

Coronavirus (COVID-19) Policy

Policy statement

At Kamelia Kids we take the health and safety in our nursery extremely seriously. Our commitment is to follow the advice of Public Health England, Government and the NHS guidance and make our nursery as safe as we can, mitigating the risk of spreading coronavirus or other infectious diseases. This policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are requested to follow all these instructions diligently, to sustain a healthy and safe nursery. It is important that we all respond responsibly and transparently to these health precautions and safety measures in place.

This coronavirus (COVID-19) policy is liable to changes with the introduction of additional or revised guidelines. If so, we will update you as soon as possible by email. This coronavirus policy applies to all employees, children and their families/ carers and visitors.

What is a coronavirus?

Coronaviruses are a common type of virus. They typically cause fever and a cough, which may progress to more severe pneumonia, shortness of breath and breathing difficulties in some people, according to Public Health England (PHE).

Novel coronavirus (2019-nCov) is a new strain of coronavirus first identified in Wuhan City, Hubei province, China. The current evidence is that most cases appear to be mild and most of those who have died have had pre-existing health conditions.

Because little is known about this new strain of the virus, it is not clear how it is spread, however, similar viruses tend to be spread by coughs and sneezes - so the way the infection gains entry to the body is the same as the way it exits and spreads to others.

It is also possible that the virus may be spread by touching a surface or object that has been coughed or sneezed on by someone with the virus - such as by touching a doorknob or shaking hands with someone and then touching your face.

There is currently no specific cure for the new coronavirus, so treatment is aimed at relieving the symptoms.

What are the symptoms?

The NHS advises that symptoms of the coronavirus usually include:

- feeling tired
- difficulty breathing
- a high temperature
- a persistent cough
- a loss or changed sense of smell or taste (also called anosmia).

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Procedures

The following procedures outline the required actions that should be taken to protect employees, children, and their families/ carers and visitors from a potential coronavirus infection. Alongside these procedures our existing policies apply and a specific coronavirus risk assessment - detailed separately.

Focus	Area	Action in place
Children	Attendance	<ul style="list-style-type: none"> Only children who are symptom free or have completed the required isolation period should attend or achieved a negative test result. Lead Practitioners will risk assess the health and well-being for returning children. A gradual phased return will support space requirements for safe distancing and grouping.
	Physical distancing & grouping	<ul style="list-style-type: none"> Children will be organised into rooms, in small groups. At Kamelia Kids we have 3 rooms, plus a sleep room, a messy room, a soft playroom, 2 sensory rooms and 2 large gardens that will enable us to plan for the children to be organised in small groups throughout the setting. Wherever possible these rooms will not mix during the day. Care routines including provision of meals, nappy changing, and toileting will be within the space allocated to each room wherever possible. Children will be spaced at mealtimes and where possible throughout the session. The use of communal internal spaces will be restricted as much as possible i.e. soft play used by Bluebells, Messy room Poppy/ Daisy. In the sleep room distancing of the beds/cots is in place.
	Wellbeing & education	<ul style="list-style-type: none"> Handwashing posters for children are in place to encourage hand hygiene and how to do it. Staff will supervise and role model how to do this with children. Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular handwashing and sneezing into a tissue and disposing of the tissue in a lidded bin. Children will be supported to understand the changes and challenges they may be encountering because of Covid-19 and staff will ensure they are aware of children's attachments and their need for emotional support at this time. The child's bag with spare clothing will <i>remain</i> in the nursery. Soiled or wet clothing will be placed in a nappy sack. Cleaning spares to be return in a plastic bag that will be disposed. Children's lunches to be brought in disposable sandwich bags and uneaten food will be disposed of at nursery. Water bottle to be left at nursery.
	SEND & Mainstream	<ul style="list-style-type: none"> SENDCo, Lead Practitioners and Key Persons will give individual guidance to parents/ carers to support their transitions back into the nursery.

