

## Addendum (Covid-19)

This addendum lists key changes to our policies and procedures during the Covid-19 pandemic.

### From June 2021

Following Government advice, Paddocks Pre-school will be operating as a single bubble. We have carried out a detailed thorough risk assessment and have put in place the following control measures:-

- Parent/ Carer to notify the office immediately if their child is displaying any possible symptoms of COVID-19. Do not come to Paddocks. They must request a test and isolate at home for 10 days from when the symptoms started. The rest of the household also need to isolate for 10 days.
- If a test result is negative and providing the child is feeling well enough and has not had a fever for 48 hours, they can return to Paddocks.
- If your child has tested positive for COVID, they and their household should self-isolate as advised by the NHS. They can return after 10 days.
- If a member of your household has COVID symptoms, do not send your child to Paddocks. The household member should book a test, the whole household should self-isolate (10 days for household contacts). The child can return if the test result is negative.

### Arrival/ Departure:-

- Continuation of staggered start times to avoid groups of parents/carers and children congregating outside.
- Staff and parents to engage with the NHS Track and Trace process if required. A QR code is displayed at the entrance.
- Social distancing promoted.
- No parents/ carers or siblings are permitted to enter the building. We ask that parents drop off at the main door.
- Where possible, only one adult to drop off/ collect.
- Limited face-to-face events or meetings will be organised by Paddocks that encourage large gatherings of people. Virtual meetings and creative ways of fundraising will take their place.
- Essential visitors (e.g, professionals) to the preschool will be limited. They are required to wear a face covering, sanitise their hands and maintain social distancing.
- Children will be asked to wash their hands thoroughly on arrival.
- Each child to leave one bag of spare clothes on their peg all week.
- Children are not allowed to bring in toys or any other items from home.
- At the end of a session, parents/ carers are expected to socially distance at the main door where children are handed over to the parents one at a time.

**During the session:-**

- Regular handwashing breaks throughout the session.
- Enhanced cleaning of the setting including a deep clean at the end of the day.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- No malleable toys available unless a risk assessment has been carried out. No use of soft furnishings nor any items that are difficult to clean.
- Books returned in book bags are being quarantined before being circulated again.
- Windows open at all times to provide adequate ventilation. Parents to provide extra clothing during cold weather spells.
- Background music is kept at a low level to avoid children from raising their voices. Only gentle singing will take place.
- Due to outside agencies no longer able to offer face-to-face training during this period, staff have undertaken several online training courses to remain fully updated and qualified.

**Response to infection**

- Engage with NHS Track and Trace process.
- Manage confirmed cases of coronavirus amongst the setting community.
- Contain any outbreak by following local health protection team advice.
- Notify Ofsted.

We would like to reassure you that we take seriously our responsibility to keep the children and staff safe.

We are doing our best to ensure we are not putting them under any undue risk during this difficult time.

## **Key changes to specific policies during Covid-19 pandemic**

### **1.2 Safeguarding children and child protection**

Safeguarding lead, whilst liaising with social care, are to keep in touch with children considered to be vulnerable especially if isolating (via phone or video calls).

All staff remain alert to any signs that during the current COVID-19 outbreak a child in their care is suffering from or likely to be suffering from harm. This include signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

### **2.2 Student placement**

Suspended

### **5.1 Staffing (group provision)**

During the COVID-19 outbreak, staff will be deployed as per the government guidance.

During the COVID-19 outbreak early years staff are themselves considered to be 'key workers'.

### **6.2 Managing children who are sick, infectious, or with allergies**

During the COVID-19 outbreak, any child showing symptoms, such as a high temperature; a new, continuous cough; loss of taste or smell, the following sequence of actions need to be taken:

1. Child presents with symptoms; parents are requested to collect child and request a test, take further advice from NHS 111 or seek diagnosis from GP.
2. Child's parents are requested to inform setting of outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion even if no symptoms are present.
3. For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The line manager will inform the committee and retain a confidential record.
4. Acting on the advice of the local HPT, the setting will either:
  - close for a set period and undertake a deep clean
  - carry on as usual but also undertake a deep clean
5. If a notifiable disease is confirmed, staff must inform the line manager immediately and Ofsted must be informed within 14 days. Cases of confirmed Coronavirus should be treated as a notifiable disease.

6. A deep clean is undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced and staff are vigilant to any further signs of infection.
7. The manager continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.

### **6.5 Food and drink**

Snacks will still be provided and parents are still to supply a packed lunch.

The following procedures must be followed:

- Childrens' hands are washed prior to being given food or drink.
- Staff who are eating with the children must role-model hygiene best practice.
- Tables are never overcrowded during mealtimes. Some social distancing is encouraged even though it is acknowledged that children will play in close proximity for the rest of the session.

### **8.3 Supervision of children on outings and visits**

During the outbreak, trips and outings are suspended. Children should still have access to outdoor play, forest school and learning opportunities as normal, as long as social distancing measures are followed.

### **8.3 Risk assessment**

A detailed risk assessment has been written, ensuring the safety and well-being of every child is paramount. All staff have read and signed the risk assessment.

### **9.11 Promoting Positive Behaviour**

This is an unsettling time for young children. Practitioners are alert to the emotional well-being of children who may be affected by the disruption to their normal routine. Where a child's behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child's parents/carers and the principles of this procedure are adhered to.

### **10.7 Provider records**

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

This addendum was adopted by

*Paddocks Pre-school*

*(name of provider)*

On

*June 2021*

*(date)*

Signed on behalf of the provider

*Gemma Overton*

Name of signatory

*Gemma Overton*

Role of signatory (e.g. chair, director or owner)

*Chair*

Staff signatures (LG, HF, LG, SL, SJ, LW, CM, JC, GP, AS):