6.2c Covid-19 Safe Operation Procedure

Policy Statement
As per 6.2.b Infection control policy, Covid-19 is a particular highly infectious disease and the verdict on how this exactly spreads, is still being debated.

At Privett Montessori Nursery School, we have developed Safe Operating Procedures based on the guidance from the Department of Education and Public Health England (DEPHE), specifically for Early Years. It is important that we adapt our everyday practices to ensure that offer the staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. If any symptoms are displayed, families must be alert and self-isolate for the safety of everyone. Covid-19 appears to affect young children less often and with less severity. Children's role in its transmission is unclear but it seems that it is less significant.

Everyone involved in the day to day running of the School Nursery will receive appropriate instruction and training on how to operate under the terms of the Safe Operating Procedures.
We are constantly updating our procedures to take account of any changes in government or local authority guidelines.

We aim to work in partnership with parents and trust that everyone understands and follows these Safe Operating Procedures, consisting of 6 steps

1. **Any child, staff member, parent or visitor with coronavirus symptoms must not attend Nursery School and must isolate at home**
    - It is important that children do not attend Nursery School if unwell for their own wellbeing and for the safety of others.
    - If anyone is experiencing any symptoms they cannot return to nursery until they have completed the required isolation period and be symptom free or have achieved a negative test result (proof will be required). Prompt exclusion is essential to preventing the spread of infection. Children's who are classed as clinically vulnerable should follow their medical advice before attending Nursery School.
    - It is preferable that your child only attends one setting to avoid mixing with different groups of children. Please speak with the Nursery Manager if this is going to be a problem or to make them aware that this is the case.

2. **Increased cleaning processes are in place, throughout and at the end of the day**

- **Reducing the spread of the virus**
  It is recognised that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. Doors and windows will be opened as much as possible.

- **Cleaning**
  An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities will be regularly cleaned. The Nursery Manager will be responsible for recording these cleaning schedules.
  The rate of hand washing must be significantly increased. Everyone, including children, must wash their hands-on arrival at Nursery School. If no washbasins are available, sanitizer will be available. There will be regular opportunities for hand washing throughout the day.

- **Use of tissues**
  The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue.

- **Toileting**
  The children will be taken to the toilets and supervised. Hand washing signs will be displayed to ensure hand washing is thorough and the staff will talk to the children about why we are washing our hands.

- **Clothing**
  All employees and children should wear clean clothing every day. If you have travelled on public transport, it is advised that you change your clothing on arrival at the School Nursery. Children should bring change of clothing. This will be placed it in their designated bag provided for the Nursery School hang on in his/her pegs

- **Risk assessments**
  All risk assessments will reflect the risk of transmission of COVID-19. Certain activities will be adapted or removed to reflect this risk e.g. going on trips using coaches.

- **Items from home**
  If the child requires a comforter e.g. soft toy or blanket, it is required for the parents to bring it in a bag and then take home at the end of the day and wash it. We would prefer no toys or comforters to be brought into Nursery School but do understand that this could cause distress.

- **Resources at Nursery**
  Toys and resources that are difficult to clean will be removed, including cushions and soft toys.

- **Mealtimes & snacks**
  No food will be eaten out of shared platters or shared containers.
  The children will need to bring in their own and lunch pack in named lunch box that can be closed. (Fruit) snacks must be stored in a separate sealed container.
  Please note that a jug of water will be provided to the children in which they pour water into their own designated cup. These will be constantly washed during the day.

3. **Children and team members will be social distancing as far as possible**

- **Implementing social distancing**
  It is very difficult to avoid a level of physical interaction with young children and it is important to have their wellbeing at the centre of everything we do. If a child is in need of a hug, then it would not be fair to deny this. To help with social distancing children will sit in group of 3 at the table or floor activity.
- **Drop off and collection of children**
  Parents are asked to drop off and collect their children at designated entrances and not to enter the Nursery School. There will be a table / trolley at the entry of the classroom where a parent can place a child's named lunch pack. Whilst parents are waiting, it is important to maintain social distancing by keeping a distance of at least 1.metre. It is preferable if only one parent does the drop off and collection.

4. **The process for settling in sessions will be managed with safety distance**

- **Visitors**
  Parents may enter the Nursery School for the purpose of settling-in sessions, if not doing so would cause a child distress. It is important that social distancing continues to be maintained. All other visitors will not be encouraged, unless it involves a safeguarding issue that cannot be resolved by telephone or email. At this moment in time there will not be mass events such as Christmas plays.

