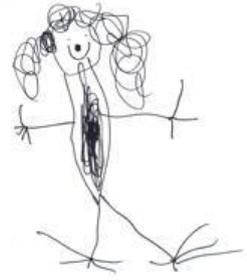


Rachel Keeling
Nursery School



Pandemic Protocol Policy

COVID 19

*Rachel Keeling Nursery School,
where the child comes first.*

Spring 2021

To be reviewed Spring 2022

It continues to be the Government's aim that all children can attend early years provision. This guidance is intended to support staff at Rachel Keeling Nursery School to safely manage provision during coronavirus (COVID-19).

Keeping children and staff safe is our utmost priority.

Guidance for staff on COVID Procedures – January 2021

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#:~:text=Early%20years%20settings%20are%20no,as%20much%20as%20possible.>

Please read the above updated government guidance “Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak” - this will be updated as new advice is given.

Risk Assessments

Rachel Keeling Nursery School takes its responsibility towards adults and children seriously and will support staff who may be at increased risk from coronavirus (COVID-19). A full risk assessment, drawn up in line with government guidance and LBTH health and safety support, is available on our website.

<https://www.rachelkeeling.towerhamlets.sch.uk/school-communications-covid.html>

Employer health and safety and equalities duties

We have a legal obligation to protect our employees, and others, from harm and will continue to assess health and safety risks and consider how to meet equalities duties in the usual way. We will follow government guidance to mitigate the risks of coronavirus (COVID-19) to children and staff and meet our legal duties to protect employees and others from harm.

All staff should follow the measures set out in this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene, rigorous and regular cleaning, enhanced ventilation and minimising contact where possible, including maintaining social distance between staff.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, it is an individual responsibility to discuss any concerns individuals may have around their particular circumstances so that protective measures can be put in place.

Staff who are clinically extremely vulnerable

Clinically extremely vulnerable people should not go to the workplace if they live or work in areas where shielding advice is active. This applies to tier 4 areas only. Otherwise, if staff cannot work from home, they can still go to work in tiers 1, 2 and 3.

Under tier 3, we will discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour or working from home where possible.

Staff who are clinically vulnerable

Clinically vulnerable staff can continue to attend early years settings. Whilst at Rachel Keeling Nursery School staff should follow the sector-specific measures in the government guidance to minimise the risks of transmission.

This includes taking particular care to observe good hand and respiratory hygiene, ensuring excellent ventilation, minimising contact and maintaining social distance from other staff in the nursery. This provides that ideally, adults should maintain a 2 metre distance from others. Where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance themselves from other adults.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Staff who are pregnant

Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore we will give special consideration as set out in the guidance for pregnant employees.

Information contained in the Royal College of Obstetricians and Gynaecologists and the Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy will be used as the basis for a risk assessment.

Pregnant women of any gestation will not be required to continue working if this is not supported by the risk assessment.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the review of disparities in risks and outcomes report. This looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. If people with possible risk factors are concerned, please discuss this with the head teacher.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

All staff and children will be risk assessed and it is the responsibility of each individual staff member to share with management anything that may heighten their risk from Corona Virus.

Travelling to work

Staff should walk, cycle or drive whenever possible. If using public transport wear a mask, avoid close contact with other commuters, use hand sanitiser after touching communal contact points.

***Do not come to work if you are showing any signs of COVID**

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

There are many other symptoms such as headaches and vomiting.

What to do if you have symptoms

If you have any of the *main* symptoms of coronavirus:

Get a test to check if you have coronavirus as soon as possible.

You and anyone you live with should stay at home and not have visitors until you get your test result – only leave your home to have a test.

Anyone in your support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started.

If you test positive notify the school immediately and self-isolate (ten days).

Notify the school if you had close contact with a member of staff or child within the 48 hours before the symptoms started.

Testing

<https://www.gov.uk/government/publications/types-and-uses-of-coronavirus-covid-19-tests/types-and-uses-of-coronavirus-covid-19-tests>

The guidance above explains the two types of tests currently available and how to access.

