Pandemic Policy & Operating Procedures
In response to the COVID-19 outbreak

Policy statement
Little Pennies Pre-school has produced this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic.

This policy states the operating procedures in place within the setting that assures compliance with requirements from the Government and leading bodies with relation to the outbreak of a pandemic such as Covid-19. This information builds upon our current procedures for areas such as Safeguarding, Equality and Diversity, Health and Safety, however new practices may develop in future as new precautionary measures are introduced and practices are reflected upon.

As early years providers we ensure to offer very high standards of practice of childcare and education. The fundamental principles to be outlines in this policy are set out to ensure reasonable social distancing are enabled and that good hygiene practices are implemented as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. We aim to ensure that the protective measures put in place for children, parents and staff reduce the risk of transmission as much as possible. We will continue to follow all our other policies as long as they do not conflict with this policy. The main areas we will be considering are:

- Minimising contact with individuals who are unwell
- Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
- Ensuring cleanliness of the pre-school environment
- Minimising general contact and mixing
- The use of Personal Protective Equipment (PPE)
- Testing

Focus/Areas of Consideration/Recommendations

Children

<table>
<thead>
<tr>
<th>Attendance</th>
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<tbody>
<tr>
<td>• Only children who are symptom free or have completed the required isolation period should attend the setting.</td>
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<tr>
<td>• Staff may consider taking temperatures of children on arrival if it is felt this is necessary.</td>
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<td>• Extremely vulnerable children should shield under government advice.</td>
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<td>• Families who attend more than one setting should choose only one until notified by the setting.</td>
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<table>
<thead>
<tr>
<th>Physical distancing &amp; grouping</th>
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<tbody>
<tr>
<td>• Children will be encouraged to sit in a space rather than a circle at group times.</td>
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<tr>
<td>• Group times may be split into smaller groups if staffing allows.</td>
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- Cosy corners and role play environments will be temporarily removed to prevent clusters of children in confined spaces.
- If required smaller amounts of children may be necessary, this may mean a temporary cap on numbers of children in the setting at any one time.
- We may temporarily reduce funded hours per child if necessary, ensuring all children have access to some pre-school time.
- If required in future, operating days/hours may change. It may be necessary to prioritise children such as those who are vulnerable, those with special educational needs, those from households where both parents are key workers.

**Wellbeing & education**

- Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe, including regular hand washing and sneezing into a tissue.
- Children will be supported to understand the changes and challenges they may be encountering as a result of the pandemic. Staff are aware of the emotional support children may need at this time.
- EYFS framework will continue to be delivered through play and adult led activities.

**Workforce**

**Attendance**

- Staff should only attend the setting if they are symptom free, have completed the required isolation period or have achieved a negative test result.
- Staff temperatures may be taken if this is felt necessary.
- Consideration may be given to limiting the number of staff in the setting at any one time to only those required to care for the occupancy levels on any given day.
- Staff hours, days they work and length of day may change in order to meet childcare demands and considerations implemented.

**Physical distancing**

- Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications if needed.
- Social distancing must be maintained whenever possible. This may be achieved through the division of groups and spaces where possible.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Where possible, meetings and training sessions should be conducted virtually.

**Training**

- All staff members must receive appropriate instruction and training in infection control, the standard operating procedures and risk assessments within which they will be operating.
- Training may be available online to allow staff training levels to be maintained where appropriate.
## Parents

| Physical distancing | • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.  
• Drop off and collection of children will be limited to 1 parent per family.  
• Drop off and collection may have staggered timings with the First School.  
• Drop off and collection will take place at the school gate at the top of the driveway to avoid parents entering the pre-school.  
• If parents arrive late and staff are not there to meet them, they must call the pre-school on 01725 552997 to arrange for staff to come down to the gate.  
• When parents are waiting to drop off or collect their child, physical distancing should be maintained at all times.  
• If potential new parents wish to view the setting, this should be organised outside of normal operating hours.  
• Special arrangements will be made for new parents who are attending for settling in sessions to avoid causing the child distress. |
| Communications | • Safe operating procedures should be clearly communicated to parents and they will be updated if changes are made to these at any time.  
• Parents should inform the pre-school of any circumstances where their child will be absent. |

## Visitors

| Visits | • Attendance to the setting will be restricted to children and staff where possible and visitors will not be permitted unless essential (e.g. building maintenance). Where essential visits are necessary, these will be arranged outside of normal pre-school hours where possible.  
• The pre-school office will be closed to the public. Communication will remain via email or telephone. |

## Travel

| Travel associated with setting operations | • Wherever possible staff and parents should travel to the setting alone, using their own transport. If shared transport or public transport is necessary, current guidance must be followed.  
• Parents will not be able to leave travel accessories such as car seats, buggies, scooters etc at the setting.  
• Outings from the setting into the local community will be restricted to avoid mixing with members of the general public. |

