

SPRINGFIELD BEES COVID-19 RISK ASSESSMENT AND POLICY JAN 2021

FOCUS	AREA OF CONSIDERATION/RISK	RECOMMENDATIONS TO MITIGATE RISK
CHILDREN	Attendance	<ul style="list-style-type: none"> • Children must be free of Covid symptoms and themselves and their families must have completed any isolation period (if required) before attending the setting. • Parents must not bring their child in to Pre-School if anyone in their household is awaiting results of a Covid test.
	Grouping of Children	<ul style="list-style-type: none"> • Children will be organised by which room they are based in, e.g. Honeys and Bumbles. At times when child numbers are low, children may mix rooms to ensure personal, social and emotional development is supported. Care routines including, snack, meals and toileting/ nappy changing should be within the spaces allocated to each group where possible.
	Wellbeing and Education	<ul style="list-style-type: none"> • Children to be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing/sanitizing and sneezing into a tissue. We will be using the 'Catch it, Bin it, Kill it' approach and encourage children to cough/ sneeze into their elbow if they do not have tissue. • Children should be supported to understand the challenges and changes they may be encountering as a result of Covid-19. It is important for staff to be aware and manage children's emotional health. This can be done through the use of appropriate stories, activities and interactions with children. • Children will be supported by staff but this may not be their usual Key Worker due to changes in staff attendance. • Children will need a clean, named water bottle and named outdoor coat daily. They will require a named lunchbox if staying for lunch.
	Attending other Settings	<ul style="list-style-type: none"> • Children may attend another setting or childminder if parents consider this necessary. All settings/childminder and parents must be aware of the arrangements and agree to this. All settings/childminder and parents must follow guidelines regarding isolation periods, testing and sharing information to comply with Track and Trace reporting.

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<p>STAFF</p>	<p>Attendance</p>	<ul style="list-style-type: none"> • Staff should only attend the setting if they are symptom free, have completed the required isolation period or achieved a negative result after being tested for Covid-19 (and are well enough). • Staffing should adhere to at least the minimum adult:child ratio's as set in the EYFS, taking into account any additional support required for children with SEND. • Staff will be signed in and out of the premises by office based staff. • Staff may hang their coats and use the lockers in the staff room to store their personal belongings.
	<p>Grouping of Staff</p>	<ul style="list-style-type: none"> • Social distancing should be maintained and a maximum of one person will be permitted to use the staff room at any one time. Staff may leave the premises on their breaks if they prefer. • Staff members should avoid physical contact with each other including handshakes, hugs etc and aim to keep a distance of 2 metres between themselves where possible.
	<p>Staff Training and Meetings</p>	<ul style="list-style-type: none"> • Staff training and meetings will be held online whilst Tier 4 restrictions are in place. • All staff to receive appropriate instruction on the changes to operating procedures and implementation of updated risk assessments. • Staff to comply with the Government recommendations set out in the document - <u>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak and Contingency framework: education and childcare settings (excluding universities)</u>. • Staff to implement their training on effective infection prevention and control during sessions.
<p>PARENTS AND CARERS</p>	<p>Social Distancing</p>	<ul style="list-style-type: none"> • Only parents/carers who are symptom free of Covid-19 or have completed the required isolation period will be able to drop off/collect their child. • Only 1 parents/carer is permitted to drop off/collect their children and families will be expected to adhere to social distancing guidelines outside the doors to the building. • Parents/carers will not be permitted to enter the building to maintain social distancing measures. Parents will need to prepare their children for this arrangements as it could be distressing for some. • All visits to the setting will be suspended (unless deemed as absolutely necessary) except for parents who will be able to attend 1 hour settling in sessions with their child. • Parents/carers must drop off and collect their child via the main front door and there will continue to flexibility with times. Children who attend all day may be dropped off between 9.00am and 9.15am and collected between 2.45pm and 3.00pm. Children attending half day sessions may be dropped off or collected at 12.00 noon. Parents must be prompt and late collection will result in additional charges.

