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**Rated good June 2017**

**The Chelsfield Nursery Convid 19 Risk Assessment**

**June 2020**

# Covid-19: Implementing Protective Measures & Risk Assessment

Information taken from *Coronavirus (COVID-19): implementing protective measures in education and childcare settings* is used throughout this document.

[https://www.gov.uk/government/publications/coronavirus-covid-19-implementingprotective-measures-in-education-and-childcare-settings/coronavirus-covid-19implementing-protective-measures-in-education-and-childcare-settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)  (Guidance updated 12 May 2020)

The EYFS is still relevant and continues to apply as far as Covid-19 restrictions allow. The disapplication’s and modifications to the EYFS are for all early years providers that are opening during the COVID-19 period and will stay in place until the government stipulates otherwise.

<https://www.gov.uk/government/publications/early>[-years-foundation-stageframework--2/early-years-foundation-stage-coronavirus-disapplications](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications)

(Guidance Updated 24 April 2020)

# Infection Protection

Effective infection protection and control, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

These include:

* minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings
* cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
* ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach
* cleaning frequently touched surfaces often using standard products, such as detergents and bleach
* ensuring there are sufficient stocks of PPE and cleaning products
* minimising contact and mixing by altering, as much as possible, the environment, such as room layout, and routines, such as lunch times.
* childminders to avoid minded children and family being together

# Personal Protective Equipment (PPE) including Face Coverings and Face Masks

* Wearing a face covering or face mask is not recommended in an **early years setting.** Cleaning and hygiene are effective measures in controlling the spread of the virus.
* Nursery staff will not require PPE beyond what they would normally need for their work, even if they are **not** always able to maintain **a distance of 2 metres** from others.

**PPE is only needed in a very small number of cases including:**

children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way if a child becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

# Shielded and Clinically Vulnerable Children and Young People

* Children who have been [classed as clinically extremely vulnerable due to pre](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version)-[existing medical conditions](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version) have been advised to shield. We do not expect these children to be attending the setting, and they should continue to be supported at home as much as possible.

* Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

# Shielded and Clinically Vulnerable Adults

* Staff who are **clinically extremely vulnerable** (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) for more advice.
* Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others (social distancing) guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) have been advised to take extra care in observing social distancing.

* If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.

# Living with a Shielded or Clinically Vulnerable Person

* If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend the nursery.

* If a child or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance

* It is advised they only attend the nursery if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

## Children or Staff Becoming Unwell at the Setting

* If anyone becomes unwell with a new, continuous cough or a high temperature in the nursery, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

* Use non-contact thermometer; remember to log all information (high fever is a temp of 37.8 or above).

* PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
* In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

* If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

* Ensure safe disposal of used PPE.

* Ensure all staff and parents aware of medication policy. Medication to be given in line with procedures
* If you have keyworker children form another setting, ensure you have all the relevant medical information. N/A

**What happens if there is a Confirmed Case of Coronavirus in a Setting?**

* When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.
* Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
* Where the child, young person or staff member tests positive, the rest of group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

**Will Children be Eligible for Testing?**

* All those children eligible to attend and members of their households will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare and their parents or carers to get back to work, if the test proves to be negative.
* To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. **Parents will be able to call 111 if their child is aged under 5.**

**Will Staff be Able to Get Tested if They Have Symptoms**?

* Access to testing is available to all staff. Information and links to book tests through an online digital portal on here:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

# Group Size

* Early years children cannot be expected to remain 2 metres apart from each other and staff. The setting must take this into account. We can reduce transmission risk by ensuring children and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.
* Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

* These small groups should keep 2 metres away from each other. Brief, transitory contact, such as passing in a corridor, is low risk.

* The staff to child ratios within [Early Years Foundation Stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) (EYFS) continue to apply during the Covid-19 situation.

* The setting will focus first on continuing to provide places for priority groups

(keyworker children, vulnerable children) and then, to support children’s early learning, the nursery will prioritise 3 and 4 year olds followed by younger age groups.

**How the Setting will Implement Protective Measures**

**What the Setting will do**

## Policies

Staff will Review, amend and continue to implement current policies and procedures: Health & Safety, Food Hygiene, First Aid, Child Protection, Safeguarding, Staffing and any other relevant policies and procedures.

## Childrens’ Details

 The setting willensure they have children’s medical needs and allergies

 Up-to-date parent contact and emergency contact details.

## Government Guidance

 Staff will keep updated with Government guidance and make changes as necessary.

## Vulnerable Children

 If the children are not attending the setting, staff will contact families on a weekly basis, logging all contact on the chronology sheet and making contact with other professionals if necessary.

## Staff

* EYFS Ratios will still apply
* All staff will have a clear understanding of the guidance available to enable reopening
* Focus on children’s PSED (*see Early Years guidance: Preparing to reopen your setting after COVID-19 Closures: A Child Centred Approach*)
* Management/employer/committee will consider staff wellbeing, and how they can manage this
* All staff working at the setting understand their role
* Staff working from home will continue to be supported
* Staff returning to work after self-isolation should, be fit to return
* Management/childminder has a list of support organisations for parents ready to signpost

## Parents

Parents will be signposted to government guidance: [https://www.gov.uk/government/publications/closure-of-educational-settingsinformation-for-parents-and-carers/reopening-schools-and-other-educationalsettings-from-1-june](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june)

Staff will ensure parents receive and understand information on:

* the signs of corona virus and the isolation rules
* the protocols for minimising adult to adult contact and not gathering at the entrance door
* We have allocated the main white door as the children’s main point of access. Parents will be called to this door where their child will be met by a member of staff and brought in the setting.
* Both floor markings and Barriers are to be used to help the parent’s/carers maintain social distancing, and a one way system put in place were the leaving parents will leave via the stairs to the car park alleviating the need for them to pass any queuing parent or carer.
* At this time we are not allowing parents and carer’s into the setting during drop of and pick up.

