

## **Little Swans Day Nursery COVID-19 Addendum Review to Policies and Procedures**

The following information has been gathered from the latest Government documents:

- **Actions for early years and childcare providers during the COVID – 19 pandemic - last updated 19<sup>th</sup> July 2021**

Since 1 June **2020**, early years settings have been able to welcome back children of all ages. Early years settings were expected to work with local authorities to agree provision needed locally to support the needs identified. From 19<sup>th</sup> July 2021, early years settings were no longer required to keep children in small, consistent groups within settings but can return to normal group sizes. However government guidance states that Settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as practically and reasonably possible.

As the government is moving away from stringent restrictions on everyone's day to day lives, towards advising people on how to protect themselves and others. As COVID 19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children's education – particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid- September.

At Little Swans our priority is to deliver a face- to-face, high quality education and childcare to all families and children who attend. We have reviewed the policies and practices listed below and made necessary amendments in regards to Co vid 19 so we can continue to provide a safe environment for children, parents, staff and visitors to ensure we can all protect ourselves and others, through interventions to reduce risk.

These amendments will form part of the policies and procedure already in place but highlight specific changes to practice that have arose due to the pandemic. Due to the changing climate in regards to infection rates and local and central government responses, these amendments will be reviewed regularly in line with any guidance the nursery receives.

Policy	Addendum required
<p style="text-align: center;"><b>Absence management procedure</b></p>	<p><b><u>The absence management policy remains in place with the additional requirements:</u></b></p> <p><b>Exclusion periods:</b> Any staff member with symptoms of coronavirus will be asked to follow government isolation guidelines, which sets out that they must self-isolate for at least 10 days and should arrange to have a PCR test to see if they have coronavirus (COVID-19): <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></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 <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a></p> <p>We will work with the local authority if we experience any staff shortages to identify how appropriate provision can be put in place while keeping staffing arrangements as consistent as possible.</p> <p><b>Return to work:</b> All staff will be asked to complete a health declaration form on their return to work and after any episodes of illness to state that they are now fit and well, have no other symptoms and have isolated for the timescales set by the Government.</p> <p>Staff who are clinically extremely vulnerable/staff who are clinically vulnerable are advised as a minimum, to follow the same guidance as everyone else. Staff who clinically extremely vulnerable are advised to think carefully about the additional precautions they can take.</p> <p><b><u>Further guidance can be found in the guidance protecting people who are CEV from COVID-19.</u></b></p> <p><b>Annual leave:</b> Due to the nature of the workforce all annual leave must be taken as booked. Staff are furlough will have their salary made up to 100 % for periods of annual leave.</p> <p><b>Coronavirus Job Retention Scheme (CJRS):</b> Where applicable, discussion will take place individually with staff that have been furloughed, about when they will return in line with the business needs. Some staff may return on the flexible furlough scheme until the end of <b>September 2021</b> when the scheme is currently planned to end.</p>

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	<p data-bbox="577 312 1845 344"><a href="https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme">https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme</a></p> <p data-bbox="577 392 1794 424">Where applicable, individual discussions will take place with any staff affected by this scheme.</p> <p data-bbox="577 472 864 504"><b><u>COVID-19 vaccination</u></b></p> <p data-bbox="577 512 2040 815"><b>All staff are able to take reasonable time off to attend COVID-19 vaccination appointments. As with any appointment, you should obtain approval from your manager in advance of taking time off to attend a COVID-19 vaccination appointment. You should give your manager as much notice as you can, requesting that you would like to take time off for this purpose and they may ask you to produce evidence of your appointment (for example an appointment card or email/text inviting you to a COVID-19 vaccination appointment). The nursery will encourage vaccine take up amongst staff who are eligible for vaccination to attend booked vaccine appointments where possible. Staff will be asked to provide management with their vaccination cards and vaccine given and dates of each dose will be recorded.</b></p>
<p data-bbox="293 1110 450 1142"><b>Admissions</b></p>	<p data-bbox="577 895 2029 1007">Children, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into nursery if they have symptoms of Coronavirus (COVID 19) or other reasons requiring them to stay at home due to the risk of them passing on CO-VID 19.</p> <p data-bbox="577 1046 2029 1158">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 or whom they have had close contact with has any symptoms and to follow the COVID-19 guidance.</p> <p data-bbox="577 1206 1995 1318">All children who are clinically extremely vulnerable (CEV) should attend nursery unless they are one of a very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p>

