wash their hands with soap and water as soon as they get home.

All belongings will be sent home daily with your child.

CLOTHING/SPARE CLOTHES

When attending the setting it is advisable that the children wear clean clothes each day they are in, however shoes, hats, coats can be re-worn daily. Please provide a labelled bag that is large enough to fit these items in. **NO CARRIER BAGS PLEASE.** (due to health and safety)

Your child still needs to bring in their daily essentials, remembering the appropriate amount of spare clothes to change into if they get wet, dirty, or have a toileting accident. You will be getting a phone call to bring in clothes for your child if needed.

Clothing needs to be kept inside a sealed bag (within the backpack) to avoid any contamination.

NAPPIES AND WIPES ETC

BABY GROUP (0-2) will still be used from their baskets that are here on site. If your child has gone up a size or two, please provide new nappies. Please keep an eye on your Xplor app to see any requests for more nappies and wipes when your child is low or has ran out.

TODDLER GROUP (2-3) will need to continue to pack these in their bags daily and this will be sent home daily.

PRESCHOOL GROUP (3-5) if for any reason your child is not toilet trained and did have pullups on site you will need to provide new ones and take them home daily.

MEALS

LUNCH/TEA - LABELING

All food items entering the building that you wish your child to consume **MUST** be clearly labelled with their initials and whether it is for breakfast, snack am/pm lunch or tea.

BREAKFAST

We are now able to offer the children breakfast which we can provide or if you wish to provide your own then that is fine. (We can provide cow's milk) Babies – parents' preference. Toddlers and Preschool for children in before 8:30am.

SNACKS

We have returned to providing snacks for the children at approx. 10 and 2pm each day

GARDEN

The nursery garden will be used as it would normally be (frequently rain or shine) throughout and as an extra space for the children in our care, this will continue to provide them with fresh air and exercise daily. Please provide the appropriate clothing depending on the weather.

SUNCREAM AND SUNHATS

Please still put sun cream on your child before they attend and follow the local weather to see if you need to do this. Remember we have a shelter in the garden to create a shaded area and children will be out for a minimum amount of time to avoid burning on hot days, we will be re-applying sun cream after lunch time for those staying at nursery. So please also pack this in your child's bag labelled. If your child starts mid-way through the day you still need to put it on just before they start their afternoon session.

As already mentioned above in the 'clothing' section please provide a labelled sunhat for your child to wear when going outside.

COMMUNICATION

As staff we be fulfilling different roles to ensure safe and smooth-running, answering of the telephone will be limited, therefore we ask that you use the nursery email as your primary point of contact and we will respond to people based on the level of need and urgency to your enquiry.

We will continue to contact and inform parents via Email, Facebook, Xplor home App and via telephone. We will prioritize all urgent/emergency matters via telephone first and foremost.

SOCIAL DISTANCING OF CHILDREN/EXPECTATION

Children will be encouraged to social distance where possible however the expectation of children 5 and under is simply not realistic, so children will have contact with one another at some point in the day including the staff.

OPERATING IN A SOCIAL BUBBLE

As per the guidance children that show symptoms of suspected COVID-19 will be sent home and need follow the current guidance which could include the child being tested.

INDEPENDENCE

Children will be encouraged to be as independent as is developmentally possible when it comes to self-care routines such as wiping nose, bottom. Staff at Carousel will however continue to support them with this and follow our already ridged hygiene practices to keep staff and other children safe after helping children with these self-care routines.

SYMPTOMS

We understand that the winter months are coming, however we are following government guidance on how to keep every child, staff member and adult safe so if your child has any COVID-19 related symptoms they will be sent home following the guidance.

Any and all symptoms will be treated as 100% serious at all times, there is no room for second guessing and while we appreciate some symptoms may be linked to other health/medical reasons we cannot make ANY allowances for symptoms that may be linked to COVID-19. Therefore, if your child has ANY symptoms, we will require them to be collected immediately from the setting and for you to seek medical advice. For those who pay you will still be charged fees while your child is off.

Symptoms can be all or any of the following:

- A high temperature
- A new continuous cough
- Loss of or change in their normal sense of taste and smell

Please refer to local guidance about being tested for COVID-19 and how you can access this.

We have upgraded our thermometer to non-contact infrared to record any temperatures accurately.

If any family member in the child's household has any of the symptoms you must inform us immediately and your child will have to self-isolate with you and the whole household in line with the current government guidance (please check as this may change daily) for the appropriate period of time before returning to the setting.

We will not be giving Calpol etc for temperatures as this may mask the high temperature symptoms, you are able to do this AFTER you have sought medical advice.

If your child is due to go home with symptoms staff with them will be wearing PPE until they are collected and moved to a room on their own (with an adult) which is well ventilated, if they need the

toilet or their nappy changed while they are waiting to be collected they will use a separate toilet to anyone else/separate changing area/mat.

PPE Staff will wear is:

- Disposable face mask
- Disposable gloves
- Disposable apron

CLEANING PROCESS

We will continue to be keeping the nursery clean to the same high standard we did before the outbreak. We are however putting additional cleaning processes in place to enhance this.

We will be cleaning the rooms daily after closing at 6pm.

Toys that are used by the children in their groups will be sterilised weekly.

Plates, bowls, and cutlery used at mealtimes will also be washed.

We will slowly be reintroducing soft toys and furnishings over the summer.

Bedding will be washed weekly and only used for that child.

Beds/cots will be disinfected after every use.

All high contact surfaces will be cleaned regularly – such as banisters, door handles etc

STAFF SELF PROTECTION

Just like we did before the outbreak all staff wear disposable aprons and gloves when dealing with any bodily fluids and are in the practice of sanitising their hands every time they come into contact with a child such as changing nappies, toileting, wiping noses, clearing up after meals etc.

We will also continue to wash our hands regularly for times when sanitiser isn't appropriate such as after staff have eaten and after using the toilet, but also if dealing with children staff's hands come into contact directly with bodily fluids (such as snot) or food and are visibly dirty. Ensuring to do so for a minimum of 20 seconds.

Staff will also be wearing fresh clothes daily, will sanitize their hands when entering/exiting the building.

Staff also complete rapid flow tests twice weekly and report their results via NHS online.