



## **System of Controls**

**We will be adhering to our personal local restriction tiers and engaging with test and trace as a setting.**

### **Daily routine**

- On arrival to the setting, it is reasonable to ask if parents/carers, children or member of their household have any current symptoms of coronavirus, eg. high temperature or persistent cough. If the answer is "yes" the child will not be allowed to stay at the setting. The child cannot return until a negative coronavirus test result has been confirmed and return has been agreed by the setting.
- Parents/carers must confirm that families have been maintaining social distancing, not mixing with other households and not using other childcare settings. If not, they must disclose this to us immediately.
- Parent/carer must confirm that they have signed up to the NHS Track and Trace system. Failure to do this will mean the child will not be allowed to attend the setting.
- Parents/carer to do a lateral flow test on a Sunday and Wednesday evening. (This is not compulsory) Any positive result must be reported to the preschool and the child to self isolate for 10 days.
- There will be a sign displayed at the entrance to the setting reminding parents/carers of the current social distancing guidelines. E.g. Keep children next to you, stand 2m apart, only one person through the door at any one time.
- Parents will not be able to come into the building. There will be a member of staff at the door to greet and help the children to come in.
- The member of staff at the door will be wearing a face covering and are trained on the safe use of a face mask. Their individual face masks will be kept in their apron pocket.
- Children need to have suncream applied by the parent/carer before entering the setting.
- When the children enter the building they will take off their coats and any outdoor wear, and place them on their peg. They will also remove their shoes and leave them by their pegs.



- We strongly discourage any unnecessary items to be brought in from home, such as teddies, dolls or show-and-tell items. Any personal items brought from home will have to stay on the child's peg in the lobby.
- Children will wash their hands or use antibacterial hand gel as soon as they enter the pre-school setting.
- The age groups will be kept in their separate area most of the time.
- Any toys that have been near babies mouths, or toys with multiple parts such as Mega Blocks, will be put aside for sterilisation at the end of the day. New toys will be put out for the next group to use.
- When children or adults go outside, they will change their footwear into outdoor shoes. These shoes will be kept permanently at the Pre-School for outside use.
- When children go outside and require a coat, they will use one that has been provided by Pre-School or use their outdoor coats they wear to the setting which we will spray with fabric disinfectant.
- Messy play will use items such as water, bubbles or shaving foam. It may include food, gloop or play dough.
- Key Workers will accompany their group of children to the lobby and help them change into their own shoes and coats. Slippers or slipper socks will be put into a basket ready for washing.
- The Key Worker will open the door and call the parent of a child to the entrance while observing social distancing guidelines.
- We advise parents to change the Childrens' clothing and wash it as soon as they get home.
- Parents **must** be contactable at all times and emergency contacts cannot be used to collect children during this time. There **must** also be a parent available in Swindon to collect a child promptly if required.
- During our preschool day we will keep the rooms well ventilated by having the garden door and baby room window open at certain times of the day. The rooms will also be aired when the main doors are open at collection and drop off times.

## **Lunch and snack time**



- Lunch and snack boxes from home will be permitted into the setting. Lunchboxes have to be hard cased with no wrappings on anything. The Pre-School will still provide a healthy lunch if required and snacks for the children.
- Lunch will be eaten together in the separate areas.
- All plates, cups and cutlery will be immediately washed with hot soapy water ready for the next group.
- Children and adults will wash their hands with antibacterial soap and dry them thoroughly with paper towels before snack time or lunchtime.
- After snack time or lunchtime children will use antibacterial hand gel before going back to play.

## **Personal hygiene**

- Please ensure that your child is dressed appropriately, our government guidance states that we should have windows open as much as possible.
- Jewellery or watches should not be worn in the setting.
- Only the Key Worker for each group will be responsible for changing any nappies or soiled clothing.
- Any protective clothing required during nappy changes will be changed between each child being changed. The Key Worker will wash their hands thoroughly after each nappy change.
- Parent/carer should provide a sealed packet of nappies which will be kept within the setting for use. We will spray the outside of each packet with antibacterial spray and label the pack with the child's name.
- If a child needs changing from the clothes that they have arrived in, we will use our own spare clothes which we will wash and keep within the setting. When these clothes are returned to us they will be washed by ourselves before being used again.
- Each Key Worker group will be allocated their own toilet cubicle with their own hand washing sink with antibacterial soap and paper towels.
- Toilet area or nappy changing area will be wiped down with antibacterial spray after it has been used.
- Children will wash their own hands with soap and water after using the toilet.



