

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 whilst maintaining the provision of education for the children.

If a child or a member of staff has symptoms of Coronavirus, please stay at home and book a PCR test for them as soon as possible:

Main Symptoms of Coronavirus

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

A temperature of 37.8 or above.

Loss or change of smell/taste

You must follow the latest government guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If someone in a child or staff member's household tests positive or shows symptoms of Covid, this household member must not attend the pre-school to drop off or pick up. As a precaution, it is advisable that the child or staff member books a PCR test as soon as possible. While waiting for their test result, they may continue to attend pre-school unless they develop Covid symptoms.

Staff members are also asked to carry out a daily Lateral Flow Test if they have a case of Covid at their home.

If a child shows symptoms 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.
- The room and resources will be cleaned thoroughly.
- The child will need to have a PCR test and self-isolate whilst waiting for the results.

If a staff member shows symptoms of Coronavirus whilst at pre-school:

- They will be advised to leave the premises and to book a PCR test at the earliest opportunity.
- In the meantime, we would advise them to carry out a Lateral flow test on a daily basis until their PCR result has been received.

Meppershall Pre-school MUST be provided with a copy of the test result.

If the test is negative, the child may return to pre-school once they are feeling better.

Meppershall Pre-school will not charge for sessions when:

- a child is isolating due to a positive Covid test
- a child is awaiting a PCR result after showing symptoms
- a member of the child's household has tested positive for Covid and is isolating.

Meppershall Pre-school must be provided with a copy of the test result.

In the event of a positive case of Covid for a child or member of staff at the pre-school the following guidance will be followed:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic>

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 and link below:

https://f5530982-25ed-4a92-87ae-efc5c0004253.filesusr.com/ugd/f45a81_8a7cfd15f1bc4e6694ff2b617b347a48.pdf

The Pre-school Routine: Arrivals/Departures

- Parents/carers should arrive at the green gate to the rear of the outside play area.

- Please note that children will not be permitted to enter the Pre-school if they have been given Calpol. This is due to the fact that this can mask symptoms of a high temperature.
- We advise only one adult to drop off/ collect their child/ren.
- A staff member will open the gate and the parent/carer can enter the playground to drop their child off with staff who will ensure that they enter the Pre-school building safely.
- Children's hands will need to be sanitised or washed when arriving at pre-school.
- No parents/carers will be allowed to enter the pre-school building unless a pre-arranged appointment is made 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 front entrance for you. Please also call this number if you are late arriving for the session and staff are not outside to greet you.
- If your child/ren or anyone in your household shows any signs or symptoms of COVID-19 on arrival, they will not be admitted.
- Children will be assisted with washing their hands regularly throughout the day.
- Please ensure staff are made aware if anyone different is collecting your child. Ensure your password is given to the adult collecting.
- When collecting your child/ren they will be brought outside to you at the end of the session by a staff member, and then you will exit via the red emergency gate.
- If you need to speak privately with a member of staff please let a member of staff know so that the discussion does not need to take place at the gate.
- Buggies or ride-ons must be taken home and cannot be left at pre-school.
- No abuse verbal or otherwise towards staff or others, will be tolerated. Please be patient and aware that procedures may take longer than usual. Be kind.

Testing

- Parents/carers can access home testing LFT (Lateral Flow Test) kits, and these should be completed twice a week (for parents/carers) and results can be passed onto the pre-school using the following email address – meppershallpreschoolad@gmail.com. If the result is positive stay at home and ensure we receive the test result. Please note that these are lateral flow tests and are for non-symptomatic people, so therefore if results are positive a full covid test will need to be completed. **These tests are not intended for use by pre-school children.**
- Staff are advised to complete Lateral Flow tests twice a week.

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 the preschool staff)
- Children must arrive in clean clothes each day to minimise the risk of contamination.

Admissions

All children will be offered their 'usual' booked preschool sessions **UNLESS:**

- **The government states that we must only open for the children of key workers or vulnerable children in the event of a local, regional or national lockdown.**
- We are required to close or isolate temporarily after advice from Public Health England or due to government guidance.
- We have to limit the numbers of children attending due to limitations due to staff shortage as a result of Covid-19, its wider impact or any other unprecedented event.

Our opening hours are Monday-Friday 09:00-15:00. Please note that these hours are subject to change at short notice. Where changes are necessary, we will provide as much notice as possible.

