**Busy Bodies Child Care Centre Ltd**

**COVID 19 Policy and Procedure**

This policy should be read alongside our COVID 19 Risk Assessment.

**Introduction**

This policy applies to all employee’s and service users including parents/carers and visitors.

**Purpose of the Policy**

To protect all employee’s and service users of Busy Bodies Child Care Centre, including parents, carers and children, from getting infected with COVID 19.

To maintain the minimum level of staff needed to continue to provide early years education service and to meet the welfare and care needs of the children who attend the setting.

To ensure that the prevention of the spread of COVID 19 remains as low as possible.

**Monitoring**

Busy Bodies Child Care Centre Ltd is closely monitoring and gathering information from the Department of Health England, The Department of Education, our Local Authority (Shropshire) and any and all guidelines delivered and updated through official government sources constantly to ensure that we have the most up to date information.

Busy Bodies Child Care Centre Ltd reserves the right to make all changes to this document to uphold guidance of safe working practises and delivery method for the early years education sector.

**General**

* See COVID 19 Risk Assessment for a detailed understanding of how we have developed plans to reduce the spread of COVID 19 and keep everyone as safe as possible.
* All staff must follow this policy and the risk assessment at all times. If they have any questions or concerns they must speak to James Boddey immediately.
* The COVID 19 Parent / Carer Declaration Form must be signed before your child can attend Busy Bodies Child Care Centre Ltd. All parents / carers must follow every aspect of that Declaration at all times.
* No toys, teddys or blankets (or similar) to be brought in from home unless absolutely necessary for the child’s well-being.
* All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.
* Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting.
* Any child who has taken any form of paracetamol, ibuprofen or medication will not be allowed into preschool for 48hours.  The reason for this change to the policy is that we feel that giving any kind of medication may mask COVID 19 symptoms such as a Fever or cough. We will not be able to give Calpol or any kind of medicine. If your children require these medications then it is best to keep them at home.
* Bags should be kept to a minimal and only essential items should be brought in. No buggies and pushchairs will be allowed in the setting and will be left outside.
* We will not be operating a before and after school club for St Laurence’s Primary School until the guidelines tell us it is safe to do so.
* Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the pre-school unless essential (e.g. essential building maintenance).
* Hugs and comfort will still be given to children. Stories will be read and songs will be sung. Activities will take place and learning will be happening. All of these aspects will continue but adapted where necessary to ensure everyone’s safety is maintained.
* Some things may arise that are not covered in this policy and procedure or the risk assessment. In these circumstances a common sense approach will be adopted and James Boddey will take responsibility for making these decisions.

**On Arrival (Children and Families)**

* If possible do not use the doorbell and instead knock on the door. Staff members will know what time to expect you and will try to regularly look at the doorway.
* Only children who are symptom free or have completed the required isolation period can attend the setting. Your child must have their temperature checked before they are brought to nursery. If the child does have a temperature of over 37.8 degrees Celsius then they should be kept away from the nursery and government guidelines on isolation should be followed. Staff will also have the option to take children’s temperature on arrival. This is an aspect of the risk assessment that is flexible and will change in reference to a variety of factors. A temperature check will always be done in a relaxed and fun way and using our head thermometers.
* Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
* On arrival at Busy Bodies, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed. If a test is not possible then they will not be allowed to return for 7 days.
* In the interest of reducing transmission parents / carers will not be allowed through the front door unless absolutely necessary. We ask that you say goodbye to your child, give them a hug and then allow them to walk through the door to a member of staff.
* On arrival to the setting coats and shoes will be removed in the entranceway. These will be moved by staff to the back door downstairs so they can be accessed when the child goes outside. The children and staff will not be allowed to wear shoes inside.
* Mats and Rugs will be removed as these will be difficult to clean. Instead the floor will all be thoroughly cleaned at the end of the day and throughout the day.

