



Policies

COVID-19 POLICY – HWU5s

Policy statement

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”. The health and safety of the children attending our setting, our staff, and the families of staff and children are of paramount importance to the preschool, along with the safety of the wider community. Children’s emotional wellbeing is of equal importance and will be supported as skilfully as possible within the necessary restrictions that need to be implemented. Staff will strive to provide a safe, stimulating and nurturing preschool experience for all who attend.

The Preschool follows guidance from UK Government; <https://www.gov.uk/coronavirus>

This policy is additional to our general policies and should be viewed in partnership with them. Some necessary measures may supersede our existing policies temporarily. Where permanent changes are adopted, existing policies will be updated.

Covid Risk Assessments

- The preschool is working with covid risk assessments in place. (Copy attached to the end of this policy.)

Procedures

- The preschool will only open when the Government issues confirmation that it is safe to do so. Preschool will close as and when necessary through local and national guidance.
- Staff, parents and children must follow all necessary social distancing guidance, both at home and in preschool. This guidance may change; parents and staff must ensure that they keep updated and follow national guidance and strategies in relation to COVID 19 at all times.
- Numbers of children may be reduced and or a phased return implemented after any necessary closures, to ensure that all necessary hygiene, and infection controls can be implemented and to manage staffing fluctuations that may be necessary. Places will be prioritised in the following order: vulnerable children, children of critical workers, children starting school in September.

Indoor and outdoor environment

- The layout of the setting may change to encourage social distancing for everybody.
- The outdoor area will be fully and more frequently utilised for the benefit of the children. It may help to reduce the risks of coronavirus (COVID-19) transmission by encouraging children to maximise the time that they spend in the outdoor areas. Playing, learning and having fun outdoors may also help to improve the children’s wellbeing and resilience, as well as their physical and mental health.

- Children will continue to access indoor and outdoor activities and be given free choice of play where possible to support child-led play and learning.

Drop offs and collections

- Parents are asked to comply with social distancing and if possible wear masks during drop offs and collections. Parents may not enter the garden area or the inside of the setting.

Infection controls – symptoms

- Anyone experiencing any of three coronavirus symptoms **MUST** stay at home. The symptoms are:
 1. A high temperature
 2. A new, continuous cough
 3. A loss of, or change to, sense of smell or taste
- Children should **NOT** be given analgesia such as Calpol, or other ibuprofen/paracetamol products before attending preschool as this could mask symptoms of COVID. The preschool reserves the right to refuse admission to children if this is not adhered to.
- Staff, parents or children with any of the 3 main symptoms – high temperature, new, continuous cough, loss or change to sense of smell or taste will not be permitted on preschool site.
- Temperatures of staff and children may be taken on arrival at preschool and / or during the preschool day.
- If a staff member experiences symptoms while at work they will go home and parents will be contacted to collect their children if ratios are affected. The staff member will be told to isolate and order a test. The staff member may only return to preschool after a period of isolation or upon a confirmed negative result. We will contact Public Health England and act upon their advice.
- If a child presents with symptoms they will be taken to a separate room with a staff member who will wear PPE, parent of the child will be contacted to collect the child and the rest of the parents contacted to collect their children. The child may only return to preschool after a period of isolation or upon a confirmed negative result. We will contact Public Health England and act upon their advice.
- If a diagnosis of Covid is confirmed all necessary bodies will be informed, including Ofsted, Public Health England and in the case of staff contracting the virus, Riddor.
- We advise and expect parents and staff to fully support contact tracing measures and to follow the advice given, should they be contact traced. Parents must inform preschool if they/or any member of their household has been advised to self-isolate.

Infection controls – track and trace

- All users of and visitors to the setting will be required to fully support any Track and Trace guidance measures, including self-isolating.
- Any contact for Track and Trace must be declared to the setting, with relevant measures explained, including contact relating to other members of the persons household
- The preschool will also declare to users of and visitors to the setting should any staff member need to follow Track and Trace instructions.

Infection controls – other household members

- Staff **MUST** declare if they have a member of their household displaying signs of COVID-19 and may **NOT** come into preschool.
- Parents **MUST** declare if they have a member of their family displaying signs of COVID-19 and may **NOT** come into preschool.

