



COVID-19 Policy

Safeguarding children, young people and vulnerable adults

All staff to remain alert to any signs that during the current COVID-19 outbreak a child in their care is suffering from, or likely to be suffering from, harm. This includes signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

The role of the key person and settling in

We will endeavour to ensure that the child's keyworker is available during some of their sessions throughout the week. Where the key person is not available, the principles of the key person role will be followed as closely as possible by an alternative practitioner.

All staff are fully trained to proficiently and safely administer medicine and medical procedures for individual children where needed. All staff will also adhere to the guidelines and procedures on caring for the individual needs of children with SEND.

Staffing

During the COVID-19 pandemic, staff will be deployed as per the government guidance. Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the Pre-School Manager.

During the COVID-19 outbreak early years staff are themselves considered to be 'key workers'.

Risk assessment

A Risk Assessment has been undertaken by the Pre-School Manager for the setting; ensuring the safety and well-being of every child is paramount.

Response to any infection

During the COVID-19 outbreak, any child showing symptoms of a high temperature and / or a new, continuous cough and / or loss of taste or smell, the following sequence of actions need to be taken:

1. Child presents with symptoms; parents are requested to collect their child and seek further advice from 111.
2. Child's parents are requested to inform setting of outcome / diagnosis and keep the child home for the recommended exclusion period. For cases of suspected Coronavirus, current Government guidance regarding self-isolation must be adhered to.



For confirmed cases of COVID-19, the setting must follow the latest advice issued and notify the relevant authorities for further advice. The setting must also:

1. Engage with the NHS Track and Trace process
2. Manage confirmed cases of COVID-19 amongst the setting community
3. Contain any outbreak by following local health protection team advice

Acting on the advice given, the setting will then either:

- Close for a set period to undergo a deep clean
- Carry on as usual but undergo a deep clean

Hand hygiene messages will be reinforced and staff will remain vigilant to further infection.

The Pre-School Manager will continue to liaise with the authorities as required and keep a full record of children affected, how long they are away from the setting and the date on which they return.

System of controls

The system of controls provides a set of principles and if settings follow this advice, they will effectively minimise risk. All elements of the system of controls are essential. All settings must cover them all, but the way different settings implement some of the requirements will differ based on their individual circumstances.

1. Minimise contact with individuals who are unwell by ensuring those who have COVID-19 symptoms, or who have someone in their household who does, do not attend the setting.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it'.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces using standard products.
5. Minimise contact between groups where possible.
6. Where necessary, wear appropriate PPE equipment

Local outbreak of COVID-19

In the event of a local outbreak of Coronavirus (COVID-19), the government will take action to control the spread of the virus. Any settings who are affected by a local outbreak will receive specific guidance for their local area.

Provider records

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff is held. This record does not contain personal details about the individual



(unless a member of staff). Records are kept of individual cases of children / families who are self-isolating due to symptoms. In all cases, the principles of data protection are maintained.

Food and drink

Adult led snack will be provided during the outbreak in line with our risk assessment. Staff members and children will all wash their hands prior to snack. Each child will be given their own individual snack bowl. The children will not be permitted to help themselves. Drinks will be available during the session as usual. The following procedures will be followed:

- Children's hands are washed regularly but particularly prior to being given snack, drinks and eating their packed lunch.
- Staff who are eating with the children must role-model hygiene best practices.
- Tables are never overcrowded during mealtimes. Some social distancing is encouraged even though it is acknowledged that children will play in close proximity for the rest of the session.

Promoting Positive Behaviour

This is an unsettling time for children. Practitioners are alert to the emotional well-being of children who may be affected by the disruption to their normal routines. Where a child's behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child's parents / carers.

Supervision of children on outings and visits

Children will not be taken on outings and visits at this time.

Student Placements and external visitors

Student placements are currently suspended until further notice. Only external visitors who have been COVID-19 risk assessed will be permitted on the premises and at the discretion of the Pre-School Manager.

This policy was adopted by	Silsoe Pre-School
Date	November 2020
Review date	January 2021