

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 (Jan 2021)

Risk/Task/Activity	Additional measures / information
<p>Absence Management Procedure</p>	<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 as of 14.12.2020 –isolation is 10 days. Staff should also not attend if they have symptoms, or are self-isolating, due to symptoms in their household.</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 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 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 our records. 04.11.2020 – continue to follow the guidance to shield if required.</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>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 will be paid for hours worked loss of hours will be paid by the furlough scheme.</p> <p>Staff who are pregnant: 01.01.2020 Our normal risk assessment process will be implemented and we will be guided by current government guidance, staff must ensure they are following the steps for keeping safe as set out in these procedures.</p>
<p>Admissions</p>	<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>

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. This will be reviewed in line with government guidelines

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 parent to help them settle.

When a child develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days for those with symptoms and those living with symptomatic household members.

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 and staff to return to their childcare setting. In the event of a positive test we would follow guidance issued by government and council will need to inform Ofsted and HCC.

Social Distancing: As per government guidelines is difficult to keep children 2 meters apart.

- We can encourage small group work.
- Toilets will be open to all children
- The main nursery and preschool will be available to all children, capped at 32
- Wash hands as soon as you enter the building and throughout the session as required to maintain hygiene throughout the setting.
- Resources will need to be shared across the groups to ensure everyone has access to a range of provision
- Staff must always be within hearing and visual distance of children. Safeguarding of children can not be compromised when maintaining government social distancing rules.
- Continue regular cleaning of resources within the group resources.

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.

- Visitors: We will be showing parents around with strict procedures in place. Learning assessors, support services for the children are permit in the main hall, must

	<p>wear mask, must wash hands/sanitise. PHS service exchanges permitted. Mats not during session time.</p> <ul style="list-style-type: none"> • Only one show round at any one time, preferably only 1 person to reduce people coming into the premises. • Parent to wear face mask at all times, use hand sanitizer on entry into the building if required to enter. • social distancing where possible • Limit parents touching things by staff opening doors • Where possible, view rooms from the windows and outside area without entering the room • Keep rooms ventilated
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 wash their hands and into their rooms. • At the end of the day, parents will wait outside and children will be brought to the door • All parent / careers 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. • Managers will have registers at the office so staff and child attendance can be marked immediately on entry. • All parent / carers are asked to follow safe social distancing when dropping and collecting children.
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 families to support the child whilst signposting to other agencies should further support be required.</p>

<p>Learning & Observations</p>	<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. In addition to preparing our nursery children for reception.</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>Health and Safety</p>	<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>Use of PPE will be used for nappies changes, toilet accidents and cleaning up vomit / administering first aid</p> <p>Children will be supervised at all times when eating / drinking to ensure that they do not share cups / utensils or food Cups.</p>
<p>Health and Safety</p>	<p><u>Risk assessment:</u> All risk assessments will be updated before re-opening. These assessments directly address all risks including COVID-19 so that the right measures can be put in place to control risks for children, staff and their families.</p> <p>We will consult all employees on health and safety, and so they are best placed to understand the risks in nursery.</p> <p>All staff will be updated with all relevant changes to guidance throughout the pandemic.</p> <p><u>Social distancing:</u> The early years sector know that unlike older children and adults, young children cannot be expected to remain two metres apart from each other and staff. The government guidelines acknowledges this through advising grouping measures to be put 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.</p> <p><u>Personal protective equipment (PPE):</u></p> <p>Government guidance is that PPE is not required for general use in early year’s settings to protect against COVID- 19 transmission.</p> <p>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.</p>

Staff must wear a mask when in communal areas, including when taking children to and from the door, when in the corridors, when in meetings and when on with the exception of when eating and drinking.

Masks must be taken home daily to be laundered.

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. 17.12.2020 – Staff must wear a mask when in communal areas, including when taking children to and from the door, when in the corridors, when in meetings and when on lunch breaks in the staff room with the exception of when eating or drinking. Masks must be stored in individual named bags and put back into the bag when they return to the room. They must be taken home daily to be laundered.

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.

First Aid: If first aid is required, PPE should be worn and the 2m social distancing does not apply. 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

Medicine: If a child requires medicine it will be given by the nursery manager or first aider or wearing an apron and gloves in the main hall. Although we advise not to bring your child in if he/she is unwell or has symptoms of the corona virus.

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. A negative test result must be seen before staff or children can return. In the event of a positive test we would follow guidance issued by government and council and inform Ofsted.

Travelling to Pre School: Staff and Parents are encouraged to drive alone, walk or cycle to avoid public transport at peak times, where possible.

Infection control

We will continue to implement our infection control policy, through maintaining high hygiene standards and reducing the chances of infection being spread

In addition to this we will:

- 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 99% antibacterial products.
- 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
- keep children in the same rooms / outdoor area throughout the day
- Ensure play equipment is appropriately cleaned between sessions
- Work with our cleaning contractor to ensure the cleaning is of a high standard
- A Milton tub will be safely stored out of the children's reach to easily sterilise toys that children have placed in their mouths

	<p><u>Children’s temperatures</u></p> <p>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.</p> <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> <p>If a child has a high temperature whilst at nursery, parents will be called immediately. The child will be cared for in a quiet place 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> <p><u>Travelling to nursery</u> – Parents, children and young people are encouraged to travel by car, walk or cycle where possible and avoid public transport at peak times</p>
Outdoor play	<ul style="list-style-type: none"> ● We will utilise the space as much as possible! ● Ensure the frequently touched toys are wiped down or not used for 48 hrs ● Garden risk assessments to be completed as normal.
Parents and Careers	<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 any bereavements</p> <p>We will communicate via telephone, email and our usual online channels and ask parents to share information about their child. Staff will maintain safe distancing when sharing information at handover</p> <p>We will continue to keep in touch with any families and children not yet returning to nursery via email communication</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>Quality of provision</p>	<p>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. The provision will re introduce this once risk of germs spreading has been reviewed.</p> <p>We will continue to follow our comprehensive safeguarding policy and procedures.</p>
<p>Staff development and Training</p>	<p>The training log for all staff members will be checked and any expired mandatory training that is required (including safeguarding, paediatric first aid) will be planned as required.</p> <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.</p>