Should forms ie accident etc be required to be signed then a member of staff will place the form in an accessible area for the parent to sign, this will then be placed In a separate area for 72 hours before being placed in the usual storage facility for this type of information.

* practising social distancing when they enter the setting in all areas and at all times
* not entering the setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)  (Display a sign at the setting entrance to reinforce this)
* their child not attending the nursery if they are displaying any signs of covid19 or any other infection/illness
* the settings medication and illness policies
* emergency procedures
* staggered arrival and departure times
* only one parent should attend when they drop off and pick up their child
* recommendations on transport to and from education or childcare setting (including avoiding peak times). Guidance will shortly be published on safe travel
* protective measures that are in place if platforms such as Zoom are used  support organisations

## Process for Drop Off & Collection

## We have set out distance markers on the floor of the walkway to the main entrance door were the parents will wait by a barrier were the entrance bell is mounted. Drop off will be staggered for nursery and pre-school.

## A member of the team will call the parent/carer forward to the main entrance and will escort the child into the setting, they will wash their hands and any items from home will be disinfected, (nappies in new plastic bags etc. No toys to be brought to school.) coats will be placed on hooks and isolated from the children. The parent is to follow the directions for the 1way system on leaving the main entrance area and leave via the car park which has been closed for use of the staff only.

## Pick up will be staggered for pre-school and nursery, parent will ring the bell and their child will be brought out of the setting and safely passed to the parent or carer and they will follow the 1 way system out of the car park

## Paperwork and Payments

All payments are to be made by either direct debit, or bank transfers please,

At present we cannot complete all forms for day to day items on the web, as this has GDPR concerns, however should you need to sign forms we will pass them to you outside of the setting then isolate all paperwork for 72 hours.

**Keep Cohorts of Children Together:**

* children will be in the same small group/ same room at all times each day, and different groups will not be mixed during the day, or on subsequent days
* the same staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days

Due to the small number of children booked to attend pre-school and nursery we will keep them in 1 small group, should more children request to attend we will then decide on whether to increase this to two groups

## Cleaning and Hygiene Processes

* staff will follow the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
* staff will ensure that sufficient handwashing facilities are available and hand sanitisers in each room and in the entrance
* stocks of soap, anti-bacterial gel, cleaning products and PPE will be monitored and replenished
* PPE equipment and soiled materials will be disposed of safely
* surfaces that children and young people are touching, such as toys, books, tables, chairs, doors, sinks, toilets, light switches, will be cleaned more regularly than normal
* all spaces to be well ventilated using natural ventilation (opening windows) or ventilation units
* all health and safety compliance checks are in place and a daily process in place
* unnecessary items will be removed from learning environments where there is space to store it elsewhere
* soft toys and toys that are hard to clean (such as those with intricate parts) will be removed
* sofas or chairs will be covered with a washable cover which will be removed and washed after each session

**Adults and Children will:**

* clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
* frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)
* use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste

(‘catch it, bin it, kill it’) and empty regularly throughout the day

* ensure that help is available for children who have trouble cleaning their hands independently
* be encouraged not to touch their mouth, eyes and nose

Staff will encourage young children to learn and practise these habits through games, songs and repetition and will make relevant notices for staff and parents.

**Reduce Mixing Within the Setting by:**

* staggering arrival and departure times
* taking lunches and snacks to each room
* not mixing groups of children or rooms together
* limiting the number of children who use the toilet facilities at one time  having one group of children outside (garden) at one time

## Use of Inside & Outside Space, Equipment and Resources

* Outdoors can limit transmission and more easily allow for distance between children and staff.
* Outdoor equipment will not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.
* Trips and outings are suspended at this time.
* Indoor resources will not be shared between groups/rooms.

## Deliveries and post

* Put a sign at the entrance explaining the procedure for collecting / taking in post, packages and deliveries.

We have all deliveries re directed to the main office separate from the nursery where they are cleaned and if necessary isolated for 72 hours.

**Safeguarding & Welfare:**

* staff will have a strong focus on children’s PSED (*see Early Years guidance: Preparing to reopen your setting after COVID-19 Closures: A Child Centred Approach)*
* staff will follow the safeguarding and child protection policy and procedures if a child makes a disclosure and when staff have concerns about children’s safety or welfare
* designated lead is preferably onsite
* all staff will continue to keep up-to-date with child protection training
* setting SENco always contactable
* all staff have information on who to contact for support or if they have concerns

**Contacts:**

Bromley Safeguarding Children Board.<https://www.bromleysafeguarding.org/>

Early Years Quality Improvement Team: eyqualitymanager@bromley.gov.uk

Early Years SEN Advisory Team: EYSENadvisoryteam@bromley.gov.uk

Mash Team: mash@bromley.gov.uk

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