



Coronavirus Policy and Procedure

Aim

The aim is for Bevan Lodge Community Pre School to open to more children and putting in place protective measures to limit the transmission of coronavirus (COVID-19). All staff and management committee will be kept fully informed through discussion, when considering how to implement changes.

Risk Assessment

Bevan Lodge Pre School will take reasonable steps to protect staff, children and others from COVID-19 within the setting. We will implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

Measures to be implemented as set out in: *Action For Early Years and Childcare providers during the COVID-19 Pandemic, DfE, May 2021*

to keep children and staff safe:

- ensure parents are advised to keep children with any symptoms at home
- ensure staff who are symptomatic do not attend work
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

Please refer to: *Coronavirus Risk Assessment, Reviewed May 2021*

Space management

Floor space, rooms and outdoor space to be organised to minimise mixing within the setting, considering the early years foundation stage (EYFS) age-based space requirements. The following indoor space requirements must be met:

- 2 year olds need 2.5 m² per child
- children aged 3 to 5 years need 2.3 m² per child

The use of communal spaces in the setting should be managed to minimise the amount of mixing between children.

Cleaning

Ensure surfaces that children and staff are regularly touching, such as toys, books, doors, sinks, toilets, light switches, are cleaned more regularly.

Ensure all items that are laundered within the setting, for example towels, are to be washed in line with guidance on [cleaning in non-healthcare settings](#) and that these items are not shared by children between washes.

In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.

Please refer to:

DfE COVID-19: cleaning in non-healthcare settings

Rigorous infection prevention and system of control measures

Public health advice is a 'system of controls' building upon the hierarchy of protective measures that have been used throughout the coronavirus outbreak.

SYSTEM OF CONTROLS:

The system of controls sets out a set of principles for infection control, to effectively minimise risks of spread of COVID-19

Action For Early Years and Childcare providers during the COVID-19 Pandemic, DfE, May 2021

Prevention.

You must always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting.
2. Use of face coverings are used in recommended circumstances.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents.
6. Minimise contact between groups where possible.
7. Keep occupied spaces well ventilated

In specific circumstances

8. Ensure individuals wear appropriate Personal Protective equipment (PPE) where necessary.
9. Promote and engage in asymptomatic testing

Response to any Infection

10. Promote and engage with the NHS test and trace process.
11. Manage confirmed cases of coronavirus amongst the setting community.
12. Contain the outbreak by following local health protection team advice.

- good basic hygiene practices such as regular hand-washing (practitioners and children)
- supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water
- clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products
- waterproof dressing to cover on any existing wounds or lesions
- personal protective equipment (PPE) such as aprons and gloves are used as necessary
- clear procedures are in place for cleaning equipment and wider environment
- immediate cleaning of spillages of blood and other bodily fluids
- clear procedures on safe disposal of waste
- infection control guidance and management procedures in place which are clearly understood and adhered to by staff
- any items that come into contact with mouths such as cups, bottles and straws should not be shared, sterilised in Milton fluid or the steam steriliser.

Face Coverings

Ensure face coverings are used, in recommended circumstances. The government is not recommending universal use of face coverings in early years settings because the system of controls provides additional mitigating measures. Some people are unable or advised not to wear face coverings including children under the age of 11. PHE also advise that for health and safety reasons, face coverings should not be used in any circumstances for children under 3. Misuse may inadvertently increase the risk of spread of COVID-19, and there may also be negative effects on communication and children's development.

Adult use of face coverings

The government recommend that face coverings should be worn by staff and adults (including visitors) in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in early years settings should not wear face coverings. The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any requirement to wear face coverings in education settings or in public places. Where the guidance recommends face coverings, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.

Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this must be considered alongside the comfort and breathability of a face covering which contains plastic which may mean that the face covering is less breathable than layers of cloth.

Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of the spread of

COVID-19. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. There are some places outside of the setting where the law requires face coverings to be worn, for example on public transport. Further information can be found in face coverings: when to wear one and how to make your own. Exemptions Where face coverings are recommended, there are some circumstances where people may not be able to wear a face covering.