It is imperative that parents/carers are always contactable. Please also ensure that the Pre-school has up to date contact information.

We reserve the right to refuse entry to children and staff of whom we know have not been adhering to the Government guidance. Fees however would still be payable in this instance.

Outbreak Management Plan

In the event of an increased number of children, families or members of staff testing positive for Covid the following steps will be taken:

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Positive case of a child/staff members' household.	<p>Staff may choose to wear masks or PPE.</p> <p>Any close contact of a household Positive covid case will be advised to carry out a PCR test. (There is no requirement for them to self-isolate unless Covid symptoms develop.)</p>
If a child or staff member who is likely to have mixed closely with others a pre-school tests positive	<p>Advice will be sought from Public Health and Local Authority.</p> <p>Staff will be advised to carry out a PCR test as close contact. (There is no requirement for them to self-isolate unless Covid symptoms develop.)</p> <p>Visits to the pre-school might be limited.</p> <p>Staff will be advised to carry out additional lateral flow tests.</p>
If 10% of children or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period	<p>Staff and parents will be asked to wear masks at pick up and drop off.</p> <p>Sessions may be limited according to our Covid Admissions Priority Criteria.</p> <p>An additional deep clean of the pre-school could be carried out.</p>

Covid Admissions Priority Criteria

In the event that it is necessary to limit numbers of children attending the pre-school, the following criteria will be applied to each individual child*.

Priority	Criteria	Points
1	Children where both parents are Critical Key Workers or children who live with a single parent who is a Critical Key Worker	6
2	Children with one parent who is a Critical Key worker	5
3	Vulnerable children	4
4	Funded 3/4-year-olds due to start school in September 2022	3

5	Funded 3 / 2-year-olds	2
6	2-year-olds unfunded	1

*A child who has one critical key worker parent (priority 2) and will start school in September 2022 (priority 4) would have 8 points.

Points will be applied to each child and children with the most points will have priority to attend sessions where there is a need to reduce numbers at pre-school. This will be updated according to the information parents have provided on their child's profile/registration form.

1. Children where both parents are a Critical Key Worker or children who live with a single parent who is a Critical Key Worker as identified on the following government advice:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Key worker parents will be asked to provide proof of key worker status in the form: of a letter from their employer, a pay slip, a work ID badge.

2. Children of one Critical Key worker. (See point 1)
3. Vulnerable children who will include children with an EHCP or other SEND funding, children who are on the edge of support from Children's social care services, children receiving support from Children's social care services.
4. Funded 3/4-year-olds due to start school in September 2022. These are children who are entitled to 15 hours Universal funding and also will start school in September 2022.
5. Funded 3 years old's and 2-year-olds with funding.
6. Unfunded 2-year-olds, where fees are invoiced to parents.

Visitors

- Visits may be made on a time limited appointment basis.
- All visitors will be asked to provide contact details for the purpose of "Track & Trace" and this information may be shared with the NHS or relevant authorities upon request.
- Adult visitors will be advised to wear face coverings indoors and to sanitise hands on arrival to the setting.

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.
- Where adult: child ratios are not adequate to safely provide care, there may be a requirement to close or reduce the number of children attending temporarily.

Play and Learning

- Young children are not expected to social distance or wear masks. They should feel safe and secure at the pre-school.
- Cleaning / hygiene will remain at the highest levels.

Outings

- At the moment we will be having lots of outdoor play at the pre-school. We are permitted by current government guidance to take the children out on outings, for walks and to public spaces if we complete a risk assessment.

Funding Payment of Fees & Sessions.

- Please see the pre-school's [terms and conditions](#) regarding payment and fees.
- Where a child is not able to attend the pre-school because the pre-school temporarily has to limit numbers or reduce its hours, no fees will be charged for these sessions.
- If pre-school closes due to isolation or local, regional or national lockdown, we will NOT 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 Preschool closure for the longer term.
- No charge will be made:
 - If your child is absent due to testing positive for Covid and is isolating
 - If your child has shown symptoms of Covid and is awaiting a PCR test result

- If your child is a close contact of a household member who has tested positive
- If your child is absent due to illness which is not related to Covid, a holiday or parents' choice, fees are still payable for sessions booked.

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

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>

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

Laura Lopez Meppershall Pre-school Committee Chair

Signature T Osborn / L Slade _____

Date: _23/09/2021 _____

To be reviewed on:

Next updated guidelines from government _____