



## LADYBIRDS CORONAVIRUS POLICIES AND PROCEDURES

This plan has been made with careful consideration of the most recent government guidance for the re-opening of schools. The full guidance can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

A document prepared for parents and carers can also be found here:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

The following summary outlines how Ladybirds will operate throughout the autumn term. If you have any questions or concerns please get in touch as soon as possible.

### **1. MINIMISING CONTACT WITH ANYONE WITH SYMPTOMS**

- No member of staff or child should attend Ladybirds if they, or anyone in their household, is showing symptoms of coronavirus.
- If any child or staff member shows symptoms they should self isolate in line with government guidelines and register for a coronavirus test. They should only return to Ladybirds if they test negative for coronavirus or if they complete the self isolation period and have no remaining symptoms.
- If any child or staff member has a positive test result, the entire cohort will be sent home and advised to self-isolate.
- If further cases are confirmed, Public Health England will investigate and advise on the most appropriate action.
- Parents and Carers should be aware that, in the case of staff shortages due to isolation guidance, Ladybirds would have to close until negative test results are obtained.

### **2. CLEANING HANDS MORE OFTEN THAN USUAL**

- All adults and children will clean hands immediately upon entry to the site. Where this is not possible, hand sanitiser will be used until hand washing can be carried out.
- Regular hand washing will be an activity! We will ensure children wash their hands for 20 seconds with running water and soap. We will also use an alcohol hand rub or sanitiser where necessary. Children will wash hands before and after snack and lunch as well as at regular intervals during the day.



# Ladybirds Pre-School



- Staff are vigilant to children putting hands or toys in their mouths or noses and have a supply of hand sanitiser and disinfectant wipes available in each area.

### 3. ENSURE GOOD RESPIRATORY HYGIENE

- Tissues and bins are freely available in all areas. Staff are vigilant and will wear gloves when assisting with nose wiping etc and will encourage hand washing after any coughs or sneezes are observed.

### 4. CLEANING:

- As we are only one 'bubble' of children we are not restricting access to toys. Toys that can be disinfected will be cleaned on a rolling rota basis. Soft toys will be assigned to a particular day on a rota basis and will be quarantined before being rotated. Soft furnishings such as sofa covers and rugs will be sprayed with disinfectant spray daily, and cleaned weekly. Touch points and furniture will be wiped down each session (such as grip handles on the climbing wall, gate handles, construction toys etc) **but it is not possible** to disinfect the grass or areas such as the sand pit and barked areas.
- Practitioners will wear disposable gloves when assisting children with nose wiping - these will be immediately disposed of with tissues into bins. Bins will be emptied regularly.
- Usual hygiene procedures will be adhered to if a staff member needs to assist a child with their personal care.
- Lunch boxes will be wiped clean by a member of staff before being stored in the refrigerator.
- Staff will regularly clean 'touch points' (door handles, table tops etc) throughout the sessions.
- Toilet cubicles will be regularly wiped with two thorough cleanings each day.

### 5. MINIMISING CONTACT BETWEEN INDIVIDUALS WHERE POSSIBLE

**Early years settings are no longer required to arrange children and staff in small, consistent groups so can return to normal group sizes.**

- Ladybirds will have a maximum of 30 children enrolled in the autumn term - creating one cohort who will freely mix and interact with each other and staff members.
- Ladybirds only cares for one age group from 2-4 years of age.
- Parents will also have to confirm their child is only attending Ladybirds and no other childcare setting as this would compromise our cohort. Staff are also required to confirm they are only working at Ladybirds.