- Children will be encouraged to cough or sneeze into their elbow, or a tissue which is immediately disposed of in the bin. Their hands will be cleaned with antibacterial gel.
- Children will be encouraged to blow their own noses and dispose of the tissue immediately in the bin. Their hands will be cleaned with antibacterial gel.
- Children will be encouraged not to touch their face, eyes, nose and mouth.
- Dummies bottles and sippy cups will be sterilised upon entry to the setting and throughout the day if required.
- Children who require a nap during the day will be allocated their own blanket which will be washed at the end of each day.
- We will not use any soft furnishings that cannot be washed at the end of each day.
- Any pushchairs, car seats or wheelchairs that enter the setting will be cleaned with antibacterial spray before they come into the building.

## **Illness**

- Any child with a temperature, cough or any other symptom of Coronavirus should stay at home.
- Any child who has been given paracetamol or ibuprofen before the session should stay at home.
- If a child develops a cough while in our care they will be sent home.
- If a child develops a cough that is due to hay fever or asthma etc then we will require a doctors letter confirming this before the child is allowed back into the setting.
- If a child develops a temperature while in our care they will be sent home.
- If a child is taken ill during a session the parent/carer will be contacted. While we wait for the child to be collected, they will be isolated in the lobby with a member of staff wearing PPE. The lobby will be well ventilated.
- If the child needs to use the toilet while in isolation, they will use the toilets in the main building and not come back into the setting.
- Once the child has been collected, the member of staff will dispose of the used PPE.



- After a staff member has dealt with a child with an illness they will dispose of the used PPE and wash their hands with soap and water for 20 seconds when they have finished dealing with them.
- If we deem it an emergency we will call 999
- If a child is confirmed to have Coronavirus the parent/carer **MUST** advise the Pre School immediately.
- If a child is confirmed to have Coronavirus, they should be self-isolated at home for 7 days from the start of their symptoms. The rest of the household should self-isolate for 10 days, as per government guidelines.
- If any member of the household tests positive for Coronavirus, the child should self-isolate for 10 days, as per government guidelines.
- If a child has to self isolate then **full** fees will apply.
- If it is confirmed that any child has tested positive for Coronavirus, we will notify the parents/carers of all other children.
- If it is confirmed that any child within the setting has tested positive for Coronavirus, the setting will close for 10 days. No fees will apply in this instance.
- If we have a confirmed case of Coronavirus in the setting we will notify Ofsted and the Public Health Southwest Centre. We will follow their advice at that current time.
- In the event that we are contacted by a member of the NHS Track and Trace team we will pass on details of children who have been in the setting with them.
- If test and trace contact you the child **must** isolate for the length of time that they have advised.
- If a child is classed as clinically extremely vulnerable or shielding they will be unable to attend the setting during a national lockdown.
- If an unintended incident at the setting has led to someone's possible or actual exposure to Coronavirus, this will be reported as a dangerous occurrence to RIDDOR.
- If a child has to self isolate we send activities appropriate to their stage of development through Blossom that you can do if you wish.