Shielded and extremely clinically vulnerable adults and children

- Some adults and children are advised not to attend. If this is the case the preschool would not require staff to work and would not permit the attendance of those children affected.

Social distancing

- Staff are required to wear masks where social distancing from other adults cannot be maintained e.g. during setting up and packing away. Parents are required to wear face masks on dropping off and collecting children and to maintain 2 meters distance from others during these times. Staff are not required to wear masks when dealing with children but may choose to do so, or wear a transparent face shield.

Social Distancing – Visitors

- In general, children and staff will be the only persons to enter inside the preschool area of the building during operating hours. No other visitors will be permitted unless absolutely necessary and by arrangement with setting manager. Where visitors are deemed necessary, they will follow all actions set out by the preschool in our Risk Assessment.

Social distancing – parents

- Parents dropping children off may be given times to stagger the amount of people arriving at preschool.
- Parents will be directed to garden gates for dropping off to preschool.
- Social distancing must be observed on arrival and leaving the preschool.
- Children will be released to parents via the garden gate, one by one at home time – social distancing for waiting parents should be abided to in the outside waiting area.
- It is requested that only one parent drops and collects children, and where possible that the same parent does this each day.

Social distancing – children

- Numbers of children may be limited to minimise number of contacts of children and adults.
- Children may be allocated 'bubbles' where numbers allow and if directed by government guidance. The same peers and members of staff would stay in bubbles to minimise number of contacts of children and adults.
- The indoor and outdoor space will be utilised fully to benefit the children and to create as much available space as possible and reduce the likelihood of physical interaction of larger groups.
- Staff will explain to children the rules of social distancing. If bubbles are allocated, children will remain in 'bubbles' for snack and lunch.

Social distancing – staff

- Staff will observe stringent social distancing with each other and as much social distancing as possible with children.

Hygiene controls – hand washing

- Staff and children will wash or sanitise their hands on arrival to the premises, and often throughout the day and before they leave the preschool.
- Ample supplies of sanitiser, soap and paper towels will be provided and children supervised to ensure this is done safely. Additional sanitising stations will be set up in the preschool room and outside.

- Parents are requested to teach /remind children how to wash hands thoroughly.
- Children and parents should wash their hands before they leave the house to come to preschool.

Hygiene controls – toileting

- Children will use the toilet one at a time where possible.
- Where possible, children that can be independent in self-care will be encouraged to do so with appropriate supervision e.g. to ensure that hands are washed thoroughly.
- If a child is in need of assistance staff will support them from the side/behind to avoid face to face close contact.
- Staff will have PPE to carry out any intimate care duties.
- Parents are asked to explain to children some of the restrictions that are necessary so that they understand some of the differences that they will experience.

Infection controls – resources

- The resources offered will be limited to those that are not considered an infection risk. Dressing up and soft furnishings (rugs and cushions) will not be put out. Children must wash hands thoroughly before and after using playdough and paints and also before using the mud kitchen.
- Resources will be cleaned thoroughly throughout the day.
- Outdoor resources such as the slide, mud kitchen, bikes etc. will be wiped down between each use.
- Equipment inside e.g. counter tops will be frequently wiped throughout the day, and at the beginning and end of each day.

Infection controls – cleaning

- Staff will conduct rigorous and thorough cleaning before children arrive at preschool, throughout the day and at the end of the day. This will include high contact areas such as door handles in addition to resources.
- Items that are brought from home will need to be clearly labelled and minimised. Toys and comforters are not permitted to be brought into preschool. Parents are asked to ensure that children are not bringing small toys in pockets etc. into preschool. Scooters etc., from home, will not be permitted on the premises or in the garden area.
- Preschool wellington boots, coats etc. will not be used to minimise the risk of unconscious sharing between children. Parents will be asked to provide all wet weather clothing for their own child. Soiled clothing will be double bagged and returned to the child's parent for washing. Parents are required to ensure that all belongings are clearly named.