# Ladybirds Pre-School



- Families who use child-minder services in addition to Ladybirds are asked to inform us so that we can review the child-minder's risk assessments and work together to reduce risks where possible.
- We will **not** be trying to minimise contact between children and staff - they will be able to freely share toys, play together and will be allowed physical contact with each other and their teachers.
- NO toys should be brought in from home, and no toys will be allowed to go home with the children from Ladybirds
- The children must have a coat and spare jumper/hoodie in their bag. Bags should be left at Ladybirds and will only be sent home if necessary.
- **ALL CHILDREN MUST HAVE SUNCREAM APPLIED FOR EVERY SESSION IN TERM 1, REGARDLESS OF THE WEATHER AT DROP OFF TIME.** Even on cloudy days the UV level can be high. We will not be able to apply suncream at any times except after lunch for those children staying all day. **Any children arriving without suncream will not be able to play outside.**

## MINIMISING ADULT TO ADULT CONTACT

- We will be staggering drop off and pick up times so that there are less adults waiting at the gates: **Please arrive promptly for your drop off and pick up times.**
  - DROP OFF
    - Group 1 will be admitted between 9am-9:10am
    - Group 2 will be admitted between 9:15 and 9:30am
  - PICK UP
    - 11:30am for morning sessions
    - 12:30am for after lunch
    - between 2:40pm - 3pm for afternoon sessions
- 2 metre spacing will be set up outside the entrance gate for you to wait with your child at a 2 metre distance from other families, taking turns to approach the entrance gate to drop off your child. As with all other public areas, we will expect all adults to maintain the 2 metre distance from each other and not to congregate outside the school.
- In the same way at pick up, parents and carers should queue at the 2 metre points and wait for their turn to come and collect their child.
- A staff member will wait at the internal gate to welcome the children. Parents should say goodbye to their children at the 2 metre mark and the child will then walk to the staff member where they will be welcomed into the cloakroom by another member of staff. Parents will not be allowed to enter the meet and greet area. Unfortunately, it will not be possible for staff to assist with separation as we would normally, although we will obviously assist verbally as much as we can! It will also not be possible for staff to engage in lengthy feedback at drop off and pick up times.
- Although you will be able to leave brief messages with the staff member at the gate, any other communication will need to be via email (preferred) or telephone.



# Ladybirds Pre-School



## STAFF SOCIAL DISTANCING MEASURES

- Staff will observe social distancing as much as possible with each other during sessions.
- Staff will wash their hands on arrival and regularly throughout the day.
- The small office will be subject to 1 metre plus restrictions - staff will wear face coverings if using the office at the same time. High frequency touch points (such as telephones, computer key boards and mice) will be wiped down after each use. The window will remain open as much as possible to improve ventilation. Staff will not enter the office unless it is safe to do so.
- The small kitchen will only be used by one member of staff at a time and will be regularly cleaned.
- Staff will not be taking breaks during the hours where children are on site.

## 6. USE OF PPE

- The guidance clearly states the wearing of face masks in schools or other educational settings is not recommended and that young children should not wear face coverings in any circumstance.
- We will **not** be wearing face masks and will **not** permit children attending Ladybirds to wear them.
- We will continue to use disposable plastic aprons and gloves when assisting children with their toileting, when preparing food for snack or assisting the children with their lunches.
- The only circumstances where staff will wear a face covering would be where a child becomes ill with symptoms of coronavirus during the session. As a 2 metre distance cannot be maintained, the member of staff caring for the child whilst they await collection should wear gloves, apron and face mask.

## 7. ENGAGE WITH TEST AND TRACE PROCESS

- Signed agreements will be sought to confirm all staff and families are ready and willing to:
  - book a test if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit
  - 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
  - self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms
  - inform Ladybirds immediately of the test results when known
  - 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



# Ladybirds Pre-School



people until they are better. Other members of their household can also stop self-isolating

- if someone tests positive, they should follow **Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection** and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to the setting 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 7-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 should continue self-isolating for the full 14 days

## 8. MANAGING CASES OF CONFIRMED CORONAVIRUS/CONTAINING OUTBREAK

- Ladybirds will inform the local health protection team as soon as we become aware of any positive test result.
- All members of the cohort will need to stay at home and self isolate following the guidance and the setting will be closed until advised it is safe to reopen by the local health protection team.
- OFSTED will be notified.

**These measures were reviewed on 27<sup>th</sup> July 2020 and will be in place until such time that the government guidance changes and replace any previous policies and procedures.**