



Altarnun Pre-School  
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## COVID-19 Operational Policy & Social Distancing

### Altarnun Pre School

*This policy has been written and should be read in conjunction with the following DfE Guidance:*

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

#### *Physical distancing between groups*

*While it is not expected that children and staff within a group will keep 2 metres apart, it is important for settings to consider how they can reduce contact between groups of children and staff as far as possible, for example by ensuring children and staff mix in a small consistent group and that small group stays away from other groups.*

#### *Settings should ensure:*

- physical distancing between groups of children and staff as far as possible*
- that individual groups use the same area of a setting throughout the day as much as possible*
- that the sharing of toys and resources is reduced*
- that any toys or resources that are shared can be easily cleaned between different groups' use*

*Consider how snacks and meal times can be planned to ensure groups of children are kept together. Where possible, staff meetings and training sessions should be conducted virtually and staff should remain at a safe distance from each other during breaks, including in staff rooms or other staff areas in the setting. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor or when moving to a different part of the setting, is low risk*

### **Our Pre School Policy**

We acknowledge that social distancing for very young children will be harder to maintain. Staff, parents and carers should implement the recommended



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measures as far as they are able, whilst ensuring children are kept safe and well cared for. In light of this, we have adapted our arrival and departure routines and are preventing parents/carers and visitors from entering the building, children will be dropped off and collected (by one adult only) at the big wooden gate. If a child displays symptoms of coronavirus (COVID-19), they should not come to the setting, or should be sent home with their parents/carers if symptoms arise during the day. Someone should be available to collect the child at short notice.

Staff should care for children as normal, although increasing the frequency of their handwashing (and always doing so before eating and after toileting or outdoor play for example). We will be reducing the number of children we allow into setting to a maximum of 8, this is to ensure children are not coming into contact with large numbers of other people and to minimise risk, this will also enable staff to be able to clean during the day where needed and to be able to supervise and monitor the children more closely. This will be monitored on a day to day basis and may change depending on our assessments. We will be prioritising key worker children, followed by the older children first, in line with government guidance. The staff should use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, through the use of visuals, games, songs and stories. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.

As much as possible, we will prevent the sharing of food, drink, utensils, equipment and toys. Equipment, toys and surfaces should be cleaned and disinfected more frequently. This includes tables, chairs, door handles, toilet flushes, light switches, keyboards etc. Equipment and resources that cannot be easily cleaned will be stored away. If a child displays symptoms of coronavirus (COVID-19) at pre-school, staff should follow the Public Health England guidance on cleaning for non-healthcare settings.

In response to COVID-19, we will endeavour to review and implement all Government guidance that is specific to our setting. The child protection policy will be kept under review as circumstances continue to evolve.

## **DROP OFF AND PICK UP FROM PRE SCHOOL**

To ensure social distancing measures are adhered to we will implement the following procedures:

- At the present time, parents and carers are not allowed inside the pre-school building. We are restricting the number of people on-site to essential staff only.



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- We have adopted an essential visitor only approach. Visitors will only be permitted if essential, e.g. to attend to a pupil's specific medical needs.
- Arrivals and departures are staggered so we only admit one child at a time, two meter markers will be painted on the floor to guide you and keep you safe. Just one adult must accompany their child to the gate where a member of staff will meet them and walk with the child into the pre-school (We will be using the door into the cloakroom so bags can be hung up on pegs and hands washed before children enter the main play room).
- Please do not congregate in the car park and depart quickly.
- Parents and carers **MUST** wash their children's hands thoroughly at home before arrival at pre-school. All children **MUST** be sun creamed at home before arrival at pre-school, from March through to October, as the UV is always 3 or above even on days that are cloudy.
- Parents and carers must remain outside the building.

## **HANDWASHING AND HYGIENE**

There is guidance that we will follow to help prevent the spread of respiratory viruses, which include:

- washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food.
- avoid touching your eyes, nose, and mouth with unwashed hands.
- avoid close contact with people who have symptoms.
- cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Catch it, bin it, kill it.
- clean and disinfect frequently touched objects and surfaces in the home and at pre-school.

## **CHILDRENS' WELFARE**

The children are at the centre of everything we do and it is so important that we can support, safeguard and co-regulate their feelings during this time of uncertainty. Although pre-school is a familiar place, there are changes in routines.

- Children with symptoms (temperature 37.8, new persistent cough) should not be sent to pre-school. Children who come to pre-school with symptoms will be sent home immediately, temperatures may be checked on arrival. It is also essential that they have not been given ibuprofen or paracetamol (Calpol) in the four hours before arriving as this can mask a high temperature.



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- On arrival and throughout the day, staff should supervise children to ensure they wash their hands for 20 seconds with soap and water and catch coughs and sneezes in tissues. The staff will encourage children to learn and practise these habits through visuals, games, songs and repetition.
- Children should only attend one childcare setting to reduce the number of people they are coming into contact with.
- The use of the school outdoor space will be timetabled and will be accessed via the path outside and not through the school.
- Children should ONLY bring a backpack containing a change of clothes, nappies if needed and a sun hat and sun-cream. If they are staying for lunch they may bring a sealed box containing their lunch. All items must be clearly labelled with your child's name.
- Children must NOT bring book bags, their own bottles of water or any toys from home.
- Snacks will be prepared and served by staff to children who are already seated at the table.

## **SAFEGUARDING**

We will continue to follow our Child Protection Policy and this will be kept under review.

- With regard to safeguarding, the best interests of children must always continue to come first.
- If anyone in the pre-school has a safeguarding concern about any child or member of staff they should continue to act and act immediately.
- Designated safeguarding leads: It is important to have a trained DSL on site during opening times. It is recognised this may not be possible, and where this is the case a trained DSL can be available to be contacted via phone or online video - for example working from home. All staff are aware of safeguarding procedures and will signpost concerns appropriately.

