

COVID – 19 Response Update: January 2021

Government guidance suggests there is 'moderately high' scientific confidence in evidence that suggesting younger children are less likely to become unwell if infected with Coronavirus' DfE (2020). However, we need to act with extreme caution. The plan set out below addresses 5 key areas which we feel are essential to get right if we are to keep our children, families and staff safe. The five key areas we will consider are.

- 1. Risk Assessment:** We need to address all risks associated with the Coronavirus in order for us to decide on sensible measures which minimise risks for young children, families and staff.
- 2. Social Distancing:** We need to limit the amount of contact between different groups of children.
- 3. Hygiene:** We need to have in place additional protective measures, such as increased cleaning and encouraging good hand and respiratory hygiene.
- 4. Managing infections:** We need to have strict procedures in place to ensure children or staff do not attend if they, or a member of their household, have symptoms of Coronavirus; a high temperature, loss of sense of smell or taste and/or a consistent cough.
- 5. Duty of care:** We need to ensure we implement flexible working practices in a way that promotes good work-life balance and supports staff and leaders.

Risk assessment: COVID-19

Pinvin Community Pre-school

Assessment carried out by: Bobby Pearson/Zoe Corfield

Date of next review: Half termly review
2021

Date of assessment: 15th January

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. This will detail our policy on comforters and non-essential toys coming to and from home. Also, the requirement for children to wear clean clothing every day.</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>Weekly meetings</p>	

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	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 rounds to be completed virtually. 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 wear a mask or visor and limit contact with staff and children, observing and discussing children outside if possible. Visitors will be signed in by the manager.</p> <p>All visitors and staff must sign into the track and trace app, using the settings QR code displayed in the foyer and kitchen.</p> <p>Staff to wear PPE Visor and/or mask when receiving or supporting children in departing the setting.</p> <p>One way system in place for drop off and collecton.</p>	Senior leaders	With immediate effect	
Spread of the COVID-19 Coronavirus	Staff, children and families, plus their	Sufficient hand washing facilities and opportunities to maintain good	On arrival to the setting both staff and children MUST wash their hands immediately.	All staff	With immediate effect	

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	household members.	respiratory and hand hygiene.	<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.</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>			

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			<p>All children and adults to anti bac their hands before and after use of the public park. 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. Ant items mouthed to be immediately taken away and cleaned.</p>			
<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</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.</p> <p>Only allow essential comforters to avoid cross contamination from</p>	<p>Management team</p>	<p>With immediate effect</p>	

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		<p>use appropriate cleaning products and methods.</p>	<p>items coming and going from the home or setting.</p> <p>Children that sleep have their own allocated bedding for the week, placed on their pegs. This is then washed at the end of the week. Travel cots and sleep mats are sprayed in between use.</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. Water bottles are allowed and accessible to the children. Close monitoring and teaching by staff ensure that the children only use their own bottle.</p>			
<p>Spread of the Covid-19 Coronavirus</p>	<p>Staff, children and families, plus their household members</p>	<p>Social distancing: reducing the number of persons in the</p>	<p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p>	<p>Management team</p>	<p>With immediate effect</p>	

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		<p>workplace at any one time. Adults to comply with the 1-metre rule.</p>	<p>Management checks to ensure this is adhered to.</p> <p>Take steps to review work schedules to reduce number of workers on site at any one time.</p> <p>Redesigning processes to ensure the social distancing of adults in place.</p> <p>Conference calls to be used instead of face-to-face meetings.</p> <p>Social distancing to be adhered to in staff areas. Consider room capacity and the prioritising of spaces to priority groups.</p> <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</p>			

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			<p>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>Allow park only when not used by others.</p>			
<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 only mix in small consistent groups and do not mix with other groups.</p>	<p>To protect children and staff we now only offer early years care.</p> <p>Due to the layout and capacity of our premises we consider ourselves as 1 bubble consisting of all staff and children. This is currently capped at 7 staff and 24 children. This will be continually reviewed and if we are concerned about the safety of children or staff, we reserve the right to reduce this.</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</p>	<p>Management team</p>	<p>Immediate effect</p>	