Infection controls – lunches

- Lunch boxes **MUST** be clearly named and will be wiped on arrival at preschool. They will also be wiped after use in readiness for home time.
- Water bottles **MUST** be supplied (containing water only) and clearly named.
- If a child appears unusually reluctant to eat lunch or complains that it doesn't taste right, this will be deemed as a possible symptom and procedures followed for the child to be collected, self-isolate and tested before returning to preschool.
- Parents are advised to clean lunch boxes thoroughly before coming to preschool and again once home. Parents are advised to alternate lunch boxes daily so as not to have the same lunch box or water bottle over 2 days.
- Parents are asked to supply their child's lunch in containers that the child can independently manage, to minimise handling of the items by other people.

- Water bottles will be regularly offered to children, children will not 'self-serve' but will continue to be given opportunities to develop independence.

Infection controls – snacks

- Snacks will continue to be provided by the preschool. They will be limited to fruit items that require less preparation. E.g. whole apples or carrots. Self-serve snacks will not be provided.
- Snacks will take place in each 'bubble' if/when bubble groups are operating.

Infection controls – payments

- Parents are encouraged to make payments by on-line banking instead of cash.

Infection controls – administering first aid

- Any necessary first aid will be carried out by a practitioner, all staff are first aid trained. Staff will use PPE when administering first aid.
- All notifications of accidents/ incidents and first aid will be uploaded to Tapestry and a text sent to the parent to alert them to the accident/incident/first aid.
- If using paper accident forms, the accident or incident will be explained to parents at collection and the form signed by a member of staff on behalf of the parent. A second member of staff will witness the signature.
- Any head injury will always be followed up with an immediate telephone call to parents. Children will then have a "I have bumped my head" wrist band applied.
- Major accidents/incidents will be dealt with in the usual way using PPE.

Infection control – physical intervention

- Staff will only physically intervene with a child if necessary to avoid injury to people.
- Staff will not physically intervene to take an unsettled child on arrival to preschool. Measures will be taken to try and encourage the child to enter preschool. If this is unsuccessful parents will be advised to try again on the next session the child is due to come in.

Infection control – clothing and sun screen

- Staff will wear a clean uniform every day, long hair will be tied up.
- Children are required to wear clean clothing every day. Children will need their own weather wear on days this is necessary eg. waterproofs, sunhats etc. and will need to have a 'once a day' sunscreen applied before attending preschool. Staff will not apply sunscreen.
- Parents are asked to send children in warm clothes on cold days, as windows and doors in the preschool will remain open to provide ventilation.

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____

COVID-19 POLICY, APPENDIX 1 – COVID RISK ASSESSMENT, June 2020

Establishment: Hatch Warren under Fives Preschool	Assessment by: Angela Blomquist	Date: 01 June 2020
Review Date: June 2020	Approved by:	Date

Focus	Area of consideration	Recommendation
Children	Attendance	• One Parent to drop and pick up the children from the side garden gate. Parents are to demonstrate social distancing at all times. A member of staff will stand inside the gate, taking the register. • Parents to queue by the side entrance allowing people to exit. • Should the queue reach the community centre main entrance, parents are to stay in their cars until the queue has reduced. • A staggered drop off (between 9.00 and 9.30 am) and collection (between 1.00 and 1.30pm) times. Key worker children are exempt. • A staff member will direct you either into Bunnies or the Garden Room. • Only children who are symptom free or have completed the required isolation period attend the setting. • On arrival at the Pre-school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. • Remove coats before entering the building and store on the coat rack in the garden, equally spread out. • Place bags and lunch boxes on the coat rack trolley, equally spread out. • Wash hands thoroughly on arrival at the setting, before eating and throughout the day. Member of staff to monitor. • Encourage children to avoid touching their face, eyes, nose and mouth. • All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.
	Sun cream	• Parents must apply sun cream before bringing children into preschool. • Parents to use, if possible, an 8hr sun cream protection. • If using a 4hr sun cream, parents will need to pick up their child at the time the 4hr sun cream would expire.
	Physical distancing/ grouping	• Children are organised into small groups within the setting, with an assigned member of staff. These small groups should not mix during the day, or subsequent days. • Key worker children to remain in one group, where possible. • Ensure the same staff are assigned to each group, where possible, and these stay the same during the day and on subsequent days. • Ensure that where possible, children use the same area of the setting throughout the day, with a thorough cleaning of rooms and resources at the end of each day. The earlier finishing time allows staff sufficient time to clean. • Care routines including provision of snacks should be within the space allocated to each group wherever possible. • The garden and other outside spaces will be used by each group at

