



## **Meppershall Pre-School Covid-19 Policy**

The aim of this policy is to put measures in place to minimise the spread of the Coronavirus and to protect staff and children at the pre-school. If you, your child or another member of your household has symptoms of Coronavirus, please stay at home.

### **Main Symptoms of Coronavirus**

New continuous cough- this means coughing a lot, more than 3 or more times in a day.

A temperature- this is of 37.8 or above.

Loss of smell / taste

### **Safeguarding children, young people and vulnerable adults**

All staff remain alert to any signs that during the current COVID-19 outbreak a child in their care is suffering from or likely to be suffering from harm. This include signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus. Please also see our current Safeguarding procedure located on our website.

### **Arrivals /Departures**

- Parents should arrive at the green gate to the rear of the outside play area, where they must queue at 2m intervals, holding their child's hand.
- Only one parent to deliver and collect their child from pre-school, ideally the same parent / carer at each time but NEVER more than one adult. If more than one parent is waiting, one adult will be asked to either wait in the car or much further away.
- A staff member will open the gate to parents and one parent at a time can enter the playground to drop their child off with staff who will ensure they enter the pre school building safely.
- No parents / carers will be allowed to enter the pre-school building at any time, unless 'essential' and an appointment is made in agreement with Tamsin or Lisa.
- If you need to collect your child early for any reason, please call 07816 357159 or 01462 850660 and your child, and their belongings will be brought to the red gate for you. Please also call this number if you are late arriving for the session, and staff are not outside to greet you.
- No abuse verbal or otherwise towards staff or others, will be tolerated. Please be patient and aware that procedures may take longer than usual.
- If your child/ren or anyone in your household shows any signs or symptoms of COVID-19 on arrival, they will not be admitted. Please see link;  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- On arrival at pre-school please sanitise your hands with sanitiser provided and children must all wash their hands at the hand washing station, before entering the setting.

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- Staff must be aware of anyone who is collecting your child, please give details of this by text message to 07816 357159 and ensure a password is given to the adult collecting.
- When collecting children, parents must wait at 2m intervals outside the green gate as per arrival. Your child will be brought outside to you, at the end of the session by a staff member, and you will then exit via the red emergency exit gate. Any discussions that need to be had regarding a child's day will be done via phone as we will not be able to have the ability to have 'private' discussions at the gate.
- As we have one main room and one outside area all children attending will be classed as a 'bubble' for the purposes of our provision during the Covid-19 pandemic and isolation or closure may be necessary at short notice, should a member of staff or a child attending receive a positive covid-19 test result.
- Buggies or ride on's must be taken home and cannot be left at pre-school until further notice, please do not bring these inside the children's play area.
- Children will be assisted with washing their hands regularly throughout the day, and before leaving to go home.

## **Children's bags and belongings**

- Please bring in a bag for your child with spare clothes and nappies if needed that can be used for the whole week.
- Please **do not** allow your child to bring in toys from home into the pre-school (Unless a clean comfort toy is needed, in agreement with pre school staff).
- If your child is bringing in a packed lunch, please bring it in a named plastic box so that it can be washed or wiped clean easily.
- Children must arrive in a clean change of clothes each day to minimise risk of contamination.

## **Admissions**

We will offer places according to government guidelines to which the criteria will be listed below. From September 2020 we aim to re-open for all children registered to attend and all will be offered their 'usual' booked pre school sessions **unless**:

- a) the government states that we must only open for children of key workers or 'vulnerable' children' in the event of a local, regional or national lockdown.
- b) we are required to close or isolate temporarily in the event that a staff member or child receives a positive test result for covid-19.
- c) We have to limit numbers due to limitations due to staff shortage as a result of covid-19 and 'shielding' or any other unprecedented event.



Our opening hours will return to Monday – Friday 09:00 – 1500 from September 2020. *Please note that these hours are subject to change at short notice, but where changes are necessary we will provide as much notice as is possible. Please note that reduced hours may be necessary in order to maintain the cleanliness of the setting, to rotate resources and ensure that procedures are being adhered to or to ensure that staffing ratios are maintained.*

- Children attending Meppershall Pre-School must only attend this setting on that day. Meppershall Pre-School has the right to refuse any children that are already attending another setting on the same day, and this does include child minders. If children attend another setting we will liaise with them and pending risk assessment will be able to attend if that is the ONLY other setting they attend. If children attend more than one other setting they will not be admitted.
- It is imperative that parents / carers are contactable at all times. Please also ensure that the PreSchool has up to date contact information.
- Whilst resources may be limited to those that we can clean properly the children will still have plenty to play with and the outside area will be used as much as possible. Please note that we will be removing soft toys and dressing up from the setting, but will be putting mats back into pre school from September 2020 These will be hoovered daily, cleaned as necessary and washed at least weekly.
- We reserve the right to refuse entry to children and staff of whom we know they have not been adhering to government guidance in terms of social distancing and guidance aimed at reducing the risk of the transmission of Covid-19. Fees however would still be payable in this instance.

**Priority Criteria in the event of a local / regional / national lockdown – based on Government advice.**

- Children of 'Critical' 'Key' workers
- Vulnerable children (Who meet certain criteria)
- Funded 3 / 4 year olds due to start school in September 2021\*
- Funded 3 / 2 year olds \*
- 2 year olds (Unfunded) \*
- \*may not be admitted should there be a 'lockdown'.



### **Visitors**

Non-essential visitors will not be permitted to enter the pre-school setting under any circumstances until further notice.

