

LONGPARISH LITTLE SCHOOL – POLICIES & PROCEDURES

11.12 Covid 19 Operating Policy and Procedure.

Policy statement

This policy has been created in line with Government and Local Authority health and safety guidance and measures. It enables Longparish Little School to reopen for the children of keyworkers and vulnerable children, after the temporary closure on March 20th 2020 due to the Covid 19 outbreak. The aim of this document is to permit children to attend the preschool whilst prioritising the health and safety of staff, parents, and the children.

Government guidance in “Actions for education and childcare settings to prepare for wider opening from 1 June 2020” 11 May 2020 states:

In childcare settings, providers will be asked to welcome back all children below statutory school age from the week commencing 1 June 2020. Demand for childcare is likely to be lower than usual at first, and existing space requirements and staff to child ratios for these age groups should allow for small group working.

Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. In some cases, it may be necessary for providers to introduce a temporary cap on numbers to ensure that safety is prioritised.

The guidance also states: “We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and school, we are taking this into account. Schools should therefore work through the hierarchy of measures set out in our guidance”:

- *avoiding contact with anyone with symptoms*
- *frequent hand cleaning and good hygiene practices*
- *regular cleaning of settings*
- *and minimising contact and mixing*

This policy will remain in place until we are advised by the Government or Local Authority that it can be altered or removed. Throughout the document the term ‘parent’ is used for ease. This term refers to parents, guardians, and carers inclusively.

Procedures

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Overview

A full and thorough risk assessment has been conducted to allow Little School to operate in the safest manner. Government guidance states that each child must have 2.5m² of space, meaning that the maximum number of children per session for our setting is 10. It is acknowledged that children of preschool age are unable to maintain the recommended social distancing of 2 metres apart, due to their personal requirements (for example, nappy changing, help with food, nose wiping, help with clothing etc).

Due to the size of our setting, the ability to minimise contact and prevent mixing has been categorised as 'high risk' within the risk assessment. With this in mind, to reduce the risk of cross-infection, we will admit one 'bubble' of 16 children per week, and will be restricting the number of children per session to 8.

Spaces will be allocated on a priority basis as follows:

1. Children of keyworkers.
2. Vulnerable children only
3. Children moving to Primary School in September.

Please note that we are unable to discuss how we have allocated spaces, and that it is not possible to reserve a space for use at a later date.

This prioritisation will remain in force until Government and local authority advice changes.

Opening hours:

Monday, Tuesday, Wednesday: 08.45 – 15.15

Thursday 08.45 – 12.15

Friday 08.45 – 12.00

We will be closed Thursday and Friday afternoons for deep cleaning and administrative tasks.

Drop off and collection

To enable social distancing amongst adults we will use the backdoor for drop off and collection. This will be clearly signposted. Start and end times will be staggered, and we ask parents to drop off and collect promptly. Each child will be allocated a start and finish time. We ask that only one parent drops off and collects their child/children.

Strictly no parents or other adults will be allowed to enter Little School.

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Upon arrival, parents and children should follow the one-way system and wait in the preschool outdoor area within one of the spaces marked out on the ground. Children will be met by Claire Nash, who will bring them into Little School to wash hands and settle them in. Two metre social distancing between parent and keyworker must be maintained at all times. When collecting children, parents should wait in the outside area in one of the spaces marked out on the ground.

Unsettled children

We recognise that the new measures may be unsettling to children, especially after time away from Little School. Key workers will strive to settle children as soon as they arrive and will reassure the children throughout the day. If a child is upset upon arrival, the following options can be tried:

1. Parent drops and leaves, and the key worker will comfort and settle the child.
2. Parent takes their child for a walk off-site and returns once all the other children have entered and the area is clear, before trying to settle again.
3. If neither of the above work or if the child is extremely upset (a lot of tears, bodily fluids) the parent will have to take their child home and can try again another day.

