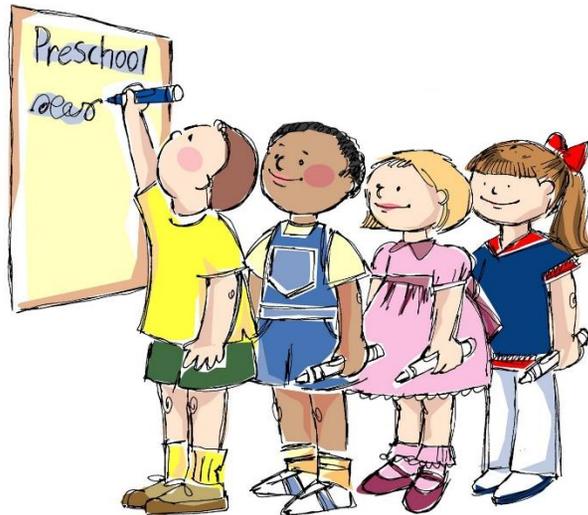




Longleaze PreSchool and Nursery COVID-19 Operating Plans for Parents and Children





Overview

While COVID-19 continues to pose a threat, we have developed operating procedures in order to minimize the risk of infection and to protect our children, our staff and parents/carers.

We have based our operating procedures on guidance issued by the Department of Education. In Preschool's, this is preventing the spread of COVID-19 both by direct and indirect transmission. We will continue to review future government guidance and we may change our operating procedures in line with any new guidance.

We are confident that our procedures offer the best levels of protection, it ensures that our Pre-School operate in small groups, limiting social interaction between groups.

Whilst safety remains our top priority, we are also focused on the impact that the COVID-19 restrictions have on the children, both whilst in Pre-School and at home.

Should you have any concerns about your child, please do not hesitate to speak to Emma or Tracey. During these exceptional times, the partnership between parents/carers and staff at the Pre-School has never been more important.

Laura Leighfield

Chair of Longleaze PreSchool and Nursery Committee

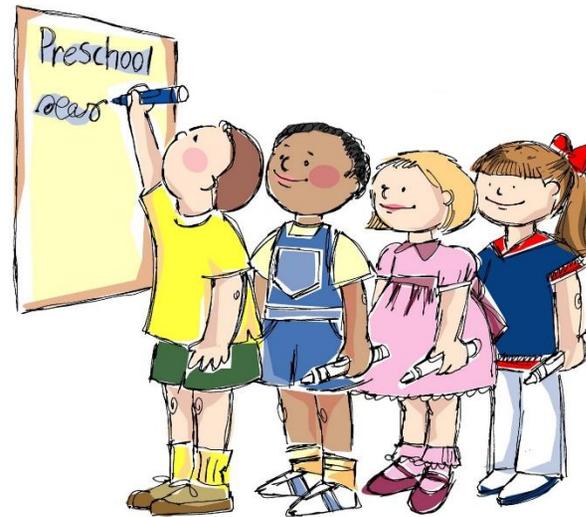
May 2020



Six Principles of the Operating Plan

The following areas make up the six key principles of the operating plan for Longleaze Pre-School and Nursery. Each of these principles are explained in this document.

1. Attendance at the Pre-School
2. Dropping Off and Collection
3. Working in Groups
4. Hygiene and Cleaning
5. Risk Assessment
6. Staffing





Attendance at Pre-School

Only children who are symptom free or have completed the required isolation period can attend Pre-School.

The government advice relating to the shielded or vulnerable is detailed below:

- Children who have been classed as clinically extremely vulnerable due to a pre-existing medical condition and have been advised to shield are currently not permitted to attend the Pre-School.
- A child who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend the Pre-School.
- A child who lives in a household with someone who is extremely clinical vulnerable, as set out in the shielding guidance on the government website, should only attend the Pre-School if stringent social distancing can be adhered to and are able to understand and follow those instructions. **This is not possible for young children and therefore, in line with government guidance we would not expect these children to attend the Pre-School.**

If you are unsure, please seek medical advice from your GP to discuss the suitability of the Pre-School setting for your child.





Dropping Off and Collection

- Only parents who are symptom free or have completed the required isolation periods will be able to drop off or collect their child.
- We request that where possible, drop off and collection is limited to one parent/carer, in order to limit the number of people congregating outside the Pre-School.
- Whilst parents/carers are waiting to drop off/collect their child, we would ask that social distancing be observed.
- Children will be taken into the classroom by a member of staff. Parents/carers will not be allowed in the classrooms.
- As with drop offs, parents/carers will not be allowed into the classroom to collect their children. Children will be taken out to their parents/carer by a member of Pre-School staff.
- At the moment drop off and collection times remain the same, however this will be monitored.





