



**Boys & Girls Nursery
Covid-19 Actions for Re-Opening**

This is a risk assessment and update to our current policies & procedures which are intended to work alongside and in some cases as amendments temporarily during the pandemic

Risk / Task / Activity	Additional measures / information
Absence Management Procedure	<p>The staff absence remains in place with the additional requirements:</p> <p>Exclusion periods: any staff member with symptoms of coronavirus will be asked to follow government isolation guidelines (currently 7 days and/or if a family member has symptoms then they should isolate for 14 days) Continue to follow government guidelines for isolation</p> <p>Staff members are asked to send in an isolation note as proof to stay off work because of coronavirus rather than a GP note. These are available from the NHS website</p> <p>Staff should also not attend if they have symptoms, or are self-isolating, due to symptoms in their household.</p> <p>SSP will be payable in line with government guidelines</p> <p>Return to work: all staff will be asked to complete a return to work interview on their return to work and after any episodes of illness to state that they are now fit and well</p> <p>Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield: we do not expect people in this category to be attending nursery, and they should continue to be supported by the furlough</p>

	<p>scheme or work at home (if this is at all possible) as much as possible. These cases will be discussed on a one-to-one basis with affected staff. We will require the letter sent from the government for records</p> <p>Staff that live in a household with someone who is extremely vulnerable: where a staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <i>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</i>; it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, where they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported by the furlough scheme or work at home (if this is at all possible). These cases will be discussed on a one to one basis with affected staff.</p> <p>Annual leave: all annual leave including any not taken in holiday period 2020 will be documented in the usual way and discussed at supervisions as to when this can be taken, following government guidelines. All staff members have taken 1 week holiday over the closed period</p> <p>Coronavirus Job Retention Scheme (CJRS): where applicable discussion will take place individually with staff that have been furloughed, about when they will return in line with the business needs. Staff who return to work will continue to receive 100% pay. From 1st June, staff that remain furloughed will receive 80% pay and will follow the guidance of the government scheme</p> <p>Calling Staff back: We are gradually increasing our occupancy and will call staff in when required with as much notice as possible. We expect all staff to be ready to return to work with 24 hours' notice. If a staff member does not return to work, the time off will be unpaid</p>
Admissions	<p>Children who are symptom free or have completed the required isolation period, can attend nursery. Families are asked to inform nursery if they, the child or anyone in their household has any symptoms and to follow the COVID-19 guidance</p> <p>Children that have been classed as clinically extremely vulnerable, due to pre-existing medical conditions, have been advised to shield and are not expected to return to nursery yet. We will continue to communicate with you and help you to learn at home as much as possible. This will be reviewed in line with government guidelines</p> <p>We will provide parents with clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves. Parents will not be allowed in nursery and must follow the guidance to drop off / collect their child. Children who are upset can be taken into the garden with their child to help settle</p>

	<p>If anyone becomes unwell with the most common symptoms of coronavirus in an education or childcare setting, they must be sent home and advised to follow the COVID-19 guidance</p> <p>When a child develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p> <p>Staff and children are eligible for testing if they become ill with coronavirus symptoms, as will members of their household. A negative test will enable children to return to their childcare setting, and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible. Positive tests will be reported to HSE.</p> <p>Social Distancing: As per government guidelines, in order to maintain social distancing and keep children in smaller groups with the same staff, we will stagger children back to the setting and will cap group sizes of 16. We will continue to assess and communicate with everyone. Staff are encouraged to keep 2m apart at all times</p> <p>Information regarding the latest symptom of coronavirus a loss of, or change in, your normal sense of taste or smell: It will be very difficult to recognise this symptom in young children and they often go off food and drink for many reasons including when teething. It is advised that if a child does refuse food/drink at nursery you inform parents in the usual way and ask them to monitor this alongside any other coronavirus symptoms.</p> <p>Visitors: We will not be allowing non-essential visitors in to nursery including deliveries, show rounds, learning assessors and extra-curricular teachers. Food delivery / mat exchanges and PHS service personnel will have to wait at the door</p> <p>Show Rounds: We will develop a virtual show round to share with prospective families whilst the nursery is closed to visitors</p>
Arrivals and departures	<p>We will ask:</p> <ul style="list-style-type: none"> • Families to have one designated adult to carry out the drop off and collection of their child to minimise the number of adults at the setting. We will work together with you to ensure your child can be welcomed and settled by a familiar member of the team. Parents will be asked to drop children at the door and a member of the team will take the children to their room, wash their hands and begin the day • Our younger children can be handed over in the usual way to a staff member

