

COVID – 19 Response Update: November 2021

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children's education - particularly given that the direct clinical risks to children are extremely low, and most adults has received their 2 doses of vaccine..

In response the Government is moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. They have issued 5 key objectives;

- 1) Reinforce the country's vaccine wall of defence through booster jabs and driving take up.
- 2) Enable the public to make informed decisions through guidance, rather than laws.
- 3) Retain proportionate test, trace and isolate plans in line with international comparators.
- 4) Manage risks at the border and support a global response to reduce the risk of variants emerging globally and entering the UK.
- 5) Retain contingency measures to respond to unexpected events, while accepting that further cases, hospitalisations and deaths will occur as the country learns to live with COVID-19.

Early years: Evidence suggests disruption to a child's early years education, can have detrimental effects on a child's mental health and well-being. So, with this in mind we need to consider how we can provide uninterrupted high-quality education and care whilst keeping adults and children safe. After consultation we are now in a position to publish our updated COVID-19 risk assessment and Outbreak Management plan. Also included in this pack is the Working during the Coronavirus pandemic, Parental agreement and Safeguarding through enforced closure policy. All of these documents form part of your contract with Pinvin Community Pre-school to ensure we can meet our statutory obligations to keep staff, children and families safe.

Risk assessment: COVID-19

Pinvin Community Pre-school

Assessment carried out by: Zoe Corfield

Date of next review: Half termly review

Date of assessment: 22nd November 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of the COVID-19 Coronavirus	Staff, children and families, plus their household members.	Covid-19 Response Policy. Updated half termly or when significant change.	<p>Parental agreement on new processes.</p> <p>This agreement will also state clearly our commitment to stop the spread of the virus through good communication with families regarding any symptoms they or their children have.</p> <p>Senior leaders will keep themselves informed and disseminate relevant information to the wider team.</p>	<p>Management team</p> <p>Senior leaders</p>	<p>Review and communicate with parents weekly</p> <p>Daily discussions</p>	

	Visitors	Only essential visitors are allowed in the setting. This is determined by the manager.	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the Government advice https://www.gov.uk/coronavirus</p> <p>Look arounds now permitted. Parents and visitors to wash hands on arrival. Visitors' temperature will be taken on arrival and if have raised temperature will not be permitted. Visitors will be signed in by the manager.</p> <p>Any essential visits i.e., contractors to be completed out of hours when the building is empty. Professional visitors should provide their own company risk assessment. They are required to limit contact with staff and children, observing and discussing children from a distance or outside if possible.</p>	Senior leaders	With immediate effect	
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			<p>Volunteers will follow same rules as staff in terms of respiratory hygiene. Volunteers must clean down their workspace with anti- bacterial spray.</p> <p>Staff to wear PPE Visor and/or mask when receiving or supporting children in departing the setting. One way system in place for drop off and collection.</p> <p>Risk assessment received from landlord in terms of hiring out hall to other groups. PCP committee to liaise with landlord regarding the expectations of third parties use of the hall and the subsequent cleaning of this space.</p>			
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<p>Spread of the COVID-19 Coronavirus</p>	<p>Staff, children and families, plus, their household members.</p>	<p>Sufficient hand washing facilities and opportunities to maintain good respiratory and hand hygiene.</p>	<p>On arrival to the setting both staff and children MUST wash their hands immediately and have their temperature taken and logged.</p> <p>Encourage good hand and respiratory hygiene throughout the setting. Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Staff to use separate toilet facilities to children (numbers permitting).</p> <p>Hand washing facilities to be provided at our outdoor site to maintain high levels of hygiene both inside and outside of the setting.</p>	<p>All staff</p>	<p>With immediate effect</p>	

			<p>Snuffle stations available inside to teach children good respiratory hygiene. We will teach them to catch coughs and sneezes in tissues – Following the 'Catch it, Bin it, Kill it' campaign and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>When out of the setting, staff to ensure they have adequate supplies of tissues, anti bac gel, gloves and nappy bags to maintain good hygiene when supporting children with their self-care.</p> <p>All children and adults to anti bac their hands before and after use of the public park.</p> <p>All children and adults should wash hands before and after playing with sensory resources such as sand, gloop, play doh etc. All sensory play is disposed of at the end of the daily session. Sand to be sprayed.</p>			
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			<p>We do not have the resources to give children their own set of writing and craft materials. Instead, we will ensure children are encouraged to use anti-bac resources on the craft table before and after use.</p> <p>All children and adults to wash hands before and after eating due to the hand to mouth contact.</p> <p>Children to be reminded of the importance of not mouthing items. Any items mouthed to be immediately taken away and cleaned.</p>			
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<p>Spread of the Covid-19 Coronavirus</p>	<p>Staff, children and families, plus, their household members.</p>	<p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, toilets, kitchen surfaces, office equipment, toys and resources. We use appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out by senior leaders to ensure that necessary procedures are being followed.</p> <p>Adequate staffing will allow time to clean thoroughly throughout the day and at the end of each session.</p> <p>Resources removed that may impact our cleaning abilities i.e., soft furnishings, cuddly toys. Limited blankets will be used and will be laundered daily.</p> <p>Only allow essential comforters to avoid cross contamination from items coming and going from the home or setting.</p> <p>Children that sleep are encouraged to sleep outside in their own pushchairs.</p>	<p>Management team</p>	<p>With immediate effect</p>	