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	<p>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.</p> <p>If anyone in the nursery develops symptoms of Coronavirus they will be sent home and advised to follow the guidance from Public Health. Anyone with symptoms should avoid using public transport and, wherever possible be collected by a member of their family or household.</p> <p>If anyone is displaying symptoms of COVID 19 then in the first instance a rapid lateral flow test should be taken. If the test indicates a positive result then the individual should self-isolate in line with COVID 19 guidance for households with possible coronavirus infection. They will also need to get a free PCR test to confirm if they have COVID 19. While awaiting the PCR result the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive rapid lateral flow, and it is negative , it overrides the rapid lateral flow test and thy can return to nursery as long as the individual does not have the have the COVID-19 symptoms.</p> <p>If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household or nursery class can also stop self-isolating.</p> <p>If someone tests positive, they should follow <u>Stay at home: guidance for households</u> with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the nursery only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household or class at nursery</p>

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	<p>should continue self-isolating for the full 10 days.</p> <p>Positive tests will be reported to Ofsted and Public Health an Early Years checklist will be completed. Ofsted will be informed of any individual isolated cases (child or staff) as well as any closures to children’s areas or the whole setting. This is a legal requirement as set out in paragraphs 3.51 of the statutory framework for the Early Years Foundation Stage.</p> <p>Nursery will report as soon as we are able to, ad in any case within 14 days. Guidance can be found at Tell Ofsted if you have a COVID -19 incident in your childcare business to ensure all information required is included.</p> <p>In the event of a parent or carer insisting that their child attends the setting when they have COVID -19 symptoms the nursery reserves the right to refuse the child if, in our reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all circumstances and infortion available to us and current public health advice.</p> <p>If settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, settings may have an outbreak, and must contact their local health protection team who will be able to advise if additional action is required.</p> <p><b>Information regarding the symptom of coronavirus a loss of, or change in, your normal sense of taste or smell (anosmia) –</b> 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. If a child does refuse food/drink at nursery staff will inform parents in the usual way and ask them to monitor this alongside any other coronavirus symptoms.</p> <p>The 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 lateral flow device (LFD) or polymerase chain reaction (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.</p>

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	<p><b>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.</b></p> <p><b>Children and Staff travelling abroad</b>  All children and staff travelling to England must adhere to travel legislation, details of which are set out in red, amber and green list rules for entering England. Parents and carers should bear in mind the impact on their child's learning and development which may result from any requirement to quarantine or isolate upon return.</p>
<p><b>Arrivals and departures</b></p>	<p>We will work together with you to ensure your child can be welcomed and settled by a familiar adult. This may involve having a safe space outdoors where key children are dropped off/collected around the same time and then transferred to their base room together.</p> <ul style="list-style-type: none"> <li>• Key staff will have registers, so attendance can be marked immediately on entry</li> <li>• Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child</li> <li>• All parent/carers are asked to follow safe social distancing when dropping and collecting children.</li> <li>• Giving an allocated drop off and collection time to each parent and ask that you meet these set times, as this will allow us to be able to monitor the amount of adults dropping off and collecting at one time; and to make sure that the familiar adult, from the setting, is able to collect the child from the adult dropping them off as well as maintaining child to adult ratios. The process for these times will also be shared.</li> <li>• There may be some changes to where you drop off your child, for example preschool children (Rolos and Heroes) will have their own entrance. These instructions will be clearly communicated to you in writing and safety will be maintained.</li> </ul> <p>Further information will be communicated to all parents in the usual ways prior to the start date.</p> <p>We will also continue to keep you up-to-date as government guidelines change and we review our practice.</p>