Definition of Close Contact

A 'contact' is a person who has been near (within 2 metres) to someone who has tested positive for COVID-19 and this contact was any time from 2 days before until 10 days after onset of symptoms in the infected person (this is when they are infectious to others). For the purposes of contact tracing and isolation, however, 'close contact' means having face-to-face contact with someone less than a metre away (even if a face-covering or face-mask is worn) or being within 2 metres of an infected person for 15 minutes or more.

On arrival at school

Remove outdoor clothing and thoroughly wash hands with soap and hot water (we know the song! "Wash, wash, wash your hands...")

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Children arriving/being collected from nursery

One way system: Children and one parent/carer enter the building through the front door, children wash their hands and adults exit via the garden gate.

Parents must follow the guidance displayed on the front door.. They must wear a face covering at all times. Staff must wear a face covering too. Staff must keep contact with parents to a minimum.

Working safely at Rachel Keeling Nursery School

The nursery has put in place a system of controls - please read the full risk assessment on our website.

Controls are the set of actions early years settings must take. They are grouped into prevention and response to any infection.

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID19) symptoms or who have someone in their household who does or have been advised by NHS test and trace to self-isolate, do not attend settings.
- 2) The use of face coverings.
- 3) Clean hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents.
- 6) Staff to observe social distancing at all times.
- 7) Where necessary, wear appropriate personal protective equipment (PPE)
- 8) Keep occupied spaces well ventilated - skylights, windows and doors (where appropriate).

Response to any infection

- 9) Engage with the NHS Test and Trace process

10) Manage and report to Ofsted and the PHE advice line confirmed cases, of coronavirus (COVID-19) amongst the setting community

11) Contain any outbreak by following local health protection team advice

Children and staff are currently in one bubble due to the lay out of our school and our large garden.

Visitors to the setting

There will be occasions when visits to Rachel Keeling Nursery School are necessary, however we will avoid visitors entering the nursery, wherever possible. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support can continue on site. Visits for SEND therapies can also continue on site.

All visitors for building maintenance will take place outside of school hours where possible although it may be necessary to accommodate these in the case of an emergency.

All visitors must wear a face covering and observe social distancing.

A record will be kept of all visitors which follows the guidance on maintaining records of staff, customers and visitors to support NHS Test and Trace.

New admissions

For new admissions and tours of the nursery are currently suspended. We are looking at providing virtual tours for prospective parents and carers. Meanwhile they are directed to our wonderful website and our Ofsted Report.

Parents settling children

During lockdown Rachel Keeling Nursery School is unable to start new children as due to our risk assessment measures in place, we cannot welcome additional adults on site.

When Parents and carers are able to enter nursery to help their settle, we will ensure that parents and carers:

- wear face coverings;
- stay for a limited amount of time (ideally not more than an hour);
- avoid close contact with other children;
- are aware of the system of controls, how this impacts them, and their responsibilities in supporting it when visiting a setting with their child.

Other visits by parents and carers

Parents/carers are currently not allowed on site. They can contact staff via e-mail or telephone.

External professionals

Occasionally essential professionals such as social workers, speech and language therapists will need to be on site.

If they need to attend in person, they should:

- follow guidance relevant to the setting

- keep the number of attendances to a minimum
- wash hands frequently
- where possible to do so, maintain social distancing
- be informed about the system of controls in settings

Supply staff and students

Settings can continue to engage agency staff and students. Supply staff and other temporary workers can move between settings. Our aim is not to use supply staff and only have long term students on placement

Setting up the classroom/playground

- Ensure good ventilation – windows and class doors should remain open to ensure air flow
- Remove unnecessary furniture
- Remove soft toys, soft furnishings and items difficult to clean
- Ensure all toys and equipment is clean. After use wash everything thoroughly
- During the day regularly wipe tables and contact points
- During periods of lockdown when corona rates are high we will not have water play
- Risk assess each activity
- Be outdoors as much as possible
- Clean regularly during the day
- Clean bike handles and helmets after each use
- Spray pens/pencils after use
- There will be an extra clean at lunch time by the premises manager
- Space children out as much as possible on the carpet

Water Bottles

Each child must have their own clearly labelled water bottle

Snack Table

The Snack Table is supported by an adult. Children must wash hands before eating. The adult will serve each child.