		separate times throughout the day.
	Reduce mixing	• Accessing rooms directly from outside. Enter preschool via the side gate into either Bunnies or the Garden rooms. • Staggering outside time to ensure children remain in their small groups. • Toilets are to be monitored by staff to limit the number of children and ensuring children groups do not mix at any one time. • Provide meaningful symbols and social stories to support children with understanding how to follow the rules. • Having a cap on the number of children in the setting at any one time and grouping children into 2 smaller groups. Children are to remain in their groups at all times and different groups will not mix during the day, or on subsequent days.
	Playing and Learning	• Minimise the resources available to those that can be cleaned effectively. • Ensure children wash hands regularly, throughout the day, as well as before and after eating, after coughing or sneezing and before and after going outside. • Spaces to be well ventilated using natural ventilation, propping open doors if safe to do so, to limit the use of door handles and aid ventilation.
	Wellbeing and education	• Children should be 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 or elbow. • Use of songs, games and repetition to encourage children to learn and practice these habits. • Ensure sufficient hand washing facilities are available at all times. Where a sink is not available, provide hand sanitiser. Hand sanitiser pumps are on staff at all times. • Children are encouraged not to touch their mouth, eyes or nose. • Ensure bins for tissues are emptied throughout the day.
	If a child starts displaying symptoms.	• If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. • A child awaiting collection should be moved, if possible and appropriate, into reception where they can be isolated. The door should be opened for ventilation. • If a child needs to go to the bathroom while waiting to be collected, they should use the disabled toilet. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. • If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • If needed, the setting staff, parent or guardian should seek medical advice.
	Belongings from home	• Children are not permitted to bring toys, blankets or comforters into the setting.
Workforce	Attendance	• Staff should only attend preschool if they are symptom free, have completed the required isolation period or achieved a negative test result. • We will risk assess with regular health questionnaires for staff

		returning from sickness. All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.
	Social distancing/grouping	- Wherever possible, staff should remain with their allocated small group of children. - Social distancing must be maintained during breaks. - Staff members should avoid physical contact with each other including handshakes, hugs etc. - Where possible, meetings and training sessions should be conducted through virtual conferencing.
	Training	All staff members must receive appropriate instruction and training in infection control and the standard operation procedure and risk assessments within which they will be operating following health and hygiene and flu pandemic policies.
Parents	Social distancing	- Only individuals from the child's household who are symptom free or have completed the required isolation periods will be able to drop off or collect. - Limit drop off and pick up to one individual from the child's household and stagger drop off and pick up times. - Parents to leave the site promptly after dropping and collecting their children. - A member of staff will take the children in/out through the side gate and release them to their parents/guardian, following social distancing guidelines. - When parents are waiting to drop off or collect their child, physical distancing should be maintained. Parents to queue by the side gate. - If the queue reaches the community centre main doors, then parents should remain in their cars until the queue has reduced.
	Communication	- Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves. - Parents to complete and sign the 'parent agreement' and hand to a member of staff.
Visitors	Visits	Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the pre-school unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual Pre-school hours where possible.
Travel	Travel associated with setting operations	- Wherever possible staff and parents should travel to the Pre-school alone adhering to social distancing regulations. - If public transport is necessary, current guidance on the use of public transport must be followed.
Toys		- Clean all toys with disinfectant after the children have left for the day – on a daily basis and throughout the day. - Ensure all toys/resources are cleanable. - Soft toys, dressing up and playdoh will not be used.
Toilets		- One child at time to visit the main toilet, accompanied by an adult. - Adult to clean toilet after use - Child is not to touch the doors