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<b>Bereavement</b>	<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 aim to offer support to with each family to discuss any bereavements that may have happened during the lockdown period and work with them to support the child the best we can. We will also signpost to other agencies should further support be required.</p>
<b>Caring for babies and toddlers</b>	<ul style="list-style-type: none"> <li>• Increased frequency of cleaning; toys sterilised after use, any toys/equipment/resources that cannot be easily cleaned</li> <li>• Use of PPE will be used for nappies, toilet accidents etc. Staff required to use PPE will be provided with adequate training</li> <li>• There will be safe distancing of bed/cots (where possible) and children will be positioned away from each other during sleep times.</li> <li>• Items such as towels, flannels and bedding will not be shared by children</li> <li>• Children will be supervised at all times when eating/drinking and staff will ensure that they do not share cups/utensils or food</li> <li>• Personalised cups will be used to prevent cross contamination</li> <li>• Outdoor shoes will be removed inside</li> </ul>
<b>Child registration form</b>	<p>Emergency contacts will be regularly reviewed and a process in place for what to do if parents cannot be contacted. All contact details need to be reviewed to ensure that they are all correct.</p>
<b>Critical incident</b>	<p>The nursery will follow the critical incident policy for national outbreaks of infection/health pandemics.</p>

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	<p>In addition, it will continue to follow all government guidelines regarding COVID -19 and keep staff and parents up-to-date with any changes. This includes following any procedures if the virus spread across the setting and/or the infection rates were to increase again.</p>
<p><b>Early Learning Opportunities Statement</b></p>	<p>There may be some gaps in children’s assessment records due absences. As children settle back in to nursery there will be a strong focus on personal, social and emotional development, and re-establishing strong attachments.</p> <p>Some children may be experiencing a variety of emotions in response to the COVID 19 pandemic. Staff if necessary will provide more focused support for children’s individual issues, drawing on external support where necessary and possible. To support this staff can access MindEd (<a href="http://www.minded.org.uk">www.minded.org.uk</a>) learning platform for professionals, which contains materials on peer support, stress, fear and trauma as well as bereavement. MindEd has also developed coronavirus staff resilience tips.</p> <p><b><u>Staying in touch with parents or carers whose child is at home</u></b></p> <p>All children should be able to attend as normal, with the exception of those children who may have to self-isolate. Nursery will continue to support families and their child’s learning should they need to self-isolate. This will be done via the child’s individual learning journal portal, which parents can access through their personal log in details.</p> <p>The child’s key person (where possible) will call home and speak with the child</p> <p>Parents can also access the sites below to continue to support learning at home</p> <ul style="list-style-type: none"> <li>• Hungry Little Minds – this provides simple fun. Activities for children aged 0-5 years for parents to do at home with children to support their early learning <a href="https://hungrylittleminds.campaign.gov.uk">https://hungrylittleminds.campaign.gov.uk</a></li> </ul>