This includes (but is not limited to):

- people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- where putting on, wearing or removing a face covering will cause severe distress
- if speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate
- to avoid harm or injury, or the risk of harm or injury, to yourself or others - including if it would negatively impact on your ability to exercise or participate in a strenuous activity
- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
- have forgotten their face covering

Safe wearing of face coverings includes: cleaning hands before and after touching face coverings - including to remove or put them on

- safely store face coverings in individual, sealable plastic bags between use
- not touching the front of face coverings during use or when removing them. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

Additional guidance is available in preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings.

Handwashing

Ensure sufficient handwashing facilities (running water and soap, alcohol hand rub, sanitiser, skin-friendly wipes) are available for staff and children, and that hands are washed upon entering the setting, regularly throughout the day, before and after eating and when they leave.

Ensure children are supervised when doing this, especially if using hand rub or sanitiser, and learn how to do it effectively.

Provide a good supply of disposable tissues throughout the setting to implement 'catch it, bin it, kill it'.

Availability of bins, which are emptied throughout the day.

Public Health England advises that children and staff should be encouraged to catch sneezes with a tissue, bin the tissue and wash their hands.

Wash hand basins available indoors and outside in the garden play space.



You should remind children to wash their hands throughout the day:

- after outside breaks
- before meals and snack times
- after using the toilet
- when they arrive at the setting
- at the end of the day before they go home.

If you do not have access to soap and water to hand at the time, an alcohol-based hand sanitizer can be used instead. Look for products with minimum 60% alcohol. It is important that everyone should try not to touch their eyes, nose and mouth with unwashed hands

Reducing face-to-face contact with and between parents and carers

Reduce contact between parents and carers when dropping off and picking up their children, for example by limiting drop off and pick up to one parent or carer per family and staggering timings. Do not allow parents or carers into the setting unless this is essential, and arrange for children to be collected at the door if this is possible.

As some young children will not have been attending a setting for a number of weeks and may be feeling anxious, work with parents and carers to consider how best to manage dropping off their children while maintaining physical distancing. See Settling Policy.

Avoid the need for parents and carers to wait, but where they have to, consider physical distancing markings.

Drop off and Pick Up

When dropping off or collecting a child at Bevan Lodge Pre School parents are advised to adhere to the social distancing markers in yellow on the pavement. Children should be dropped off via the side entrance where they will be able to wash their hands as they enter.

Children can be collected at the main front door. Staff will ensure their hands are washed or cleansed with hand sanitiser gel before they leave.

During these unprecedented times parents are encourage to use a one-way system when collecting their child, leaving via the staff car park. Please be mindful when exiting the car park.

Use of personal protective equipment (PPE)

The government guidance; *Action For Early Years and Childcare providers during the CIVID-19 Pandemic, DfE May 2021*, states that staff in childcare settings do not require PPE, beyond what they would normally need for their work, even if they are not always able to maintain distance from others. PPE is only needed for children whose



care routinely already involves the use of PPE, or if a distance cannot be maintained from any child displaying coronavirus symptoms.

Public Health England and the Department for Education also states that "[childcare practitioners do not need PPE](#)".

Washing or changing clothes immediately after leaving the setting.

PHE and the DfE have confirmed that there is no need to clean your clothes immediately after leaving work at a childcare setting - this is only required by healthcare professionals.

Practitioners simply need to follow the guidance on [social distancing, handwashing and cleaning surfaces](#).

When an individual needs to self-isolate

Children, staff and other adults must not come into the setting if:

- they have one or more COVID-19 symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms or have tested positive
- they are legally required to quarantine, having recently visited countries outside the Common Travel Area
- they have had a positive test
- they have been in close contact with someone who tests positive for COVID-19 They must not attend with immediate effect and for at least 10 full days from the day after:
 - the start of their symptoms
 - the test date, if they did not have any symptoms but had a positive rapid lateral flow device test or polymerase chain reaction (PCR) test (if a rapid lateral flow test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the rapid lateral flow test and they can return to the setting).

When an individual develops COVID-19 symptoms at Bevan Lodge Pre School.