		Child to wash hand back in designated room
Food /Snacks		- Staff to wear PPE whilst preparing snack. - Snack is provided in individual bowls and placed on the table. - Children to approach the table one at time, take their bowl and cup and sit on the floor 2 metres away from another child. - Empty bowls and cups to be placed in the dishwasher, set at the highest temperature and cleaned.
PPE	Both Workforce and children	- Although PPE is not compulsory within the setting, staff are permitted to wear face coverings for their own well-being. - PPE will still be provided and used for children, whose care routinely already involves the use of PPE due to their intimate care needs. - If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, full PPE should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. - Provide a 'grab and go' PPE box with gloves, aprons, face coverings and goggles.
Cleaning setting	Undertake regular cleaning	- Clean AND disinfect frequently touched surfaces throughout the day. - This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. - Wear disposable gloves for cleaning and dispose of immediately after cleaning. - Using a disposable cloth, clean with a bleach solution or an antibacterial spray. - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
	Cleaning of electronics	Regularly clean electronics, such as tablets, touch screens, keyboards and remote controls throughout the day.
	Resources	Soft toys, fancy dress and soft furnishings will not be used within the setting.
	Disposal of potentially contaminated waste	Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in the bin outside.
REVIEWS:		
REVIEWED BY:		COMMENTS:
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COVID-19 POLICY, APPENDIX 2 – COVID RISK ASSESSMENT, updated September 2020

Establishment: Hatch Warren under Fives Preschool	Assessment by: Angela Blomquist	Date: 04 September 2020
Review Date: June 2020	Approved by:	Date

Focus	Area of consideration	Recommendation
Children	Attendance	• One Parent to drop and pick up the children from the side garden gate. Parents are to demonstrate social distancing at all times. A member of staff will stand inside the gate, taking the register. • Parents to queue by the side entrance allowing people to exit. • Should the queue reach the community centre main entrance, parents are to stay in their cars until the queue has reduced. • A staggered drop off (between 9.00 and 9.30 am) and collection (between 2.30 and 3.00pm) times. Key worker children are exempt. • A staff member will direct you into the main hall. • If possible, parents should not enter the building. However, if entering then • Parents to wear face coverings when entering the preschool. • Only children who are symptom free or have completed the required isolation period attend the setting. • On arrival at the Pre-school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. • Remove coats before entering the building and store on the coat rack in the garden, equally spread out. • Place bags and lunch boxes on the coat rack trolley, equally spread out. • Wash hands thoroughly on arrival at the setting, before eating and throughout the day. Member of staff to monitor. • Encourage children to avoid touching their face, eyes, nose and mouth. • All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.
	Shared Care	• DFE guidance is where they can remain at one setting, this is preferred, but not essential. • We can have children from other settings. Taking in account how many other settings they are attending. keep in contact with the other settings. • A conversation should be held with the parent to determine the options available in order to reduce the requirement for the child to attend more than one setting. • Where share care is essential each setting will need to understand each other's risk assessment. This will include showing each other what they are doing to minimise the risk of transmission. • Ideally children to attend our setting and one other setting. The

		more settings they attend the higher the more likely it will spread. If an outbreak occurs when the share care child is in attendance contact the other setting to advise. •
	Sun cream	• Parents must apply sun cream before bringing children into preschool. • Parents to use, if possible, an 8hr sun cream protection. • If using a 4hr sun cream, parents will need to pick up their child at the time the 4hr sun cream would expire.
	Physical distancing/ grouping	• Children are organised into small groups within the setting, with an assigned member of staff. • Key worker children to remain in one group, where possible. • Ensure the same staff are assigned to each group, where possible, and these stay the same during the day and on subsequent days. • Ensure that where possible, children use the same area of the setting throughout the day, with a thorough cleaning of rooms and resources at the end of each day. The earlier finishing time allows staff sufficient time to clean. • Care routines including provision of snacks should be within the space allocated to each group wherever possible. • The garden and other outside spaces will be used by each group at separate times throughout the day.
	Reduce mixing	• Accessing rooms directly from outside. Enter preschool via the side gate into the main hall. • Staggering outside time to ensure children remain in their small groups. • Toilets are to be monitored by staff to limit the number of children and ensuring children groups do not mix at any one time. • Provide meaningful symbols and social stories to support children with understanding how to follow the rules. • Having a cap on the number of children in the setting at any one time.
	Playing and Learning	• Minimise the resources available to those that can be cleaned effectively. • Ensure children wash hands regularly, throughout the day, as well as before and after eating, after coughing or sneezing and before and after going outside. • Spaces to be well ventilated using natural ventilation, propping open doors if safe to do so, to limit the use of door handles and aid ventilation.
	Wellbeing and education	• Children should be 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 or elbow. • Use of songs, games and repetition to encourage children to learn and practice these habits. • Ensure sufficient hand washing facilities are available at all times. Where a sink is not available, provide hand sanitiser. Hand sanitiser pumps are on staff at all times. • Children are encouraged not to touch their mouth, eyes or nose. • Ensure bins for tissues are emptied throughout the day.
	If a child starts displaying symptoms.	• If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. • A child awaiting collection should be moved, if possible and appropriate, into the garden where they can be isolated. The door should be opened for ventilation. • If a child needs to go to the bathroom while waiting to be collected, they should use the disabled toilet. The toilet should be cleaned and disinfected using standard cleaning products before