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			snack. We do this for the important social element, children are supervised well, and a separate table is available in the adjacent room for those children that prefer a quieter lunchtime. As numbers increase, we will revise this.			
Spread of the Covid-19 Coronavirus	Staff, children and families, plus their household members	Infection control: The policy Covid-19 Response Update.	Management should ensure all staff adhere to this. Any staff member not complying with the new policies and procedures will face disciplinary action. All staff will complete infection control course through their Educare accounts. 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.	Management team	With immediate effect	
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	

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		<p>Reduced opening times in response to national lockdown.</p> <p>Families are being contacted as per our 'Safeguarding Children through enforced closure' policy</p> <p>Outdoor learning prioritised</p>	<p>Monitor hours of opening. Currently 9-3pm to limit hours in setting, to allow for better cleaning and to protect the well-being of staff. The whole team working together provides more time to do non-contact jobs, more support for each other which boosts morale.</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>	Management team	In operation	

**PLEASE NOTE THIS RISK ASSESSMENT WILL BE UPDATED HALF TERMLY OR WHEN THERE IS SIGNIFICANT CHANGE.
IN THE CASE OF A POSITIVE CASE OF COVID-19 WE WOULD FOLLOW PUBLIC HEALTH ENGLAND ADVICE.**

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

Due to government guidance on social distancing, we will work with a level of staffing which allows us to work safely, whilst ensuring children receive a good level of care. This must include the manager and a named deputy manager of the early years setting as per the Statutory Framework for the Early Years Foundation Stage 2017;

3.23 The provider must ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence.

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

We are currently in national lockdown.

Full details of what this entails can be found at:

<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

The rules

You must not leave or be outside of your home except for specific purposes i.e. work, essential shopping, access critical public services i.e. police or medical care, fulfilling legal obligations, education or childcare and if you have shared parental responsibility (transporting children from one address to another).

Support Bubbles

A support bubble is where a household with **one adult** joins with another household. Households in that support bubble can still visit each other, stay overnight in each other's households, and visit outdoor public places together.

A childcare bubble is where one household links with one other household to provide informal childcare to a child or children aged 13 or under. They can provide the childcare in either or both of the homes from the 2 households. 'Informal' childcare means it is unpaid and unregistered.

There are still circumstances in which you are allowed to meet others from outside your household or support bubble in larger groups, but this should not be for socialising and only for permitted purposes;

- Work including in other people's homes i.e. carer/cleaner
- Support groups
- Funerals and weddings

If you live in England, you must stay at home and avoid travel in the UK or overseas, unless for work, education or other legally permitted reasons. If you need to travel you should look to reduce the number of journeys if possible.

You cannot leave home for holidays or stays overnight away from your main home unless permitted by law.

We expect all staff to follow their legal obligations in terms of social distancing. You have a duty of care to colleagues, parents and families and the protection of lives. Disciplinary proceedings will follow if rules are proved to have been broken.

**We must keep on
protecting each other.**



HANDS



FACE



SPACE

STAY ALERT • CONTROL THE VIRUS • SAVE LIVES

Track and Trace

Pinvin Community Pre-school has a QR code for the track and trace system. All staff and visitors must scan the code on arrival to the setting.

It is a requirement that all staff use the track and trace app for when visiting other premises.

What happens if I am track and traced?

If you are told to self-isolate by NHS Test and Trace or the NHS COVID-19 app:

- self-isolate for 14 days from the day you were last in contact with the person who tested positive for coronavirus – as it can take up to 14 days for symptoms to appear
- do not leave your home for any reason – if you need food or medicine, order it online or by phone, or ask friends and family to drop it off at your home
- Do not have visitors in your home, including friends and family – except for essential care
- Try to avoid contact with anyone you live with as much as possible
- People you live with do not need to self-isolate if you do not have symptoms
- People in your support bubble do not need to self-isolate if you do not have symptoms
- If you live with someone at higher risk from coronavirus, try to arrange for them to stay with friends or family for 14 days.
- If you have to stay in the same home together, read about how to avoid spreading coronavirus to people you live with.

- Where possible we will try to accommodate you working from home however this may be at reduced hours to your normal contracted hours. As an alternative you could take unpaid leave or SSP if you can provide a self-isolation note.

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?

Inform your manager immediately. We will ask you to remain away from work until you have taken a COVID-19 test and received results. Where possible we will try to accommodate you working from home however this may not be possible. If we are able to offer working from home this will be at reduced hours to your normal contracted hours. As an alternative you could take unpaid leave or SSP if you can provide a self-isolation note. Please contact NHS 111 for further medical advice.