If anyone in your setting develops one or more symptoms of COVID-19 - a new, continuous cough or a high temperature, or has a loss or change to their sense of taste or smell (anosmia) - you:

- must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the stay at home: guidance for households with possible or confirmed COVID-19 infection
- advise them to arrange to have a test to see if they have COVID-19. Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a rapid lateral flow test or PCR test, and the next 10 full days. If a member of the household starts to display

symptoms while self-isolating, they will need to restart the 10-day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.

If a child is awaiting collection:

- they should be moved, if possible, to a room where they can be self-isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required
- a window should be opened for fresh air, if it is safe to do so
- if it is not possible to self-isolate them, move them to an area which is at least 2 metres away from other people
- if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else
- personal protective equipment (PPE) must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - more information on PPE use can be found in the safe working in education, childcare and children's social care. In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with COVID-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to. The individual should not use public transport if they are symptomatic. If arranging their return to their family home to self-isolate, settings should follow advice on transport arrangements in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE). PHE has advised that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying COVID-19.

Manage and report confirmed cases of COVID-19 amongst the setting community.

When an individual has had close contact with someone with COVID-19 symptoms:

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or children who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
 - they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
 - they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated), which is a legal obligation
 - they have tested positive with a rapid lateral flow test as part of a community or worker programme
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.



The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See COVID-19: cleaning of non-healthcare settings outside the home.

If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so

What to do if a child starts displaying symptoms of Covid-19.

Please also refer to the '*What to do if Someone develops signs and symptoms of COVID-19 (Coronavirus) whilst at Bevan Lodge*' protocol

Ensuring that children, staff and other adults do not come into settings if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it.

If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and [should arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door 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. If they need to go to the bathroom while waiting to be collected, they should be taken to a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance](#).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.



Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Public Health England is clear that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

taken from: DfE Action For Early Years and Childcare providers during the COVID-19 Pandemic, May 2021

Visitors to the setting - External professionals

Specialists, therapists, clinicians and other support staff for children with Special Educational Needs and Disabilities (SEND) should provide interventions as usual. They, as well as other professionals or other temporary staff, can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role.

Parents settling children

Parents and carers are able to enter a setting to help their children adapt to their new environment.

- wear face coverings, if required, in line with arrangements for staff and other visitors
- stay for a limited amount of time (ideally not more than an hour)
- avoid close contact with other children
- are aware of the system of controls, how this impacts them, and their responsibilities in supporting it when visiting a setting with their child

Ratios

Ratios remain the same early years providers. Exceptions can be made during the crisis, as the EYFS already allows for changes to ratios in exceptional circumstances.

A risk assessment has been completed to ensure we at Bevan Lodge Pre School can operate safely.



DBS checks

These are still required for new staff. If an application had been made but the DBS disclosure has not arrived, new staff and volunteers can still care for children as long as they are supervised by someone with a DBS check.

Under no circumstances can an unchecked member of staff be left alone with children.

Learning and development

It is recommended that 'reasonable endeavours' are made to meet the existing learning and development requirements, instead of this being something they 'must do'. The curriculum, and educational programmes, will be tailored as appropriate to the children currently attending Bevan Lodge Pre School. This will involve ensuring that children continue to be supported to learn and develop in an environment that meets their needs.

Progress check for two-year-olds

The progress check at age two will not be required during the coronavirus period. Once Bevan Lodge has reopened fully, staff will carry out the check on children who are still within the two- to three-year-old range. This will form part of the summative assessment.

In the meantime, practitioners can hold true to the purpose of the progress check by seeking help for any children whose progress and development give them cause for concern.

EYFS Profile. Read the full statutory guidance: Early Years Foundation stage: coronavirus disapplication's

The Early Years Foundation Stage Profile (EYFSP) has been temporarily suspended for this year only.

First aid

Paediatric first aid requirements remain in place for children aged between two- and five-years-old are being cared for.

Where certificates have expired plans are in place to update them asap once the crisis is over.