		<p>We provide hot lunches from a reputable company who have their own COVID-19 risk assessment. We allow lunchboxes at this time, but they must be plastic and cleaned and sanitised daily by parents. If this is not possible/viable we will empty contents of fabric lunchboxes into the fridge.</p> <p>Water bottles are allowed and accessible to the children. Children are taught to only drink or eat their own foodstuffs. If a child drinks from another child's bottle this would be disinfected with boiling water immediately.</p> <p>If children bring in birthday cakes, we allow them to blow candles out but not whilst placed on the cake. We have advised parents of the preference to bring in birthday stickers rather than sweet treats.</p> <p>Office and kitchen equipment must be wiped down with spray before and after use. Particular attention will be given to hot spots for infection could be the kettle, fridge, telephones and computer keyboards.</p>			
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			<p>The room will be aerated by having the windows open where possible. When children are outside we will aerate by opening skylights and fire doors.</p> <p>We are now a pack-away setting allowing us to improve cleaning levels.</p>			
Spread of the Covid-19 Coronavirus	Staff, children and families, plus, their household members	Having a regard for current government guidance and advice.	<p>The Government will provide advisory guidance on how people can manage the risks to themselves and to others. It sets out how the following behaviours are beneficial:</p> <ul style="list-style-type: none"> a. Meeting in well-ventilated areas where possible, such as outdoors or indoors with windows open. b. Wearing a face covering where you come into contact with people you don't normally meet in enclosed and crowded spaces. c. Washing your hands with soap and water or using hand sanitiser regularly throughout the day. d. Covering your nose and mouth when you cough and sneeze. e. Staying at home if unwell, to reduce the risk of passing on other 	Management team	With immediate effect	

			<p>illnesses onto friends, family, colleagues, and others in your community.</p> <p>f. Considering individual risks, such as clinical vulnerabilities and vaccination status.</p> <p>Keep updated with guidance as we navigate pandemic.</p> <p>COVID-19 Response: Autumn and Winter Plan 2021 - GOV.UK (www.gov.uk)</p>			
Spread of the Covid-19 Coronavirus	Staff, children and families, plus, their household members	Consider day to day practices and how we can adapt these to provide a safer environment.	<p>Ensure toileting areas do not become overcrowded by limiting the number of children using these facilities.</p> <p>Prioritise outdoor learning into our educational program. This will support children's innate need to explore and be curious and connect with nature. This also allows us to social distance more effectively and would be a more natural environment for children to learn and develop with fewer restrictions imposed.</p> <p>Use the park only when not used by others.</p>	Management team	With immediate effect	

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<p>Spread of the Covid-19 Coronavirus</p>	<p>Staff, children and families, plus their household members</p>	<p>It is not possible to social distance from early years children however we can reduce transmission by ensuring children and staff have adequate space in which to work and play.</p>	<p>To allow the children as much space as possible we split the children into 2 groups for the play element of their day i.e., Oaks and Maples. Maples eat snack separately but then we all come together for lunch and afternoon snack. We do this for the important social element, children are supervised well, and sat on tables of 6. In warmer weather we will also utilise the outdoor area.</p> <p>Continue to use one-way system for parents drop off and collection.</p> <p>If we see a rise in cases in the area or within our families we will spend as much time outdoors as possible.</p>	<p>Management team</p>	<p>Immediate effect</p>	

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<p>Spread of the Covid-19 Coronavirus</p>	<p>Staff, children and families, plus their household members</p>	<p>Infection control: The COVID-19 Response Update.</p>	<p>Management should ensure all staff adhere to this. Any staff member not complying with the new policies and procedures will face disciplinary action.</p> <p>All staff will complete infection control course through their Educare accounts.</p> <p>The parental agreement must clearly state the actions to take if they or someone in their household develops symptoms of Coronavirus. If parents consistently fail to meet actions set out in the parental agreement, they risk their child's place being forfeited.</p> <p>If a child attends with asthma we would put a further risk assessment in place on keeping safe whilst administering and storing the inhaler.</p>	<p>Management team</p>	<p>With immediate effect</p>	

		<p>Families are being contacted as per our 'Safeguarding Children through enforced closure' policy</p> <p>Outdoor learning prioritised</p>	<p>Continue to support families using on-line platforms to ensure social distancing or non-attendance to the setting does not negatively impact our relationships with families and children.</p> <p>Plan an outdoor learning program to support the personal, social and emotional development of our children.</p>	<p>Management team</p>	<p>In operation</p>	
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<p>Spread of the Covid-19 Coronavirus</p>	<p>Staff, children, parents and volunteers</p>	<p>All staff are now in possession of lateral flow tests. The expectation is that these be completed twice weekly and results reported through the NHS app.</p> <p>All staff are encouraged to take the vaccine when offered.</p>	<p>If a staff member has a positive lateral flow test this must be reported immediately to the manager and a PCR test must be taken at the earliest opportunity. The staff member must remain away from the setting until they get their PCR results. Working from home may be an option.</p> <p>If a child in the setting or staff family member (living in the same house) has a positive PCR you will not need to isolate providing;</p> <ul style="list-style-type: none"> • You are fully vaccinated (14 days passed since second dose) • You are under 18.5 years • You are not able to get vaccinated for medical reasons <p>Even if you experience no symptoms you should still get a PCR test but can still work until result received, unless you develop symptoms or you are contacted by Track and trace who advise you to isolate.</p>	<p>All staff members</p>		

