



Warley Pre-school Ltd

Coronavirus Policy and Procedures

Policy Statement

Warley Pre-school Ltd is committed to ensuring the health and safety of all the children and adults attending the pre-school sessions. During the coronavirus (COVID19) outbreak the setting remains committed to providing a safe environment for children to explore and learn. The preschool will follow all Government Guidance to ensure that the health and safety of all those who access the setting is always our priority.

Background

As per the Government Guidance, and to ensure the safety of children, families and staff, Warley Preschool closed on Monday 23rd March 2020. The preschool had consulted with all parents (including keyworkers parents) and staff to ensure that all those connected to the preschool were aware of the decision.

During the closure

- The owners will keep in touch with families through, Facebook, Capture App, and telephone to ensure that they are all keeping safe and well, and to provide support as required
- 'Busy bags' were delivered to all families at the onset of the pandemic
- Staff are all invited to weekly catch up session (via Zoom) app
- All guidance and support documents are shared with staff
- Staff have been placed on Furlough as part of the government support scheme. Individual letters and information about this scheme have been sent to all staff
- The owners will review all guidance and support documentation daily, and will action where necessary
- The owners will attend local authority meetings (via zoom app) to ensure that they are kept up to date with guidance
- Members of The Church are checking the Church Hall building on a weekly basis

Re opening the setting

The Government advised on 10th May that schools and early years settings that have not remained open should start to prepare for reopening from 1st June 2020.

September opening

The preschool will open to all families from 8.30 – 4 Monday to Friday (term time only) from 7th September 2020.

To ensure that Warley Preschool is a safe place for children and families to return and to ensure that we follow all Government and Local authority Guidance

Communication

Warley preschool will:

- Communicate with all families, parents and carers, staff, and The Church regarding our plans to reopen the preschool
- Ensure clear communication using official guidance and information
- Provide a clear plan, which is accessible to parents, carers, and staff
- Consider the anxiety of children, parents and staff when returning or considering returning to the preschool
- Ensure that parents, carers, and staff have the opportunity to contact the owners to discuss their personal circumstances, anxieties and ask questions
- Continue to contact those families who are not returning to preschool

Staffing

Warley Preschool will:

- Communicate with all staff members re the reopening of the setting.

Reviewed August 2020





Warley Pre-school Ltd

- Consider individual circumstances when planning staffing for the reopening. Staffing sessions will take into account, each individuals circumstance, including shielding staff, anxieties, vulnerable, self-isolating and home circumstances including childcare
- Refer to the guidance that states that states “*as far as possible keep the same children and staff members together from day to day*” (*Safe working in education, childcare and children’s social care settings (14th May 2020)*), when considering staffing sessions
- Continue to Furlough staff who are not required to work in the preschool
- Review staffing requirements on a weekly basis throughout the pandemic and reopening phase, and keep all staff updated
- Maintain adult: child ratios
- Continue with the weekly zoom catchup meetings to ensure all staff are included in the preschool as needed
- Plan support for all staff during the pandemic, with regular meetings, supervisions with all staff considering their wellbeing, anxieties and health and safety when preschool reopen
- Prepare an addendum to the staff code of conduct, to support staff with their return to work

Children/Admissions

Warley Preschool will:

- With reference to the Government guidance will offer families sessions in a phased return
 1. Children of keyworkers, children with EHCP,
 2. Children starting school in September 2020
 3. 3 and 4-year-old funded children
 4. 2-year-old funded children
 5. Others

From September 2020 the preschool will reopen fully to all families

- Only accept children who are symptom free or have completed the required isolation period should attend the preschool
- Consider the implications for children with Send or additional needs returning to a different looking setting. The owners will speak to the parents or carers to ensure that return to preschool is well supported and planned for
- Continue to monitor attendance as per the attendance /absence management policy
- Advise families with children who attend more than one setting, that they should just attend one setting where possible
- Provide written guidance for parents re returning to preschool included, social distancing, collection and pick up, coronavirus symptoms, washing of clothes, lunch boxes, water bottles etc

Health and Safety

Warley Preschool will:

- Cleaning
 - Deep clean the Church Hall prior to reopening
 - Deep clean all the preschool resources prior to reopening
 - Clean all resources/surfaces, door handles, toilets in between use for each group
 - Clean all resources/surfaces, door handles, toilets at the start and end of each session
 - Complete all cleaning as per the Guidance – Cleaning in non-healthcare settings (26th March2020)
 - Washing all surfaces, resources with warm soapy water, then disinfecting the surfaces
 - Wear disposable or washing up gloves and aprons when cleaning
 - Using disposable cloths, paper roll and disposable mop heads to clean
- Remove all soft furnishings – cushions, carpets etc
- Complete a health and safety check of the building prior to reopening
- Report any concerns to the Church PCC
- Complete a full risk assessment prior to reopening



Warley Pre-school Ltd

- Make available to staff PPE for changing children, cleaning and caring for a child with symptoms of COVID19
- Ensure that handwashing facilities are available throughout the preschool
 - All children and staff will be required to wash their hands on arrival at preschool
 - Hand washing stations will be available in each area to ensure that staff and children will be able to wash their hands frequently throughout the day
 - Children and staff must follow the correct hand washing routine for at least 20 seconds.
 - Hand sanitiser will be available, and permission will be sought from parents for children to use this throughout the day
- Responding to suspected cases/symptoms
 - Children, parents', carers and staff who have any of the coronavirus symptoms – new persistent cough, high temperature, loss of taste and smell cannot attend the preschool and should self-isolate and arrange for a test. They should not return to preschool unless they are tested negative for the virus
 - In the event of a child developing symptoms whilst attending preschool, they will be isolated in the small room upstairs with a supporting adult and collected as soon as possible
 - The member of staff with them should be from their group and PPE – face mask, apron and gloves will be worn, and this will be disposed of as per the guidance
 - Following collection of the child the area will be fully clean and sanitised and left unused for 72 hours
 - The person responsible for cleaning will wear PPE, and this will be disposed of as per the guidance
 - In the event of a staff member developing suspected coronavirus symptoms whilst working, they should return home immediately, isolate and access a test
 - Where a child or staff member tests negative, they can return to the preschool and any household members can end their isolation
 - If a child or staff member tests positive, the rest of their immediate group within the preschool should be sent home and advised to self-isolate for 14 days.
- Refer to Health and safety policies

