



COVID-19 Safe Operating Procedures

Introduction

It is paramount that everyone complies with the latest Government guidance on Coronavirus. We have developed the following Safe Operating Procedures based on guidance from the Department of Education and Public Health England specifically for our Evergreen Nursery.

It is important that we adapt our everyday practices to ensure that we continue to offer the staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. If any symptoms are displayed, families must be alert and self-isolate for the safety of everyone. Covid-19 appears to affect young children less often and with less severity. Children's role in its transmission is unclear but it seems that it is not significant.

Compassionate leadership is at the heart of this reopening and we will do everything we can to be honest, open and to communicate with you. There will be a lot of anxieties and we acknowledge that it is OK to feel worried and that COVID-19 and the lockdown has had an impact on everyone.

Everyone involved in the day to day running of Evergreen has received appropriate training on how to operate under the terms of the Safe Operating Procedures.

There is always a risk when children come into a childcare setting but we are doing everything possible to minimise this risk. We will constantly update our procedures to take account of any changes in government or Unity guidelines.

We aim to work in partnership with parents and trust that everyone understands and follows these Safe Operating Procedures.

The key principles of these procedures are:

1. Any pupil, staff member, parent or visitor with coronavirus symptoms must not attend nursery and must isolate at home
2. Increased cleaning processes are in place, throughout and at the end of the day
3. Children and staff members will be social distancing as far as possible
4. Children will be placed in a bubble with a maximum of 15 children and up to 3 members of staff.
5. There will be 3 bubbles in the nursery. Bubble 1 – Maple Room offering 30 hours provision and care for 2 year olds. Bubbles 2 and 3 provide the 15 hours entitlement across the week.

6. Arrival and departure times will be staggered across the Abbots Green site and children will be dropped off one at a time for each room.
7. Parents will not come into the rooms or visit the nursery unless this is explicitly arranged with staff e.g. in the event of a child being unwell.
8. The process for settling in sessions will be managed away from the other children

Attendance

Children and staff are welcome to attend nursery but must not be displaying any coronavirus symptoms, the most common being a new continuous cough, a high temperature or a loss of taste and smell.

It is important that you seek medical advice if you are unsure.

It is important that children do not attend nursery if unwell for their own wellbeing and for the safety of others.

If anyone is experiencing any symptoms they cannot return to nursery until they have completed the required isolation period and be symptom free or have achieved a negative test result. Prompt exclusion is essential to preventing the spread of infection. Children and employees who are classed as clinically vulnerable should follow their medical advice before attending nursery.

It is preferable that your child only attends one setting to avoid mixing with different groups of children.

Drop off and collection of children

Parents are asked to drop off and collect their children at the main entrance to Evergreen and not to enter the nursery. Whilst parents are waiting, it is important to maintain social distancing by keeping a distance of 2 metres apart on the markings identified. It is preferable if only one parent does the drop off and collection.

If you can walk to nursery, please do so. It is better not to share transport and to travel by car, bike or walk. Face coverings have been advised by the Government for use on public transport.

Children will be assigned to a bubble in either the Maple or Oak Room and a staff member from that bubble will be responsible for collecting and delivering that child back to the parents. We will give you a limited handover, unless there is an important issue to discuss, as other parents may be waiting.

Implementing social distancing

It is very difficult to avoid a level of physical interaction with young children and it is important to have their wellbeing at the centre of everything we do. If a child is in need of a hug, then it would not be fair to deny this. To help with social distancing the children will be grouped in small groups (a bubble) with a minimum of two members of staff. Social distancing will also apply to coat pegs, seating arrangements and sleeping.

Bubbles

We aim to keep children in their bubbles throughout the day.

Staff have organised designated areas, indoors and outdoors, for the children in their bubbles. Children will have access activities that are considered safe at this time.

Snacks and Mealtimes

- As always, children will eat in their rooms.
- Children will need to bring in a snack and a packed lunch from home in a sealed named container.
- No food will be eaten out of shared platters or containers.
- The children will need to bring in their own, named, water bottle and take it home to be washed.