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	Communication	<ul style="list-style-type: none"> • Parents and carers will be encouraged to use email and to phone the setting if necessary as face to face conversation with practitioners and office staff will not be possible. • Parents will be informed about minor accidents that take place during the day by their child wearing a sticker to remind parents/carers to check the forms placed in children's bags (a duplicate form will be kept on the child's file). Parents must check their child's bag daily. • No cash payments for fees will be taken and parents and carers are asked to use online banking systems.
VISITORS	Visits	<ul style="list-style-type: none"> • Visits to the setting will be restricted to staff and children as far as is practicable, except for children who are new to the Pre-School and have settling in sessions. Parents of these children will be able to have meetings with Key Workers via Zoom online to facilitate the settling in process and/or attend the settling visits for 1 hour with their child. • Only essential visits will be permitted (e.g. essential maintenance, deliveries etc). Where possible these will be arranged for out of Pre-School opening hours.
TRAVEL	Travel associated with Pre-School operations	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to the setting alone and be encouraged to walk. There will be no parking available at drop off and collection times. • Parents must leave any buggies, scooters etc in the outside buggy area. • Outings from the setting will be restricted to the Boswells field only. There will be no play permitted in Perryfields playground to minimise mixing of children between schools.
Hygiene and Health and Safety	Hand Washing/Sanitising	<ul style="list-style-type: none"> • All staff, visitors and children must sanitise their hands on arrival and whenever re-entering the premises. • Children and staff will be encouraged to wash/sanitise their hands frequently throughout the sessions including before and after eating, using the toilet and when going outside.
	Cleaning	<ul style="list-style-type: none"> • A regular cleaning schedule will be implemented that includes furniture, equipment, toys, and resources.
	Waste Disposal	<ul style="list-style-type: none"> • All waste will be disposed of in a clean and hygienic manner in the outside dustbin facilities. • Tissues must be immediately disposed of in waste bins.

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	Risk Assessment	<ul style="list-style-type: none"> • All activities should be risk assessed and due consideration given to any adaptations to usual practice. Children will follow a more adult led curriculum and have access to a range resources and learning materials. Activities such as sand and play dough can take place in individual trays to discourage sharing and reduce hard to clean resources. • All staff are required to let the manager know if they are in one of the Coronavirus high risk groups including older people, people with health conditions and pregnant women - please visit https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/ for more information. An individual risk assessment will be completed for affected individuals. • Parents are also required to inform Pre-School if their child is in one of the categories listed as being at risk of Coronavirus so an individual risk assessment may be carried out. Please visit https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/ for more information.
	PPE	<ul style="list-style-type: none"> • Government guidance is that PPE is not required for general use in Early Years settings to protect against Covid-19 transmission. PPE should continue to be used for normal nappy changing, administering First Aid and as directed in the setting's policies and procedures. Disposable gloves and aprons must also be worn for cleaning duties. • Staff may choose to wear their own mask or face covering if they prefer but this is not compulsory.
PREMISES	Building	<ul style="list-style-type: none"> • The premises will be checked prior to reopening to ensure the setting is safe and that all maintenance has been carried out over the holidays. • All windows to be kept open during operating hours to ensure adequate ventilation. Air ventilation fans to be kept on during operating hours to ensure good air circulation.
	Resources	<ul style="list-style-type: none"> • Staff and children should be discouraged from bringing personal items into the setting from home unless these are absolutely essential - nappy changing items, spare clothes and packed lunches. These should be clean and wiped down by parents before bringing them to the setting. • Equipment used by staff such as iPads and stationary should be kept to a minimum and wiped down between uses if shared.

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SUPPLIES	Procurement and Monitoring	<ul style="list-style-type: none"> • The Pre-School will ensure an adequate supply of essential items and contingency plans are in place to minimise the impact of any shortages of equipment. The setting will not be able to operate without necessary supplies required for ensuring infection control. • Monitoring of the usage of PPE will be in place to ensure a supply of stock is available to those who require it to meet the operational needs of the setting. Staff will be advised to wear washable tabards during normal day to day activities and ensure these are clean. • At snack times children will be given simple, single portions of food to discourage sharing and comply with hygiene procedures.
RESPONDING TO A SUSPECTED CASE		<ul style="list-style-type: none"> • In the event of a child or member of staff developing suspected Covid-19 symptoms whilst attending the setting they, and any other family members they live with who attend at the setting must be collected or go home as soon as possible and isolate in line with NHS/ government guidance. • The person in charge will contact the parents. • Whilst waiting for the child to be collected, a member of staff will take the child to the foyer area and ensure the window is open for ventilation. The staff member and child should remain 2 metres apart from each other. • The member of staff will be required to wear gloves, apron and a mask while waiting for the child to be collected. • Once the child has left, the area should be suitably cleaned by a member of staff wearing suitable PPE. • In the event of a member of staff developing Covid-19 symptoms whilst at work they will be required to return home immediately and isolate in line with NHS/government guidance. • All staff, children and their families who are symptomatic will be entitled to receive a Covid-19 test. This can be done through self referral for families (under 5's using the telephone 111 NHS service) and employer or self referral service for staff. • Staff will follow reporting procedures about who to inform including Public Health England, Local Authority and OFSTED where necessary.

There will also be some changes to some of the setting's policies and procedures which may be affected by the outbreak of Covid-19. This information is correct as of 31 December 2020 and is subject to change in accordance with government advice.