	<ul style="list-style-type: none"> ● At the end of the day, parents will wait outside and children will be brought to the door ● Managers will have registers at the office so staff and child attendance can be marked immediately on entry ● Managers will call rooms to collect / bring children to the front door ● Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child ● All parent/carers are asked to follow safe social distancing when dropping and collecting children. There will be safe distancing markings outside of the setting ● We will monitor the number of adults dropping off and collecting at one time, if we notice busy periods then we will allocate drop off / collection times ● We ask that parents avoid the busy times for drop off / collection where possible ● The nursery will open from 8am – 6pm for now, we will extend our opening hours when we can safely staff the session ● Staff must arrive promptly for their shift to avoid getting stuck in parents queuing <p>We will continue to keep parents updated with any change to this procedure and government guidelines change and we review our practice</p>
Bereavement	<p>We recognise that children and their families may have experienced grief and loss of close family members, or friends, during the pandemic. We understand that this is not only a difficult time for families, but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person is no longer around.</p> <p>We will gather information about any bereavements that may have happened during the lockdown period and work with them to support the child the best we can. We will also signpost to other agencies should further support be required.</p>
Nursery Closure Policy	<p>The nursery will follow the nursery closure policy for national outbreaks of infection / health pandemics.</p> <p>In addition, it will continue to follow all government guidelines regarding Covid -19 and keep staff and parents up to date with any changes. This includes following any procedures if the virus spread across the setting and/or the infection rates were to increase again</p>
Learning & Observations	<p>There will be some gaps in children’s assessment records due to the lockdown period. As children settle back into nursery there will be a strong focus on personal, social and emotional development and re-establishing strong attachments</p> <p>We will keep children past school age if the school they are due to move onto is staggering starts</p>

	<p>We will spend time observing and assessing children’s development, working with parents to find out current interests and plan appropriate next steps</p> <p>Key groups will be affected as many of the team remain furloughed, we will confirm who your child’s key person is</p> <p>Children that have not had a two-year old progress check will be planned in due course. All information and reasons for any delays will be documented</p> <p>Ofsted are currently pausing routine inspections</p>
Equipment and Resources	<p>We will carry out more frequent cleaning of toys and resources</p> <p>Equipment and resources that cannot be easily cleaned, for example soft toys, will not be put out during this time. Any unnecessary items in rooms will be stored elsewhere, where possible.</p> <p>Children will be discouraged from bringing items from home into the setting unless it is absolutely essential for their well-being. Where this is the case items should be appropriately cleaned upon arrival.</p> <p>Mats will continue to be laundered every month</p> <p>Use of PPE will be used for nappies changes, toilet accidents and cleaning up vomit / administering first aid</p> <p>There will be safe distancing of bed/cots and children will be positioned away from each other during sleep times. Bedding and sheets will be washed daily</p> <p>Bedding will not be shared by children</p> <p>Children will be supervised at all times when eating/drinking to ensure that they do not share cups/utensils or food</p> <p>Cups will be labelled with names to prevent cross contamination</p> <p>Water fountains will remain turned off</p>

Health and safety

Risk assessment: All risk assessments will be updated before re-opening. These assessments directly addresses all risks including COVID-19 so that the right measures can be put in place to control risks for children, their families and staff.

We will consult all employees on health and safety, and so they are best placed to understand the risks in nursery

All staff will complete an induction on their return to work

All staff will complete an online course to prevent Covid-19

Legionnaires check - Water has been flushed through the system weekly whilst closed

Social distancing: The early years sector know that unlike older children and adults, babies and young children cannot be expected to remain two metres apart from each other and staff. The government guidelines acknowledges this through advising grouping measures that are in place. Addendums to policies and procedures have been put in place to help minimise the risk of infection through avoiding contact with anyone with symptoms, frequent hand cleaning and good respiratory hygiene practices, regular cleaning of settings, minimising contact and mixing where possible.

