

Coronavirus – COVID 19

Operating Procedures from 1st June 2020

(please see updated Risk Assessment - attached)

These guidelines are based on Public Health England and the Department of Education to ensure that procedures are in place to minimise the spread of COVID-19 and ensure the safety and well-being of all children, staff and parents within operations at Dolphins Childcare Centre.

Strict hygiene and distancing procedures need to be practised and adhered to at all times.

Reduced Numbers

- We have reduced the number of children we can care for each day by half until further notice.

Dropping Off and Collecting Procedures

- Floor/pathway markers clearly show the **2 METRE** space required for physical distancing - which must be maintained at all times (we are aware the width of the pathway is quite narrow and ask for your co-operation and understanding for persons coming the other way – shield yourself as much as possible)
- **Only 1 Parent/Person** to bring in/collect their child. (parent/person must be 'symptom free').
- **Only 1 Parent/child in the Reception Area** at all times. Please be patient and wait your turn. (at present we have not introduced 'staggered times for bringing children in/collecting them as we understand Parents time constraints with getting to work, however, please understand we may have to introduce this in the future if need be)
- **Only children** will be allowed into the main building (once checks have been done as below)
- We will be taking every child's temperature prior to entering the main building. If he/she shows a temperature above 37.8 they will not be allowed into the setting, and will be advised to isolate at home in line with NHS guidance (managers agreement must be sought before returning) Temperature's will also be taken as children leave the setting.
- Children will be asked to sanitise their hands before entering (parents will need to apply to very young children's hand). This will also need to be done when leaving. Frequent hand-washing will happen throughout the day as currently in place.

Attendance

- Only children who are well and symptom free should attend the setting. Please do not send your child in if they are unwell – we will refuse entry or send them home
- If your child becomes unwell at the setting we will contact you and request that you collect them immediately.

Physical Distancing & Grouping

The way we operate will change. Children will be put into small groups. They will be with the same children, on the same days with the same staff (alleviating mixing with any other persons). Groups will be dispersed throughout the setting – inside and out and using all rooms (distancing as much as possible)

Staggered Meal Times

Children will be having all snacks and meals within their own groups and at staggered times.

Food

We will continue to offer Hot Lunch as well as Afternoon Tea. Although our set summer menu is in place, please be aware we may need to offer different/alternative foods at times (due to foods being unavailable)

Sleep & Changing Areas

Cots, buggies and sleep mats will be placed 2 metre for safe distancing. Strict procedures have always been in place and will continue eg. Bedding is only used once and cots, buggies, sleep mats are cleaned down and sanitised after every use. The same is done when children are changed (nappies).

Well-being and Education

Children will be supported and practice safe hygiene methods throughout the day – regular hand-washing,

sneezing into tissue and coughing into their arms (staff will explain the reasons throughout, in an understanding that is appropriate for their age and stage). We have a range of children's (and adults) face masks, which we will encourage children to familiarise themselves with (masks will only be used by staff, if in isolation with a child. Children will be offered/encourage to wear one but never made to)

Resources & Activities

All soft toys/resources/equipment will be removed to ensure cross contamination is minimised. Activities are risk assessed prior to undertaking as standard and with current covid-19 guidelines. Children will not be permitted to bring items in from home into the setting unless absolutely essential for their well-being

Responding to Illness/Possible Suspected Covid-19 Case

In the event of a child developing suspected coronavirus symptoms - high temperature (over 37.8), new persistent cough, loss of or change of smell/taste 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 our nominated isolation/quarantine room (staff room & window open) with the adult within their group. Adults will be required to wear personal protective equipment (apron, gloves, face mask and eye protection glasses). Children will be encouraged to wear a face mask (for their protection and that of the staff member) – of course this is not compulsory. Once the child has been collected the 'isolation' room will be thoroughly cleaned and sanitised.

Reminder: Rules for Self-Isolating

Anyone with symptoms should stay at home for 7 days, if they live with other people they should ALL stay at home for 14 days to avoid spreading the infection outside the home. If no symptoms after 14 days they can return to their normal routines.

Cleaning

An enhanced cleaning schedule has been in place since re-opening on 20th April. Communal area touch points such as Reception doors, handles, switches, buzzer and hand sanitiser unit – all internal handles, switches, toilets and sinks are cleaned and sanitised several times throughout the day. Surfaces, tables, chairs and large equipment/toys will be cleaned and sanitised on a regular basis.

Future

At this moment in time we are unable to give any information on future operations until further Government Guidance has been released.

If you have any questions or concerns please do not hesitate to get in touch.