Visits that are deemed 'essential' by senior staff may be made on a time limited appointment basis, and where feasible should be outside.

All visitors will be required to provide contact details for the purposes of 'track and trace' and this information may be shared with the NHS or relevant authorities upon request.

Adult visitors will be required to wear face coverings and to sanitise hands on arrival at the setting.

Deliveries to the setting will be accepted but we will ask the delivery driver via the telecom to leave the parcel outside the lobby area for a member of staff to collect once they have left.

If parents are required to collect their child/ren for any reason outside of the usual hours, a collection point will be made with the parent whilst on the telephone.

**\*\*\*PLEASE NOTE THAT ANY VISITORS TO THE SETTING WILL NEED TO READ AND SIGN THE VISITORS RISK ASSESSMENT AND READ AND COMPLETE THE TRACK AND TRACE INFORMATION ON THE VISITORS POLICY\*\*\*\*\***

### **What to do if your child or someone in your household is displaying symptoms of coronavirus.**

If your child or someone in your household has a temperature, a new continuous cough or has lost smell and or taste please stay at home and self-isolate. You and your family will be able to request a test for Coronavirus. Self-isolate until you get the results of your test. If the test is negative then your child can return back to pre-school as long as they are feeling okay in their self. If the result is positive you and your family must stay self-isolating for at least 14 days. **Please note that Meppershall pre-school will require a copy of the test result.**

### **What will happen if a child shows signs of Coronavirus whilst at pre-school.**

Parents will be called to collect the child. A member of staff will have to wear PPE at this point and will separate with that child until the parents are able to collect, sitting with them outside where at all possible. The room and resources will be cleaned thoroughly. The child and family will need to get tested and self-isolate whilst waiting for the results. If one person in the child's household gets a positive result the person with the positive result must self-isolate for 7 days and the rest of the household must self-isolate for 14 days. We will have to close the preschool for 14 days for everyone to isolate if the child has a positive result. **Please note that Meppershall pre-school will require a copy of the test result.**



### **Closure of setting**

- The setting will have to close at very short notice for 14 days if a member of staff or a child attending has a positive Covid-19 test result. .

### **Staffing**

During the COVID-19 outbreak, staff will be deployed as per the government guidance. Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the manager. Otherwise the following procedure applies.

During the COVID-19 outbreak early year's staff are themselves considered to be 'key workers'. If staff cannot source care for their own children then they are able to bring their child to the setting, ensuring that as far as possible, they adhere to the criteria below and ensure they are not breaching conditions of their insurance provider: where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration.

Where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with their line manager. During the COVID-19 outbreak staff meetings and parents consultations will be remote, either by telephone or via a virtual meeting platform. Meetings with the management committee during the COVID-19 outbreak will also be 'remote'.

### **Play and Learning**

Young children are not expected to social distance or wear masks. They should feel safe and secure at the pre-school.

During the Covid-19 pandemic we may offer limited resources that are easy to clean. As per the guidance we will have limited shared play so messy, sand and water play will be made available for separate children's access and that messy/sand will be used just for that child.

Group sessions will be carefully considered and large groups of children will not be encouraged. We will not be able to safely provide lift off to language sessions during this time



### **Outings**

At all times, we will be having lots of outdoor play at the pre-school at all times. We are permitted by current government guidance to take the children out on outings, for walks and to public spaces as long as we complete a risk assessment and we can be sure that we can keep 2m apart from others at all times.

### **Funding Payment of Fees & Sessions**

Once sessions are booked and agreed, reduction of sessions must be given in writing half a term in advance of the reduction in hours being requested. Fees are payable during this time.

If Pre school closes due to isolation or local, regional or national lockdown, we will aim NOT to charge parents / carers for payable sessions, although we reserve the right to ask for payment at a reduced rate in the event that this is likely to force pre school closure for the longer term.

If your child is absent due to illness, holiday or parents choice, fees are still payable for sessions booked.

Non-payment of fees may result in your child's place being withdrawn. Administration charges for late payment are applicable as per payment of fees policy.

It is your responsibility as a parent to ensure that (if eligible) you apply for your child's 30 hour funding code, and that it remains valid, otherwise additional sessions attended will be charged at the current rate which is detailed on our website.

**AS PER GOVERNMENT GUIDANCE SENIOR STAFF WILL REPORT ANY CONFIRMED CASES OF COVID-19 TO RIDDOR, PUBLIC HEALTH ENGLAND, HEALTH PROTECTION TEAM. 0300**

**300 8537 [eastofenglandhpt@phe.gov.uk](mailto:eastofenglandhpt@phe.gov.uk) OFSTED, AND TO ALL PARENTS / CARERS AND MEMBERS OF STAFF**

Government Guidance is constantly updated / reviewed and can be accessed at:

<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>

**\*\*\*\* PLEASE NOTE THAT THIS POLICY MAY SUPERCEDE ASPECTS OF OUR CURRENT POLICIES AND PROCEDURES, ALL OF WHICH CAN BE FOUND ON OUR WEBSITE\*\*\*\***

# Meppershall Pre-School

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This policy will be reviewed regularly and updated as and when needed following the government guidelines.

Moderated by: Tamsin Osborn Pre-school Leader & Lou Slade – Admin Assistant

Signature: T Osborn \_\_\_\_\_

Signature: L Slade \_\_\_\_\_

Agreed by Pre School Committee: (Chair) Gavin Watkinson \_\_\_\_\_

Date: 01/09/2020 \_\_\_\_\_

To be reviewed on: Next updated guidelines from government \_\_\_\_\_