
Covid-19

New Millside Preschool expects that all staff will be alert to the risks presented by the COVID - 19 virus and will follow the updating government advice as the situation changes. All employees are expected to know and follow this policy to ensure the safety and wellbeing of all of our children, families and staff. The system of controls that must be followed by all staff members.

Systems of Control: Prevention

All staff should take every step to limit contact with any person who is either displaying symptoms of Covid - 19 has received a positive test for coronavirus, or who are known to have been exposed to a person with coronavirus within their household or via contact tracing. If they have had contact with a person as described then they must not attend New Millside Preschool until they completed the Government recommended isolation period.

Any staff member or child who shows symptoms or who tests positive for COVID -19 should not attend New Millside Preschool, and if symptoms emerge while they are at the setting they should be separated from the group and arrangements made for them to be immediately sent home and follow the government guidance for households with a possible coronavirus infection, available here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> This currently mandates 10 days self-isolation and arranging for a test.

If a child is awaiting collection by their parents then they should be moved, if possible, to a room where they can be isolated from other children and staff, but with one adult supervising. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other children, and from staff with the exception of the supervising adult staff member.

Employees are expected to engage in more regular handwashing with soap, for a minimum of 20 seconds, wear a mask in all communal areas and at the main door when children arrive or leave the setting. Staff must use antibacterial gel as provided by the setting regularly after touching surfaces and resources, and ensure they have their own personal named pens and tablets in their personal bum bags. Staff mobiles must be placed in the individual plastic wallets in the office, and handbags placed in drawers. Children are also to be encouraged to engage in more regular handwashing for the duration of the COVID19 pandemic, children must be supervised to wash their hands for 20 seconds on entering the setting before they access any resources. They must also be supervised to wash their hands before they access the outdoor area and when they return indoors.

Employees who are attending the setting will use Lateral Flow Tests on Sunday and Wednesday of each week. They will take the test by 5.00 pm on the specified days so that a positive result can be communicated to the Manager and parents informed in a timely manner. In the event of a positive result from a Lateral Flow Test the Manager will inform relevant parents that the preschool will close and that their child must isolate until the positive result has been confirmed by testing in the normal route. All staff who have been in direct contact must also isolate until the result has been confirmed. The Manager will inform the LA and Ofsted and contact DfE helpline for guidance. If the positive result is confirmed and following advice from PHE the preschool will close for the recommended isolation period.

Employees must follow the government "Catch It, Bin It, Kill It" approach to ensure positive respiratory hygiene in setting, and encourage/ support the children to do the same. Bins with lids must be available and regularly emptied between sessions.

Immediately put tissues into a disposable rubbish bag and, straight away, clean hands with soap and water or use a hand sanitiser. Staff must ensure younger children are helped to ensure that they properly wash their hands.

An enhanced approach to cleaning must be used, including more regular use of virucidal sprays, bleach wipes and detergents on regularly touched surfaces. Normal child safety protocols should be followed in the use of such chemicals. Example surfaces include:

- door handles
- handrails and bannisters
- table and counter tops
- play equipment and furniture
- toys
- such electronic devices as are allowed in the setting

Where possible social distancing should be observed. Although much more difficult with children, this is imperative with colleagues, parents and professional visitors. Regular assessments should be made as to whether the layout of each environment is helping to ensure appropriate distancing measures can be maintained.

Government restrictions on group sizes have been limited. However, as per government advice, groups of children at New Millside Preschool, such as are organised by age or a differing schedule, should not be mixed to minimise risk of spread. Parents should also be encouraged to minimise the amount of settings their child attends to reduce risk to children, staff and families of those at New Millside Preschool.

Where necessary, proper PPE is to be worn. As per government guidelines, for Early Years childcare settings these are limited circumstances:

- If a child becomes ill with coronavirus symptoms and proper social distancing of 2 metres plus cannot be maintained.
- When engaging in Aerosol Generating Procedures (AGP's) as outlined here:

<https://www.gov.uk/government/publications/safe-working-in-education-childcareand-childrens-social-care/safe-working-in-education-childcare-and-childrensocial-care-settings-including-the-use-of-personal-protective-equipmentppe#aerosol-generating-procedures-agps>

PPE may be able to be sourced via the local authority. The manager should check for such provision regularly via this tool: <https://www.gov.uk/guidance/personalprotective-equipment-ppe-local-contacts-for-care-providers>

Otherwise, it is the responsibility of New Millside Preschool to provide adequate PPE to cover the above circumstances requiring the wearing of PPE.

Spaces must be kept as well ventilated as possible.

This means opening windows, when it is safe to do so. In colder weather windows should be opened just enough to provide constant background ventilation. Where possible, such as when a room has been cleared, windows should be opened more fully to replenish the air in the room. For safety's sake higher windows should be opened before lower windows that are more accessible to children.

Enhanced food preparation and hygiene must be observed, both in terms of food for children and for staff. All staff are expected to engage in thorough handwashing for more than 20 seconds both before preparing food and before and after handling shared plates, utensils and other items.

All staff should acquaint themselves with the NHS Test and Trace process at <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Systems of Control: Responding to Infection

If a case of infection is discovered in setting, all staff members must be willing to follow the full NHS Test and Trace procedure. New Millside Preschool must ask all staff members, parents and stakeholders to immediately disclose the results of any test.

Staff members are encouraged to download the NHS COVID19 app, although must remember that personal devices must not be on their person whilst at work. <https://covid19.nhs.uk/pdf/introducing-the-app.pdf>

If somebody in our setting has tested positive for COVID19, the following procedure must be followed:

1. OFSTED must be immediately notified. This is via the usual incidence report link here, but during the process selecting the option "Child or member of staff testing positive for COVID-19, or closure due to COVID-19": <https://www.gov.uk/guidance/report-a-serious-childcare-incident> Important details to include in the report are: Was there a positive test? Was this a member of staff or a child? Key dates: When first detected, when confirmed positive for COVID19, When and If the setting is closing and how long for. Who was there: How many children were in setting at the time, and how many staff? Whether or not the local authority has been notified, and Public Health England via the DfEhelpline.

2. The manager must telephone the DfE Coronavirus Helpline. This can be reached by calling 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice.

3. ALL staff should make themselves aware of the Public Health England (PHE) Action Card, and it should be on display in staff areas and reception: <https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Education-Action-Cards/>

4. The Manager must inform the LA.