<p>Covid-19 Outbreak Management Plan</p> <p>Enforced if 10% of children, or staff test positive for Covid-19 within a 10 day period.</p> <p>See page 29 to 32 for further details.</p>	<p>Staff, children and family members.</p>	<p>Risk assessment and Covid Response Policy</p> <p>Daily communication</p>	<p>Advise and seek guidance from LORT</p> <p>Coronavirus (COVID-19) Outbreak Control Plan Coronavirus (COVID-19) Outbreak Control Plan Worcestershire County Council</p> <p>Advise public health if anyone hospitalised.</p> <p>All parents and staff to wear face coverings on arrival and departure of children.</p> <p>No visitors.</p> <p>Daily lateral flow testing.</p> <p>Reduced hours of opening due to staffing. This is to ensure we can remain open and provide good standard of care.</p> <p>Move as much of the provision as possible outdoors.</p> <p>Increased cleaning and removal of some soft furnishings.</p>	<p>Management team</p>	<p>On enforcement of Outbreak management plan</p>	
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			Advice taken from; Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)			
Mental health issues for staff, children and families.	Staff, children and family members.	Good communication links with all staff.	All staff to be invited to complete the MIND online learning course, 'Mental health for small workplaces.' https://smallworkplaces.mind.org.uk/	All staff	With immediate effect	

This risk assessment has been written based on a number of government documents. Our risk assessment is an evolving document and will reviewed regularly and as scientific or government guidance becomes available. If at any time we conclude the safety of children or staff are threatened, we reserve the right to change arrangements.

Staff Information: Working during the Coronavirus Pandemic

Our priority as an employer is to ensure we adhere to the strictest of procedures to protect the workforce, our children, and families in these unprecedented times. This policy has been written in addition to the setting's standard policies and procedures. Any person working in the setting throughout the pandemic must read, understand and commit to the procedures identified below in order for us to protect lives. As the situation develops so will this policy to ensure we are up to date with government guidance and proactive in our response.

Staffing

We have increased our team to ensure we can meet the needs of the children and families whilst maintaining the highest of cleaning standards.

We are very aware of how this pandemic is affecting the health and well-being of all our team. We promote open communication across the team to talk through any issues/concerns affecting staff both on a personal or professional level. Jenny Richardson is our dedicated mental health champion and has put together some important information regarding mental health on the Pre-school website.

www.pinvinpreschool.org

Social Distancing

Although there are no longer legal requirements concerning social contact, number restrictions or the use of face coverings we must still remain vigilant. We advise staff to remain cautious both in and outside of work.

Child becoming unwell in setting

If a child becomes unwell whilst in the setting, they should be immediately isolated in a room away from other persons other than their immediate carer. The room should be ventilated where possible and the door closed. Staff working with the child do not need to go home unless they develop symptoms.

Lateral Flow Testing

All staff are requested to lateral flow test twice a week. If a test comes back positive, we would ask you to complete a PCR test with immediate effect and then follow the guidance given by the NHS app.

A positive result means you had coronavirus when the test was done.

If your test result is positive, you must self-isolate immediately and inform your line manager with immediate effect.

- If you had a test because you had symptoms, self-isolate for at least 10 days from when your symptoms started.
- If you had a test but have not had symptoms, self-isolate for 10 days from when you had the test.

You will be contacted by NHS track and trace to determine close contacts.

What is a close contact?

Face to face contact within less than a metre for 15 minutes or more.

What happens if I know I have been in contact with a positive COVID-19 case but have not been formally contacted by track and trace?

If you are double vaccinated, under 18.5 years or cannot be vaccinated due to medical reasons you need not isolate however you should take a PCR test. You do not need to stay away from work unless you develop symptoms.

Self-Isolation Rules

Self-isolation is when you do not leave your home because you have or might have Coronavirus. This helps stop the spread to other people.

It is a legal requirement to self-isolate if you are told to by NHS Test and Trace.

Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

You should also self-isolate straight away if:

- you've tested positive for COVID-19 – this means you have the virus
- someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you)
- you've been told to self-isolate by NHS Test and Trace following contact with someone who tested positive

When you do not need to self-isolate

If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will **not** need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old
- you're taking part or have taken part in a COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

Tell people you've been in close contact with that you have symptoms

Tell people you've been in close contact with in the past 48 hours that you might have COVID-19.

You should tell them to follow advice on [how to avoid catching and spreading COVID-19](#).

They do not need to self-isolate unless they're contacted by the NHS Test and Trace service.

How long to self-isolate

If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.

You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.

Read more about [how long to self-isolate](#).

Self-Isolation notes

A self-isolation note allows us (your employer) to pay you SSP with immediate effect from the date you begin self-isolation. You should use this service if you have been told to self-isolate because of coronavirus.

This service is only for people who:

- Have symptoms of Coronavirus or have tested positive
- You live with someone who has symptoms or has tested positive, and you're not fully vaccinated
- You've been told to self-isolate by a test and trace service or the NHS COVID-19 app.

<https://111.nhs.uk/isolation-note/screener-question>

Caring for Dependants

We recognise that it may be required for you to care for dependants during the pandemic. We will follow our normal policy and procedures which states Pinvin Community Preschool will, where possible, offer unpaid dependants leave. In addition, we may discuss with you the possibility of working from home, however, please note this will be at a reduction to your normal working hours as agreed between yourself and line manager.

Responsibilities

Coronavirus kills: These procedures help us to save lives and should be taken very seriously. We reserve the right to instigate disciplinary proceedings should staff not be committed to following procedures. We will review this policy regularly as new guidance becomes available.