Self-Isolation note

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
- live with someone who has symptoms of coronavirus
- are in a support bubble with someone who has symptoms of coronavirus
- have been told to self-isolate by a test and trace service

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

If you get symptoms of coronavirus

If you get any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) get a test as soon as possible. Anyone you live with must self-isolate until you have been tested and

received your result. Anyone in your support bubble should self-isolate if you have been in close contact with them since your symptoms started or during the 48 hours before they started

Getting a test

If you had a test because you had symptoms, you and anyone you live with must stay at home until you get your result.

Anyone in your support bubble must also stay at home until you get your result if you have been in close contact with them since your symptoms started or during the 48 hours before they started.

A negative result means the test did not find coronavirus.

You do not need to self-isolate if your test is negative, as long as:

- everyone you live with who has symptoms tests negative
- everyone in your support bubble who has symptoms tests negative
- you were not told to self-isolate for 14 days by NHS Test and Trace
- you have not travelled to the UK from a place with a high coronavirus risk
- you feel well – if you feel unwell, stay at home until you are feeling better

Contact your GP if your symptoms get worse or do not go away.

If you have diarrhoea or you are being sick, stay at home until 48 hours after they have stopped.

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.

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 testing to people who cannot work from home during lockdown.

As a sector requested to remain open to all children despite national lockdown, 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 following a one-way system</p> <p>One member of staff will greet children wearing a clear visor, 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. Staff must stay 1 metre away from parents at all times.</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

<p>Washing hands</p>	<p>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> <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>It is possible for the virus to be spread through the eyes so if you wear glasses it would be advisable to wear these in the setting as protection.</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 anti-bacterial wipes, in addition to normal cleaning routines. In addition, we will complete cleans throughout the day identifying high traffic areas. All staff should</p>

make themselves aware of these and rota the staff member who completes this. All cleaning should be signed off on the daily form found on the office door.

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.

Returning home

It is vital that we limit the risk of cross contamination between employees' home and the workplace;

Please place phones in personal trays and wipe on arrival and departure

- ✓ Clean polo shirts every day
- ✓ Shower on arrival to home
- ✓ If bringing items in from home, please clean before use in the setting

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.

Let's Wash Our Hands!

Whooshy washy!
Wet our hands
Under running water

Add some soap and
Rub them hard
Don't miss any part!

Between our fingers
Under the nails
Get germs without fail

Front and back
And round the wrist
No germs will be missed!

They may hate
But we shall seek
So we will not fall sick!

Splishy splashy
Bye bye germs
Down the drain they squirm

With clean towels
We dry our hands
Now let's show our friends!

Remember to wash our hands:

- After using the toilet
- After sneezing or coughing
- After playing with pets
- After sports or playing outside
- Before eating

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Health Promotion Board

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 will have 1 small team of staff working directly with the children. Adults will be required to social distance themselves throughout the day, including busy times such as drop off and collection. Adults will eat lunch with the children (distancing themselves from other adults). They will then have staggered breaks throughout the day to allow social distancing.
- Our parental agreement will state one nominated parent is to drop off and collect. Drop off and collection is from the main door and parents will be asked to follow a one-way system to avoid gathering at the gate, and to ensure a 2-metre distance.

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.

Replenishing system: We have adapted the environment, so the setting has shelving with baskets. Each day the baskets are filled with relevant resources, these are then cleaned and sanitised at the end of the day and returned to the cupboard. 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, 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.

Testing

All staff and pupils will be eligible for testing should they have symptoms of Coronavirus and this will be strongly advised. If negative they can return to the setting and fellow household members can end self-isolation. However, this is only if

- everyone you live with who has symptoms tests negative
- everyone in your support bubble who has symptoms tests negative
- you were not told to self-isolate for 14 days by NHS Test and Trace
- you have not travelled to the UK from a place with a high coronavirus risk
- you feel well – if you feel unwell, stay at home until you are feeling better

If a test comes back positive all children and staff should be sent home and advised to self-isolate for 14 days. Advice would then be sought by Public Health England.

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.

Review

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.