**During The Day**

* Care routines including provision of snacks should be managed in way that limits amount of time spent together close to other children and staff. Table lay out for lunch and snack time will see children spread out more and these times of the day staggered so that children can have safe space to eat their snacks or lunch.
* Outdoor spaces should be used as much as possible as this increases the amount of space we have and therefore helps with social distancing.  The door to the outside area downstairs will be open at all times.
* Minimise the resources available to those that can be cleaned effectively.  All toys that can not be effectively cleaned will be removed and replaced with items that can be easily cleaned.  Children will be encouraged to spread out into the different areas of the room and skilled, caring staff will be on hand to provide interesting resources all over the setting.
* Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing, on arrival to the setting, after going to the toilet, after breaks, on collection from the setting and at the end of the working day.
* Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.
* Sleeping arrangements will be changed to ensure that children are spread out. We will continue with the guidelines that state that each child must have their own sleeping blanket and bedsheets. These blankets and bedsheets will continued to be washed after every use. Children will be spread out into different areas when they need to sleep or at least kept to a distance of 2.5 metres apart. The Safe Sleeping Policy will be followed in all other aspects.
* Tables have been spread out around the room. Interactions still take place between the tables and staff sit somewhere between the tables so they can interact and engage with all of the children.  The amount of children per table will be limited so that they can maintain a safe distance between themselves.

**On Departure (Children and Families)**

* When a parent / carer comes to collect their child they will be acknowledged by a member of staff but will remain outside until the child is ready. The child will collect their belongings and then go and wash their hands. They will then be taken to the door and allowed to leave and see their parent / carer. Social Distancing must be maintained at all times and staff will then explain to the parent / carer any important information that must be shared. No art work will be sent home, it will be stored at Busy Bodies.

**If A Child Starts To Display Symptoms**

* If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines.
* A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation.  If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

It is important that we have up to date contact details for all the children. On the parent / carer declaration form that will be sent out 1st June there will be a space to give us all the contact details in case we need to call a parent / carer to collect their child.

**A Case Of COVID 19 Is Suspected or Confirmed**

* No restrictions or special control measures are required while awaiting laboratory test results for COVID – 19.  No need to close the setting or send other children or staff home
* If a case is confirmed Busy Bodies would Contact the local Public Health England Protection Team who will be made available to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken.
* If the child or staff member tests positive, the rest of their immediate group within their setting should be sent home and advised to self-isolate for 14 days. For childminding settings, this applies to everyone attending your setting who came into contact with the child or staff member. The other household members of those advised to self-isolate do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms. Take appropriate steps to deputise responsibilities or arrange cover if affected members of staff fulfil designated roles, for example paediatric first aid, SENCO or safeguarding lead.

What this means for Busy Bodies?

Room – This means either upstairs or downstairs.

If a child is sent home from Busy Bodies with a temperature or a new, persistent cough then Busy Bodies will have a big clean in that room and that room will be closed until further notice. If the child has a test and that test comes back negative then that room can reopen. If the child tests positive then the whole group of children and staff from that room will be advised to self-isolate for 14 days and that room will be closed for 14 days. We cannot force parents and carers to get their child tested but it would be fantastic for us all if you would. We would then know for sure who has it and the appropriate steps to take. If the child is sent home with COVID 19 symptoms but they do not get a test then the room will remain closed for anyone who has not had a test. Once you have had a test and that test has come back negative you can then return to Busy Bodies.

James Boddey will keep you informed at all times of what is happening and what we all need to do next.

* An assessment of the setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and any adults will be based on this assessment.  The Health Protection Team will also be in contact with the patient directly to advice on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice.
* If there is a confirmed case, a risk assessment will be undertaken by the setting with advice from the local Health Protection Team.