For more information see; <https://www.gov.uk/coronavirus> and/or <https://www.nhs.uk/>

Asymptomatic Testing

Around 1 in 3 people have coronavirus (COVID-19) without displaying any symptoms. Local authorities will be encouraged to target test people where new variants become apparent in localised areas.

As a sector requested to remain open to all children despite restrictions, we will continue to be led by Public Health England guidance around this topic.

Hygiene

Hygiene is absolutely crucial to providing safe care for children and families. The following procedures **MUST** be followed at all times.

On arrival	When arriving at the setting you must wash your hands immediately using the handwashing sink in the kitchen.
Arrivals and departures	<p>Parents must not enter the building and will be asked to drop off and collect at the main door.</p> <p>One member of staff will greet children wearing a clear visor/mask, they will sign children in and out on behalf of parents. If we have visitors not at the normal times, other staff may open the door but only if wearing a mask.</p> <p>In exceptional circumstances where parents need to come into the setting i.e., a distressed child where it may be detrimental to the child’s emotional health for parents to leave them at the door, parents may come in but MUST wash their hands, wear a mask and remain 1 metre away from staff. When they leave the staff member must wipe down any surfaces touched by the parent with anti-bacterial wipes.</p> <p>On arrival the children will be taken to the bathroom for supervised hand washing before entering the main room.</p>
Snack and Meals	Mealtimes are a particularly vulnerable time for cross contamination i.e., children touching or eating others food, and the continuous touching of faces whilst eating. Mealtimes are also a perfect opportunity to support the mental well-being of the children, through dialogue and engaging in a social activity. All staff working in the group should therefore sit alongside the children acting as a good role model, demonstrating good hygiene.

<p>Washing hands</p>	<p>Hands should be washed regularly throughout the day and before preparing food, eating, changing nappies, after blowing noses, after using the toilet etc.</p> <p>Children will be requested to wash hands on arrival and regular intervals throughout the day.</p> <p>The adult's role is to teach the children the importance of hand washing and ensure they wash hands effectively.</p> <p>Hand sanitiser can be used in addition but please remember it is handwashing that is crucial to combating this virus.</p>
<p>Social distancing with Children</p>	<p>This is extremely difficult as children require physical comfort during these difficult times. We request staff to be sensible when working in such close proximity to children, only pick them up if you really need to. Make sensible choices, if a child wants to sit on your lap, ensure they face away from you.</p>
<p>Cleaning</p>	<p>A thorough clean should be completed of the setting once the children have left. This involves wiping down doors, surfaces, floors, toys and resources with antibacterial wipes, in addition to normal cleaning routines. In addition, we will complete cleans throughout the day identifying high traffic areas. All staff should make themselves aware of these and rota the staff member who completes this.</p> <p>The office equipment should also be wiped down thoroughly. When using the telephone this needs to be cleaned with anti-bacterial wipes in-between use. Do not pass the phone to another member of staff if you have answered a call, instead ask them to call back so the person required can ensure the phone is clean for them to use.</p>

<p>Returning home</p>	<p>It is vital that we limit the risk of cross contamination between employees' home and the workplace;</p> <ul style="list-style-type: none"> • Please place phones in personal trays and wipe on arrival and departure • Wear clean uniform every day • Shower on arrival to home • If bringing items in from home, please clean before use in the setting <p>We ask all staff to remain vigilant and use common sense. We welcome open dialogue to discuss how we respond to the crisis. The situation continues to evolve, and we need to remain proactive in our response.</p>
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Social Distancing in the Early years

Reviewed government guidance states we no longer have to work in 'bubbles' however we still ask that practitioners exercise judgement in ensuring the highest standards of safety are maintained. This may mean in the future a temporary capping on numbers, to ensure that safety is prioritised. The following points demonstrate how we will ensure staff and children are not exposed to unnecessary risk.

- If play spaces become overcrowded the group will be dispersed into smaller groups throughout the setting. This will be done sensitively by the practitioners as we do not want children to become anxious about where or who they can

play with. How we manage children through these scenarios is essential to protecting their mental and emotional health.

We are passionate about giving the best care to our children. Children learn through sensory exploration; they need touch to be reassured and form attachments. When children have secure attachments, they develop the confidence to explore the environment and learn. We will still comfort the children through touch and cuddles when we feel it is needed, we will however act with caution and where possible face children away from the adult.

Children will be able to play with each other, but practitioners will sensitively intervene if it is thought their play may be detrimental to good respiratory care and general hygiene, i.e., rough and tumble play.

Resources

Children need a range of resources to ignite their curiosities, explore and learn from. We will carefully select each day, resources that are open ended so have a range of uses i.e., boxes, pots and pans, containers, cardboard tubing, natural resources etc. We will supplement these with other toys such as cars, figures or animals and resources requested by the children.

Pack-away setting: We have adapted the environment, so the setting is set up and packed away every day. This ensures the continuous cleaning of resources and allows us to clean the premises thoroughly on a daily basis, due to less clutter.

Sensory play is essential for all children, there is no right or wrong way to play with sensory resources and by engaging the 5 senses it can calm anxious or frustrated children. We will continue to offer children sensory experiences such as play doh, rice, sand and water play. This will be monitored closely, and we will use smaller amounts so we can dispose of these regularly throughout the day. Children will be required to wash hands before and after use of these resources.