COSHH assessment: All products have assessments in place, we'll continue to use our normal cleaning products

Personal protective equipment (PPE): Government guidance is that PPE is not required for general use in early year's settings to protect against COVID- 19 transmission. Aprons and gloves will be worn for nappy changing and the administration of first aid. Aprons, gloves and a mask will be worn by staff caring for a sick child while they await collection. Aprons, gloves and masks must be disposed of in the PHS waste bins

Face covering: During everyday practice, staff and children will not be asked to wear face coverings as per the government guidelines. They can choose to wear one if they wish but children must be able to manage them themselves.

Essential supplies: We will ensure an adequate supply of essential supplies by ordering in advance. Contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for the management of infection control.

A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it, as and when required to meet the operational needs of the setting.

	<p>In case the supply of food is interrupted, procedures will be implemented to ensure appropriate and sufficient food alternatives are sourced, and normal food safety, and hygiene, processes are followed.</p> <p>Coronavirus testing: Staff and children in all early years settings are eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to return to their childcare setting and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible and ensure isolation periods are followed for all staff and children effected</p> <p>First Aid: If first aid is required, PPE should be worn and the 2m social distancing does not apply between staff. Under current guidelines, if someone requires CPR, it is up to the first aider whether they want to administer. If they decide not to, another first aider must be called</p> <p>Medicine: If a child requires medicine it will be given by the manager wearing an apron and gloves in the office</p>
Infection control	<p>We will continue to implement our infection control policy, through maintaining high hygiene standards and reducing the chances of infection being spread</p> <p>In addition to this we will:</p> <ul style="list-style-type: none"> • Implement robust handwashing routines throughout the day. Hands will be washed thoroughly for 20 seconds with running water and soap, and dried thoroughly • Clean hands on arrival at the setting, before and after eating and after sneezing or coughing • Encourage staff and, where age/stage appropriate, children not to touch their mouth, eyes and nose • Ensure good respiratory hygiene - use a tissue or elbow to cough or sneeze and use bins for tissue waste whilst promoting the 'catch it, bin it, kill it' approach for all staff and children • Ensure that help is available for children who have trouble cleaning their hands independently • Encourage young children to learn and practise these habits through games, songs and repetition • Ensure that lidded bins for tissues are emptied at lunch time and by the cleaners at the end of the day • Empty the nappy bins at lunchtime and the end of the day • Clean high contact areas frequently using D10 • Ensure spaces are well ventilated by opening windows or using the air conditioning • Air ventilation will continually renew air

- Take steps to ensure symptomatic individuals do not attend nursery
- Minimise contact and mixing as much as possible by staggered staff lunch breaks, keeping staff and children in smaller consistent groups, ensuring that the same staff are assigned to each group as far as possible and keep children in the same rooms / outdoor area throughout the day
- Ensure play equipment is appropriately cleaned between groups of children using it and that multiple groups do not use it simultaneously
- Work with our cleaning contractor to ensure the cleaning is of a high standard
- In our shared toilets, each room will be allocated cubicles & a basin that will be clearly labelled
- A Milton tub will be safely stored out of the children’s reach to easily sterilise toys that children have placed in their mouths

Children’s temperatures

Routine testing of children’s temperatures will not take place as per government guidelines. We remind parents and staff to follow national advice on Covid-19 symptoms. We ask all staff and parents to follow government advice if anyone in their household displays any symptoms

Anyone showing signs of coronavirus are advised to not leave their home for at least 7 days and anyone they live with should not leave their home for 14 days. This will be applied for any child, staff or family members accessing nursery

Staff and children are eligible for coronavirus testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare setting, and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting.

