



Epsom Playhouse Pre-School

EPSOM PLAYHOUSE PRE SCHOOL

Covid-19 Guidance

31st March 2021

*This policy is subject to change as and when new guidance is released.

As a setting we will follow the advice given by our Local Authority, the Government, Public Health England and The Early Years Alliance. You can find all information regarding Covid-19 at the following links:

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)

[https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)

[https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings](https://www.gov.uk/government/publications/asymptomatic-testing-early-years-staff-in-different-settings)

<https://www.gov.uk/government/publications/asymptomatic-testing-early-years-staff-in-different-settings>

We have carried out a detailed risk assessment, and as a result we have made some changes in order to reduce the risk of a child, parent/ carer or member of staff testing positive for Covid-19. We have also put these measures in place to prevent the spread of the infection in our setting. The policy will be updated as and when new guidance is released.

- We will remain open whilst we are in any of the four tiers during this Coronavirus pandemic. We will also remain open during the national lockdown which the Government put in place on 5th January 2021.
- Clinically extremely vulnerable children and adults should attend Pre-school in tiers 1-3. If we are placed in tier 4 or a national lockdown is confirmed clinically extremely vulnerable children and adults should shield and therefore not attend pre-school. If this applies to you or your child, you will receive a letter. Shielding will end on 31st March 2021 so all clinically extremely vulnerable staff and children should return to Pre-school unless advised otherwise.
- It is not mandatory for staff and visitors to wear face coverings in early years and childcare settings. In situations where social distancing between adults in settings is not possible (for example, when moving around in corridors and communal areas), staff members, visitors, professionals and parents will be required to wear a mask.
- All staff members will wear a mask when a professional comes in to the building to conduct an assessment or observation on a child.
- All parents and staff members who come into contact with parents at drop off and pick up times must wear a face covering.
- Children are not required to be in smaller groups or bubbles although we will try, where possible, to minimise the mixing of children who attend different sessions and ensure that staff members working with the children are consistent. Therefore each child will be with the same members of staff on each particular day that they attend pre-school. This will only change if a member of staff is absent.
- Children will enter the pre-school through the main door and they will be collected from the side door (the door the children use to go in the garden).
- Parents will not be able to enter the building with their child.

- All parents must adhere to social distancing guidelines and stand 2 meters apart where possible when dropping off and collecting their children.
- A member of staff will sign each child in and then parents will be asked to leave the premises immediately maintaining a distance of 2 meters from any other parent. Parents should not wait around in the garden.
- One only parent will be permitted to drop off and collect their child from pre-school.
- Children will not be allowed to bring in any 'treasure' including comforters or toys from home.
- To reduce the spread of infection from items from each child's home environment, we are also asking that parents only supply a bag containing a change of clothes and/ or nappies if necessary. We do have spare clothes if your child is toilet trained but needs to be changed due to getting wet from the water tray for example.
- Nappies and wipes must be provided by the parent if your child is not yet toilet trained.
- All children who stay for a full day will be required to bring in a healthy packed lunch. We will provide fruit and a breadstick, cracker, brioche or rice cake for the children's morning snack. Children's lunchboxes should be wipeable and put in the box near the door when your children comes into pre-school.
- All children are required to bring in a named water bottle which should be placed on the drinks trolley when the children arrive.
- All children will wash their hands when they come in to pre-school.
- All children will clean their hands, more often for at least 20 seconds with running water and anti-bacterial soap. This includes when they enter the pre-school, after they go to the toilet or wipe their nose, before and after eating snack or lunch, when coming in from the garden and any other time that their hands become dirty.
- We will continue to adhere to guidelines as set out in the Early Years Foundation Stage statutory requirements including maintaining correct staff: child ratios and ensuring that we have the correct suitable staff working with the children each day. This includes our SENCo, qualified first aiders and at least half of all members of staff each day will be Level 3 qualified.
- The children will continue to have a key person, however if that key person is off due to illness or having to self-isolate, the child/ren will be assigned another member of staff to complete observations and track the child's progress.
- We will have messy activities such as sand/water/mud/food play etc but we will ensure that these are disposed of at the end of the day or quarantined for 48 hours. Also, the children will wash their hands after handling these resources.
- We will not have any equipment or toys available that cannot be cleaned effectively/ regularly. This includes rugs, cushions, soft toys, toys with intricate parts, and any other toys/ equipment that we feel we cannot clean daily or quarantine for 72 hours.
- We will either sterilise all of the toys and equipment thoroughly at the end of the day or we will put the toys away and ensure that there are not used again for at least 72 hours.
- Children will not have access to 'free choice' trolleys but there will be a wide selection of equipment in the continuous provision to promote the children's

learning and development. We will try to make the setting appear as 'normal' as possible to ensure that the children feel happy, settled and secure whilst they are attending pre-school.