**Staff**

* The Safeguarding Policy and Procedure has been amended during this time. All staff must read, understand and sign this amendment before resuming work.
* All Staff have read and understood this policy and procedure, the risk assessment and have an understanding of all other relevant information.
* Access to testing is available to all essential workers and this includes anyone involved in education. A test can be booked through an online digital portal. If anyone develops symptoms they should be tested. If they test negative, they can return to Busy Bodies and their fellow household members can end their self-isolation. If they test positive we will follow guidance on implementing protective measures as above.
* Staff should only attend the Pre-school if they are symptom free, have completed the required isolation period or achieved a negative test result.
* Staff who have received a letter from the government to say they need to shield will not be allowed to return to work until that shielding timeframe has ended.
* Consideration should be given to limiting the number of staff in the Pre-school at any one time to only those required to care for the expected occupancy levels on any given day.
* All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.
* Practitioners will be working different hours and in different groups  to what we were before but a consistent weekly plan has now been formulated so whilst this may be different from before it will be a new normal.
* Staff will be focused of children and cleaning as we go along.
* Staff will change clothes on arrival to Busy Bodies. They will put the clothes in a plastic bag and put the uniform on for the day. Staff are encouraged to wear Busy Bodies uniform if possible but as the tops will require washing at the end of every day this may not always be possible.
* Once the uniform is on for the day the staff will wash their hands and then be ready for the day.
* At the end of the day, once everything has been completed the staff will go back to the bathroom. They will take their clothes off and swap them for the clothes in the plastic bag. They will wash their hands.
* Once at home the clothes from the plastic bag should go into the wash to be cleaned. It is also recommended that the staff member has a shower once they are at home.
* Staff should remain within their own environment e.g. either upstairs or downstairs and avoid contact between as much as possible.
* Social Distancing must be remained during breaks, on arrival and departure.
* Staff must share key information about hygiene and share all other important information with the Managers, Owner and team members.
* Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. This being said it is important that all staff members feel comfortable and happy with the arrangements being put into place. This being said I am going to be asking all staff to use their best feelings and thoughts around the use of face masks. They will be asked to weigh up both sides of the argument for face masks and come to a conclusion for themselves. I do not feel it is my responsibility to instruct staff members to wear face masks or not as this is unfair. Instead I will provide all relevant data and research on face masks and will allow them to make the choice for themselves.
* If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

**Cleaning**

* Clean AND disinfect frequently touched surfaces throughout the day.  This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.
* Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.
* Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.
* Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
* All floor surfaces are cleaned at the end of the day using appropriate chemicals. All surfaces, door handles and other large items are cleaned using anti-bacterial wipes.
* In the kitchen area a disinfectant “bath” will be set up at the end of the day. This is to be used for small items that can be dropped into the “bath” and then put to dry for the next day. The chemicals used in this “bath” are potentially hazardous and therefore must be used safely. Training will be provided to members of staff on how to do this safely but until this training has been delivered this “bathing” will only be performed by James Boddey.
* Items that have been used outside will also either be wiped by the anti-bac wipes or brought into the “bath”.
* Supply of PPE and cleaning resources will need to be carefully managed. This will require clean communicate between the staff team to ensure we have suitable amounts of each item we require.

**All Other Policies and Procedures**

* At Busy Bodies we have over 80 different policies and procedures and most of these will be in some way (mostly in a minor way) effected by COVID 19 and our change to the provision we offer.
* Payment Policy remains the same. We will not be charging parents and carers if they can not or choose not to attend Busy Bodies Child Care Centre. We will continue to ask for a donation and whatever you can do will really help us. Your child’s place will remain till September 2020 so there is no rush to get back as your space is perfectly safe.

This Risk Assessment, The COVID 19 Policy and Procedure and all aspects of our provision during this time have been lead by government guidelines. We have followed the guidelines and guidance at all times and will continue to do so.

Important Government Guidelines:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

[https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe%C2%A0)

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings?fbclid=IwAR1gjcI7pjeQCXoRkG3_F3yqd7_CF4vgSscJZG2kjQ-xeNuwC10oLM9Pnmc>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures?fbclid=IwAR1Z9KSSUh_NzZYunejjRmH0ilBeaUg5LEpuMQ3YLsVM1N2mHxyzzj4QEy8>

This policy and procedure will be reviewed regularly and updated in line with new government guidelines and advice that is published.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed……………………………………………………….

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