We will work with staff and families where testing is required to arrange for this as soon as possible and ensure isolation periods are followed for all staff and children effected

If a child has a high temperature whilst at nursery, parents will be called immediately. The child will be cared for in our staff room with the door propped open, in these cases the staff member will wear an apron, mask and gloves to minimise the spread of infection

Travelling to nursery – Parents, children and young people are encouraged to travel by car, walk or cycle where possible and avoid public transport at peak times

Intimate care

We will continue to ensure that all children’s intimate care routines are met following safe practices

Medication	<p>If a child or staff member develops a temperature of 37.8 or above they will be sent home and must self-isolate for 7 days. Due to the nature of Covid-19, a key symptom of which is a high temperature, non-prescribed medication will not be administered unless in emergency situations (with prior permission)</p> <p>We will continue to administer prescribed medicine in line with our normal procedure</p>
Nutrition and mealtimes	<p>We are committed to offering children healthy, nutritious and balanced meals and snacks which meet individual needs and requirements, and we will continue to follow this policy. However, due to high demand for delivery slots and some issues with supply, there may be some changes to the set menus on offer. We will communicate any changes to you</p> <p>Fresh drinking water is always available and accessible, and we will ensure that cups are not shared</p>
Outdoor play	<p>Outdoor equipment will continue to be used and will be wiped down before the next group go outside. Multiple groups must not use the garden simultaneously.</p>
Parents and Carers as Partners	<p>We will ask all parents to complete a form letting us know what the children have enjoyed whilst the nursery has been closed, whether there are any changes to the child's needs and whether there have been bereavements</p> <p>We will communicate via telephone, email and our usual online channels and ask you to do the same to share information about your child. Staff will maintain safe distancing when sharing information about your child's day</p> <p>We will continue to keep in touch with any families and children not yet returning to nursery</p> <p>Nursery events / parent evenings will not take place in the nursery during this time and we will keep you updated as government guidelines change</p> <p>We will make contact with all vulnerable / SEN children that have not returned to nursery initially to see how we can support at home</p> <p>We will not be taking card payments in person, they can still be taken over the phone</p>
Quality of provision	<p>The Early Years Foundation Stage (EYFS) sets the standards that schools and childcare settings must meet for the learning, development and care of children from birth to 5 years old. We will use reasonable endeavours to deliver the learning and development requirements, as far as possible, in the current circumstances and ensure we follow the Early Years Foundation Stage.</p>

	<p>As part of our quality practice, we will carry out more frequent cleaning of toys and resources.</p> <p>We still want to provide children with a wide range of activities and experiences, however some of these may differ to minimise the spread of germs, for example playdough, sand and water play</p>
Safe and healthy nursery	<p>We will follow our safe and healthy nursery policy with the following additional procedures:</p> <p>Personal hygiene: Staff are reminded to ensure personal hygiene at all times, including washing hands as they enter the building and periodically throughout the day</p> <p>Cleaning: Staff are asked to support the continued cleaning of the nursery throughout the day e.g. toilets, wiping light switches, kitchen areas</p> <p>Staff breaks: All staff breaks will be staggered to minimise the number staff in the staff room at one time and ensure social distancing. The staff room door will be kept open at all times</p> <p>Use of offices: Staff will not be permitted to enter the office</p> <p>Staff equipment: Equipment used by staff such as stationary, tablets etc. will be allocated to individual groups and cleaned regularly</p> <p>Uniform: Staff are asked to wear a clean uniform each day and not wear watches, bangles or rings with the exception of a simple wedding band</p> <p>Travelling to work: Staff are encouraged to drive alone, walk or cycle to work and avoid public transport at peak times, where possible. Staff must follow the guidance on precautionary measures to be taken when travelling using public transport</p> <p>Essential supplies: We will ensure an adequate supply of essential supplies by ordering in advance and have contingency plans in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control</p>
Safeguarding Children	We will continue to follow our comprehensive safeguarding policy and procedure.