Social distancing -

Minimising Contact Between Individuals Extract from DfE Guidance - Updated May 2021 *Action For Early Years and Childcare providers during the CIVID-19 Pandemic*, Adults should maintain a 2-metre distance from each other.

Early years settings can operate at normal group sizes

Adopting the system of controls set out above here in a robust way will ensure there are proportionate safeguards for children as well as staff and reduce the chance of transmission.



- Stagger lunch and snack times to reduce large groups of children.
- Discourage parents from gathering in the entrance area.
- Try to follow the social distancing guidelines
- Suspending circle time activities,

- Suspend activities such as cooking that pose a higher risk of cross-contamination.
- In addition to increased hand hygiene, wash children's hands for at least 20 seconds when they arrive at the setting and before they leave.

Safeguarding

At Bevan Lodge Pre School we will continue to promote the welfare of all children in your area, Working with partner organisations and agencies, as set out in Working together to safeguard children.

Ensure all children are supported, addressing the specific issues that may have arisen due to coronavirus, taking into account children's individual needs and circumstances. The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. Be alert to harms that may have been hidden or missed while they have not been attending settings. Consider the mental health, pastoral or wider health and wellbeing support children may need, including with bereavement, and how to support them to transition into the setting after a long period of absence. Involve parents and carers to identify specific support for children and how children's needs may have changed and to prepare for their return to your setting. Readjustment to the routines in the setting may prove more challenging for some children with SEND, particularly those who have been attending. Ensure staff are available if needed to support children with SEND at safe ratios, that there is a member of staff designated as a SENCO.

Children travelling from abroad

Families should follow the rules on arriving in England following international travel, as set out in: red, amber and green list rules for entering England

Staying in touch with parents or carers whose child is at home

- to continue to support the learning of children who do not attend settings via Home learning emails, phone calls from child's key person.
- parents and carers can be supported to provide a positive learning environment at home with contact by phone from Key person and daily home learning emails.

Direct parents and carers to:

- Hungry Little Minds provides simple fun, activities for kids aged 0 to 5 for parents to do at home with children to support their early learning
- BBC Tiny Happy People activities for babies, toddlers and children
- Family Zone - National Literacy Trust
- help children aged 2 to 4 to learn at home during COVID-19



Further information and guidance

- [Implementing protective measures in education and childcare settings](#)
- [Actions for early years and childcare providers during the coronavirus pandemic](#)
- [Early years foundation stage \(EYFS\) coronavirus disapplications](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

Guidance Link General Government Coronavirus Guidance Documents

- Guidance on maintaining educational provision
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Guidance for early years and childcare providers
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
- Guidance on vulnerable children and young people
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Guidance for safeguarding in schools and other settings.
<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Guidance for implementing social distancing in education and childcare settings
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- Guidance for cleaning of settings
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

- Guidance for staying at home if your household has possible symptoms
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- Guidance for shielding vulnerable groups from Covid-19
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- Business Support, Information & Advice Government information regarding support available to business
<https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Government Business Support FAQs
<https://www.businesssupport.gov.uk/faqs/10>
Created 16.03.2020: Revised 21.04.2020

Government guide to the nursery discount available

<https://www.gov.uk/government/publications/business-rates-nursery-childcare-discount-2020-to-2021-coronavirus-response-local-authority-guidance>

- Government's Tax Helping to support businesses
<https://www.gov.uk/government/news/tax-helpline-to-support-businesses-affected-by-coronavirus-covid-19>
- Government's advice regarding Statutory Sick Pay
<https://www.gov.uk/guidance/claim-back-statutory-sick-pay-paid-to-employees-due-to-coronavirus-covid-19>
- Government advice for employees
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>
- Government Information for Charities
<https://www.gov.uk/government/organisations/charity-commission>
- Business Hampshire Guide <https://businesshampshire.co.uk/support/covid-19-support/>
- Information for Voluntary and Community groups
www.ncvo.org.uk/practical-support/information/coronavirus



- Business Support Campaign - 5 Steps to take today
<https://industrialstrategy.frontify.com/d/55EzeVU6rhza/covid-19->

This policy has been reviewed and adopted by Bevan Lodge Pre-school CIO.
Management Committee.