## **VULNERABLE CHILDREN & SEN**

Some children may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.



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- In relation to vulnerable children, the continued importance for our staff to work with and support children's social workers and the local authority for looked-after children will be adhered to.
- Where a child has a variety of outside agencies involved, our we will facilitate virtual meetings where face to face meetings or visits within the setting cannot take place.

## **STAFF WELFARE**

Staff should pay particular attention to handwashing before and after supporting children who need help with toileting or eating, as well as avoiding touching their own face whilst at work. We are aware that the guidance currently suggests that PPE is only required for medical and care professionals providing specific close contact care or procedures that create airborne risk, such as suctioning and physiotherapy, to people with a possible or confirmed case of coronavirus covid-19. If a child becomes unwell with suspected coronavirus, the supervising staff should wear gloves, an apron, a fluid resistant mask and visor.

- Long hair must be tied back and nails cut short.
- All staff will have completed infection control training, read and signed the pre-school Covid 19 operational policy and risk assessment.
- Staff are limited to working in one setting, unless cover is a necessity, based on statutory ratio requirements.
- Limit resources and toys that are available to the children. Resources where possible should be washable. All resources used to be cleaned, as far as practicably possible, at the end of each day,
- Staff will be updated on how they can access tests for coronavirus.

## **PROCEDURES IF STAFF OR A CHILD START TO DEVELOP SYMPTOMS**

If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home immediately and advised to follow the staying at home guidance. The child or staff member would not be able to return to pre-school for 7 days and must self-isolate at home. In situations where there has been a suspected or confirmed case, we will follow the following guidance: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

## **STAFF DISPLAYING SYMPTOMS**

- If a member of staff displays symptoms, they should go home immediately and follow the government's self-isolation guidance.



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- Arrangements for testing for children and staff who have symptoms will be available by following this link: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>.
- Any member of staff who has been supervising a child with suspected symptoms should immediately wash their hands in line with current guidance. They do not need to go home. The room that a child has used in this circumstance (including bathrooms) should be fully cleaned before anyone else uses them.

### **A CHILD DISPLAYING SYMPTOMS**

If a child displays symptoms, they should be immediately isolated from other pupils. The pre-school should contact parents and request they collect their child from the pre-school immediately.

- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Supervising staff should wear gloves, an apron, a fluid resistant mask and a visor.
- If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
- Children and their families will not be able to return to pre-school unless a test for COVID-19 has shown a negative result.

### **CLEANING**

Public Health England guidance on cleaning for non-healthcare settings would be followed.

- Cleaning routines will take account of the guidance on cleaning of non-healthcare settings. It is recommended that surfaces in classrooms, including desks and handles, and within toilet areas are cleaned twice a day, paying attention to frequently touched areas and surfaces.
- Wear disposable or washing-up gloves and aprons for cleaning. If a case of coronavirus (COVID-19) is suspected, these should be double-bagged,



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then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. If coronavirus (COVID-19) is not suspected, cleaning equipment should be disposed of in the normal way, or in the regular rubbish.

- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use.
- Bins for tissues and paper towels should be emptied throughout the day.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron and a fluid resistant mask.
- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

### Altarnun Pre School COVID-19 Parent/Carer Plan & Procedure

#### Introduction:

We acknowledge that social distancing for younger children will be harder to maintain. Staff, parents and carers should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for by adhering to the following procedures:

#### Signs, symptoms & ill health

1. Parents/carers must contact the us as soon as possible if they believe they may have been exposed to coronavirus.
2. Parents are informed via normal communication routes not to bring their children to pre-school or onto pre-school premises if they show signs of being unwell and believe they have been exposed to coronavirus.
3. The parents of unwell children are informed as soon as possible and asked to collect their child immediately.
4. Staff, children, or parents do not return to pre-school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed or a test for Covid-19 shows a negative result.



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### Arrivals & Departures

1. Parents, carers and children MUST wash their hands thoroughly at home before arrival at pre-school.
2. All children MUST be sun creamed at home before arrival at pre-school, from March through to October, as the UV is always 3 or above even on days that are cloudy.
3. Children should ONLY bring a backpack containing a change of clothes, nappies if needed and a sun hat and sun-cream. If they are staying for lunch they may bring a sealed box containing their lunch. All items must be clearly labelled with your child's name, children must not bring book bags, their own bottles of water or any toys from home.
4. Children will be signed in by staff any medication/accident forms will read out or telephoned and will be signed by staff.
5. Parents and carers must remain outside the building. Arrivals and departures will be staggered so we only admit one child at a time. Just one adult must accompany their child(ren) to their designated entrance.
6. Parents/carers must adhere to the one-way system and if it is necessary to queue, keep a 2m distance, paying attention to signage and social distancing rules.
7. Drop off and pick up will be limited to 1 adult per child.
8. Parents will be discouraged from gathering around school entrances and outside school.
9. Staff and Parents MUST wash uniform/children's clothing daily according to NHS laundry guidelines. A clean set of uniform/clothes MUST be worn each day by staff and children: <https://www.nhs.uk/live-well/healthy-body/how-to-prevent-germs-from-spreading/>

### How do I get in touch with the pre school staff?

- Parent/staff communication will continue through text messaging, tapestry, email and the closed Facebook group - not face to face
- The preschool mobile is in use during opening hours
- The manager can be contacted privately through the Pre School Facebook page or on [manager@altarnunpreschool.org.uk](mailto:manager@altarnunpreschool.org.uk)

Updated on 16.6.2020

Roz May