Building and grounds

As the building has been shut down for 10 weeks Warley Preschool will:

- Consult with The Church PCC regarding the safe opening of the building. This will include
 - A full deep clean of the building and playgrounds in accordance with the guidelines issued
 - Access to the building, will be limited to preschool staff only. Any contractors, maintenance workers, cleaners' access will be limited to ensure the safety of staff and children and reduce the risk of contamination and must be prearranged. Social distancing and hygiene practices will be followed.
 - Any concerns relating to the building will be reported in the normal way to The Church PCC
- Social distancing markings will be painted on the grounds and posters will be displayed to support social distancing procedures
- A health and safety check of the building will be carried out prior to reopening and shared with The Church PCC
- Daily health and safety checks will be carried out by preschool staff
- Windows will be opened throughout the day to ensure adequate ventilation
- As this is a shared building, it has been agreed that only preschool will have use and access to the building for the next 7 weeks (until the end of the summer term). This will then be reviewed prior to re-opening in September 2020.
- Refer to the guidance relating to multi use buildings from September 2020
- Ensure that the area for drop off and collection will not be used as a car park area during this time, to ensure adequate space to support social distancing for parents/carers who are dropping off and collecting children
- Follow the guidance relating to Legionella, following the closure of the building. Toilets have been flushed and water run through the taps, during the closure of the building, and this procedure will continue
- Advise any suppliers, milkman ect to leave deliveries at the allocated area outside the building. All items will be cleaned before storage

Social Distancing

Reviewed August 2020





Warley Pre-school Ltd

Warley Preschool will:

Adults

- Have clearly marked areas for parents and children to follow when dropping off and collecting children
- Have a staggered start and finish times. Parents should drop off and collect at their allotted time
- Only allow parents who are symptom free to drop off or collect their child
- Limit drop off and pick up to one parent per family
- All drop off and collection will be by the entrance, and no parents/carers will be allowed into the building
- Ensure that parents who are waiting are encouraged to social distance

Staff

- Ensure that social distancing will be maintained between adults including break times
- Ensure that staff members should avoid contact with each other including handshakes, hugs ect

Children.

"We know that, unlike older children and adults, children in early years cannot be expected to remain 2 meters apart from each other and staff" (Planning guide for early years and childcare settings 2020) so we will:

- Ensure that children with symptoms remain at home
- Ensure staff with symptoms remain at home
- Ensure frequent handwashing and good respiratory hygiene practices
- Regular cleaning of preschool and resources
- Minimising contact and mixing

At times it may be necessary for staff members to comfort the children in our care, for example when a child is upset, has an accident etc. This will be carried out in a safe manor and hand washing will be completed after contact

Daily sessions

- Children will be organised into consistent groups throughout the day and will spend part of their day outside and part of their day inside
- Each group will be allocated a colour to support children's understanding
- Each group will have the same staff members
- Lunch time will be organised within the same colour group
- Nappy changing and toileting will be supervised by a staff member in the group, Following guidelines as per Intimate care policy and procedure. Gloves and aprons to be worn by all staff
- Each group will have their own toilet (indicated by colour) and this will be cleaned after each use
- Groups will not mix.
- Use of internal communal spaces (Toilets) will be restricted as much as possible

Other considerations

Safeguarding

- There has been a potential increase in the amount of domestic abuse cases in Calderdale during the lock down period. Warley preschool will ensure that all staff child protection training is up to date. Support will be provided to families and staff as per the Safeguarding and child protection policies and procedures.
- Chronologies will be reopened and maintained where necessary

Behaviour management strategies

Having been absent from preschool for over 10 weeks, we anticipate that children and parents/carers will find transition back to preschool difficult and challenging time. To support this Warley Preschool will

- Place children in groups with familiar adults (keyperson) and peers where possible
- Share photos of layout and information with parents re the setting, so this can be shared with the children before arrival
- Provide support for individual children as necessary
- Be patient and consistent with children and support each other as a team
- Adapt or amend behaviour management techniques to address these difficult circumstances
- Focus on PSED to support children when returning to preschool

Reviewed August 2020





Warley Pre-school Ltd

- Refer to Behaviour Management Policy and Safeguarding Children and Child Protection Policies

Visitors

Attendance in the preschool will be limited to staff and children only. Visitors will not be permitted to the setting unless this is for essential work that cannot be completed outside preschool opening hours. Deliveries will be left outside the preschool gate

Travel

Where possible staff and parents should travel to preschool alone and walking where possible or using their own transport, as per the guidance

<u>Legislation and supporting documents</u>	<u>Related Policies</u>
<ul style="list-style-type: none"> • Safe working in education, childcare and children’s social care settings (14th May 2020) • Planning guide for early years and childcare settings (24 May 2020) • Cleaning in non-healthcare settings (26th March2020) • www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm 	Attendance/absence management policy Safeguarding and child protection policies and procedures Behaviour Management Policy Health and safety policy Intimate care Policy

This policy was adopted by the Owners of Warley Preschool Ltd

Signed: _____ Role of signatory: _____

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Date to be reviewed: _____