Settling in	<p>Children who have attended nursery before closure will attend their sessions as normal and can gradually build up to regular sessions over a couple of weeks. If children need to be settled then the parent can come into the garden and settle their child whilst maintaining a 2m distance from everyone.</p> <p>Those children who were due to start will be offered trials with a parent whilst maintaining a 2m distance from everyone. Where possible, the trials will happen in the garden.</p> <p>The settling in policy for new children will be adapted during the pandemic based on the individual needs of the children and staff at nursery.</p> <p>Once children are settled parents will be asked to follow the same drop off / collection procedures as the other children, maintaining safe distancing between them and others</p>
Sickness and Illness	<p>If anyone becomes unwell whilst at nursery with a new, continuous cough or a high temperature of 37.8 or above we will contact their parent/carer immediately. The child will be sent home and advised to follow government guidance</p> <p>Whilst the child is awaiting collection they will be moved to the staff room with the door propped open with appropriate adult supervision ensuring safeguarding and PPE procedures are met. A window will be opened for ventilation and 2m distance will be maintained. They will be comforted and reassured whilst waiting for collection, as per our usual policy.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use the bathroom alone with the supervising adult and the toilet & sink will be cleaned and disinfected before being used by anyone else</p> <p>In an emergency staff will call a manager and 999 if they are seriously ill, injured or their life is at risk.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell</p> <p>The staff room must then be cleaned once the child has gone home by the supervising adult</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending</p>

	<p>an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario</p> <p>Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation</p> <p>Where the child, young person or staff member tests positive, the rest of their nursery group should be sent home and advised to self-isolate for 14 days. The other household members of that group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms</p> <p>In all cases, we will log exclusion information on our Exclusion Log</p>
Special Educational Needs and Disabilities (SEND)	<p>Vulnerable children continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so</p> <p>Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions, have been advised to shield and are not expected to attend nursery. They should continue to be supported to learn at home, as much as possible.</p> <p>Due to the lockdown and as per the Early Years Foundation Stage: coronavirus disapplication's adjustment, the EYFS two-year-old progress check requirement may mean that some progress checks are delayed. These will take place as soon as is reasonably practical and any areas where a child's progress is less than expected, we will put a plan in place with activities and strategies to address any concerns</p> <p>Assessment for all children will take place gradually over the next few months with a strong focus on re-settling children. Strategies and support will be put in place for any children with noticeable gaps in development progress</p>
Staff development and Training	<p>The training log for all staff members will be checked and any expired mandatory training that is required (including safeguarding, paediatric first aid, food hygiene) will be planned as soon as possible</p> <p>Staff meetings and planning evenings are suspended and may take place over Zoom when required</p>

	All staff members will receive appropriate instructions, induction and training in the policy and procedure amendments, infection control, the standard operating procedures and risk assessments within which they will be operating
Staff Supervision	Monthly supervisions will still take place at a 2m distance
Staff	<p>First group of staff back will attend nursery on 29th May to prepare to re-open and complete an induction</p> <p>Kelly and Karina will remain nursery based and support remotely alongside Natasha to limit contact between groups</p> <p>Dan and Steve will make essential journeys only and plan resources and jobs to minimise contact between groups</p> <p>Children who attend multiple settings will be asked to choose one for now</p> <p>Front line workers children do not need to be separated</p> <p>Walks remained suspended</p> <p>Admins and Kitchen Assistants remain furloughed</p> <p>Managers will continue walk round to check H&S and general provision using an amended log</p> <p>Managers will go to the room to sign accident forms</p> <p>Staff will not transfer between rooms or nurseries. The only exception is if first aid is required in another room and support is needed</p>
Children	<p>Children will return to the group they were in before we closed. This will ensure they are with a familiar team and peers whilst settling. We cannot trial children between groups at present</p> <p>Normal ratios will apply</p> <p>Children will still be comforted and held to be fed bottles</p>

	<p>We will utilise our outdoor spaces throughout the day</p> <p>If a child presents with a temperature, the manager will go to the room and check. Parents will be called immediately and the child will be cared for in our staff room with the door propped open, in these cases the staff member will wear an apron, mask and gloves to minimise the spread of infection</p>
Kitchen	<p>No staff allowed in, must ask at door, stand 2m away and chef places it on table outside kitchen</p> <p>Stagger times that staff collect food</p> <p>We will use up current stock and follow the summer menu as best we can whilst ensuring meals remain nutritionally balanced. Parents will be informed daily of the meals for the day</p> <p>Tesco slots are limited but getting better, Dan and Steve can help get shopping</p>