**Coronavirus Policy (COVID-19)**

**Introduction**

This policy applies to all Wings Nursery employees and service users including parents, children and third party users, social care, police and fire rescue services and any other person wishing to gain reasonable access to the setting (this list is not exhaustive of all users defined).

**Purpose of the Policy**

To protect all employee’s and service users of Wings Nursery, including parents and children, from encountering/spreading the Coronavirus (COVID-19).

To maintain the minimum level of staff needed to continue to provide early years education service and to meet the welfare and care needs of the children who attend the setting.

To ensure that the prevention of the spread of Coronavirus (COVID-19) remains at a minimum risk.

**Pre School Closure**

At any time that it is felt necessary to prevent the spread of Coronavirus (COVID-19) and to ensure the health and safety welfare of all employee’s, children, parents and service users, Wings Nursery will continually monitor the risk factor of keeping the setting open as a viable option, and may so at any time, revert to a closed status, with no children permitted on site, to a partially closed status, where setting places may well be limited to, but not excluding, vulnerability, age, need of care, critical key worker status of parents, special educational needs (SEND), children whom have an EHCP plan in place, children in care, children who have a social worker allocated to them already.

**Monitoring**

Wings Nursery is closely monitoring and gathering information from the Department of Health England, The Department of Education, our Local Authority (Kent) and any and all guidelines delivered and updated through official government sources constantly to ensure that we have the most up to date information and work place practises concern the spread and containment of the Coronavirus (COVID-19).

This includes all training and delivery methods to all employee’s, Directors and any other third party associated with the running or participation with Wings Nursery.

*Wings Nursery reserves the right to make all changes to this document to uphold guidance of safe working practises and delivery methods for the early years education sector.*

**General**

* Employees are always advised to practise strict hygiene and cleanliness procedures.
* Employee’s must wash their hands at regular intervals for a minimum of 20 seconds using soap and warm water.
* Employees are advised to cough or sneeze into their elbow when a tissue or other vessel cannot be reached in time and are then to always wash their hands afterwards.
* Employees are advised to avoid contact with others, such as handshakes and are to maintain a social distance of 2 meters (6ft) when/where possible.
* Employees are to avoid touching their eyes, nose, and face whilst on the premises and whilst children are in their care.
* Employee’s must wash all their uniform before entering the premises for their next shift.
* At the end of each day, all employee’s must engage in the cleaning and sanitising of all surfaces, toys, toileting areas, door handles, outdoor areas and equipment, ready for the following days usage, this includes all outside toys to be stored away in the secure storage containers at the end of every working day and before weekend/holiday period closures or closures for health and safety measures.
* No pushchairs, scooters, bikes, or any other items are to be left on site, within the settings perimeter at any time.
* Please be aware that your children will meet both staff members and other children attending the setting during the session times. Although every measure will be taken to ensure that your child has minimal contact with others, children of the early years age group will inevitably want to touch others through play or when needing comfort. Therefore it is vital that not only we will adhere to best practise hygiene policies throughout the day, but that parents can also support this by changing their children into different clothing when they return home and placing that days clothing in the wash. If your child needs comfort, our staff will comfort them and will do their absolute best to make sure that all their social, emotional and wellbeing continues to be met whilst in attendance at Wings Nursery.
* We ask that you also respect our neighbouring businesses, with any social distancing measures that they may have in place outside, and that you adhere to those wishes also.

**Hygiene on Arrival**

* All parents, children, third party associates and service users must adhere to the floor markings when entering our site and must not cross over these markings until instructed to do so by a member of the staff. Only one parent/carer of the child may drop off/collect the child. This will reduce the social contact to help keep the welfare and safety of our staff a top priority.
* Parents will provide nappies/wipes/sun cream/sunhats/spare underwear or clothing, in the event of an accident. These will then be stored & kept on site. Parents are not permitted to bring in any items from home, this also includes toys. If you require an urgent need for a specific item which is conducive to your child attending the setting, then this must be discussed with the settings manager and agreed upon before an item comes onto the premises. All clothing that the children attend in must have been washed prior to the day of your arrival. If you are to re-use the same clothing, for example your child’s uniform, then this must be washed daily before the arrival of your child on their next session.
* Your child must attend every day with the minimum requirement for the weather forecast for that day only. This could be, but not an exhaustive list of, weather sensible footwear, a coat, jumper/cardigan/t-shirt, pants, skirt, or shorts. Please assess the weather conditions before your child attend the setting each day. Only the minimum number of belongings will be allowed within the premises to minimise the spread and coming into contact of the coronavirus (CORVID-19).
* Children are to have their own, named water bottle to use during the day and this is to be returned to you to be thoroughly washed before being sent in with your child at their next session.
* If your child stays for a lunch, all food must be of a disposable nature, must come in a named bag/box that can be returned to you to be washed after use. Leftover food will be thrown away by our staff who will follow strict hygiene and storage policies. Children will be given drinks and healthy snacks at snack time, using our items which are sterilised daily.

