



COVID-19 risk management information for parents

We will keep up to date with Government guidelines and notify you of changes these may require us to make.

Autumn Term 2020

Below are the main details of the measures being taken by the nursery to limit the risk to the girls and boys, staff and parents returning in the autumn 2020 term. A full risk assessment on all areas and activities has been completed and is available on our website. We have shared below more detail of the measures relating to parents, so you can start to understand what we are asking of you to support us too.

Drop off and pick up:

- We won't be able to accommodate half day sessions; this is to avoid children and staff interacting with two groups of children in one day, as thorough cleaning won't be able to take place prior to a new group coming into the building on the same day.
- Only one parent/carer where possible should drop off and collect their child.
- When waiting to drop off your child or collect them, all parent/carers must adhere to the 2m distancing measure when waiting in the front court yard – we will have signs up to help remind everyone. This may mean if the court yard is full you will need to wait the other side of the yellow gate until there is sufficient space for you to enter.
- Please keep the gate way clear so parents can exit safely.
- If arriving at nursery on a bike, please still adhere to the 2m social distancing measures. We shall continue to monitor how social distancing is working in the front court yard and make necessary changes if required so we can always safely manage the 2m rule. It may be that bikes are best left outside the courtyard.
- Parent/carers cannot come into the building but there will be a familiar member of staff at the entrance (first door) to bring your child into the nursery environment. The main door will be locked (no access to the cloakroom) and a door bell has been fitted so parents/carers can gain the attention of a staff member.
- A familiar member of staff will also bring your child to the front door at the end of their session. We will see who is at the front of the line of waiting parents and bring the children out, one at a time.
- At drop off and pick up we shall attempt as much as possible to leave the yellow gate open to avoid lots of contact with a single surface. Please be mindful of the road during these times.
- Our usual verbal feedback and details about your child's day will be reduced. The staff member on the door at collection time will be able to let you know how your child has slept and eaten, by handing you a feedback form to take home. The weekly update with details and photographs of activities will continue to be issued via email.

Playroom:

- Windows and doors will be open throughout the day for maximum ventilation.
- All unnecessary items will be removed including soft toys/cushions/rugs to aid with cleaning.
- Surfaces and high contact points (light switches, door handles etc) will be cleaned each day (morning and evening).
- Toys and equipment used during the day will be cleaned at the end of each day.

Social distancing:

- The middle doors in the playroom will be open to the garden (weather permitting) as this will allow a well-ventilated large play space for the children to freely move around in.

3rd review – 1st September 2020

- Activities: will be risk assessed beforehand and all will be closely supervised by staff. Usual activities will take place such as: singing, story time, art and physical activities. Staff will arrange focussed activities with the children spaced out as much as possible. Sensory play resources will be disposed of at the end of the day, water play will take place limiting the children around the tray/tub; the tray will be emptied and the container cleaned at the end of each day. Playdough will be made up for each day i.e. a box for Monday, Tuesday etc and then replaced and a new one made as and when necessary.
- Staff will comfort a child when they need it, but will try avoid close face to face contact.

Garden space and equipment:

- Equipment and resources will be cleaned every day.
- A separate risk assessment has been completed to ensure we can safely use the mud kitchen and sand pit. This involves cleaning the contents (i.e. the sand and mud) and having the areas open on alternate days.

Toys and equipment:

- The number and type of toys will be limited for easy rotation as all toys will be cleaned at the end of the day.
- We will no longer have a 'precious box'.
- Comforters which are essential for settling in or needed for sleep time would be advised they then stay at nursery. If the comforter needs to go back home, we advise that once home it is washed/disinfected.
- Books used each day will be disinfected at the end of the day and placed in a 'quarantine' box for a week. We have a large number of books, so this will be easy to maintain.

Sleep/rest time:

- Each child will have their own named bed and sheet; beds, bed sheets and sleep blankets will be cleaned once a week.
- Our routine has a rest time for all children after lunch and we will maintain this with a member of staff reading quiet stories to the children before the afternoon play begins again, while other children are sleeping.

Snack and lunchtimes:

- Morning snack commences at around 9.30am (to ensure all children have been dropped off and their hands have been washed) lunchtime will be around 11.45am/12pm and afternoon snack/high tea merge into one at 3.30pm.
- Chairs, tables and the eating floor area will be cleaned after use.
- The main food shop will now take place as an online order from Tesco.
- When food items arrive at the nursery one staff member will unpack the shopping and wash their hands after the task is complete.
- Food items, where necessary, will be washed before being prepared (as before lockdown).
- Drinking water will be offered regularly to the children throughout the day by the staff members. The cups and water butt won't be left at the children's level to avoid children touching someone else's water cup.

Nappy changes/toileting

- Nappy changing and toileting times will remain the same as before lockdown.
- Only one child to use the toilet and one staff member to support where required, and one staff member in the bathroom changing one child's nappy, to avoid a group gathering in a small space.
- The bathroom window will be open (weather permitting) to provide ventilation.

Hygiene:

- All staff entering the building will wash their hands (following government 20 second guidelines), and frequently during the day.
- Children entering ACE will go to the bathroom with a member of staff to wash their hands (singing the ACE handwashing song) before being taken to the garden/playroom to play. Maximum of 2 children washing their hands with one member of staff (to avoid a group gathering in the bathroom).
- When blowing their nose, children will bin (lidded bins provided) the tissue and either wash their hands or use hand sanitiser immediately.
- Coughing into the elbow will be encouraged and role modelled.