Continued below

Dolphins Childcare Centre **CORONAVIRUS RISK ASSESSMENT** **UPDATED FOR 1st AUGUST 2020**

In light of current government guidance with regards to the coronavirus and social distancing we have highlighted the changes within our setting – marked in red in the sections below.

Our plan is to be fully operational (without restrictions) from 1st September 2020, however – this may change if government guidance requires us to.

1st June 2020 Extended Opening (previous)

As we have been open and operating for the children of critical Key Workers, many of the routines listed below have already been in operation. From 1st June 2020 we are now able to open up spaces to all children. However, due to the safety of the staff, children and their families we have limited the number of places available on a daily basis by half until further notice (and until it is felt safe to do so) The Information within the Coronavirus Risk Assessment links to the information in the Government document Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings - Actions for educational and childcare settings to prepare for the wider opening from 1st June 2020 and the Statutory Framework for the Early Years Foundation Stage.

This Risk Assessment directly addressed risks associated with coronavirus (Covid-19) so that sensible measures could be put into place to control the risks for children and staff and was carried out during the week 25th - 29th May 2020 by Sharon Lawrence & Diane Donald.

Reduced Numbers

To ensure we can implement social distancing as much as possible we have reduced the number of children we care for each day by half until further notice (as above *We are continuing reduced numbers up until September.*

Social and Physical Distancing

Social distancing in a Nursery/Childcare environment is extremely difficult. We have assessed the setting, rooms, gardens, number of children, ages of children and those with any special needs.

The way we operate will change. Children will be put into small groups. As far as possible they will be with the same children, on the same days with the same staff (alleviating mixing with any other persons). Groups will be dispersed throughout the setting – inside and out and using all rooms (distancing as much as possible)

This will continue

Dropping Off and Collecting Procedures (and social distancing)

Floor/pathway markers clearly show the **2 METRE** space required for physical distancing - which must be maintained at all times (we are aware the width of the pathway is quite narrow and ask for your co-operation and understanding for persons coming the other way – shield yourself as much as possible)

Although 2 metre distancing has been relaxed we ask that you continue to respect safe distancing as much as possible

- **Only 1 Parent/Person** to bring in/collect their child (parent/person must be 'symptom free').

This will continue

- **Only 1 Parent/child in the Reception Area** at all times. Please be patient and wait your turn. (at present we have not introduced 'staggered times for bringing children in/collecting them as we understand Parents time constraints with getting to work, however, please understand we may have to introduce this in the future if need be)

This will continue

- **Only children** will be allowed into the main building (once checks have been done as below)
It is our decision to take every child's temperature prior to entering the main building. If he/she shows a temperature above 37.8 they will be not be allowed into the setting, and will be advised to isolate at home in line with NHS guidance (**managers agreement must be sought before returning**)
Temperature's will also be taken as children leave the setting.

We will continue with 'only children will be allowed into the main building, we will not be taking temperatures as they enter or leave the setting

- We will not be able to pass over any information regarding their child during this time. If we need to speak to you, we will call you (or email if not important/urgent). Alternatively, if you wish to speak to us then we ask that you telephone (reducing face to face contact and time, as others may be waiting to come in)

This will continue

Children will be asked to sanitise their hands before entering (parents will need to apply to very young children's hand). This will also need to be done when leaving. Frequent hand-washing will happen throughout the day as currently in place.

This will continue

To limit contact, we have in place 2 specific staff members whose responsibility is to bring children into the setting, and to pass them over to parents at the end (it will not be your child's key worker). They are also responsible for carrying out entry and exit procedures (taking temperature & sanitising hands/lunch boxes etc)

This will continue

Attendance

Children's attendance will be prioritised in line with government guidance eg: key workers and shielded & clinically vulnerable children.

We are now open to all

Only children and staff who are symptom free (or have completed the required isolation period, or achieved a negative test result) should attending the setting.

This remains in place

Dual placed children (attending more than 1 setting) – we request that parents only send their child to 1 setting (to eliminate the possible spread of infection) – but will discuss on an individual basis.