Activities

We will continue to provide a variety of activities from our normal curriculum such as singing, dancing, cooking, outdoor learning, nature walks, art and craft activities etc. We will put additional measures in place to ensure the children and adults safety, such as smaller groupings and allowing sufficient space for activities.

Cooking

Cooking is an activity that has so many benefits for young children and covers all 7 areas of the Early Years curriculum;

Personal, social and emotional development: Cooking gives children a huge sense of achievement. It allows them to explore foods without the pressure of eating them and learn to regulate their behaviour and manage risks when using non-play equipment.

Communication and language: Cooking activities support children in their listening and attentions skills, it gives them opportunity to follow instruction, and is a great activity to introduce new vocabulary.

Physical development: The use of tools and utensils develop both fine and gross motor skills. Stirring, pouring, chopping, mashing is all great for developing muscles in their hands which will help them later with writing skills.

Literacy: Following simple recipes can support children's interest in pictures and the written word. Looking at packaging on ingredients teaches children that written word has meaning.

Maths: What better activity than cooking to learn a range of mathematical concepts? Weight, number, quantity, estimation – all key problem-solving skills.

Understanding the World: Cooking helps teach knowledge about food, where it comes from and appreciate what we have. It also can conjure fond memories of our lives outside of the setting, cooking and eating with our family members.

Expressive arts and design: Cooking can be creative and allow children to let their imaginations flow.

Cooking with young children can have some challenges in terms of hygiene.

- When cooking we will work in pairings or small groups no larger than 4 children.
- We will ensure each child has their own equipment and ingredients.
- We will ensure their creations are clearly labelled and these will be eaten by the children in the setting for snack and not brought home.
- Good hygiene will be taught as part of this activity.
- Children will be taught not to share food.
- We will use this activity to teach children about healthy lifestyles and introduce them to a range of recipes both savoury and sweet.

Infection Control

PPE is not recommended in early years settings as guidance states; 'changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus' (DfE, 2020). We will not wear additional PPE equipment when working with the children. Masks can cause children to be anxious and it is important they can see adults faces when communicating. However, if a child was to become ill in our care it is important that we can protect our staff, therefore, we will have on site an emergency full face visor. We will also wear a visor when receiving children into the setting due to the close proximity of other adults.

Previously, children's temperatures were regularly tested throughout the day, but government advice suggests this is not necessary as it is not a reliable method for identifying coronavirus. However, as a team we feel more comfortable taking temperatures on arrival. In addition, if we feel a child is unwell or hot to touch, we will take their temperature, and keep a temperature log. We will send a child home as per normal procedures if their temperature is above 37.8.

Children will be taught the importance of good hand and respiratory hygiene through the introduction of snuffle stations both inside and outside the setting.

Staff sickness

If you feel unwell but do not have COVID-19 symptoms, or your COVID-19 test is negative, you may still have an illness which could be passed on to other people.

Many common illnesses, like the flu or the common cold, are spread from one person to another. This can happen:

- through the air when someone infected with an illness breathes, speaks, coughs or sneezes, they release particles containing the viruses which can be breathed in by another person
- through surfaces and belongings which can also be contaminated when people who are infected with an illness cough or sneeze near them or if they touch them, the next person to touch that surface may then become infected

Staying at home until you feel better reduces the risk that you will pass on an illness to your friends, colleagues, and others in your community. This will help reduce the burden on our health services.

Business Contingency

With the uncertainty of how the pandemic may affect our business in the future we reserve the right to adapt our business to ensure sustainability. We are committed to both our staff and families and prioritise clear lines of communication and transparency at the forefront of any business decisions we may have to make.

OUTBREAK RESPONSE

As a setting, despite restrictions being lifted nationally we have retained a comprehensive risk assessment keeping many of our previous requirements in place. We believe this to be a positive and effective way to reduce the risk of Covid cases.

In addition to our risk assessment, we are required to provide an 'Outbreak Management Plan' describing what we would do if children or adults test positive for COVID-19 or how we would operate if we were advised to re-introduce measures to break the chain of transmission.

For the purposes of this document, we define an outbreak as being

- 5 children, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Hospitalisations

Hospitalisation could indicate severity of illness or a new variant of concern. We would therefore seek public health advice if a child or staff member is admitted to hospital with COVID-19.

DfE helpline: 0800 046 8687

We would also contact Worcestershire Local Outbreak Response Team (LORT) for advice.

email: wcchealthprotection@worcestershire.gov.uk **telephone:** 01905 845491

Available Monday to Friday 9am to 5pm and on Saturday 9am to 4pm.

Outside of these hours **Public Health England** can be contacted on

01384 679 031

In addition, if we are made aware of a worker testing positive, we would contact the self-isolation hub 020 3743 6715.

[Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic)

Control Measure	Actions taken and timeline	Delivering normal entitlement	Communication
<p>Testing</p> <p>We currently are advised to test twice weekly up until the end of September 2021. New nasal tests due to be issued Autumn term.</p>	<p>We will continue to test past September 2021 should cases in the area rise or if advised by our local authority.</p>	<p>Testing will not affect normal entitlement.</p>	<p>Communicated to staff as situation changes.</p>
<p>Face coverings</p> <p>It is not recommended that early year's settings wear face coverings.</p>	<p>We will continue to ask parents to wear face masks if coming into the setting.</p> <p>On-going.</p>	<p>n/a</p>	<p>Communicated through Home-link, registration forms, policies and procedures.</p>
<p>Shielding</p> <p>Shielding is currently paused and can only be reintroduced by national government.</p>	<p>If shielding is enforced, we will follow government guidance.</p> <p>Immediate effect.</p>	<p>We have a larger team to cover staff absence.</p>	<p>Normal communication channels.</p>
<p>Staff absence</p> <p>We have increased team to 10 staff members</p>	<p>Opening hours may be reduced to ensure all children receive some of their</p>	<p>By reducing hours, we can still ensure children receive education and</p>	<p>Normal communication channels.</p>

to allow for staff cover and additional cleaning tasks.	entitlement where staff numbers are significantly reduced. Immediate effect.	care, whilst managing staff levels.	
Other measures Educational visits Open days Transition days Parent visitors.	Our current risk assessment deters visitors to the setting. Any open day or transitional activities will be held outdoors. Any trips will be to outdoor settings. On-going.	We believe we can deliver the same experiences in the outdoor environment; especially as outdoor learning is at the core of our curriculum.	Normal communication channels.
Attendance restrictions Enforced closure	We would immediately reinstate our procedures from national lockdown (2019-2020)	Open for key person families. Support learning in home through you tube channel and contact through zoom.	All families informed with immediate effect.
Safeguarding children Enforced closure	We would immediately reinstate our procedures from	Safeguarding risk assessment re-instated and a program of	Normal communication channels as Safeguarding

	national lockdown (2019-2020)	support for families put into place.	children through enforced closure policy specifies.
Meals Non attendance may mean children at risk of food poverty	Signposted to help through local authority. Foodbank vouchers issued.	If meals ordered by parents and children absent, we would deliver to home.	Normal communication channels.

Parental Agreement: Covid-19

In order for us to operate our provision safely, protecting children, families and staff, we need to ensure we follow strict procedures to save lives and protect the NHS. This parental agreement states what these specific actions must be. Unfortunately, if such actions are not adhered to your child's place will be at risk.

Please ensure both parents or carers who are responsible for drop off or collection sign this agreement.

Social distancing

Parents will be asked to follow a one-way system to avoid gathering of people. A one-way system will be implemented starting at the bottom of the carpark and up the path to the main entrance. Parents will then exit at the top end of the carpark.

For the safety of children, staff and families the drop off and collection is at the front door. Our aim is to get the children in and settled as quickly as possible. You will be greeted at the door by a member of staff wearing a mask or visor. They will ask you to pass your child and vacate quickly.

We value and do not wish to lose parental contact so ask you book in with us for any meetings to discuss your child, these will be arranged at quieter times or when the children are out of the setting. We will still offer termly telephone calls to discuss your child's development. Any family days and activities will be carried out in the outdoor environment where possible.

Parents are not allowed into the setting during normal sessions unless it is absolutely necessary. If they do have to come into the setting, they must wash their hands-on arrival, wear a mask or visor, social distance from adults and refrain from touching resources.

Personal belongings

Toys from home will not be allowed into the setting. Only essential comforters will be allowed. Children will be encouraged to only use these when absolutely necessary and practitioners will sensitively remove, and store safely should the child put these down.

Clean bedding must be supplied on a weekly basis if your child sleeps during their session with us. This will be kept on their peg in a named bag. This will be returned home at the end of the week for washing. However, we do strongly advise children sleep outdoors in their own pushchairs.

We endeavour to use the outside as much as possible. New hygiene measures mean we are unable to supply clothing for children unless this is an emergency. We require all children to be supplied with appropriate clothing and footwear, this includes closed toe shoes and clothing that covers arms and legs for when we go on nature walks or to the forest school site (children do not need to arrive in this clothing but have this available in their bags).

Children should have named full body waterproofs (warm waterproofs in the winter) and wellies that are kept at the setting. We go out in all weathers for prolonged times so this is an essential requirement. All children require two sets of spare clothes and socks. Your children will get muddy so please only send them in old clothes or clothing that is easy to wash.

If your child does not have adequate clothing or spare clothes, we will only clothe them using our own in an absolute emergency. If your child comes home in preschool clothing it is imperative that you wash and return to the setting in a bag. This will then be put into quarantine for 72 hours. If we do not have adequate clothing for your child, we will contact you to bring spare clothing into the setting or to collect your child.

Children who are potty training or are new to toileting should be supplied with at least two full sets of spare clothes in their bags.

In warmer weather children need to have sun cream applied prior to arriving to the setting. A labelled bottle of sun cream should remain in their bag for us to re-apply later in the day.

Children should be supplied with their own named sun hat.

Children's lunchboxes should be plastic not fabric and cleaned and sanitised daily by parents.

Children's drink bottles should be cleaned and sanitised daily by parents.

All belongings need to be clearly labelled.

Hygiene

We ask parents to ensure children arrive each morning in freshly laundered clothing.

In the setting we will be teaching children good respiratory and hand hygiene. We ask parents and carers to continue this teaching at home, following the guidance below.



Managing Infections

We require parents to have open communication with us regarding the health of their children or other household members.

If a child becomes unwell whilst at the setting

If a child becomes unwell with Coronavirus symptoms whilst in the setting, they will be immediately isolated in a room away from other persons other than their immediate carer. The room will be ventilated where possible and the door closed. Parents/carers will be contacted and asked to collect their child immediately. The staff member caring for the child may wear a clear full-face visor to protect themselves.