		being used by anyone else. - If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. - If needed, the setting staff, parent or guardian should seek medical advice.
	Belongings from home	Children are not permitted to bring toys, blankets or comforters into the setting.
Workforce	Attendance	- Staff should only attend preschool if they are symptom free, have completed the required isolation period or achieved a negative test result. - We will risk assess with regular health questionnaires for staff returning from sickness. - All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.
	Social distancing/grouping	- Wherever possible, staff should remain with their allocated small group of children. - Social distancing must be maintained during breaks. - Staff members should avoid physical contact with each other including handshakes, hugs etc. - Where possible, meetings and training sessions should be conducted through virtual conferencing.
	Training	All staff members must receive appropriate instruction and training in infection control and the standard operation procedure and risk assessments within which they will be operating following health and hygiene and flu pandemic policies.
Parents	Social distancing	- Only individuals from the child's household who are symptom free or have completed the required isolation periods will be able to drop off or collect. - Limit drop off and pick up to one individual from the child's household and stagger drop off and pick up times. - Parents to leave the site promptly after dropping and collecting their children. - A member of staff will take the children in/out through the side gate and release them to their parents/guardian, following social distancing guidelines. - When parents are waiting to drop off or collect their child, physical distancing should be maintained. Parents to queue by the side gate. - If the queue reaches the community centre main doors, then parents should remain in their cars until the queue has reduced.
	Communication	- Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves. - Parents to complete and sign the 'parent agreement' and hand to a member of staff.
Visitors	Visits	Attendance to the setting should be restricted to children and staff as

		far as practically possible and visitors should not be permitted to the pre-school unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual Pre-school hours where possible.
Travel	Travel associated with setting operations	- Wherever possible staff and parents should travel to the Pre-school alone adhering to social distancing regulations. - If public transport is necessary, current guidance on the use of public transport must be followed.
Toys		- Clean all toys with disinfectant after the children have left for the day – on a daily basis and throughout the day. - Ensure all toys/resources are cleanable. - Soft toys, dressing up and playdoh will not be used.
Toilets		- One child at time to visit the toilet in the main hall, accompanied by an adult. - Adult to clean toilet after use - Child is not to touch the doors - Child to wash hand back in designated room - Staff are to use the community centre toilets and staff to clean with antibacterial spray after each use
Food /Snacks		- Staff to wear PPE whilst preparing snack and wash hand thoroughly before and after preparing snack - Snack is provided in individual bowls and placed on the table. - Children to approach the table one at time, take their bowl and cup and sit on the floor 2 metres away from another child. - Empty bowls and cups to be placed in the dishwasher, set at the highest temperature and cleaned.
PPE	Both Workforce and children	- Although PPE is not compulsory within the setting, staff are permitted to wear face coverings for their own well-being. - PPE will still be provided and used for children, whose care routinely already involves the use of PPE due to their intimate care needs. - If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, full PPE should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. - Provide a 'grab and go' PPE box with gloves, aprons, face coverings and goggles.
Cleaning setting	Undertake regular cleaning	- Clean AND disinfect frequently touched surfaces throughout the day. - This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. - Wear disposable gloves for cleaning and dispose of immediately after cleaning. - Using a disposable cloth, clean with a bleach solution or an antibacterial spray. - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. .
	Cleaning of electronics	Regularly clean electronics, such as tablets, touch screens, keyboards and remote controls throughout the day.
	Resources	Soft toys, fancy dress and soft furnishings will not be used within the setting.

