

Covid 19 update to policies and procedures

In view of the current pandemic and in response to new Government legislation and guidance we have made the following amendments to our policies and procedures:

2. Safeguarding children, young people and vulnerable adults

All staff remain alert to any signs that a child is suffering from harm and understand that these may be caused by the extraordinary circumstances we find ourselves in due to measures introduced to curb the virus.

When we reopen it will not be for all children and not all children eligible for the first phase will want to take up their place. For children remaining at home the setting will continue to send weekly wellbeing emails reminding parents of the support available should their child or any member of their family feel they are in need of additional help.

8. Supervision of children on outings and visits

Children will be encouraged to play in the outdoor area as normal but trips and outings are suspended.

13. Promoting positive behaviour

This is an unsettling time for young children. Practitioners are alert to the emotional wellbeing of children who may be affected by the disruption to their normal routine. Where a child's behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child's parents/carers and the principles of this procedure are adhered to.

14. Animals in the setting

As the setting may have to close at short notice at any time during the crisis, we will not be arranging any visits from animals other than those bought in by staff i.e. our caterpillars that can easily be transported off the premises.

16. Managing children who are sick, infectious, or with allergies

During the Covid 19 outbreak, any child showing symptoms, such as a high temperature; a new or continuous cough; loss of taste or smell the following sequence of actions need to be taken:

1. If a child presents with symptoms; parents are requested to collect their child immediately and seek diagnosis from GP or take further advice from NHS 111. The child will be looked after by a member of staff in full PPE in a well ventilated room away from the other members of their bubble.
2. Child's parents are requested to inform setting of outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion even if no symptoms are present.
3. For confirmed cases of a notifiable disease and coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The Supervisor will advise the Committee and retain a confidential record.
4. Acting on the advice of the HPT, the setting will either close for a set period and undertake a deep clean or carry on as usual and undertake a deep clean.
5. If a notifiable disease is confirmed, staff must inform the line manager immediately and OSTED will be informed within 14 days. Cases of confirmed coronavirus should be treated as a notifiable disease.
6. A deep clean is undertaken at the earliest opportunity following any illness outbreak. Hand and respiratory hygiene messages are reinforced, and staff are vigilant to any further signs of infection.
7. The Supervisor continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.

19. Food and drink

Morning sessions only are being offered in the first phase of reopening so no lunch time cover is being provided. Children must not bring food or drink from home and will be provided with snack and drinking water as usual. Enhanced hygiene procedures will remain in place.

21. Employment and staffing

During the Covid 19 outbreak staff will be deployed as per government guidance and a risk assessment has been carried out and shared with parents/carers. Staff will be separated into two groups to work with each of the bubbles making up the first phase of reopening.

23. Student placements

Student placements have been suspended and no other visitors will be allowed to enter the hall during session times.

24. Risk assessment

In line with government guidelines we have carried out an additional risk assessment and this will be amended/ updated as further guidance is issued; a copy has been sent to all parents/cares and staff.

30. The role of the key person

During the outbreak we will endeavour to keep children with their key person and place each child with a group of staff so that the principles of the key person role can be followed as closely as possible. Each group will contain staff qualified in Paediatric First Aid.

34. Provider records

During the Covid 19 outbreak there may be need to keep additional records as part of outbreak management. A central record of all confirmed cases of Covid 19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

These changes will remain in force until we are advised otherwise by Government or they may become permanently incorporated as we review and revise our policies.