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	<ul style="list-style-type: none"> <li>• BBC Tiny Happy People - activities for babies, toddlers and children <a href="https://bbc.co.uk/tiny-happy-people">https://bbc.co.uk/tiny-happy-people</a></li> <li>• Words of life <a href="https://wordsforlife.org.uk">https://wordsforlife.org.uk</a></li> <li>• Help children aged 2 to 4 to learn at home : coronavirus 19 (CO-VID 19) <a href="https://www.gov.uk/guidance/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19">https://www.gov.uk/guidance/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19</a></li> </ul> <p>The nursery will continue to work with local authorities to monitor the welfare of:</p> <ul style="list-style-type: none"> <li>➤ Vulnerable children who are not attending nursery</li> <li>➤ Other children we wish to keep in touch with for safeguarding purposes</li> </ul> <p>Ofsted resumed on – site Education Inspection Framework inspections of registered early year’s providers on 4 May 2021.</p> <p>Further information can be found at: <a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Specific EYFS disapplication’s are in place for any provider who cannot comply with the early year’s foundation stage (EYFS) requirements in full due to restrictions or requirements imposed through national and local restrictions.</p> <p><b>The Early Years Inspection Handbook has been updated with additional considerations for inspectors when carrying out inspections of early years providers during the COVID-19 pandemic. Further information can be found at <a href="https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision">https://www.gov.uk/government/publications/early-years-inspection-handbook-eif/early-years-inspection-handbook-for-ofsted-registered-provision</a></b></p>
<b>Equipment and resources</b>	<p>We will carry out more frequent cleaning of toys and resources</p> <p>Resources that are shared between groups, such as sports, art and cooking equipment are cleaned frequently. When sharing equipment between different groups, we will either:</p>

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	<ul style="list-style-type: none"> <li>• Clean it before it is moved between groups</li> <li>• Allow them to be left unused for a period of 48 hours (72 hours for plastics).</li> </ul> <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>
Family friendly	<p>We will continue to monitor advice regarding any pregnant members of staff, in these cases we will ensure specific risk assessments in line with Management of Health and Safety at Work (MHSW) Regulations 1999 are in place.</p> <p>Further information can be found at:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=protecting-vulnerable-workers&amp;utm_content=vulnerable-30-jun-20">https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=protecting-vulnerable-workers&amp;utm_content=vulnerable-30-jun-20</a></p>
Health and safety	<p><b>Risk assessment:</b> We will carry out and continue to review our COVID-19 risk assessment in line with Health and Safety Executive (HSE) guidelines <a href="https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf">https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf</a>. This will include having active arrangements in place to monitor whether the controls are effective and working as planned.</p> <p>This assessment directly addresses risks associated with coronavirus (COVID-19), so that proportionate control measures can be put in place to control those risks for children, their families and staff.</p>

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	<p>We will consult all employees on health and safety, so they are best placed to understand the risks in nursery.</p> <p>We ensure all staff, parents and visitors are familiar with the risk assessment.</p> <p><b><u>Control Measures include:</u></b></p> <ol style="list-style-type: none"> <li>1. Ensuring good hygiene or everyone</li> <li>2. Maintaining appropriate cleaning regimes, using standard products such as detergents</li> <li>3. Keeping occupied spaces well ventilated</li> <li>4. Following public health advice on testing, self – isolation and managing confirmed cases of COVID 19</li> </ol> <p><b>Social distancing / Mixing:</b> There are no longer requirements for social distancing. It's no longer recommend that it is necessary to keep groups apart.</p> <p>If we experience an outbreak it may be necessary to re-introduce keeping children apart (bubbles). This will be risk assessed and parents will be informed</p> <p>Any decision to keep children apart would not be taken lightly and management would consider the impacts this can have on the delivery of education and childcare.</p> <p><b>COSHH assessment:</b> We will ensure that a COSHH assessment is completed for any intended use of bleach and disinfectant products used on site.</p> <p><b>Respiratory hygiene:</b> The 'Catch it, bin it, kill it' approach continues to be very important and is practiced in the nursery</p> <p><b><u>Keeping occupied spaces well ventilated</u></b> When the nursery is open it is important all staff ensure areas are well ventilated and that a comfortable environment is maintained.</p> <p>If the nursery hosts an event such as open day or a performance for parents the area must be well ventilated and</p>

