

COVID-19 POLICY

Stonham Aspal Pre-School is dedicated to keeping children, their families and staff members safe. This is especially important during the COVID-19 pandemic. The policies and procedures that are already established remain in place. However, some key changes have needed to be made for Stonham Aspal Pre-School to open during the current pandemic.

**Safeguarding children, young people and vulnerable adults**

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.

All staff administering medication and medical procedures for individual children are trained to do so proficiently and safely. Staff adhere to the guidelines and procedures on caring for the individual needs of children with SEND, as detailed in their Health Care Plans.

**The role of the key person and settling-in**

Stonham Aspal Pre-School understand that a child may need emotional support when settling back in after an extended period of absence during the COVID-19 outbreak. It is likely that some children will not have their usual key person when they return to Pre-School. Where this is the case, the principles of the key person role will be followed as closely as possible. Staff will use their knowledge of the individual child and will communicate with the child’s keyperson and parents/carers about how best to support the individual child. Key Persons who are currently working will temporarily take responsibility for continuing children’s learning and development for those children. Communication with parents may not be possible face to face but parents are encouraged to communicate via phone calls, email and Tapestry; their child’s online Learning Journey.

**Staffing**

During the COVID-19 outbreak, staff will be deployed as per the government guidance. Stonham Aspal Pre-School will not use Pool Staff at this time.

Student placement has been suspended.

During the COVID-19 outbreak early years staff are themselves considered to be ‘key workers’. If staff cannot source care for their own children then they are able to bring their child to the setting, ensuring that as far as possible, they adhere to the criteria below and ensure they are not breaching conditions of their insurance provider:

· where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting’s Ofsted registration

· where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with their line managers

**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 or taste or smell, the following sequence of actions will be taken:

1. Child presents with symptoms; parents are requested to collect child and seek diagnosis from GP or take further advice from NHS 111.

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 owner/trustees/directors 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 managers 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 managers continue 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.

**Food and drink**

Stonham Aspal Pre-School will not be providing food or drinks. Parents/carers are asked to provide a healthy snack in the morning, a packed lunch and an afternoon snack. supplies, it may be necessary to ask parents to supply a packed lunch. The following procedures are followed during snack and mealtimes:

- Children wash their hands prior to food or drink.

- When helping children with food/packets, staff will wash their hands between helping different children

- Staff will eat separately from the children.

- Tables are never overcrowded during mealtimes. Social distancing is encouraged during snack and lunch time even though it is acknowledged that children will play in close proximity for the rest of the session.

**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.

**Outings and visits**

During the outbreak, trips and outings are suspended. Children will still have access to outdoor play and learning opportunities as normal. Social distancing measures are encouraged.

**Risk assessment**

A comprehensive Risk Assessment had been completed by management, with staff and committee members input. This is seen as a working document and is reviewed on an ongoing basis.

To be able to adhere to current guidance, Stonham Aspal Pre-School are giving prioritised places to Keyworker children and those starting primary school in September. Ensuring the safety and well-being of every child is paramount. Therefore, we are limiting the number of places to 12, with no more than 8 children attending per session.

**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 Covid-19 Policy links to the following Policies in the setting:

Behaviour Management

Confidentiality

Documentation

Equality and Diversity

Learning Environment

Health and Safety

Partnership with Parents/Carers

Safeguarding Children

Special Educational Needs

Responsibility

* Stonham Aspal Pre-School will ensure that all staff, parents, volunteers and others involved in its work will follow and implement this policy.
* The managerial responsibility for this policy will lie with the Stonham Aspal Pre-School management committee and staff team.
* This COVID-19 Policy will be evaluated and reviewed by the management committee. Staff contribute on an annual basis and parents will also be invited to contribute.
* We will listen to children’s point of view and consider this when making and reviewing policies.

|  |  |
| --- | --- |
| Date | June 2020 |
| To be reviewed again by: | June 2021 |
| Chairperson signature |  |
| Pre-School Managers signature |  |