	Disposal of potentially contaminated waste	Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in the bin outside.
REVIEWS:		
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COVID-19 POLICY, APPENDIX 2 – COVID RISK ASSESSMENT, updated November 2020

Establishment: Hatch Warren under Fives Preschool	Assessment by: Angela Blomquist	Date: 23 November 2020
Review Date: January 2020	Approved by:	Date

Focus	Area of consideration	Recommendation
Children	Attendance	• One Parent to drop and pick up the children from the side garden gate. Parents are to demonstrate social distancing at all times. A member of staff will stand inside the gate, taking the register. • Parents to queue by the side entrance allowing people to exit. • Should the queue reach the community centre main entrance, parents are to stay in their cars until the queue has reduced. • A drop off (between 9.00 and 9.15 am) and collection (between 2.45 and 3.00pm) times. Key worker children are exempt. • A staff member will direct you into the main hall. • If possible, parents should not enter the building. However, if entering then • Parents to wear face coverings when entering the preschool. • Only children who are symptom free or have completed the required isolation period attend the setting. • On arrival at the Pre-school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. • Remove coats before entering the building and store on the coat rack in the garden, equally spread out. • Place bags and lunch boxes on the coat rack trolley, equally spread out. • Wash hands thoroughly on arrival at the setting, before eating and throughout the day. Member of staff to monitor. • Encourage children to avoid touching their face, eyes, nose and mouth. • All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.
	Shared Care	• DFE guidance is where they can remain at one setting, this is preferred, but not essential. • We can have children from other settings. Taking in account how many other settings they are attending. keep in contact with the other settings. • A conversation should be held with the parent to determine the options available in order to reduce the requirement for the child to attend more than one setting. • Where share care is essential each setting will need to understand each other's risk assessment. This will include

		showing each other what they are doing to minimise the risk of transmission. - Ideally children to attend our setting and one other setting. The more settings they attend the higher the more likely it will spread. If an outbreak occurs when the share care child is in attendance contact the other setting to advise.
	Sun cream	- Parents must apply sun cream before bringing children into preschool. - Parents to use, if possible, an 8hr sun cream protection. - If using a 4hr sun cream, parents will need to pick up their child at the time the 4hr sun cream would expire.
	Physical distancing/ grouping	- Children are organised into small groups within the setting, with an assigned member of staff. - Key worker children to remain in one group, where possible. - Ensure the same staff are assigned to each group, where possible, and these stay the same during the day and on subsequent days. - Ensure that where possible, children use the same area of the setting throughout the day, with a thorough cleaning of rooms and resources at the end of each day. The earlier finishing time allows staff sufficient time to clean. - Care routines including provision of snacks should be within the space allocated to each group wherever possible. - The garden and other outside spaces will be used by each group at separate times throughout the day.
	Reduce mixing	- Accessing rooms directly from outside. Enter preschool via the side gate into the main hall. - Staggering outside time to ensure children remain in their small groups. - Toilets are to be monitored by staff to limit the number of children and ensuring children groups do not mix at any one time. - Provide meaningful symbols and social stories to support children with understanding how to follow the rules. - Having a cap on the number of children in the setting at any one time.
	Playing and Learning	- Minimise the resources available to those that can be cleaned effectively. - Ensure children wash hands regularly, throughout the day, as well as before and after eating, after coughing or sneezing and before and after going outside. - Spaces to be well ventilated using natural ventilation, propping open doors if safe to do so, to limit the use of door handles and aid ventilation.
	Wellbeing and education	- Children should be 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 or elbow. - Use of songs, games and repetition to encourage children to learn and practice these habits. - Ensure sufficient hand washing facilities are available at all times. Where a sink is not available, provide hand sanitiser. Hand sanitiser pumps are on staff at all times. - Children are encouraged not to touch their mouth, eyes or nose. - Ensure bins for tissues are emptied throughout the day.
	If a child starts displaying symptoms.	- If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. - Either Angela, Lisa or Trace will immediately inform the Community Centre Office staff.