  Nursery show-rounds will be accommodated outside normal teaching hours when no children are present.

5. **Other (preventative) measures and procedures**

In order to reduce the risk of the spread of the infection the following actions are taken:

- **Temperature and symptom monitoring**
  Routine temperature testing is not recommended as a reliable method for identifying coronavirus. Parents should follow the NHS guidelines and, in particular, evidence of a high temperature and/or new continuous cough. However, upon entry each child's temperature will be checked and if this is outside the norm, then the parent will be advised to return the child back home.

- **Outdoor play**
  Outdoor play will be encouraged as much as possible.

- **Travel to foreign countries**
  Parents must inform Privett Montessori Nursery School of any travel plans in or out of the country when there is at least one overnight stay. It is vital that you observe government advice in respect of self-isolation rules when returning from abroad. If the government has advised 14 days self-isolation.

- **Employees**
  All employees will undergo a return-to-work induction and training on the new Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing.

- **Fire drills and lockdown practice**
  If we have to respond to a fire or emergency lockdown, we will continue to manage social distancing, as far as possible. The safety of the children and employees will always come first.

- **Wellbeing**
  We know that this is a very unusual and worrying time for everyone. It is very important that at the forefront of this heightened awareness of safe operating procedures, we do not forget that care and consideration must be taken of the need to ensure that everyone within the Nursery School community feels safe and secure. We will try our best to create a normal nursery environment and hope that you will bear with us.

  We will be concentrating on fostering those secure attachments and, whilst we will be constantly observing and assessing the children, we will not be posting online observations or carrying out lengthy handovers. We want our team to spend time with the children, playing and building their relationships.

  We would always speak with you immediately if we had any concerns. If your child is expressing any concerns or worries, it is important that you inform the keyperson/Nursery School Manager

- **PPE Equipment**
  Government guidance is that PPE is not required for general use in nurseries to protect against COVID-19 transmission. Hand washing, effective cleaning and social distancing are the most effective measures. Gloves and aprons will be used for nappy changing and first aid. Aprons

- **Contractors**
  Any contractors to the nursery will be reminded of Public Health England guidance prior to entering the building and contractors will only be allowed onsite if strictly necessary for essential repairs to the building in case of a leak for example. Please note that during July and August essential maintenance, such as the painting of the building has already been carried out.

6. **Responding to a person displaying symptoms of Covid-19.**

- **A child**
  If a child is suspected of displaying coronavirus symptoms whilst attending the nursery, they should be collected as soon as possible and isolate at home in line with NHS guidance. The child must be tested before they return.
  Whilst waiting to be collected, they will be isolated from others in a designated area. An employee will stay with them and will wear PPE.
  If the child becomes very unwell, we will follow our normal emergency procedures and call 999. The isolation area will be cleaned once the child has been collected.

- **An employee**
  In the event of an employee developing coronavirus symptoms whilst at work, they will leave work as soon as possible and isolate at home in line with NHS guidance. They will be required to have a test before they return.

- **Reporting, testing and tracing**
  Everyone over the age of five, children, parents and members of their households, is now eligible for a COVID-19 test, should they display coronavirus symptoms. Any suspected or confirmed case must be reported to the Nursery Manager as soon as possible. If a positive result is confirmed, the practitioners and children associated with that group must self-isolate for 14 days before returning to Nursery School. Positive tests will be reported to Public Health England and Ofsted by the Nursery Manager. An information sheet for close contact of PCR positive cases is included in 6.2.d

Further guidance

- Guidance on Actions to undertake for Early Years and Childcare providers during the coronavirus (Covid-19) outbreak, https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures
- When to self- isolate and what to do, https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/
- Guidance on getting a test kit, either a PCR or flow test and travel guidance https://www.gov.uk/coronavirus?utm_campaign=coronavirus_grants&utm_medium=paid_searchl&utm_source=google&utm_content=keyword&gclid=CjwKCAjwzt6LBhBeEiwAbPGOgd0SM8zouz6V7S_rKgKGMVAqcnWKKLSnkROed60kqToyGP0gxTjM8BoC-14QAvD_BwE

Change log		
This policy was changed on	**Signed on behalf of the nursery**	**Reason for change**
17/08/2020	*Veronica van Ingen*	Adaption of policy and in constant *review based on updated government guidelines*
29/03/2021	*Veronica van Ingen*	Updated further guidance links
14/10/2021	*Veronica van Ingen*	*Included Information sheet*
26/01/2026	Veronica van Ingen	No Changes