We ask that this request remains in place where possible

Communication

We will continue to keep parents informed of any updates or changes through Tapestry journals, our website and our app. We have strictly reduced/limited face to face communications and ask that parents contact us via email or by phone. *This will continue*

Premises

The metal gate along the path entrance will be kept open – alleviating the need to touch/push open (as to with the reception door). Weekly Fire & Evacuation Drills will continue (with children staying within their groups but keeping to social distancing guidance). Monthly Emergency Lighting testing will continue to be done (while children remain in their groups within the garden areas). *This will continue*

Washing Hands

Extended/regular hand washing has been part of our daily routines since the COVID outbreak – after using the toilet, nappy changing, before meal times, before cooking activities, after messy play, after outside play. Staff explain the importance of hand washing and hygiene practices, as well as singing along with our hand washing songs. *This will continue*

The setting has foaming soap units in all rooms, hand towels and dedicated bins for disposing of. Sinks, taps and soap units are cleaned regularly throughout the session/day. *This will continue*

Hand Sanitiser is in every room and the Reception has a Sanitising Unit (children and parents must use before entering and leaving the building) *This will continue*

Coughs & Sneezes

Staff will continue to teach/role model coughing or sneezing into tissues or elbows – immediately disposing tissues in bins. There are tissues and lidded bins in every room (and gardens) as well as the Reception area.

Bins will have bin bags in, for easy removal and are cleaned and sanitised at the end of every day *This will continue*

Ventilation

Windows will be open at all times during opening hours to ensure regular airflow throughout the building. Windows have safety catches on, so can not be fully open. The building is within it's own secure grounds with regards to security *This will continue*

Cleaning

An enhanced cleaning schedule has been in place since re-opening on 20th April. Communal area touch points such as Reception doors, handles, switches, buzzer and hand sanitiser unit – all internal handles, switches, surfaces, toilets, toilet roll holders, sinks, taps, hand soap and hand towel dispensers are cleaned and sanitised several times throughout the day. Surfaces, tables, chairs and large equipment/toys will be cleaned and sanitised on a regular daily basis. Extra cleaning duties are introduced to ensure toys, resources and equipment used is wiped down regularly *This will continue*

Responding to Suspected Cases

In the event of a child developing suspected coronavirus symptoms - high temperature (over 37.8), new persistent cough, loss of or change of smell/taste 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 our nominated isolation/quarantine room (staff room & window open) with the adult within their group. Adults will be required to wear personal protective equipment (apron, gloves, face mask and eye protection glasses). Children will be encouraged to wear a face mask (for their protection and that of the staff member) – of course this is not compulsory and children will NEVER be made to wear one. Once the child has been collected the 'isolation' room will be thoroughly cleaned and sanitised. *This will continue*

All children, staff and Parents will be supported throughout all isolation procedures

Reminder: Rules for Self-Isolating

Anyone with symptoms should stay at home for 7 days, if they live with other people they should ALL stay at home for 14 days to avoid spreading the infection outside the home. If no symptoms after 14 days they can return to their normal routines.

You are now required you to isolate for 10 days (continuing with 14 for any other household members)

Snack & Meal Times

Children will have all snacks and meals within their own groups and at staggered times – inside and outside. Children will be spaced around tables (not 2m) but enough to discourage possible sharing.

This will continue

Lunch Boxes will be cleaned/sanitised on entry (and as leaving) and will be stored apart on the trolley.

We will no longer need to continue this

We will continue to offer Hot Lunch and Afternoon Tea. Although our set summer menu is in place we may need to offer different/alternative foods at times (due to foods being unavailable).

Our full menu is in place as all foods now available

Self-service of Lunch & Tea Time meals have been suspended. Meals will be plated in the kitchen.

This will continue

Drinks

Water is available at all times. Older children use single disposable cups. Younger children have beakers, which are used on a single occasion (removed and cleaned in line with infection control guidance). Some children do bring in their own drinks bottles (which are clearly marked). Each child has their own cup/beaker at meal times, which are removed immediately after use and cleaned inline with infection control guidance.

This is normal practice

Sleep Areas

Cots, buggy's and sleep mats will be placed 2 metres apart (if possible) for safe distancing. Strict procedures are in place and will continue eg. Bedding is only used once and cots, buggy's, sleep mats are cleaned down and sanitised after every use.

This will continue

Intimate Care

Normal practices continue with staff wearing personal protective equipment – disposable gloves and aprons. Before changing/nappies etc – protective paper roll is placed on top of the changing mat – this is disposed of after every use. Changing mats are cleaned after every use.

Normal practice

Waste Disposal

All waste is disposed of in a hygienic and safe manner (links to coughs and sneezes). All waste is removed from all areas at the end of the day into the the large collection trolleys outside in the storage area (which is inaccessible to children and parents). These are collected/emptied by our nominated disposal company on a weekly basis.

Normal practice

Laundry

Items which need laundering eg: bedding, towels etc. will be washed daily in line with infection control guidance. Children's clothing, or any items which are soiled and need laundering will be bagged and sent home with the parent.

Normal Practice

Resources & Toys (inside & outside)

We have removed all soft toys and soft furnishings as well as reduced the amount of toys/resources that have very small parts (due to the possible difficulty in regular cleaning). Resources will only be shared in small groups (and cleaned after). Malleable activities will be offered, but used by individuals only – then disposed of.