**Hygiene during the day**

* Children will be actively encouraged to wash their hands after every activity or after playing in a specific area. We will use warm water and hand soap for this with a minimum wash time of 20 seconds per child, demonstrating good modelling behaviours for the children to see best practise when doing this. After an activity/toy playing session has ended, equipment/toys shall be cleaned.
* Children’s temperatures will be taken upon arrival to the setting and throughout the day. If upon arrival, your child is displaying a temperature of 37.8 degrees, has a new cough, looks generally unwell or is displaying any other signs associated with coronavirus (CORVID-19) then your child will be excluded for a period of 14 days for self-isolation following the Department of Health England and the governments guidelines at present. You will be given a date of when your child can attend again. Your child must not attend the setting before this date has expired. This will then help to control the spread of the virus within our setting. Should your child get tested during this time period, and a negative test comes back before the expiration of the allotted time, then providing you consent to give a copy of this for insurance purposes, your child may then attend sooner.
* Should you or an adult present with symptoms within your household, then you have a duty of care to inform the setting at your first available opportunity and without unreasonable delay. Should you fail to do this, your place within the setting maybe terminated without notice.
* Not more than two employees at any one time, will be permitted into the staff office unless there is a specific reason why this guidance should be changed. The office will be cleaned during and at the end of every day.
* At nappy changes/toileting help and any other close contact with the children, staff will be required to wear the appropriate PPE equipment as supplied by Wings Nursery.
* Staff are only permitted to bring one reasonable sized bag, and a coat. No other items from home shall be permitted in the setting during this time.
* Both the kitchen and toileting/nappy changing areas will be regularly cleaned and sanitised during the day by all employees.

**Hygiene upon leaving**

* Parents/carer’s must only attend the setting at the allotted drop off/collection times and adhere to distancing markers and spacing rules.
* If your child comes home in spare clothing from the setting. Please can you ensure that this is washed and returned to the setting upon your child’s next attend session.
* Once your child has been collected, please do not remain outside of the building for any other reason.
* If you require to talk to the staff for any extended length of time regarding your child’s attendance, any other concern then a telephone consultation will be arranged for you.
* All children will be walked individually down with a member of staff with their belongings and will be ready to go immediately. Please bear in mind the social distancing rule of two meters in-between groups of people from outside of your household and to exit swiftly from the setting to maintain other parent’s rights to accessing the setting also. This will also help to minimise contact for all visitors of the setting.

**Illness**

If your child becomes ill while attending Wings Nursery and requires to be collected a member of staff will call you to ask you to collect them ASAP. A member of staff, wearing PPE, will supervise your child in an isolated area until they can be collected. If COVID related symptoms the child will need to remain at home for isolation and other parents of children/staff that were also attending alongside them will be informed and told to isolate – following the Government guidance. If non-COVID we will enforce a 48hr exclusion rule for your child regardless.

**External agency visitors**

We will accept visitors that have pre-booked/arranged a date and time with senior staff. We will, where possible facilitate meetings out in the garden if possible when involving children being observed. Usual safeguarding routines will be followed regarding the signing in procedure and hand sanitising will be requested. Use of a face mask/covering is optional. If there was a case of Covid-19 within the setting we will inform the necessary authorities and track & trace system will notify visitors. We will expect visitors later displaying symptoms to contact the Nursery too.

**Created & Adopted:** May 2020

**To be reviewed:** Annually or as new Guidance is provided by the LA/Government)