

These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers.

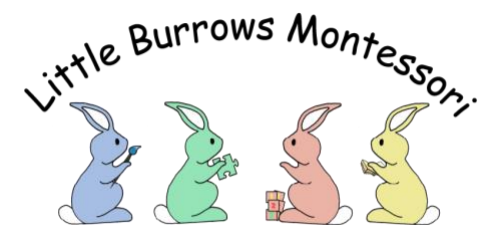
The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices. We will review this policy regularly and make adaptations when required.

Focus	Area of consideration	Expectations
Children	Attendance	<ul style="list-style-type: none"> Only children who are symptom free or have completed the required isolation period should attend the setting. Staff will take temperatures of children on arrival and risk assess with regular health questionnaires for returning children Children will remain in their 'bubble' group. This will be a small group of children who play together for the day. One member of staff will be in charge of each bubble.
	Physical distancing/grouping	<ul style="list-style-type: none"> Care routines including provision of meals, nappy changing and toileting should be within the space allocated. The use of communal internal spaces should be restricted as much as possible Outdoor spaces should be used as the main teaching area for 90% of the day Carpet times should be limited to small groups of children
	Wellbeing and education	<ul style="list-style-type: none"> Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time
Staff	Attendance	<ul style="list-style-type: none"> Staff should only attend the nursery if they are symptom free, have completed the requires isolation period or achieved a negative test result. Managers will take temperature of staff on arrival and risk assess with regular health questionnaires for returning staff Staff to stick to working with their 'bubble' of children to avoid crossover. Staff numbers will be limited to only those required to care for the expected occupancy levels on any given day,

	Physical distancing/ grouping	<ul style="list-style-type: none"> • Most of the session will take place outside to ensure children are out in the open and not in a confined space. • Social distancing must be maintained at all times. Only one member of staff should be in the kitchen at any one time. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Meetings and training sessions will be conducted through virtual conferencing • Staff members will be in charge of their own 'bubble' of children for the day.
	Training	<ul style="list-style-type: none"> • All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating
Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child • We will limit drop off and pick up to 1 parent per family and stagger the timings where possible • We will arrange drop off and pick up at the nursery entrance to avoid parents entering the nursery unnecessarily • When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area • We will consider allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. We will ensure measures to minimise contact between the parent and other children and staff members.
	Communications	<ul style="list-style-type: none"> • Parents will receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves
Visitors	Visits	<ul style="list-style-type: none"> • Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual nursery operational hours where possible.
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to the nursery alone, using their own transport • If public transport is necessary, current guidance on the use of public transport must be followed



		<ul style="list-style-type: none"> Parents should not leave travel accessories including buggies, car seats, scooters at the setting premises Outings will be limited. Lightwater children will visit the country park regularly but will not visit areas where there is a high chance of meeting lots of the public.
Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> All children and staff must wash their hands upon arrival at the nursery Children and staff members should be encouraged to wash their hands frequently
	Cleaning	<ul style="list-style-type: none"> An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly
	Waste disposal	<ul style="list-style-type: none"> All waste must be double bagged and put straight in the child's bag. Tissues must be immediately disposed of
	Laundry	<ul style="list-style-type: none"> All items within the setting requiring laundering must be washed in line with NHS laundry guidelines Items such as towels and flannels must not be shared by children
	Risk assessment	<ul style="list-style-type: none"> All activity should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils
	PPE	<ul style="list-style-type: none"> Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid
Premises	Building	<ul style="list-style-type: none"> Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks Keep windows open where possible to ensure ventilation



	Resources	<ul style="list-style-type: none"> Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival All resources required for play and learning experiences of children should be regularly washed and/or sterilised Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> The setting should ensure an adequate supply of essential supplies and 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 ensuring 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. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing. In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.
Responding to a suspected case		<ul style="list-style-type: none"> In the event of a child developing suspected coronavirus symptoms 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 should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation The staff member responsible for the should consider suitable PPE. The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours The person responsible for cleaning the area should wear appropriate PPE In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance