

Royal Naval Preschool Learning Organisation
(RNPSLO)
Coronavirus (COVID-19) Policy
Dates of amendments
1st June 2020
7th September 2020
27th November 2020
11 December 2020

Introduction

This policy applies to all employees, parents, children, volunteers, students, and all others working on behalf of the organisation.
This policy also applies to service users, contractors, and delivery drivers visiting any of the Jack and Jill's childcare settings belonging to RNPSLO.

Purpose of the policy

- To protect all employees, service users including parents and children from coming into contact with COVID-19.
- To maintain the minimum level of staff to continue to provide for the welfare needs of the children in our care.
- To prevent the spread of COVID-19.
- To keep the childcare settings operational.

From 20th July 2020 early years settings were no longer required to keep children in small consistent (bubble) groups within settings and can return to normal group sizes.

Thorough and vigilant cleaning routines continue to remain in place along with social distancing wherever possible.

Visitors remain strictly restricted to mandatory only, with protective measures in place and track and trace information taken and recorded for any persons entering the childcare settings.

If the setting has a positive test result from someone associated with the childcare setting, then the setting may need to close in order for the appropriate measures to be taken.

If the childcare setting experiences staff shortages due to illness, staff self-isolating or shielding then the actions below could be put in place in order to keep the childcare setting open. Prior notification would be given to all those concerned at the earliest opportunity.

- This could mean partial opening hours.
- Essential key worker's children only for a period of time
- Reduced staffing.

Vulnerable Children

When a child or bubble is sent home to self-isolate due to Covid-19 the childcare setting manager will keep in touch with any vulnerable children through regular phone calls, text messages and settings social media pages. Contact will also be with the child's social worker if they have one.

If we have concerns about any children in our care attending our setting or at home with their parents, we will follow our child protection policy and ensure that they complement those of Plymouth Safeguarding Board

<http://www.plymouthscb.co.uk/professionals/>

If there is a need to share information reference will be made to our data protection policy and procedures to ensure any information shared is in accordance with the Data Protection Act.

If the setting manager has any concerns about a child, then contact to the **Gateway (01752 668000 option 1)** or email gateway@plymouth.gov.uk would be undertaken.

For outside of normal working hours call Plymouth Out of Hours Service on 01752 346984.

For Cornwall

Multi agency Referral Team	0300 123 1116
Out of Hours	01208 251300

Immediate concerns or children in serious danger must be reported to the police 999.

Monitoring

RNPSLO managements teams are closely monitoring information from professional sources about all aspects of COVID-19 and these are communicated and distributed amongst the childcare settings and considered in any actions proposed and decisions made ensuring the safety of all working and using the childcare settings.

In the event that settings may have to close for a period of time every effort will be made for the setting manager to stay in touch with vulnerable children and families through telephone, email or social media contact, until such a time the setting can reopen.

Hygiene (general)

RNPSLO are working with the five key principles to prevent the spread of the infection and to protect staff and children.

- Wash hands regularly throughout the day

- Clean the setting and resources thoroughly throughout the day
- Maintain practical group sizes to the staff team available for work
- Avoid where possible or reduce the mixing of persons from outside of the childcare setting coming into the childcare setting.
- De- clutter and remove items such as soft furnishings ensuring the childcare setting can be cleaned thoroughly and avoid or reduce sharing of resources.

Employees and children are advised to practice good hygiene and cleanliness standards by regularly washing their hands with soap and warm water for at least 20 seconds regularly throughout the day.

Everyone is encouraged to regularly use hand sanitizer throughout the day.

Everyone is encouraged to adopt NHS Catch it, bin it and Kill it when coughing and sneezing or use of a bent elbow or a tissue and wash their hands afterwards to help reduce the spread of the COVID -19 virus.

Used tissues and hand wipes will be disposed of safely following recommended guidance.

Physical contact with others including children will be managed practically maintaining social distancing of 2 meters wherever possible. Staff will model good practices such as avoidance of touching faces and that of others wherever possible.

Uniform (tabards) must be laundered regularly and not shared between staff.

Staff will be vigilant and thorough in the cleaning of all resources used and the preschool buildings areas where activities have taken place during the day. Removal of soft furnishings and toys helps to ensure that the setting reduces the spread of the COVID-19 virus and thorough cleaning and for those settings with very young children any covers, blankets etc. will be restricted to one per child for the duration of the time attending. These covers will be laundered regularly.