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	<p>held in an area that allow for windows to be open to allow natural ventilation. Opening external windows can improve natural ventilation and , in addition where it is possible and safe to do so opening internal doors, can also assist with creating a throughout of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p><b>Appropriate cleaning regimes</b> Nursery will continue to complete and maintain appropriate cleaning schedules. This will include regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.</p> <p><b>Hand Hygiene</b> Frequent and thorough hand cleaning remains in place at the nursery. Staff will continue to wash children’s hands when coming into nursery and regularly throughout the day.</p> <p><b>Personal protective equipment (PPE):</b> PPE will not be worn in settings apart from for standard hygiene practices.</p> <p>In the event of a child becoming unwell and displaying COVID -19 symptoms PPE will be worn by the staff member caring for the sick child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs). This includes a specific type of mask and eye shield. Where appropriate staff will be provided with adequate training on the use of PPE.</p> <p><b>Face covering:</b> During everyday practice, staff and children will not be asked to wear face coverings as per the government guidelines. It is for providers to decide if staff should wear these in situations where social distancing between adults in settings is not possible (e.g. when moving around in corridors and communal areas). Settings may also decide to ask parents/staff to wear face covering at drop off and collection.</p> <p><b>Face Coverings</b></p>

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	<p>Face coverings are no longer recommended for staff and visitors in corridors or communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed crowded spaces where you may come into contact with people you don't normally meet. This includes public transport.</p> <p>At the nursery we are still requesting that any visitors wear face masks, this includes parents attending to view the nursery as well as any contractors or adults attending the setting for any other purpose.</p> <p><b>We may also need to reintroduce the wearing of face masks as compulsory in the following circumstances:</b></p> <ul style="list-style-type: none"> <li>➤ If we have an outbreak in the nursery and public health advise that face coverings should temporarily be worn in communal areas by staff and visitors</li> </ul> <p><b>Essential supplies:</b> 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.</p> <p>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.</p> <p><b>Asymptomatic testing:</b>  <b>TESTING REMAINS IMPORTANT</b> in reducing the risk of transmission of infection within the nursery.</p> <ul style="list-style-type: none"> <li>➤ Staff should continue to test regularly – this is twice weekly for staff who have received their first or first and second dose of the vaccine. Staff who have not had a vaccination must test daily</li> <li>➤ Rapid Lateral flow testing kits will be ordered by the nursery. In the event of a shortage or delay in delivering then staff can also access test in the community at pharmacy's or order them online.</li> </ul> <p><b>Note: Testing for Early Years staff will be reviewed at the end of September</b></p>

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	<p>Staff should inform their manager of a positive result in the usual way and should not attend the workplace if they have had a positive LFT test. A confirmatory PCR test should then be arranged immediately.</p> <p>Children attending nursery are not included in the rapid testing programme. Public health have advised that there are limited public health benefits attached to testing early year’s children with Rapid lateral flow tests.</p> <p><b>Coronavirus testing:</b> We will encourage individuals to follow the NHS Test and Trace process. Education settings including Early Years settings are no longer expected to undertake contact tracing. Contacts from the nursery will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a lose contact.</p> <p>The nursery may be contacted by Track and Trace in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p><b><u>From August 16<sup>th</sup> 2021</u></b></p> <ul style="list-style-type: none"> <li>➤ Children under the age of 18 years will no longer be required to isolate if they are contacted by NHS Track and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted to and informed they have been in close contact with a positive case and advice will be given to take a PCR test. In the case nursery will encourage all parents to PCR test their child.</li> </ul> <p>We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• Book a test if they are displaying symptoms.</li> <li>• Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms.</li> </ul>