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Staff	Attendance	<ul style="list-style-type: none"> • Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. • Nursery Manager and or Deputy Nursery Manager will risk assess the health and well-being for returning staff. • Staff in the nursery is based on those required to care for the expected occupancy levels each day. • Un-furloughing staff is in place as required - with an induction into Covid-19 practices and procedures, a supervision and suitability declaration form being completed.
	Physical distancing/grouping	<ul style="list-style-type: none"> • Wherever possible staff should remain with the children in the room, and not to meet with other rooms. • 2 metre - social distancing must be maintained during breaks. This is in place through staggering the breaks where possible. • Staff members to avoid any physical contact including handshakes, hugs etc. • Meetings are being conducted through virtual conferencing, if in the nursery with 2 metre distancing and in a ventilated room. • Staff to wait until main entrance is clear before passing through from Poppy/Daisy end to Bluebell and vice versa.
	Training	<ul style="list-style-type: none"> • All staff will receive appropriate instruction and training in infection control, will be given a copy of this policy and procedure and the risk assessment.
Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents/ carers who are symptom free and or have completed the required isolation periods or achieved a negative test result will be able to drop off or collect their child/ren. • Only 1 parent can drop off/ collect from our main entrance for Daisy and Poppy and from Wildlife and Beach Garden for Bluebells - there will be no further access into the nursery. Where possible we will stagger these times. • 2m social distancing will be practiced and maintained in a safe area when parents are waiting to drop off or collect their child/ren, following the notices and markings. • Only parents who are settling in children will access to the nursery or in exceptional circumstances if a child is in distress. • The arrival entrances have measures in place to minimise contact between parents and other children and staff members. One parent at a time. • Staff to wait until main entrance is clear of parents when dropping off or picking up before passing through from Poppy/Daisy end to Bluebell and vice versa.
	Communications	<ul style="list-style-type: none"> • Parents to continue to receive clear communication i.e. regular emails and notices 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 & Professionals	Visits	<ul style="list-style-type: none"> • Attendance to the nursery is restricted to children and staff as far as practically possible. • Visitors are not be permitted to the nursery unless essential e.g. building maintenance. • Where possible, essential visits are required these are made

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		outside of the usual nursery operating hours.
Travel	Travel associated with nursery operations	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to the nursery alone, using their own transport. • If public transport is necessary, current guidance on the use of public transport must be followed. • Where possible Parents/ carers are encouraged not to leave travel accessories including buggies, car seats, scooters in the nursery buggy areas.
Hygiene, Health & Safety	Handwashing	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival at the nursery and regularly throughout the day and to avoid touching their face.
	Infection Protection Control & Cleaning	<ul style="list-style-type: none"> • An enhanced cleaning schedule has been implemented with our cleaning providers, that includes all high touch surfaces. • Staff are cleaning daily the furniture, surfaces and children's toys and equipment - using disinfectant a few times a day on all high touch surfaces and before and after meals. • Communal surfaces and areas - door handles, toilets, kitchens, touch points and hand washing facilities are cleaned and sanitized regularly throughout the day by staff and the cleaners.
	Ventilation	<ul style="list-style-type: none"> • Indoor offices and rooms are being kept well ventilated in good weather - leaving windows and doors open where possible. Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors. • We are always being mindful of fire safety/safeguarding the children and staff.
	Waste disposal	<ul style="list-style-type: none"> • All waste must be disposed of in a hygienic and in safe manner daily i.e. food waste, nappies. • Tissues must be immediately disposed of in a lidded bin.
	Laundry	<ul style="list-style-type: none"> • All items within the nursery requiring laundering must be washed in line with NHS laundry guidelines - 60-degree wash. • Items such as towels, flannels and bedding will not be shared by children.
	Risk assessment	<ul style="list-style-type: none"> • All activities are risk assessed and due consideration is being given to any adaptations to usual practice. • The suspension of learning involving materials which are not easily washable such malleable materials is in place.
	RIDDOR	<p>We are following RIDDOR reporting of COVID-19.</p> <ul style="list-style-type: none"> ○ You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when: <ul style="list-style-type: none"> ○ an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. ○ a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. ○ a worker dies as a result of occupational exposure to coronavirus. ○ https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm
	PPE	<ul style="list-style-type: none"> • Government guidance is that PPE is not required for general use in

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		<p>early years' settings to protect against COVID-19 transmission.</p> <ul style="list-style-type: none"> • PPE should continue to be worn as normal i.e. children/staff -paper hand towels; Staff - gloves and aprons. • Ensure there is enough to meet all children's and staff needs.
	Toys	<ul style="list-style-type: none"> • We have put away small toys/objects that are difficult to clean. • We are washing and changing the resources daily.
	Exposure to Covid-19	<ul style="list-style-type: none"> • If a child becomes unwell - staff will take the child to one of the designated isolation areas i.e. Parents Room for Daisy and Poppy and Bluebell Group room. • Staff to wear apron/mask, goggles, and gloves and or if unable to stay 2 metres apart. • Parents will be contacted and required to collect immediately. • Same process applies to staff members if they become unwell. • The room will be thoroughly cleaned. • Parents and staff will be informed that there is a suspected case of Covid -19.
Operational	Food and Milk	<ul style="list-style-type: none"> • Ensure there is enough to meet all children's need including dietary/allergy requirements.
	Kitchen	<ul style="list-style-type: none"> • One person in the kitchens at any one time.
	Senior Management Team	<ul style="list-style-type: none"> • To keep up to date with GOV.UK, NHS and AHR advice.

Legal framework

Statutory Framework for the Early Years Foundation Stage (2017)

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory

Kamelia Kids Day Nursery and Beach School

25/05/2020

25/05/2021

Suzanne Charlesworth

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Nursery Manager