Access to childcare settings

Parent/carers will be unable to enter the childcare settings unless through prior arrangement made with the manager outside of childcare settings working operating hours (no children present) or offered a phone call meeting to discuss any issues.

Designated staff members will escort children into the preschool playroom daily. The children will join the group with the staff remaining consistent. At the end of the day staff will escort the children to waiting parents who are requested to adhere to social distancing whilst waiting for their children.

The childcare staff will continue to support and provide learning opportunities for children through adaptation of resources and routines daily.

Whilst in the childcare setting the playrooms may be divided up to ensure social distancing and the groups of children attending may be rotated around the room throughout the day. Staff will be constant in their monitoring of hand washing throughout the day.

Snack and lunch times will be structured and remain compliant with social distancing, with children remaining in the small groups. Sharing of equipment will be discouraged.

Constant cleaning of resources and areas will take place during the day.

Mandatory visitors

RNPSLO has a risk assessment for the occasions when it is deemed necessary to admit a visitor from a professional agency access to the building or for a specific child, each childcare setting will adjust accordingly to their own building lay out. This will include the collection of details for Track and Trace and taking temperatures.

Monitoring of children and adults for illness

Staff will closely monitor the children in their groups and those of others to ensure that children are well.

Parent and carers are instructed to keep their children at home if they are unwell. Due to seasonal childhood illnesses, there may be occasions when a child will be sent home due to symptoms comparable to that of COVID-19, any child sent home by the childcare setting will be advised to collect their child promptly from the setting and to get their child tested.

For any child or staff member displaying COVID-19 Symptoms

- A high temperature
- A new or continuous cough
- A loss of or change to taste or smell

The child /adult will be isolated from others and sent home and instructed to take a test. They will be unable to return until a test result is received stating negative in which case the the child/ adult can return or positive in which case they are to remain at home for at least 10 days from when the symptoms started or from the day of the test if no symptoms.

RNPSLO will contact the Department of Education advice line to seek further guidance. Contact to Public Health England and Ofsted if the test result is positive.

*For any child that appears unwell appropriate actions will be taken including checking the child's medical records review any information given by the parent, for any family member who has been unwell. (I.e. with symptoms of COVID-19) and immediate collection from the setting with instruction to the

collecting parent that they must inform the setting of any updates, including isolation periods that the child and the family must take.

Staff Testing positive

If an employee becomes unwell with any of the recognized symptoms of COVID-19 then they are to immediately speak with a senior member of staff who will refer to RNPSLO COVID-19 risk assessment and follow actions given and be sent home to undertake a COVID test. They will be unable to return to the childcare setting until a test result is received stating negative in which case they can return to work or if positive, remain at home for at least 10 days from when the symptoms started or from the day of the test if no symptoms.

Staff will be required to get an isolation note and this will be sent to the administration office at the earliest opportunity. RNPSLO would follow advice and guidelines from Department of Education, Public Health England, Ofsted and the Local Education Authority undertaking any actions required.

Cleaning the childcare setting following infection

RNPSLO staff will follow recommended guidance in cleaning the childcare setting following infection from COVID 19. The workplace will be cleaned using COVID GUARD provided to all childcare settings.

This will include all resources that were used the day the person showed symptoms and resources used two days before when the person was last in.

Any waste from a positive test result (cleaning cloths, PPE etc.) will be placed in a plastic rubbish bag and sealed. The bag will then be placed within another bag and sealed. This will be stored for 72 hours after which the bag can be placed in a rubbish bin.

Advice and guidance will be sought in a positive case result from Public Health England and the setting would close for a temporary period allowing this to happen. Parent/carers would be notified as soon as possible and kept up to date via letters, emails, text messages or through childcare settings social media pages.

For any laundry that has been in contact with the virus, either remove and throw away in the instruction above or can be laundered on the warmest setting and dried completely. Dirty Laundry can be washed with other items. Do not shake dirty laundry as dispersal of the virus into the air is a probability. People undertaking laundry from a childcare setting will need to wear PPE provided and afterwards this will need to be dispersed of safely in the same way as the rubbish.

This policy is regularly amended in line with current guidance .