Working in Groups

Government Guidance recognises that Pre-School children cannot be kept 2m apart, therefore the emphasis has been placed on the following:

- Avoiding contact with anyone with symptoms.
- Frequent handwashing and good respiratory hygiene practices - Catch it, Bin it, Kill it.
- Regular cleaning of the setting.
- Minimizing contact and mixing.

Children will be allocated a room, either *Glenton*, *Llewelyn* or *Seal* and they will remain in that room for all their sessions. Although the children in each session may differ, the children will not have mixed with children from the other rooms.

As you are aware, circle time, indoor and outdoor play, mealtimes and toileting/nappy changing can all be done without mixing with the other two classes,

As far as possible, staff will also remain in the same classes in order to limit the risk of the spread of infection. This may not always be possible, due to working hours and ratios of staff to children, however we will keep movement of staff to a minimum.



Hygiene and Cleaning

All children and staff must wash their hands thoroughly upon arrival at the Pre-School and frequently throughout the day, before and after toileting, eating and handling resources.

Children will not be allowed to bring in items from home, unless necessary for their well-being.

All resources required for play and learning will continue to be regularly washed and/or sterilized.

All resources and toys will be removed and will only be bought out when required.

Children will be asked to bring their own, drink, snack and lunch, in wipeable vessels which are clearly labelled with the child's name.

All activities have been risk assessed, this will continually be reviewed and updated where necessary.

Windows will be open where possible to ensure ventilation.

Cleaning of communal touch points, such as door handles, bathrooms, handwashing facilities, hard surfaces and toys will be cleaned regularly throughout the day by members of staff.





Risk Assessment

A risk assessment has been completed and is available upon request. All areas of the risk assessment have been covered in this document.

The risk assessment was completed by Laura Leighfield, whose full-time job involves Health and Safety at Swindon Designer Outlet, Laura has both a NEBOSH and IOSH Qualification.





Staffing and PPE

- Staff will only attend the Pre-School if they are symptom free or have completed the required isolation period.
- All staff have received appropriate instruction and training in infection control and the standard operating procedures and risk assessments in which they will be operating
- Staff will avoid physical contact with each other and where possible will adhere to the 2m social distancing rules.
- Government guidance is that PPE is not required for Pre-Schools, beyond that which is usually worn for toileting and first aid. However, it will be made available if requested.
- PPE is available to staff for use when a child is displaying symptoms and awaiting collection.





Other Information

If children are upset or clinging to parents/carers when coming into Pre-School, staff will be unable to comfort them as they usually would, and therefore we will only be able to take children into the setting who are able to come in independently and confidently.

In line with *Government Guidelines*, priority places will be given to children due to start school in September 2020, vulnerable children and children of key workers.

If a child develops COVID-19 symptoms whilst at Pre-School, accompanied by a member of staff, they will be taken into the Meeting Room in the Llewellyn building. The parent/carer will be contacted and asked to come and collect their children as soon as possible.

There will be no outings outside of the Pre-School setting.

Visitors will not be allowed into the Pre-School unless it is for the wellbeing of a child/ren i.e. a social worker, a member of staff from the Children's Centre or the emergency services.

Essential maintenance will be undertaken outside of Pre-School opening hours.

All deliveries will be made outside the building.

All staff walk to work or drive their own vehicle, none of them will be using public transport.

Where possible we would ask that parents/carers refrain from bringing children to the Pre-School on public transport.



And Finally,.....

We would like to thank you for your support, for your patience and for your understanding. This is an unprecedented situation, in which none of us have all the answers. We are doing our best to keep our children and staff safe by adhering to guidance from The Department of Education.

Whilst the Pre-School will be open from 3rd June for the remainder of the Summer Term this will be under constant review and is subject to government advice. If you, as parents/carers do not feel comfortable in sending your child/ren to Pre-School, we totally understand and respect your decision to keep your child/ren at home.

For those children who do return, we are looking forward to seeing them and hearing about what they have been doing during their time in lockdown.

Thank you for reading through this document, should you have any questions please do not hesitate to speak to Emma or Tracey, they are available by email Longleazepreschool@outlook.com