- Light switches, door handles, tables and chairs will also be cleaned regularly throughout the day.
- We have created a snuffle station and will talk to the children about the importance of wiping your nose, throwing the tissue in the bin and then washing your hands. We will be promoting the 'catch it, kill it, bin it' approach.
- Children and staff who are unwell in any way, not just with recognised Covid-19 symptoms should not attend the setting.
- Vaccines and teething 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.
- If a child becomes unwell with symptoms of coronavirus which include a high temperature, a new and persistent cough, or a loss of, or change to, sense of their smell or taste whilst attending pre-school, the child's parent will be contacted immediately and told to collect their child.
- The child with symptoms will then be isolated from the rest of the group whilst they wait to be collected and if necessary, the member of staff supervising the child will wear PPE including gloves, a disposable apron and a face mask.
- If a child or anyone in their household develops symptoms they should self-isolate at home for 10 days and the rest of the household should also self-isolate for 10 days. Everyone who displays symptoms should carry out a test and inform the manager of the results ASAP.
- At this point it is not necessary for other children and staff members to self-isolate.
- The manager will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority for support on the action they should take to respond to a positive case.
- The advice service can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Callers will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. Any general queries relating to coronavirus and education and childcare settings should select option 3 or 4.
- All rooms that the person with symptoms has been in will be cleaned and disinfected in line with the following Government guidance:
 - [COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-cleaning-in-non-healthcare-settings-outside-the-home)
- If a child or member of staff tests positive for Covid-19 they will be required to self-isolate for 10 days and all other members of their household for 10 days. Public Health England will then undertake an assessment to determine if anyone else in the setting is required to self-isolate. We will also notify Ofsted that we have a confirmed case of Covid-19 in the setting. We will then also advise all other suspected cases to get tested.
- If a test is carried out and it is negative the child/ staff member will be able to return to pre-school as long as they are well. All other household members can also stop their 10 day self-isolation at this point.

- There will be occasions when visits to the Pre-school are necessary, but we will try to avoid visitors entering their premises, wherever possible. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support will be allowed. Visits for SEND therapies will also continue.
- A record will be kept of all visitors which follows the [guidance on maintaining records of staff, customers and visitors to support NHS Test and Trace](#).
- For new admissions If parents and carers are keen to visit the Pre-school in person, we will ensure that:
 - face coverings are worn by parents/ carers and the member of staff who is carrying out the visit
 - there is regular handwashing, especially before and after the visit
 - We will aim to limit visits to the outside play area and ensure strict social distancing is observed
- Apart from when we are in a national lockdown, Parents and carers are now able to enter the Pre-school to help their children adapt to their new environment, however parents must:
 - wear face coverings
 - for a limited amount of time (ideally not more than 15 minutes)
 - avoid close contact with other children
 - ensure that they are aware of the '[system of controls](#)', how this impacts them, and their responsibilities in supporting it when visiting the Pre-school with their child
- System of controls- This is the set of actions early years settings must take. They are grouped into 'prevention' and 'response to any infection'.
 - Prevention:
 - 1) [Minimise contact with individuals who are unwell by ensuring that those who have coronavirus \(COVID19\) symptoms or who have someone in their household who does, or have been advised by NHS test and trace to self-isolate, do not attend settings](#)
 - 2) [Where recommended, the use of face coverings](#)
 - 3) [Clean hands thoroughly and more often than usual](#)
 - 4) [Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach](#)
 - 5) [Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents](#)
 - 6) [Minimise contact between groups of children where possible](#)
 - 7) [Where necessary, wear appropriate personal protective equipment \(PPE\)](#)
 - 8) [Keep occupied spaces well ventilated](#)
 - Numbers 1, 3, 4, 5 and 8 must be in place in all settings all the time. Numbers 2 and 6 must be properly considered, and settings must put in place measures that suit their particular circumstances. Number 7 applies in all specific circumstances.
 - Response to any infection:
 - 9) [Engage with the NHS Test and Trace process](#)
 - 10) [Manage and report to Ofsted and the PHE advice line confirmed cases, of coronavirus \(COVID-19\) amongst the setting community](#)
 - 11) [Contain any outbreak by following local health protection team advice](#)

- Numbers 8 to 11 must be followed in every case where they are relevant.
- All members of staff are now carrying out Rapid Flow Tests twice weekly at home. A separate risk assessment has been conducted for self-testing at home. All staff members will report their results to the manager and NHS Test and Trace. If a member of staff receives a positive test, they will isolate at home and arrange for a PCR test to confirm the results.