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	<p>Nursery asks parents, carers and staff to inform them immediately of the results of the test:            If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can also stop self-isolating.            Nursery will notify any parent where their child has been a close contact to positive case and inform them that they must isolate and confirm isolation dates.</p> <p>If someone tests positive, they should follow <u>Stay at home: guidance for households</u> with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to nursery only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household/close contacts or area at nursery should continue self-isolating for the full 10 days.</p> <p><b>The nursery will continue to have a role in working with public health protection teams in the case of a local outbreak. If there is an outbreak in nursery or if central government offers the area an enhanced response package, a director of public health might advise the nursery to temporarily reintroduce some control measures. If this happens all measures and changes to practice will be communicated with parents.</b></p>
<p><b>Infection control</b></p>	<p><b>We will continue to implement our infection control policy, through maintaining high hygiene standards and reducing the chances of infection being spread.</b></p> <p>In addition to this we will:</p> <ul style="list-style-type: none"> <li>• Implement robust handwashing routines with extra stations, where possible. Hands will be washed thoroughly for 20 seconds with running water and soap, and dried thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered</li> <li>• Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure good respiratory hygiene - use a tissue or elbow to cough or sneeze and use bins for tissue waste; promoting the 'catch it, bin it, kill it' approach for all staff and children</li> <li>• Ensure that help is available for children who have trouble cleaning their hands independently</li> <li>• Encourage young children to learn and practise these habits through games, songs and repetition</li> <li>• Ensure that lidded bins for tissues are emptied throughout the day</li> <li>• Clean frequently touched surfaces often using standard products, such as detergents (including surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks, bannisters)</li> <li>• Where possible, ensure spaces are well ventilated using natural ventilation (opening windows)</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• Take steps to ensure symptomatic individuals do not attend nursery</li> <li>• Ensure play equipment is appropriately cleaned between groups of children using it and that multiple groups do not use it simultaneously.</li> </ul> <p><b>Children's temperatures</b>  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.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>If a child has a high temperature whilst at nursery, parents will be called immediately.</p> <p><b>Children's routine vaccines</b>  <b>Vaccines</b> may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected.</p> <p><b>Teething</b></p>

<b>Policy</b>	<b>Addendum required</b>
	<p>Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething.</p> <p>Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health they should seek advice from their GP or NHS 111.</p> <p>If coronavirus (COVID-19) is suspected, settings should follow the isolation advice.</p>
<b>Intimate care</b>	<p>We will continue to ensure that all children's intimate care routines are met following safe practices, as stipulated in the health and safety, and infection control policies, including the use of PPE.</p>
<b>Medication</b>	<p>If anyone becomes unwell whilst at nursery, we will contact their parent/carer immediately and they will be sent home. Due to the nature of COVID-19, a key symptom of which is a high temperature, we will risk assess whether or not we prescribe non-prescribed medication, based on individual cases and emergency situations (with prior permission).</p> <p>Prescribed medication will be reviewed on a case-by-case basis, taking into account the reason for the medication and the safety for the child and member of staff administering it. For this, parental written consents will be required.</p>
<b>Nutrition and mealtimes</b>	<p>We are committed to offering children healthy, nutritious and balanced meals, and snacks, which meet individual needs and requirements, and we will continue to follow this policy.</p> <p>Fresh drinking water is always available and accessible and we will ensure that cups are cleaned after each use, and not shared. Children are also encouraged to bring in their water bottle from home which are filled with water throughout the day and sent home to the end of each nursery day.</p>

Policy	Addendum required
	<p>Again any changes will be communicated to you in the usual way. Children will be supervised at all times when eating/drinking, to ensure that they do not share cup/utensils or food.</p> <p>Where children qualify for benefits – related to free school meals, because they meet the qualifying criteria, including receiving education both before and after lunch during term time. Nursery will continue to provide this support.</p>
<b>Online safety</b>	<p>We will continue to follow our online safety policy.</p> <p>We will continue to share information with parents about online safety and direct them to resources recommended by the government such as e-bug and PHE schools resources.</p>
<b>Parents and carers as partners</b>	<p>There will be some amendments needed to this policy as we minimise the time parents spend at the nursery. We will communicate via telephone, email and our usual online channels, and ask you to do the same to share information about your child. Staff will maintain safe distancing when sharing information about your child's day. We may contact you via phone to discuss any other matters rather than face-to-face.</p> <p>Nursery events/parent evenings will not take place in the nursery during this time and we will keep you updated as government guidelines change.</p>
<b>Parent terms and conditions</b>	<p>There may be some changes made to your terms and conditions, and information regarding this will be communicated to you.</p> <p>In particular, we would like to draw parent's attention to Clause 11.2, 11.4, 19.2 and 21.</p>
<b>Promoting positive behaviour</b>	<p>The behaviour policy remains in place and will be followed. However, it is acknowledged that children have experienced big changes during this pandemic and this could result in changes to their behaviour. This will be monitored and the policy will be reviewed in line with this, where required.</p>