3rd review – 1st September 2020

- As normal – staff will wear disposable gloves and an apron when changing children’s clothes if they have a toilet accident, change a nappy, support a child using the toilet and food preparation or serving.
- Staff will adhere to rigorous hygiene standards; they will frequently wash hands and be a role model to the children.
- All furniture, surfaces, doors and handles and any area that is a high frequency touch point will be cleaned frequently throughout the day.

Preventative measures:

These stringent measures have been introduced to minimise risk to others in the setting and as new guidance becomes available, they may be subject to change - these will be communicated to parents/carers:

- We are not required to take children’s temperatures on arrival.
- Opening and closing risk assessments will be completed daily.
- Only **one person** to drop off and collect children and those waiting to adhere to the 2m distancing rule.
- Email communications will be used a lot and meetings with parents will be held via Zoom.
- If you need to communicate something to us, please telephone or send an email as drop off and collection times will not easily allow for conversations to be held.
- **Parents must comply with current quarantining arrangements following travel.**
- **If a child is showing signs of being unwell, they cannot come to nursery** - Parents are asked that a child displaying *any* form of illness is not sent to nursery and they should be kept off until they are fully well – this is due to the expanding understanding of symptoms seen in children with COVID-19. Please keep the nursery fully informed of all absences so we can monitor the situation.
- **If anyone in your family has current symptoms of COVID-19 you need to notify us as soon as possible.**

We will be following the Government guidelines: “Actions for early years and childcare providers during the Coronavirus (COVID-19) outbreak.”

- Anyone who begins to display coronavirus symptoms while in the nursery will be sent home immediately. Please follow government guidelines on what to do if you or someone in your household develops symptoms (<http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>). If a child is waiting to be collected, they will be separated from the group and isolated with one member of staff. The member of staff will wear PPE: face covering, face shield, disposable gloves and apron and maintain a 2m distance from the child where possible (but will calmly talk to the child to explain what is happening and perhaps read a story to them whilst waiting for parents to collect). Staff have been trained on the use of PPE.
- Once the child or staff member has left the nursery, we will follow the ‘Cleaning of non-healthcare settings’ to ensure areas have been disinfected and any PPE is disposed of safely.
- Our COVID-19 parents’ guide can be found on the Links page of our website. Please refer to this for further information on what to do if you, your child or a household member experiences any COVID-19 or other illness symptoms http://www.ace-nursery-school.org.uk/uploads/5/1/9/0/5190233/covid-19_parents_guide.pdf

Accident and emergency:

- General accidents are dealt with in accordance with our usual accident policy and procedure. **Please notify us if you have changed your contact details, or emergency contact list. Thank you.**
- If a different adult is collecting your child please notify us, as pre-lockdown, by telephoning the office with details so we can give a password. Also make sure they are aware of these new health and safety measures and the collection procedure.
- If your child has an accident while at nursery, we shall complete an accident form as pre-lockdown then call you to inform you of the accident. This means at collection time you will be required to just sign the form at the door and then take the slip home if required. The phone call will reduce contact time between the staff and parent at collection.
- If your child is arriving at nursery for their session and has had an accident at home/before entering the building you will now find our Existing Injury Form on the website <http://www.ace-nursery-school.org.uk/existing-injuries-form.html>
Please inform the member of staff at the door upon arrival of the accident and complete the form online and email it to the office as soon as possible.

3rd review – 1st September 2020

- If your child needs to attend nursery with medication please call the office as soon as you know this information. A socially distanced meeting outside will be arranged (before the child is due in) to discuss the medication and complete the medication form. This meeting will need to be out of the drop off/ collection times.

Visitors/Deliveries:

- When showing any new prospective families around the nursery building, most conversations will happen outside. Upon arrival the handwashing procedures will be followed and 2-metre social distancing will be adhered to where possible and once inside masks must be worn.
- Other early years/health care professionals will only be allowed in the nursery building if it is essential for the health and well-being of a child. Upon arrival the handwashing procedures will be followed and 2-metre social distancing will be adhered to where possible and once inside masks must be worn.
- One parent/carer will be allowed in the building for settling in sessions for new starters and where possible most sessions will be outside. A mask must be worn by the parent/carer when inside. Upon arrival the handwashing procedures will be followed and 2-metre social distancing will be adhered to where possible.
- When deliveries are made to the nursery (cleaning and stationery equipment) we have instructed our regular delivery sources to ring the doorbell, stand back 2 metres and leave the items outside. Delivery people will not enter the building.
- Upon accepting a delivery, the member of staff will dispose of the packaging in the outside bins, store the items safely and securely then wash their hands.

Parents co-op hours:

- Some co-op contributions will be manageable adhering to thorough hygiene procedures and social distancing rules. Contributions will be discussed individually with families. However, we appreciate that we won't be able to resume the same full co-op contribution as before lockdown, and this aspect of ACE may have to wait until a later date.

Adopted by:

ACE Parents' Committee

Sarah Piotrowski – Day Nursery Manager

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Lisa Tuohy – Head teacher

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