Lunch Time

Family style service continues - Adults will serve food to children in small groups. Tables and chairs will be wiped before and after lunch.

Staffroom

Staff to minimise time spent in here - once you have eaten, please use the garden, Wedge or Parent's Room to relax. Here people can space out and ensure all spaces ventilated. Staff have been informed they must keep their own cutlery, crockery, cups and glass in their locker.

First Aid

First aid should be given as normal with a focus on emotional first aid. PPE provided and staff to wash thoroughly after each treatment.

Fire & Emergency Evacuation

Normal procedures apply. All children and staff to leave the building calmly and gather in the garden, taking registers with them. In the event of evacuation of a small bubble during lockdown, please gather as one group and do not separate into base room groups.

Special Books & Book Lending

Reading books and Special books are going home on Friday and being returned on Monday. They then remain in the Parent's Room where they are sprayed with antibacterial spray and returned to the classrooms.

Malleable materials (messy play)

We have risk assessed activities that involve malleable materials for messy play such as sand, mud and water, as part of our regular curriculum planning.

- Children must wash their hands thoroughly before and after messy play.
- Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group.
- Water play: the water is changed and the tray cleaned at lunchtime and end of day.
- The malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable.
- Playdough: small batches are made for individuals to take home. When batches for school are made, these are changed daily and used in a small, controlled environment, with a limited number of children and children wash their hands before and after play.

Music, dance and role play

At Rachel Keeling we recognise that music, dance and drama build confidence, help children live happier, more enriched lives, and discover ways to express themselves. There may, however, be a cumulative risk of infection where organised singing, chanting, playing wind instruments, dance and drama takes place.

Organised singing can be undertaken however children must be spaced out (in the garden where possible or in a well ventilated room) and not raise their voices. All wind instruments will be removed from the classrooms. playing instruments and singing in groups should take place outdoors wherever possible

Blowing Bubbles

Children and adults must not blow bubbles at this time. You can use bubble wands in the air or a bubble machine.

Staying in touch with parents/ carers whose child is at home

We will continue to support the learning of children who do not attend nursery including how these children can maintain contact with their key person.

All children not in school will receive a fortnightly phone call from their key person. This is a wellbeing call to support the family: the Key person will speak to the parent *and* the child make a record of the conversation, reporting any concerns in line with our child protection procedures.

Key Workers will keep a note of all families who cannot be contacted.

We will support parent/carers to provide a positive learning environment at home and provide an update on the website each day, with tips, ideas and films of their teachers.

We will direct parents to:

The Hungry Little Minds campaign. It features tips and practical activities that parents can do at home with children to support their early learning. There are many simple ways to help children learn and it does not have to be formal. Having everyday conversations, make-believe play and reading together all make a big difference to children's development

We will also direct parents to the BBC's Tiny Happy People and the National Literacy Trust's Family Zone for more ideas and content.

Vulnerable Children

We will closely work with the local authority to monitor the welfare of vulnerable children who are not attending provision and other children they might wish to keep in touch with, for safeguarding purposes.

Mental Health

During this time we will have a strong focus on PSED and children's health and well-being.

We are very aware of staff's work-life balance and consider wellbeing as central to our offer. We continue to have an open door policy and staff are encouraged to talk to Maria or Becky and support each other, We are mindful of small things that lift each other's spirits and our Code Of Conduct expectations support this.

Twice yearly supervision is in place to support wellbeing.

By following our control measures and taking individual and collective responsibility and by being kind we can support our children, families and each other through these unprecedented times.