Policy	Addendum required
<p><b>Safeguarding children</b></p>	<p>We will continue to follow our comprehensive safeguarding policy and procedure.</p> <p>In addition, we will follow the specific government COVID-19 safeguarding in schools document: <a href="http://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers">www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</a></p>
<p><b>Sickness and illness</b></p>	<p>If anyone becomes unwell whilst at nursery with a new, continuous cough or a high temperature, we will contact their parent/carer immediately. The child will be sent home and advised to follow the COVID-19: Guidance for households with possible coronavirus infection. This includes asking the parent/carer to arrange a PCR test for the child as soon as possible, and should notify the nursery if this is positive.</p> <p>Ideally, a window will be opened for ventilation. Where it is not possible to isolate them, they will be moved to an area which is at least two metres away from other people.</p> <p>They will be comforted and reassured whilst waiting for collection, as per our usual policy.</p> <p><b>In an emergency, we would call 999.</b></p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency staff will call a manager and 999 if they are seriously ill, injured or their life is at risk.</p> <p>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 and arrange for a test 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.</p> <p>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</p>

Policy	Addendum required
	<p>normal household disinfectant after they have left, to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings outside the home guidance</a>.</p>
<p><b>Staff development and training</b></p>	<p>The training records of all staff members will be checked and any expired mandatory training that is required (including safeguarding, paediatric first aid, food hygiene) will be planned as soon as possible.</p> <p>All staff members will receive appropriate instructions, and training, in the policy and procedure addendums; infection control, the standard operating procedures and risk assessments within which they will be operating.</p>
<p><b>Transition</b></p>	<p><b>Moving rooms:</b> Any room transitions will be based on individual needs, the child’s age/stage of development, length of time they have had away from nursery and how their key person, and parent, feels they will respond to any further changes.</p> <p><b>For any children going to school:</b> We will work together with the schools that children are going to and attempt to do all we can to help ease this transition. This will include making up school packs with photos of the teachers and building; reading stories, engaging in role play, setting up video calls, meetings and where possible visits. We will also work with parents to try to alleviate any worries and anxieties.</p>
<p><b>Visits and outings</b></p>	<p>Educational day visits can now take place. These must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes the system of controls, such as keeping children within their consistent groups, and the COVID-19 secure measures in place at the destination.</p> <p>A full and thorough risk assessment in relation to all educational visits will take place before, to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. This includes:</p> <ul style="list-style-type: none"> <li>• Maximising the use of private outdoor space</li> </ul>

Policy	Addendum required
	<ul style="list-style-type: none"> <li>• It is for the purpose of childcare</li> <li>• Remain within the EYFS staff child ratios</li> <li>• Conduct a risk assessment in advance</li> <li>• Good hygiene is maintained throughout</li> <li>• Thorough handwashing happens before and after the trip</li> <li>• The trip is carried out in line with relevant local or national coronavirus (COVID-19) guidance depending on what restrictions are in force on the day of the trip and coronavirus (COVID-19) secure measures on transport and at the destination</li> <li>• Appropriate insurance arrangements are in place.</li> <li>• Any off site visit booked will be checked to ensure they have adequate financial protection in place should they need to cancel our visit</li> <li>• We will also ensure any payments should we need to cancel can be refunded or carried forward</li> </ul>
<p style="text-align: center;"><b>Volunteers</b></p>	<p>Volunteers/ Students may now be used to support the work of the nursery, as would usually be the case.</p> <p>We ensure that they are properly supported and given appropriate roles.</p> <p>All volunteers/ students, continue to follow the appropriate safeguarding checks and risk assessment process, and under no circumstances should a volunteer who has not been appropriately checked, and risk assessed, be left unsupervised or allowed to work in regulated activity.</p> <p>Mixing of volunteers/ students across groups is kept to a minimum and they are expected to adhere to all of the setting's system of controls in place.</p>
<p><b>Well-being in the nursery</b></p>	<p>Children are 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. Staff will help them to understand the changes and challenges they may have/be encountering as a result of COVID-19 through play, discussions and stories.</p>