		- A child awaiting collection should be moved, if possible and appropriate, into the garden area where they can be isolated. - If a child needs to go to the bathroom while waiting to be collected, they will need to use a potty. The potty should be cleaned and disinfected using standard cleaning products before being used by anyone else. - If a member of staff has helped someone who displayed symptoms, they will need to wear appropriate PPE. They do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. - Parent will need to arrange a covid test for their child. - If needed, the setting staff, parent or guardian should seek medical advice.
	Belongings from home	Children are not permitted to bring toys, blankets or comforters into the setting.
Workforce	Attendance	- Staff should only attend preschool if they are symptom free, have completed the required isolation period or achieved a negative test result. - We will risk assess with regular health questionnaires for staff returning from sickness. - All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.
	Social distancing/grouping	- Wherever possible, staff should remain with their allocated small group of children. - Social distancing must be maintained during breaks. - Staff members should avoid physical contact with each other including handshakes, hugs etc. - Where possible, meetings and training sessions should be conducted through virtual conferencing.
	Training	All staff members must receive appropriate instruction and training in infection control and the standard operation procedure and risk assessments within which they will be operating following health and hygiene and flu pandemic policies.
Parents	Social distancing	- Only individuals from the child's household who are symptom free or have completed the required isolation periods will be able to drop off or collect. - Limit drop off and pick up to one individual from the child's household and stagger drop off and pick up times. - Parents to leave the site promptly after dropping and collecting their children. - A member of staff will take the children in/out through the side gate and release them to their parents/guardian, following social distancing guidelines. - When parents are waiting to drop off or collect their child, physical distancing should be maintained. Parents to queue by the side gate. - If the queue reaches the community centre main doors, then parents

		should remain in their cars until the queue has reduced.
	Communication	- Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves. - Parents to complete and sign the 'parent agreement' and hand to a member of staff.
Visitors	Visits	Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the pre-school unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual Pre-school hours where possible.
Travel	Travel associated with setting operations	- Wherever possible staff and parents should travel to the Pre-school alone adhering to social distancing regulations. - If public transport is necessary, current guidance on the use of public transport must be followed.
Toys		- Clean all toys with disinfectant after the children have left for the day – on a daily basis and throughout the day. - Ensure all toys/resources are cleanable. - Soft toys, dressing up and playdoh will not be used.
Toilets		- One child at time to visit the toilet in the main hall, accompanied by an adult. - Adult to clean toilet after use - Child is not to touch the doors - Child to wash hand back in designated room - Staff are to use the community centre toilets and staff to clean with antibacterial spray after each use
Food /Snacks		- Staff to wear PPE whilst preparing snack and wash hand thoroughly before and after preparing snack - Snack is provided in individual bowls and placed on the table. - Children to approach the table one at time, take their bowl and cup and sit on the floor 2 metres away from another child. - Empty bowls and cups to be placed in the dishwasher, set at the highest temperature and cleaned.
PPE	Both Workforce and children	- Although PPE is not compulsory within the setting, staff are permitted to wear face coverings for their own well-being. - PPE will still be provided and used for children, whose care routinely already involves the use of PPE due to their intimate care needs. - If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, full PPE should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. - Provide a 'grab and go' PPE box with gloves, aprons, face coverings and goggles.
Cleaning setting	Undertake regular cleaning	- Clean AND disinfect frequently touched surfaces throughout the day. - This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. - Wear disposable gloves for cleaning and dispose of immediately after cleaning. - Using a disposable cloth, clean with a bleach solution or an antibacterial spray.

		- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
	Cleaning of electronics	Regularly clean electronics, such as tablets, touch screens, keyboards and remote controls throughout the day.
	Resources	Soft toys, fancy dress and soft furnishings will not be used within the setting.
	Disposal of potentially contaminated waste	Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in the bin outside.
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