

Coronavirus Policy (Covid-19)

Introduction

This policy applies to all employee's and services 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 services users of Fundamentals Childcare Limited, Including parents and children, from encountering 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 remains at a minimum risk. As so far reasonably practicable.

Nursery closure

At any time that it is felt necessary to prevent the spread of Covid-19 and to ensure the health and safety welfare of all employee's, children, parents and service users, Fundamentals 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, 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

Fundamentals is closely monitoring and gathering information from the Department of Health England, the Department of Education, our Local Authority (Oxfordshire) 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.

This includes all training and delivery methods to all employees, Directors and any other delivery methods to all employees. Directors and any other third party associated with the running or participation with fundamentals. Fundamentals 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 and sneeze into their elbow when a tissue or other vessel cannot be reached in time and 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 metres (6 ft).

- 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. This must include the cleaning of all appropriate footwear. Such as dipping of shoes soles in disinfectant when entering nursery.
- At the end of each day, all employee's must clean and sanitise all surfaces, toys, fabrics, toileting areas, outdoor areas and equipment, ready for the following days usage, this includes all outside toys to be stored away in secure storage containers at the end of every working day and before weekend/holiday period closures or closures for health and safety measures.
- Only disposable towels provided by fundamentals will be permitted for use whilst on the premises.
- No prams, scooters, bikes or any other items are to be left at the setting 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 hug and 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 by changing their children into different clothing when they return home and placing the days clothing in the wash. If your child needs comfort, our staff will comfort and will do their absolute best to make sure that all their social, emotional and wellbeing is met whilst in attendance at fundamentals.

Hygiene on Arrival

- All parents are asked to social distance when dropping off their children, third party associates and service users must adhere to the rules of fundamentals.
- The back gate will now be the main entrance during the Covid-19 period. A bell will be situated next to the gate and please ring and wait for a member of staff to answer. With social distancing in mind the member of staff will receive your child from your care and will be accompanied into the nursery. All this actively contributes to dropping off your child to allow for social distancing to be maintained. Only one parent(s)/adult of the child may collect the child, in case of work commitments/emergencies. This will reduce the social contact to help keep the welfare and safety of our staff a top priority.
- Staff will greet parent's wearing the appropriate PPE equipment where required, as supplied by Fundamentals, when accepting your child at the garden gate.
- All parents, children, third party associates and service users must use our one-way system when arriving at the garden gate.
- Fundamentals will continue to provide nappies, wipes and sun cream, sunhats and spare underwear and clothing, in the event of an accident. Parents are not permitted to bring 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 Directors 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 your

child's clothing, then this must be washed daily before the arrival of your child on the next session.

- Only small children's bags will be allowed into nursery with the following contents, spare full set of clothing, if potty training plentiful underwear and bottoms, dummy, formula/breast milk bottles and nappies if you use your own, nappy cream, teething gel, sleep time cuddly toys must be washed daily and brought back clean for the following day.
- During mealtimes children will be given drinks and healthy snacks as usual throughout the day using our items which are sterilised daily. Employee's will be wearing clean disposable aprons and gloves at each mealtime.

Hygiene during the day

- Children will be actively encouraged to wash their hands throughout the day. Especially after outdoor, creative and before mealtimes. We will use water and hand soap for this with a minimum wash time of 20 seconds per child singing fundamentals washing hand song! Thus, demonstrating good modelling behaviours for the children to see best practise when doing this.
- Children's temperatures will be taken throughout the day. If upon arrival, during the day 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 Covid-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.
- Children will still be allowed to collect their own snack on their plates using the tongs provided which will be cleaned before each new child uses the equipment. The same process will be followed when the children accesses milk and water during snack time. This will help to promote confidence and motor skills whilst maintaining best practise with hygiene procedures.
- Not more than one employee at any one time, will be permitted into the office and staff room unless there is a specific reason why this guidance should be changed. The office will be cleaned during and at the end of each day.
- At all mealtimes, nappy changes and toileting help and any other close contact with the children, staff will be required to wear appropriate PPE equipment as supplied by fundamentals.
- All employees will have a designated area to hand belongings, along with lockable area for high value belongings. Staff leave all belongings at their own risk whilst on the premises and fundamentals accept no liability for loss or damage currently.

- Staff are only permitted to bring one small bag, if necessary and a coat. No other items from home shall be permitted in the setting during this time.
- Both Kitchen and toileting/nappy changing areas will be regularly cleaned and sanitised during the day by all employees.
- Staff will only be permitted to bring in lunch in a disposable container. No dual use or multiple use containers/vessel will be allowed on the premises. If any items are left at the end each day these items will be placed in the bin!

Hygiene upon leaving

- Parents/or designated carers must inform where possible what time they will be collecting this child to ensure social distancing
- All parents must remember the importance of social distancing until called forward by a member of staff to collect their child.
- All staff members will be wearing fundamentals issued PPE protective equipment where appropriate when handing over your child at the end of the day.
- 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 attended session.
- Once your child has been collected, please leave the nursery promptly to allow the next parent to collect their child safely. Please do not remain outside the nursery gate for any other reason. This is to ensure the implementation of social distancing.
- If you require to talk to the staff regarding your child's attendance, a telephone conversation will be arranged for you during nursery operational hours.
- If you are required to sign an accident/incident form from an occurrence that may have happened that day, a staff member will bring you the relevant form when you collect your child.
- All children will be with a member of staff with their belongings and ready to go immediately with their daily feedback on a written day in a life form sheet. Please bear in mind no verbal feedback will be given during these collection times to ensure everybody's safety and social distancing rule of 2 metres. This will actively also help to minimise contact for all visitors of the setting.
- If you require to go home with the use of a pram or other aid, can we please ask that you park your pram in a place that does not hinder other parents when picking up.

NB – During the Covid-19 period social distancing has become the norm to ensure safety and personal wellbeing of all our parents, children and staff. We thank all our families and employees for abiding and supporting fundamentals Covid-19 policy and procedures during these unprecedented times!

We are very excited and looking forward to welcoming everybody back.....!

Please print your name and sign below to agree to all the terms and conditions within this policy

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