## Hygiene and Health & Safety

| Hand Washing | • All children and staff must wash their hands upon arrival at the setting.  
• Children and staff are required to wash their hands more |
| **Food & drink** | • There will be a suspension of self-served snacks to avoid shared food and utensils.  
• Children’s water bottles will only be available on request or at specific times to avoid children helping themselves to the wrong bottle.  
• Parents are asked to provide food packaging that their child can open themselves to limit adult assistance as much as possible. |
| **Cleaning** | • An enhanced cleaning schedule will be carried out by cleaners daily, including touch points and hand washing facilities.  
• Children’s toys will be restricted to ensure they can be sterilised thoroughly on a regular basis.  
• Staff will be provided with their own personal hand sanitiser to be used frequently.  
• Children’s and staff toilets and sinks will be wiped clean after use where possible.  
• A deep clean may be needed after a child has become ill in the area they were waiting. |
| **Waste disposal** | • All waste must be disposed of in a hygienic and safe manner.  
• Tissues must be immediately disposed of.  
• Bodily fluids must be double bagged and disposed of in the correct bins. |
| **Laundry** | • All items within the setting that require washing e.g. tea towels, aprons for messy play, must be washed at the end of each day. Children should be encouraged to use the same apron throughout the session.  
• Soft play items such as cuddly toys, dressing up clothes and fabrics will be removed from the setting as these are less easy to clean frequently.  
• Parents are requested to ensure their child wears clean clothes to pre-school each day.  
• Staff are required to wear clean clothes each day and to ensure their pre-school tabard is also changed daily. |
| **Risk assessment** | • The setting has risk assessments in place which should be known to staff and followed.  
• All activities should be risk assessed and consideration given to any adaptations to usual practice. This includes the suspension of learning experiences involving malleable materials e.g. playdough, clay etc.  
• Resources will be limited and may exclude toys with intricate pieces that are hard to clean.  
• Play food, play crockery etc. or anything else which may be ‘mouthed’ by many children will be removed. |
| **PPE** | • Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission.  
• PPE including face masks will be worn for intimate care, nappy care, or any other activity that requires them. |
changing, applying sun cream and administering first aid.

**Premises**

| Building | • If the setting should need to temporarily close during lockdown periods, appropriate Health & Safety checks will be conducted prior to reopening.  
• Windows/doors will be kept open where possible to ensure good ventilation.  
• The main playroom is organised with only essential furniture to allow more free space. Tables are separated to maintain space between seats and tables.  
• Children are encouraged to play outside as much as possible. |
| --- | --- |
| Resources | • Children are not permitted to bring items in from home unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.  
• All resources required for play and learning experiences of children will be regularly washed and/or sterilised.  
• Equipment such as stationary, pens, ipads etc. should not be shared where possible and should be wiped clean regularly.  
• Children are provided with individual mark making bags to use in the setting. |

**Supplies**

| Procurement & monitoring | • An adequate supply of essential supplies e.g. PPE, bin bags, cleaning products etc. should be in place at all times. The setting will not be able to operate without essential supplies required for ensuring infection control.  
• It is the responsibility of all staff to notify the Manager when stocks of PPE are low so they can be reordered.  
• Procedures are in place to ensure food safety and hygiene processes are followed at all times during the preparation, serving & storage of food. |

**Responding to a suspected case**

| | • In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance.  
• Whilst waiting for the child to be collected they will be isolated from others in a designated room/area. Where possible, a window will be opened for ventilation.  
• The staff member responsible for the child during this time will wear full PPE. The staff member will not need to go home unless they develop symptoms themselves.  
• The area should be thoroughly cleaned, immediately after the child has been collected. The person responsible for cleaning the area should wear full PPE.  
• All PPE should be removed and disposed of following current |
In the event of a staff member developing suspected coronavirus symptoms whilst working at the pre-school, they should return home immediately and isolate at home in line with the NHS guidance.

All children attending a childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. The aim is to enable children to get back to childcare, and their parents or carers not to need to self-isolate any longer than necessary, if the test proves to be negative.

We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of positive result. Parents can access a test for under 5’s by contacting 111.

**Responding to a confirmed case**

In the event of a confirmed case of coronavirus in either a member of staff or a child attending the setting, the pre-school will follow the NHS guidance.

Where there are two or more confirmed cases, the pre-school will follow the guidance from the NHS, Department for Education, Public Health England and our Early Years Advisors.

Leading authorities, legislation and guidance which have informed and influenced this policy are:
- Coronavirus Act 2020
- Health and Safety at Work Act (1974)
- Health and Safety Executive (HSE)
- Government briefings
- Public Health England (PHE)
- World Health Organisation (WHO)
- Local Authority (LA)
- Department for Education (DfE)
- OFSTED
- Early Years Foundation Stage (EYFS)

This policy was adopted at a meeting of Trustees held on ...........................................

and was checked and re-affirmed on ...............................

Signed on behalf of The Little Pennies Pre-School

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