Policy	Addendum required
	<p>Staff are aware of the importance of attachments and that some children may experience separation anxieties during this time. They will work with parents to ensure they help to ease the transition back to nursery and give children the emotional support they need at this time.</p>
<p><b>Well-being for staff</b></p>	<p>Where appropriate, discussions will take place around the need for flexible working practices in a way that promotes good work-life balance and supports the nursery business.</p> <p>Having a good communication policy and sharing plans, and risk assessments, will help to manage anxieties. Staff workloads will be carefully managed during this time with the emphasis on playing with the children; settling them back in, offering lots of support and reassurance.</p>
<p><b>Safe recruitment of staff</b></p>	<p>Where required, recruitment for new staff will continue as usual.</p> <p>Where face-to-face meetings are necessary, we will share the setting's control measures in advance and make it clear to candidates that they must follow the system of controls that you have in place. This includes any requirements for wearing face coverings.</p> <p>When recruiting, we will continue to adhere to the legal requirements regarding pre-appointment checks.</p>
<p><b>Immunisation</b></p>	<p><b>Staff vaccinations</b></p> <p><b>Coronavirus vaccinations and our workforce</b></p> <p>Vaccinations are free of charge on the NHS. All over 18's are now eligible to have the vaccination.</p> <p><b>Your decision to be vaccinated</b></p>

Policy	Addendum required
	<p><b>We ask that you do take the opportunity to be vaccinated. We understand that this is ultimately your choice, but we advise you to make an informed decision by:</b></p> <ul style="list-style-type: none"> <li>• Reading up about COVID-19 vaccinations via official sources</li> <li>• Paying attention to the information the NHS provides you with when you are offered a vaccine</li> <li>• Being wary of misinformation around COVID-19 vaccinations put out by unreliable sources.</li> </ul> <p>Getting vaccinated is not just about protecting your own health and well-being, but also limiting the spread of the virus and so protecting those around you, including your families and colleagues.</p> <p>Further information Information on the national COVID-19 vaccination programme is set out at:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.gov.uk/health-and-social-care/health-protection-immunisation">www.gov.uk/health-and-social-care/health-protection-immunisation</a>, including details of: <ul style="list-style-type: none"> <li>o The priority list for vaccination</li> <li>o Vaccination of specific groups, such as pregnant individuals and older people</li> <li>o What to expect after your vaccination, including guidance on returning to normal activities.</li> </ul> </li> <li>• <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine">www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine</a>, including details of: <ul style="list-style-type: none"> <li>o Who can get a vaccination</li> <li>o The safety and effectiveness of being vaccinated</li> <li>o What to expect after your vaccination, including potential side effects.</li> </ul> </li> </ul> <p>In addition, information on local arrangements in England is available at <a href="http://www.england.nhs.uk/coronavirus/covid-19-vaccination-programme">www.england.nhs.uk/coronavirus/covid-19-vaccination-programme</a></p>
<p><b>Claiming Benefits / support</b></p>	<p><b>Test and trace payments</b> Some staff, parents and carers may be eligible for a one-off Test and Trace Support Payment of £500 if they have</p>

<b>Policy</b>	<b>Addendum required</b>
	been told to self – isolate by the nursery. This is payable in one lump sum from the local authority. Further information is available on Claiming Financial Support under the Test and Trace Support Payment scheme