Symptoms of Covid 19

Children must not attend Little School if they, or anyone in their household, have any of the following:

- High temperature
- New, continuous cough
- Loss or change to sense of smell or taste
- They are self-isolating due to Covid-19
- They are classed as 'clinically extremely vulnerable'

Parents must notify us immediately if anyone in the household is displaying symptoms of Covid 19. Households must self-isolate for 14 days as per the Health and Safety guidance from the government. Adults and children over five can be tested if displaying symptoms.

Should a child display any of the listed symptoms whilst attending the setting, they will be immediately isolated with a key worker. The key worker will be required to wear full PPE – apron, gloves, face mask. A parent must collect their child immediately and within 30 minutes of receiving the phone call from Little School.

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After the child has left, staff members must wash their hands thoroughly for 20 seconds, change their clothes and deep clean the setting and quarantine area used.

Should any staff member display any symptoms whilst at work, they must leave immediately, and the setting will be closed for a deep clean.

Longparish Little School reserves the right to close the setting at any time for deep cleaning. If a staff member tests positive for Covid-19, all staff and children will be advised to self-isolate for 14 days.

Clinically vulnerable and clinically extremely vulnerable children.

To maintain the highest level of safety for our children, we request that children who have been categorised as clinically vulnerable or clinically extremely vulnerable children do not attend the setting. Children living with someone classified as clinically extremely vulnerable should also not attend the setting. Children living with someone classed 'clinically vulnerable' but not 'clinically extremely vulnerable' should seek medical advice prior to their child attending the setting.

Hygiene

To minimise the risk of cross-infection:

- Staff and children must wear fresh clothes on a daily basis, and parents agree to provide a full change of clothes each day including underwear.
- Staff will wash their hands and wear gloves and aprons whilst handling food and drinks, changing nappies, cleaning and emptying bins.
- Hand-washing - Soap will be used for hand washing, but if a child has sensitive skin, clearly named soap and hand cream can be provided by the parent.
- To reduce risk of cross-contamination, we will not be providing sun-cream. Sun-cream, if required, should be administered by the parent before arriving at Little School. A clearly named bottle should be sent in with the child for reapplication by key workers as required. Staff will wash their hands before applying sun-cream to each individual child.
- Toys, books, blankets, soothers and any other item from home are not permitted.
- Children will wash hands upon arrival, after using the toilet, before snack and lunch and before leaving the setting. Hands will also be washed after sneezing, coughing, or whenever deemed necessary. Staff will wash hands upon arrival, before handling

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food, after using the toilet, after handling a child, before leaving the setting, and any other time deemed necessary.

- Children will be encouraged to cough or sneeze into their arm or a tissue.
- Staff will maintain a rigorous cleaning rota. Frequently used areas will be cleaned regularly throughout the day. Toilets and sinks will be cleaned at least 6 times per day. Toys will be cleaned after each session and the setting will be deep cleaned at least once per week. A copy of the cleaning rota is available to parents should they wish to see it.

Other measures implemented

- To avoid cross-infection
Sports with Ed and Yoga with Sarah will not be running.
- Forest School will be open, and Little School endeavours to spend as much time in the outside learning environment as possible.
Some toys and activities will not be available for use due to their difficulty to clean.
- Parents are advised that whilst we cannot hold face to face meetings, Little School staff are on hand via phone and email to discuss any matter. Little School commits to answering all emails within 24 hours. The phone will be answered during opening hours, and if it is not a convenient time to talk, staff will call the parent back at an agreed time.
- All child related queries should be sent in the first instance to:
claire@longparishlittleschool.org.uk
Any operational or general enquiries should be sent to:
angela@longparishlittleschool.org.uk

This policy was adopted by

LONGPARISH LITTLE SCHOOL *(name of provider)*

On

(date)

Annually, or more
frequently as Government
and Local Authority
updates are received.

Date to be reviewed

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Signed on behalf of the provider

Name of signatory

Emma Fell

Role of signatory (e.g. chair, director or owner)

Chair, Longparish Little School Management Committee

Guidance

- OUR PLAN TO REBUILD: The UK Government's COVID-19 recovery strategy May 2020
- Actions for education and childcare settings to prepare for wider opening from 1 June 2020 Published 11 May 2020
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings Published 11 May 2020
- Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers Updated 11 May 2020