



St Peters Pre-School Policies and Procedures
September 2020

Coronavirus Policy

The Government have set out a roadmap to return the Early Years sector to a pre-lockdown normality, As long as our region continues to meet the five tests supporting the government's roadmap, the preschool will be available for Early years education as per usual

To minimise the infection and to protect, the Government has advised all settings to avoid any contact with people who displays symptoms, to encourage frequent hand washing, to regularly clean toys and surfaces and to reduce contact and mixing of groups. The Government are aware that social distancing is impossible for early years children, but we must put measures in place as best we can to protect everyone.

Covid-19 Guidance

- If a child or any member of the child's family display any symptoms of Coronavirus they (*a temperature, new continuous cough and/or a loss of taste or smell*) must self-isolate for 10 days, those living with someone displaying coronavirus symptoms are required to self-isolate for 14 days.
- All staff & children will be asked to wash their hands on entering and exiting the preschool.
- St. Peter's preschool will form its own preschool bubble, allowing a maximum of 24 children per session.
- Children will be supported in an age appropriate way to understand the steps put in place to keep them safe, e.g. encouraging regular handwashing especially after sneezing and coughing.
- Visitors will not be permitted unless essential, such as social workers, speech and language therapists or counsellors that are delivering support to vulnerable children.
- An enhanced cleaning schedule will take place on a daily & weekly basis, washing then sterilising.
- All waste containing bodily fluids will be disposed of in a hygienic and safe



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manner.

- Soft furnishings/resources will be laundered at a temperature of at least 40c.
- Malleable activities will be suspended until further notice and all activities will be continuously risk assessed.
- PPE will be worn as usual for nappy changing, cleaning bodily fluids and first aid (*when appropriate*) Staff are to practice side-on measures and refrain from being face-to-face when assisting personal needs.
- In the event of a child or adult developing suspected coronavirus symptoms whilst attending the setting, the child's parent/carer will be contacted to pick up the child as soon as possible. The supervising adult of the child must wear full PPE and remain in an isolated area with the child until pick up. Any adult or child with suspected coronavirus must isolate at home in line with the NHS guidance. In the case of a positive test, the preschool may close for 14 days.
- Staff mental health and wellbeing will be supported on a 1:1 basis.
- The setting will be as clutter free as possible with minimal furniture. Windows will be kept open for ventilation and where possible doors too.
- In the event of a local lockdown, we will follow the guidance set out by the Local Authority, parents will be notified as soon as possible.

This policy was adopted at a meeting of the Pre-school held on:
(Date)

Signed on behalf of the Pre-school: (Chairperson)

This policy will be reviewed again by the beginning of January 2021. Every effort will be made to continuously review and monitor circumstances surrounding the coronavirus via daily management of the setting and government guidance.



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From Autumn term, the daily routine will run as follows:

If any *child or family member* has any symptoms of the virus or any child displays any symptoms of being unwell please do not come to preschool, no matter how mild. Please keep regular checks on your child's temperature and be vigilant of fever, a new persistent cough and or loss of smell/taste. Please send your child in with freshly laundered clothes and a water bottle each session they attend.

There will be no parking on site for parents - please either walk whenever you can or use the village hall carpark.

Drop off

Only one parent should attend drop off. Please use front gates as entry and carpark gates as exit. Children will then wash their hands before registration.

Session Time

We will return to our usual timetable - please see our daily routine sheet

We will continue to use outside area as much as possible. Some restrictions will remain in place, the children will only have access to toys that can be easily washed.

Pick up

Only one parent should attend pick up. Please use front gates as entry and carpark gates as exit. Only one child at a time will be sent out after they have washed their hands.

Childminders and dual providers

We will be as flexible as possible for parents who work atypical hours or who are critical workers. If it is necessary for a childminder to pick up or drop off a child at school, walking is preferable. If this is not practicable, then a private vehicle is preferable to public transport. All parents choosing to use a childminder for pick-up and/or drop-off will need to submit a copy of the child minder's risk assessment. We



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would also like to suggest you limit the number of different settings you access with your child.

We are currently not accepting children who are registered at other settings, parents will need to choose one provider to attend St. Peter's preschool.

Risk Assessment

Settings must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. If settings follow the guidance on the system of controls, they will effectively reduce risks in their setting and create an inherently safer environment.

System of controls

This is the set of actions early years settings must take. They are outlined in more detail below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimise contact between groups where possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all settings, all the time.

Number 5 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Number 6 applies in all specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community
- 9) contain any outbreak by following local health protection team advice
- 10) notify Ofsted

Numbers 7 to 10 must be followed in every case where they are relevant.



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Daily Routine - Autumn Term 2020

Time	Morning Session
9:15am	Wash Hands
9:20am	Welcome Song, Register & News Time
9:30am	Free Flow/Outside Play
10:15am	Tidy & Clean followed by snack/group time
11:00am	Outside Play
11:45pm	Story Time
12:00pm	Good-bye song & prayer, Wash Hands

Lunch Club	
12:00pm	Lunch
12:30pm	Quiet Time

Time	Afternoon Session
12.45pm	Free Flow/Outside Play
2:30pm	Tidy & Clean
2:45pm	Story Time
3:00pm	Good-bye & Prayer, Wash Hands

Daily Staff



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Monday	Tina & Wendy
Tuesday am	Tina, Wendy & Charlotte
Tuesday pm	Wendy & Charlotte
Wednesday am	Tina, Wendy & Laura
Wednesday pm	Wendy & Laura
Thursday am	Tina, Laura, Charlotte & Liz
Thursday pm	Tina, Laura & Charlotte
Friday	Tina, Laura & Charlotte