Fire drills

If we have to respond to a fire we will continue to manage social distancing, as far as possible. The safety of the children and employees will always come first.

Wellbeing

We know that this is a very unusual and worrying time for everyone. It is very important that at the forefront of this heightened awareness of safe operating procedures, we do not forget that care and consideration must be taken to ensure that everyone within Evergreen feels safe and secure. We will try our best to create a normal nursery environment and hope that you will bear with us.

We will be concentrating on fostering those secure attachments and, whilst we will be constantly observing and assessing the children, we will not be making observations of children's learning or carrying out lengthy handovers. We want our team to spend time with the children, playing and building their relationships.

We would always speak with you immediately if we had any concerns. If your child is expressing any concerns or worries, it is important that you inform a member of staff from the bubbles.

Settling in sessions

Parents may enter Evergreen for the purpose of settling-in sessions, if not doing so would cause a child distress. The room leader will give further guidance on the day. It is important that social distancing continues to be maintained. The parents will not be able to spend time in the children's rooms in order to minimise any risk of infection.

Visitors

Visitors to the nursery will not be encouraged unless it involves a safeguarding issue that cannot be resolved by telephone. Interviews or meetings will be conducted via videoconference.

Nursery show-rounds

Prospective parents should make use of the Evergreen page on the Abbots Green Academy school website for information relating to the ethos and organisation of the nursery. This page will be regularly updated.

Contractors

Any contractors to the nursery will be reminded of Public Health England guidance prior to entering the building.

Health, Hygiene and Safety

Reducing the spread of the virus

It is recognised that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. Doors and windows will be opened as much as possible.

Cleaning

An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities will be regularly cleaned.

The rate of hand washing must be significantly increased. Everyone, including children, must wash their hands on arrival at nursery. There will be regular opportunities for hand washing throughout the day.

Use of Tissues

The children will be supported in an age-appropriate way to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue.

Toileting

The children will be taken to the toilets and supervised and changed if required. Hand washing songs will be sung to ensure hand washing is thorough and the staff will talk to the children about why we are washing our hands. Children will dry their hands on paper towels. Hand driers will not be used.

Clothing

All employees and children should wear clean clothing every day. Children should bring one bag with changes of clothing in and take it home with them at the end of each session.

Risk assessments

All risk assessments will reflect the risk of transmission of COVID-19. Certain activities will be adapted or removed to reflect this risk and the outdoor area will be used throughout the day to support this.

Items from home

We would prefer no toys or comforters to be brought into nursery but do understand that this could cause distress.

Resources at Nursery

Toys and resources that are difficult to clean have been removed, including cushions and soft toys. The children will only share toys and activities within their bubbles. We will aim to sanitise items at the end of each day.

Responding to a person displaying symptoms of COVID-19

A child

If a child is suspected of displaying coronavirus symptoms whilst attending the nursery, they should be collected as soon as possible and isolate at home in line with NHS guidance.

Whilst waiting to be collected, they will be isolated from others in a designated area. A member of staff will stay with them and will wear full PPE.

If the child becomes very unwell, we will follow our normal emergency procedures and call 999.

The isolation area will be cleaned once the child has been collected.

An employee who displays symptoms

In the event of an employee developing coronavirus symptoms whilst at work, they will leave work as soon as possible and isolate at home in line with NHS guidance and the bubble will be closed.

PPE Equipment

Government guidance is that PPE is not required for general use in nurseries to protect against COVID-19 transmission. Hand washing, effective cleaning and social distancing are the most effective measures. Gloves, aprons and face visors will be used for nappy changing and first aid. Aprons will be worn at mealtimes.

Further guidance

www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19

www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020

www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms

www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms

www.gov.uk/apply-coronavirus-test

Our setting is committed to safeguarding and promoting the welfare of Children, young people and adults at all times and expects everybody working within this setting to share commitment.

This policy was adopted on 2nd June 2020

Signed on behalf of Evergreen Nursery



Position: Chair of Governors

Review Date: 31st May 2021