The main symptoms of coronavirus (COVID-19) 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 have noticed you cannot smell or taste anything, or things smell or taste different to normal

If your child has any of the main symptoms of COVID-19, even if they're mild:

1. Get a PCR test (test that is sent to a lab) to check if they have COVID-19 as soon as possible.
2. Your child should stay at home and not have visitors (self-isolate) until you get the test result – they can only leave home to have the test.

If you choose not to test your child, you will be asked to isolate for 10 full days from the start of symptoms.

Childhood illnesses

With a steady rise in child respiratory illnesses, we ask parents to respond to this vigilantly and keep children at home where they can recover safely in their own home.

Duty of care

As well as caring for our children and families we have a duty of care to our staff.

Part of this duty is to ensure we implement flexible working practices in a way that promotes good work-life balance and supports staff and leaders.

We ask parents to inform us in good time of any changes to the care they require so we can give notice of this to the staff and allow time off if appropriate.

We ask parents to arrive and depart in a timely manner.

We value constructive feedback and ask parents to speak with senior leaders with any concerns they may have so we can deal with these promptly.

We ask parents to not put our staff at risk by bringing children in when they are unwell, even if this is not directly linked to Covid-19.

Business Contingency

We live in uncertain times. The effects of COVID-19 can interrupt the normal day to day running of the business. Many of our staff have dependants and may be called away from the workplace to care for children. We endeavour to be transparent with parents as to how we manage this.

As an early year's provider, we must adhere to strict child to adult ratios to ensure your child still receives high quality care and education. We currently have 9 qualified staff working with the children. The children remain our priority and so it maybe we don't respond to emails as quickly as pre-COVID. Please be patient with us, we will answer as soon as possible.

Tapestry observations are now published half termly. We do however try to publish photos of your child's week through our Facebook page and encourage you to add to your child's learning journey to Tapestry, sharing things you have done at home.

If our staff ratio was to drop significantly and we can no longer meet the statutory requirement regarding ratios we may ask you to reduce your child's hours. We believe children thrive in the early years environment and still want all children to receive high quality consistent care, so by reducing hours we can ensure all children have the opportunity to access their early education and opportunity to be with their friends.

Nursery education funding will still be received from Worcestershire Children First if your child is absent due to isolation. This supports us in being able to refund hot meals and any additional hours you may have purchased should your child be forced to isolate. We would however require proof of this and adequate notice to be able to cancel meals.

Our policy remains the same for non-COVID illness and should your child be unwell your fees would still need to be paid unless long-term. This is because staffing is planned prior. In some cases, however we may be able to offer you a future session in lieu. If given adequate notice we would deduct hot meals from your invoice.

If we were forced to close on advice from Public Health England, or the Local Outbreak Response Team (LORT) you will be informed immediately. Where finances allow, we would refund additional hours purchased and hot meals or alternatively deliver the paid meal to you.

Our aim (as it has been throughout the crisis) is to remain open, providing the children with outstanding care. With your support, understanding and flexibility, we hope to continue in this endeavour.

Additional Support

We recognise these are challenging times for everyone. We want to remind you we are here to support not only your child but your family too.

We can offer an array of support through our Local offer.

[PARENTS AS PARTNERS - OneDrive \(sharepoint.com\)](#)

We have a wealth of skills amongst the team and are here to help, just drop us an email. office@pinvinpreschool.org

Also please see our website for an array of information regarding early years education. www.pinvinpreschool.org

Finally, we have a YouTube channel full of activities, stories and ideas for home.

<https://www.youtube.com/channel/UCTcOBMjDwt7ad2o10pdAO4A/videos>

Please note: These documents have been designed so we can continue to provide good quality education and childcare during unprecedented times.

We will endeavour to talk to parents if it was felt procedures were not being followed so a solution can be found, however if parents consistently fail to meet the actions set out in the parental agreement, they risk their child's place being forfeited.

Safeguarding Children through COVID-19

Context

On the 20th March 2020 the UK Government instructed all parents to keep their children at home wherever possible in response to the global pandemic Covid-19.

Schools and all childcare providers were asked to remain open only for those children of key workers critical to the COVID-19 response, or for vulnerable children, but the recommendation was they should attend only if 'absolutely necessary and if they could not be cared for safely at home.

In September 2020 restrictions were lifted and settings opened to all children with increased risk assessments and procedures in place to protect children, families and staff from the Coronavirus.

Unfortunately, in January 2021 a second national lockdown was actioned by the government to protect lives as the virus continued to spread and the number of deaths continued to rise. However, this time requirements were different and Early years settings were asked to remain open for all children. Despite remaining open for all children, many parents were working from home and chose to keep their children at home with them to protect the spread of the virus.

In August 2021 the country started to re-open with many restrictions lifted, however we recognise that the pandemic will have long-term implications to the safeguarding and welfare of children. We keep this policy in place as there is still much uncertainty regarding the future and we want to be prepared for this. In addition, we will regularly update our Covid-19 Response policy which includes risk assessments and our outbreak management plan.

To keep informed of updates and changes to the UK's response to Covid-19 we subscribe to [the Department for Education](#) update email service.

Risk Factors

We recognise that the pandemic will affect all of our families in a range of ways and we need to support all of our families; those attending the setting and those choosing to be at home.

Poverty: Families may have reduced income due to loss of work or furlough. Working and home schooling can impact utility bills such as heating and electricity.

Health: Less accessibility to healthcare may mean a delay in immunisations or general health care including dental care. Lack of funds may result in poorer nutrition.

Parental stressors: juggling of multiple responsibilities including work, full-time childcare and care for family members who may be shielding or ill is a significant challenge to many parents, causing stress and anxiety.

Vulnerability: lockdown increases the risk that children may experience online-facilitated grooming or other online harms, during a period when demand for online child sexual material is known to be on the rise.

Emotional and mental health: children and adult mental health is in crisis as routines are disrupted and normal support networks are inaccessible or under extreme pressures causing long delays for support.

[Isolated and struggling: social isolation and the risk of child maltreatment, in lockdown and beyond \(nspcc.org.uk\)](https://www.nspcc.org.uk)

Risk assessment for families not attending setting

In response to the increased risk factors to our families we wanted to ensure that we could continue to support all of our families during these unprecedented times. Keeping in regular contact is our priority so we can continue our support and maintain relationships with the children and the family. We do recognise that some families require more support than others and that non-attendance at the setting may add stress to family life. We therefore completed a risk assessment of all our children so we could logistically support everyone using a variety of platforms.

Levels of contact (during lockdown periods)

All families:

- All families receive a telephone call from their keyperson every 2 weeks (this includes families who are attending the setting). The objective of the telephone call is to connect with our families and let them know they are not alone. We can be a listening ear and signpost them to any services that may be useful.
- Weekly emails detailing updated government guidance and reminders of the support we are offering.
- Facebook: 'Parents of Pinvin Pre-school' Facebook page linking parents with sites offering educational and emotional well-being ideas. This is updated regularly by a dedicated practitioner.
- Tapestry: All parents have been encouraged to upload pictures, video or journal their home activities to their personal pages or to a new group adventure page. Consents are sought for this.
- YouTube: We have created a YouTube channel which holds a range of videos including story times, singing, yoga and craft activities. More videos will be uploaded regularly.
- Parents are signposted to the 'What to Expect When' document created by Action for Children. This is designed to explain the EYFS to parents and gives ideas on how to support young children and their development.
- The setting remains open for all children; therefore, the email and telephone numbers remain open and monitored. Parents are aware of the different ways in which they can contact us.

We will review and develop how we continue to connect with our children and families from feedback and external advice from the local authority.

We monitor the levels of engagement across all our families. Where families are not engaging, we recognise it may be by choice because strong personal networks are in place and our input is not required. However, non-engagement will trigger an email or additional telephone calls to check that all is well.

Additional support

The purpose of the risk assessment was to identify families that may require additional support. To categorize families, we engaged our prior knowledge of the family, our professional judgement and intuition to assess how families may cope. For simplicity we categorised children of key workers as high risk where there is no other support option available.

The table below details how we have categorised our families:

No Risk	All families receive the support as detailed in the list above.
Minimal Risk	In addition to the general level of support, families receive a phone call from the manager twice a week.
Mounting Risk	In addition to the general level of support, families receive a daily phone call and plan of support
High Risk	In addition to the general level of support, the setting will work with external agencies (with parental consent) to ensure they are well supported.

This risk assessment is under continual review. Families may be moved up or down the scale dependent on their engagement with us.

If we become worried a child may be at risk, we would follow our standard safeguarding procedures.

Our risk assessment is shared with the Pinvin Federation DSL where we care for shared families i.e., siblings.

We recognise that children with special educational needs can sometimes be at a higher risk of abuse. We take this into consideration when categorising families. To support families of SEND children the SENDCO posts useful links to reputable sites or pages, offering advice for home education and ideas for activities. As with all families, support provided may increase dependent on need.

Food Bank vouchers

We are an authorised setting able to issue food bank vouchers. This is advertised to our families through our regular emails.

Children attending the setting

Please see Covid-19 Response Policy for up-to-date details on how we safeguard children through the pandemic.

Planning ahead

We recognise that these exceptional circumstances will affect the mental health and well-being of children and adults. All families will cope in different ways and experience different challenges. Planning ahead remains challenging since there is no information as to how long the restrictions will be in place. However, all our measures are being continuously reviewed and we commit the following;

- Keep up to date with government and local authority guidance and forward this on to employees and parents.
- Prepare for the eventuality that children may experience bereavement as a result of the situation and prepare appropriate resources.
- Present resources to allow children to talk about their experiences and reassure them regarding staying safe from Coronavirus now and in the future.
- Continue our focus on nurturing the emotional health of our children, allowing time and space for them to talk through their feelings.
- Work with local feeder schools to start the transition process for September 2022.
- Move away from 'Behaviour Management' to a Self-regulation in the Early Years policy in supporting the emotional health of children.

- Ensure physical activity remains a key focus for our setting to combat the potential rise in sedentary behaviours through the crisis.
- Be supportive of our families regarding the potential need for payment plans for their provision going forward, recognising some families may be in financial difficulty for some time.

Continued risks to children

We recognise that some children are potentially at increased risk of abuse whilst in the home. Social distancing and the requirement for self-isolation means that there are fewer opportunities for anyone outside the home to spot the signs of abuse.

The NSPCC have issued concerns over the potential rise in on-line abuse during the lockdown. There are also global concerns over the potential rise of domestic abuse cases in the home. Maintaining regular contact with our families helps us to recognise signs and in the event of genuine concern arising, we would escalate our contact.

When more children and families return to the setting, we will ensure all employees are aware of the escalated risks some children may have been exposed to and ensure all employees remain extra vigilant.

This policy will be revised throughout the crisis and will mainly be directed by government and local authority advice.