Business Contingency plan

Due to the nature of our work if children or staff numbers deplete due to self-isolating or the caring of dependents, we will need a plan to sustain the business. We are committed to keeping a clear line of communication as the pandemic develops. Any changes to your role or position within the business will be discussed with you as soon as any changes may need to occur.

I agree to the procedures set out in the 'COVID – 19 Response Update:	
Print name	
Signed	
Date	

Parental Agreement: Covid-19

This agreement should be read in conjunction with the settings Risk Assessment.

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, and to ensure a 1-metre distance. 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.

Only 1 parent should drop off/collect, and they should be wearing a mask.

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 ask parents to contact the setting if they wish to talk about their child in detail. We currently offer termly telephone appointments for this purpose however are contactable by phone or email daily.

Parents are not allowed into the setting 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.

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.

Let's Wash Our Hands!

Whooshy washy!
Wet our hands
Under running water

Add some soap and
Rub them hard
Don't miss any part!

Between our fingers
Under the nails
Rid germs without fail

Front and back
And round the wrist
No germs will be missed!

They may hide
But we shall seek
So we will not fall sick!

Splishy splashy
Eye bye germs
Down the drain they squirm

With clean towels
We dry our hands
Now let's show our friends!



Palm to palm



Between fingers



Back of hands



Base of thumbs



Back of fingers



Fingernails



Wrists



Rinse and wipe dry

Remember to wash our hands:



After using the toilet



After sneezing or coughing



After playing with pets



After sports or playing outside



Before eating



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

Isolation

If a child displays Coronavirus symptoms, whether at home or the setting, they will be required to self-isolate for 10 days with their fellow household members required to isolate for 14 days.

If someone in the child's household develops symptoms of Coronavirus and the child is free of symptoms, the child would be expected to isolate for 14 days.

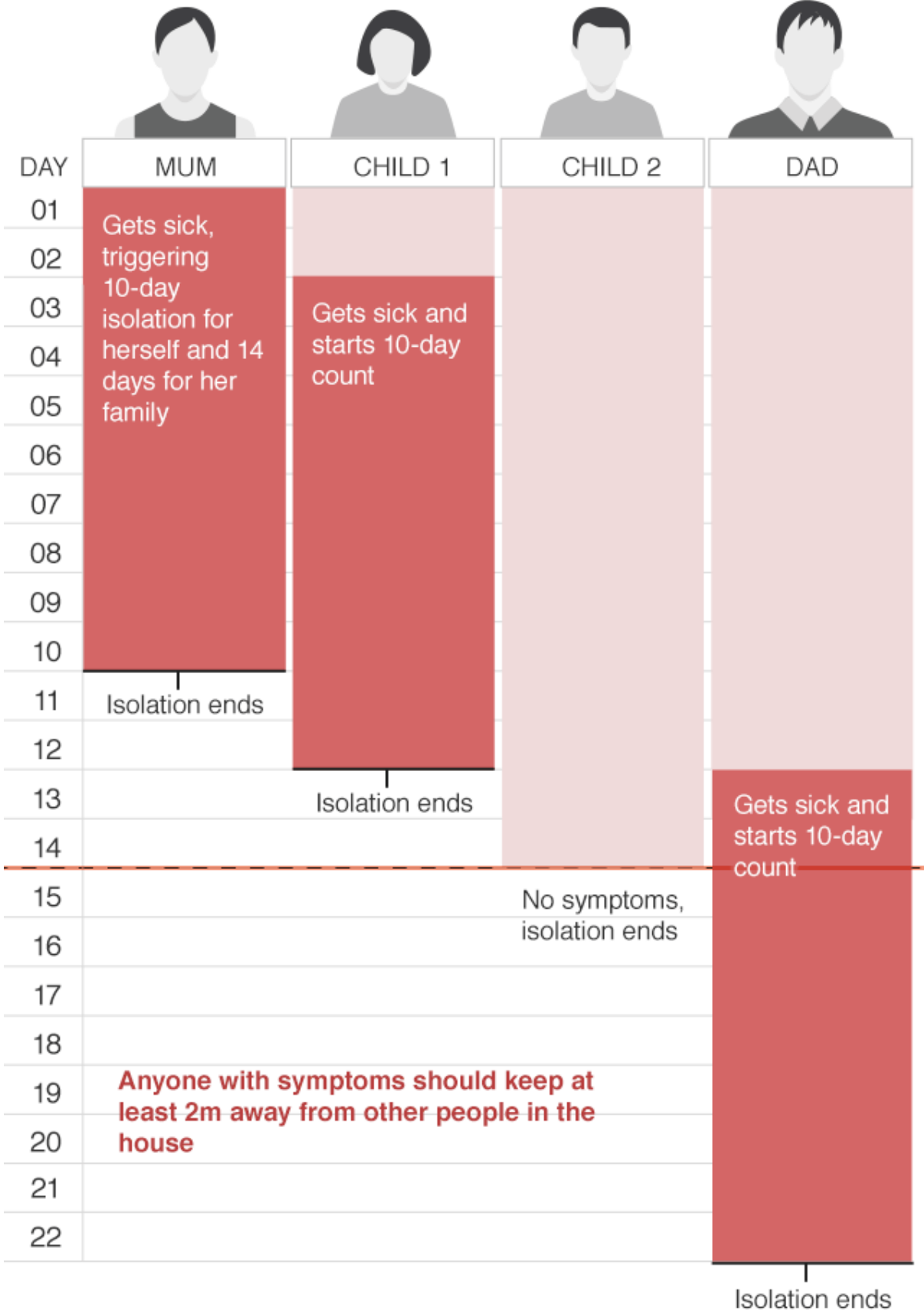
If a household member is isolating due to being in close proximity with a positive case, or they have been advised to isolate by track and trace, but they show no symptoms, the child can return to the setting.