## Staff

- Staff to do a lateral flow Covid test on a Sunday and Wednesday evening. Any positive results need to be reported to the management. A PCR test will have to be taken to confirm any positive result and self isolation should begin as per government guidelines.
- On arrival to the setting, it is reasonable to ask staff members if they, or a member of their household have any symptoms of coronavirus, eg. high temperature or persistent cough. If the answer is "yes" the staff member will not be allowed to stay at the setting. The staff member cannot return until a negative test result has been confirmed and return has been agreed by the management.
- If a member of staff is shielding or classed as clinically extremely vulnerable they will be unable to attend the setting.
- If a member of staff has a temperature, cough or any other Coronavirus symptom they must stay at home and arrange to have a covid test. As a key worker you are able to access a priority test if required.
- If a member of staff tests positive for Coronavirus they **MUST** inform the management immediately.
- If a member of staff tests positive for Coronavirus they should self-isolate for 7 days, as per the government guidelines.
- If a family member of a staff member tests positive for coronavirus they are to self isolate for 10 days as per the government guidelines.
- If a member of staff tests positive for Coronavirus we will inform Ofsted and the Public Health Southwest Centre. We will follow their advice at that current time.
- In the event that we are contacted by a member of the NHS Track and Trace team we will pass on any details of staff who were in the setting.



- If test and trace contact you then you **must** follow their instructions and isolate for the length of time they advise.
- If a staff member has been diagnosed as having Coronavirus and there is reasonable evidence that it was caused by exposure at work, this will be reported as a case of disease to RIDDOR.
- If a staff member develops a cough which is due to hay fever or asthma etc then we will require a doctors letter confirming this before they are allowed back into the setting.
- Jewellery or watches should not be worn in the setting.
- Staff will enter the building through the main doors leaving their outdoor coats bags in the lobby.
- Staff will wash their hands with antibacterial soap and dry them thoroughly with a paper towel before starting work or use antibacterial hand gel.
- Any valuable items, purses or mobile phones will be stored safely in a tin in the setting.
- Staff will remove their outdoor shoes and wear slippers while working at the setting. The slippers will not leave the setting.
- Staff will wear a apron while working at the setting.
- Face coverings and disposable gloves will be available for staff if they wish to wear them.
- Staff will observe current social distancing guidelines between themselves and other adults at all times.
- Staff will be responsible for their Key children group's needs.
- Staff will be responsible for cleaning the activity station with antibacterial spray before they leave it and placing any toys aside that require sterilising.
- When going outside, staff will wear outdoor shoes that are to be only used at the Pre-School.
- Staff will use antibacterial hand gel after helping a child with their personal hygiene.
- At the end of the day, any toys that have been put aside will be sterilised and put away ready for use in the next session.



- All light switches, door handles, surfaces, including chairs and tables and toilets will be wiped down and sprayed with bleach at the end of each day.
- Staff members are allowed to cuddle and comfort children in their key group, but they should change their disposable apron once finished cuddling/comforting them.
- Staff are advised to change their clothes and wash them as soon as they get home.
- If a member of staff touches their mobile phone or other valuables from home, they should wash or use antibacterial hand gel on their hands.
- Any shopping brought into the setting for Childrens' snacks or lunch will be washed and the packaging cleaned with antibacterial spray.
- Any staff lunch boxes bought into the setting should be placed in the kitchen area and sprayed with antibacterial spray.

## **Actions to take when someone has tested positive for coronavirus**

You must take swift action when you become aware that someone who has attended your setting has tested positive for coronavirus (COVI D-19).

- Refer to the early outbreak management poster that is located on the back of the Preschool room door.

## **Visitors**

- No tours of the setting during the preschool day. All tours will either be undertaken virtually or after the setting has closed and there are no longer any children in setting.
- If a visitor attends the setting they will be required to wear a face covering, remove their shoes and outdoor clothing, use antibacterial hand gel before entering.
- Any visitor must **not** have any symptoms or be following any track and trace alerts.
- When a visitor attends the setting they must scan our QR code located in the front lobby.
- Visitors will be advised how to adhere to social distancing rules to keep the staff and children safe.
- Only essential visitors will be allowed to visit the setting during the preschool day, these include external professionals, people attending for interview and students.





During this period our setting has stopped providing wraparound care for older children.

This policy will override any other relevant policy during the Coronavirus pandemic.

**This policy has been agreed and written by Angela Jesson, Alison Pope and Sue Allen.  
This policy will be reviewed daily during the Coronavirus pandemic.  
Last updated on 11th January 2021.  
Version 1**