

Implementing Precautionary Measures to reduce the spread of COVID -19 at Broad Town Preschool

Principle – To ensure physical distancing between identified groups and to implement good hygiene practice

Focus	Area of Consideration	Measures Taking Place
Children	Attendance	<ul style="list-style-type: none">• Parents informed if their child/member of the household starts showing symptoms, not to send their child to Pre-School, call us to inform and follow Government guidelines on Household isolation period.• Staggered drop off and collection times – Parents will be informed of their time slots 9:00am, 9:05am 9:10am and 2:50pm, 2:55pm 3:00pm etc 1 parent only (preferably the same parent at all times) to drop off/pick
	Physical distancing/grouping	<ul style="list-style-type: none">• Children will be organised into groups of 5 with the same staff member (bubbles}• Bubbles will be kept apart as much as possible.• Stagger lunch times, toileting times etc• Outside space will continue to be used as will Forest School to keep bubbles separate.
	Wellbeing & Education	<ul style="list-style-type: none">• Children will be supported in appropriate ways to understand the steps they can take to keep themselves safe including regular handwashing and sneezing into a tissue.• Children will be supported to understand the changes and challenges they will be encountering as a result of Covid-19 and staff will ensure they are aware of children's attachments and their need for emotional support at this time.
Staff	Attendance	<ul style="list-style-type: none">• Staff will only attend Preschool if they are symptom free, have completed the required isolation period or achieved a negative test result.

This policy was adopted by the Broad Town Preschool Committee 28th May 2020

	Physical distancing/grouping	<ul style="list-style-type: none"> • Wherever possible staff will only work in their designated bubbles. • Physical distancing with staff to be maintained as much as possible. • Separate hand washing facility to the children. • No physical contact between staff – hugs, handshakes etc • Use of virtual conferencing where possible e.g. Transition Meetings, Parents consultations, either by Zoom or via telephone
	Training	<ul style="list-style-type: none"> • All staff members must receive appropriate instructions and training in infection control and the standard operating procedure and risk assessments within which they will be operating
Parents	Physical Distancing	<ul style="list-style-type: none"> • Symptom free parents only to drop off or collect their child on provided staggered timeslots. • Physical distancing should be maintained with all adults during drop off and pick up keeping time down to a minimum (do not stand outside Preschool and chat for too long) • Do not enter Preschool unless your child is distressed and a member of staff instructs you to do so. • Ask parents to be considerate in minimising physical contact with anyone not in their household
	Communications	<ul style="list-style-type: none"> • Parents will receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves
Visitors	Visits	<ul style="list-style-type: none"> • Attendance to Preschool should be restricted to children and staff as far as practically possible and visitors should not be permitted unless essential (building maintenance, compliance servicing) Where essential visits are required these will be made outside of Preschool operational hours where possible.
Travel	Travel	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to Preschool alone using their own transport. • If public transport is necessary current guidance on the use of public transport must be followed. • Parents will be encouraged to ensure they do not leave travel accessories such as or including buggies, car seats, scooters in Pre-School. • There will be no outings into the community for the children during this time.

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Hygiene and Health & Safety	Handwashing	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival at Pre-School • Children and staff members will wash their hands frequently throughout the day and before pick up times.
	Cleaning	<ul style="list-style-type: none"> • An enhanced cleaning session has been implemented that includes furniture, surfaces and children's toys and equipment. • Touch points and handwashing facilities will be cleaned and sanitised regularly.
	Waste Disposal	<ul style="list-style-type: none"> • All waste will be disposed of in a hygienic and safe manner following Government Guidelines. • We will use tissues to follow the catch it, bin it, kill it procedure.
	Risk Assessment	<ul style="list-style-type: none"> • All activities will be risk assessed
	Food & Drinks	<ul style="list-style-type: none"> • All children to bring morning & afternoon snack + drink in named containers to limit staff handling utensils and food. We will no longer be providing it.
	PPE	<ul style="list-style-type: none"> • Government guidance is that PPE is not required for general use in Early Years settings to protect against Covid-19 transmission. PPE will continue to be worn as normal for nappy changing and the administration of first aid.
Premises	Building	<ul style="list-style-type: none"> • We will keep windows open where possible for good ventilation. • Health & Safety checks will continue under our strict measures
	Resources	<ul style="list-style-type: none"> • Children will not be permitted to bring in items from home unless absolutely necessary for the child's wellbeing (a comforter, dummy etc) • Play & learning resources will be regularly cleaned. • Equipment used by staff (tablets, phones, etc) will be cleaned regularly
Supplies	Procurement & Monitoring	<ul style="list-style-type: none"> • We will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. Pre-school will not be able to operate without essential supplies required for ensuring infection control. • A monitoring system for the usage of PPE is essential to ensure that a supply stock is available to all who require it as and when required to meet the operational needs of

		Preschool. When stocks are low other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature after use.
Responding to a suspected case		<ul style="list-style-type: none"> • In the event of a child developing suspected covid-19 symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with NHS guidance. • Public Health England do not recommend that the whole bubble is sent home until the case is confirmed, based upon the risk assessments that will have been done, and with children being viewed as lower risk of transmission”. • Public Health England (PHE) have deemed that children are at lower risk so the bubble may not need to be kept at home. Early Years settings need to speak to PHE if they have a child displaying symptoms in the educational setting, and they will risk assess further. • Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area. If possible, a window will be opened for ventilation. • The staff member responsible for the child during this time should be the staff member from their Friendship Group. Suitable PPE for the staff member will be considered • The area will be thoroughly cleaned, immediately if the area cannot be left unvisited. • The person responsible for cleaning the area should wear appropriate PPE. • In the event of a staff member developing suspected covid-19 symptoms whilst working at Pre-School, they should return home immediately and isolate at home in line with the NHS Guidance until a test can be arranged.