However, all children will be eligible for testing should they have symptoms of Coronavirus and this is strongly advised. If negative they can return to the setting and fellow household members can end self-isolation, providing they no longer have symptoms, everyone they live with who had symptoms also tested negative, and they are well in themselves.

If a test comes back positive for someone attending the setting, all children and staff will be sent home immediately whilst we take advice from Public Health England.

To apply for a test, visit the NHS website; <https://111.nhs.uk/covid-19>

What happens if someone in your family gets sick?



People may be able to pass on coronavirus without showing any symptoms

Source: Public Health England advice

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. Isolation for staff, parents and children 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 if they are required to isolate. 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 7 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 maybe less frequent, this is because all staff working with the children are 'in the moment' providing first class care and education, we no longer have the capacity of an office team to type up observations. We do however try to publish photos of your child's week and encourage you to add to your child's learning journey, sharing things you have done at home.

Telephone appointments are available to all parents with key persons termly, however if you would like more frequent contact please let us know.

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 snack donations, 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 snack and hot meals from your invoice.

If we were forced to close on advice from Public Health England, you will be informed immediately. Where finances allow, we would refund additional hours purchased, snack donations and hot meals.

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 support through Pershore foodbank.
- ✓ We can support you in parenting skills and supporting the mental health of your children.
- ✓ Behaviour tips
- ✓ Communication skills
- ✓ Potty training
- ✓ Second-hand toys

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>

I have read, understood and will adhere to the procedures outlined.

Printed name(s):

Signed:

Date:

Please note:

If we feel parents are not complying with this parental agreement, we will discuss this with you in depth, to find a resolution. If this is not possible, we reserve the right to remove your child's place with us.

This document will be reviewed termly

Pinvin Community Pre-school Management Team

Safeguarding Children through Enforced Closure: 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.

Definitions

Key worker: The Government guidance states;

'If your work is critical to the COVID-19 response, or you work in one of the critical sectors, and you cannot keep your child safe at home then your children will be prioritised for education provision'

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Key sectors have been identified as;

- Health and social care,
- Education and childcare,
- Key public services
- Local and national government,
- Food and other necessary goods,
- Public safety and national security,
- Transport
- Utilities
- Communication services
- Financial services.

Vulnerable Children: Government advice states;

‘Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

The government also recognise that ‘schools and other education providers may also want to support other children who are vulnerable where they are able to do so’.

Current Situation

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 who are now working from home have chosen to keep their children at home with them to protect the spread of the virus.

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/what-we-do/our-services/child-protection/child-protection-articles/isolated-and-struggling-social-isolation-and-the-risk-of-child-maltreatment-in-lockdown-and-beyond)

Risk assessment for families

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

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 2021. We are collaborating with Pinvin First School to run a virtual transition program for children starting school.
- 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.

Policy Review

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