A comprehensive cleaning schedule is in place to ensure regular/daily cleaning practices remain for medium to large equipment and resources. Children will not be allowed to bring toys/items in from home.

We will gradually re-introduce all soft toys/furnishings/resources & equipment. Our normal cleaning rota's will take place. We continue to ask that children do not bring toys/items in from home

Outside resources/equipment has been reduced to ensure regular cleaning can take place before other groups can use.

We will gradually re-introduce all resources and equipment.

Resources (ICT)

Laptops, tablets, ipads and all ICT resources will be cleaned after every individual use. Staff will be allocated a work tablet, for their use only (and must be cleaned and sanitised after every use)

Cleaning routines will be relaxed slightly

Group Activities

Such as Circle Time, Story Time, group register etc will not take place unless in their own small allocated group, and spaced out (not 2m) – to aid distancing.

Children will continue in their own group/bubbles but may come together for eg. Register, circle time

Breakfast & After School Club Children

There are 2 nominated staff members who will care for the 'out of school' children. Arrangements are in place to pass children over to their teachers in the morning in the playground – and collect when school's finished (to bring to dolphins). School children will follow the same guidelines within the setting. Bags and coats will be placed into a storage box (taking drinks bottles out if needed). They will have their temperature taken and required to clean/sanitise their hands – all before entering the setting.

Breakfast & After School Clubs are not in operation during the school holidays (august) – however, we do have our holiday club in operation. School children follow the same routines

Medication

Medication brought in for us to administer must be in its correct container. We will then put it into an individual container (plastic bag or plastic tub with their name on) to stop any cross contamination. *This will continue*

After administering any medication, everything will be cleaned and sanitised ready to be passed back to the parent. Our settings medication policy will remain in place. *This will continue*

Visitors

Visitors will not be allowed in the setting when children are present. If a possible new parent wants to look around the setting, this would be done when there are no children present (alternatively, we can deliver a virtual show around). All visitors will be asked to inform the setting of any suspected cases by them or people they live with.

This will continue

Emergency repairs/maintenance will be completed outside operational hours, or when no children are present and must be fully adherent to social distancing expectations/requirements. *These steps have been relaxed*

EYFS

Our main focus to begin with is on the children's well-being and the support they may need. We will endeavour (disapplication – instead of 'must' do) to meet the existing learning and development requirements in line with government guidance. Progress checks at age 2 are temporarily suspended.

Disapplication has now been removed for children attending the setting. We are in full operation with regards to children's learning and development and reinstated 2 year old progress checks

Clothing

Staff wear appropriate clothing to reduce the spread of infection. Personal protective equipment is worn – disposable aprons, gloves etc. We recommend uniforms be changed at the end of the day (new uniform the next)

– to minimise the spread of infection *This is normal standard practice*

Children's Well-being

We will continue to support children (in age appropriate ways) with their new routines within the setting (and environment). Ensuring they know how to keep themselves safe. Patience, understanding and providing a safe, warm, friendly enjoyable place to be is our starting point. *This will continue*

We will continue sending out our 'At Home' with Dolphins, activities, ideas and suggestions (including links to websites and webcams). Staff continue to keep in contact with their key children through the child's Tapestry account. *'At Home with Dolphins' activities will end, the end of July. Key Workers continue to keep in contact with their Key Children*

Sections of our 'Readiness for School' programme will be up loaded onto Tapestry for our Pre-school children. Sharing with Parents ideas to help their child get ready for school (we will not be able to undertake our usual school visits to North Petherton Primary school) *We will continue to support children's 'readiness for school'*

Training

Staff currently working have been updated with the new working practices and procedures – including infection control (in a group staff meeting and individually). Furloughed staff will be required to undertake this 'back to work' training on their return to work. All staff continue to update required government guidance training eg: child protection and first aid. *To continue as staff are brought back from furlough*

All staff have completed (and continue to) a range of on-line open university courses relevant to their roles. *This continues in place as normal as part of their continual professional development*

Staff Well-being

We support our staff through regular updates (emailed to working and furloughed staff) – individual and group meetings (for those who have continued working). Continue to offer our Assured Health Employee Assistance programme (where they have confidential access to a range of services). Be open and clear with expectations, routines and concerns. Work with employees to diminish anxiety, concerns and worries they may have *This is in place at all times throughout all staff's employment*

Documentation

Parents may need to sign forms such as – accident, medication etc. Dedicated sanitised pens will be available for parents to use (which will be cleaned/sanitised after every use) *This will continue*