

THE  OLD
SCHOOL HOUSE
DAY NURSERY
at Sancton

Updated October 2020

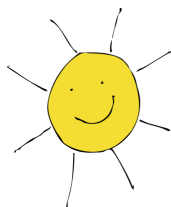
Covid-19 Policies and Procedures

The following information has been gathered from the latest Government documents:

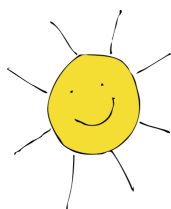
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)

It has also been informed by Guidance for Early Years Settings - COVID-19 Site Operating Procedures.

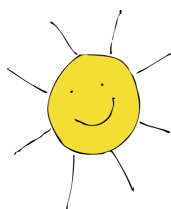
Policy	The Old School House Nursery Covid Response Policy
	<p>The absence management policy remains in place with the additional requirements:</p> <p>With the arrival of Winter and an increase in the cases of coronavirus it is more important than ever that we all take the steps to reduce the spread of infection in our workplace.</p> <p>Symptoms: The most important symptoms of Covid19 are new continuous cough, high temperature, a loss of or change in your normal sense of taste or smell.</p> <p><u>Main Messages:</u></p> <p><u>If you have Covid19 symptoms or have received a positive test result you MUST</u></p> <ul style="list-style-type: none"> • Stay at home and begin to self isolate for 10 days from when your symptoms start • Arrange to have a test for Covid19 • The result of the test should be emailed to the nursery and will determine how long you must stay at home and self isolate. • A positive test means you must complete a 10 day isolation period. If your test is negative you can stop self isolating and return to work as soon as you are well enough to do so. • If you do not have symptoms but have tested positive for Covid19 you must stay at home and self isolate for 10 days FROM THE DAY THE TEST WAS TAKEN. If you develop symptoms after your test restart your 10 day isolation period from the day the symptoms start. <p><u>If you live in the same household as someone who has tested positive with Covid19</u></p> <ul style="list-style-type: none"> • Stay at home for 14 days. The 14 day period starts from the day the first person in your household developed symptoms or from the day their positive test was taken.



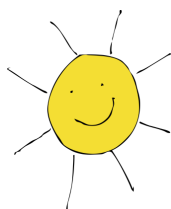
Policy	The Old School House Nursery Covid Response Policy
<p>Absence Management Procedure</p>	<ul style="list-style-type: none"> • If you do not have symptoms of Covid19 yourself YOU DO NOT NEED A TEST only arrange a test if you develop symptoms. • If you develop symptoms and your test result is positive you need to stay at home and self isolate for 10 days from when your symptoms started. <p><u>If you have a negative Covid19 test this means the test did not find Covid at the time the test was taken you can stop self isolating as long as</u></p> <ul style="list-style-type: none"> • You are well • No one in your household has symptoms • You have not arrived in to the UK from a non exempt country in the last 14 days <p>Staff members are asked to send in an isolation note as proof to stay off work because of coronavirus rather than a GP note. These are available from https://111.nhs.uk/isolation-note/</p> <p>Return to work: all staff will be asked to complete a health declaration form on their return to work and after any episodes of illness to state that they are now fit and well, have no other symptoms and have isolated for the timescales set by the Government.</p> <p>Coronavirus Job Retention Scheme (CJRS): From 1st November the extended job support scheme will pay any employee who can not go to work because our business is closed under the very high tier three coronavirus restrictions.</p> <p>The job support scheme will also help employees who are put on part time hours due to changes in occupancy levels at the nursery. This is a 6 month scheme starting on the 1st November.</p>



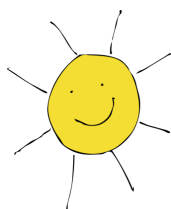
Policy	The Old School House Nursery Covid Response Policy
Admissions	<p>Children who have displayed Covid19 symptoms, had a test and the test is negative will not be allowed to return to nursery for a period of 7 days from the start of their symptoms. This is to give the child time to recover from their symptoms.</p> <p>If a child develops further Covid19 symptoms after they have received a negative result they will need to self isolate and a second test should be taken.</p> <p>If a child develops Covid19 symptoms and has a positive test result they should self isolate for a period of 10 days. All other members of your household should self isolate for 14 days (see Government advice).</p> <p>When a child develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days.</p> <p>Staff and children in all early years' settings are eligible for testing if they become ill with coronavirus symptoms, as will members of their household. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible. Positive tests will be reported to HSE.</p> <p>Information regarding the latest symptom of coronavirus a loss of, or change in, your normal sense of taste or smell (anosmia) – It will be very difficult to recognise this symptom in young children and they often go off food and drink for many reasons including when teething. It is advised that if a child does refuse food/drink at nursery you inform parents in the usual way and ask them to monitor this alongside any other coronavirus symptoms.</p>



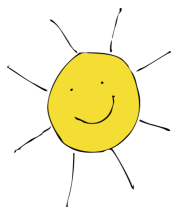
Policy	The Old School House Nursery Covid Response Policy
Arrivals and departures	<ul style="list-style-type: none"> • ALL designated adults who are collecting or dropping off children are required to wear a face mask or visor whilst they are on nursery premises • Families will have one designated adult to carry out the drop off and collection of their child to minimise the number of adults in the setting. We will work together with you to ensure your child can be welcomed and settled by a familiar adult. This may involve having a safe space where key children are dropped off/collected around the same time and then transferred to their base room together • Key staff will have registers, so attendance can be marked immediately on entry • Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child • All parent/carers are asked to follow safe social distancing when dropping and collecting children. There will be safe distancing measures at the setting to show these <p>Arrivals / Departures</p> <ul style="list-style-type: none"> • The gates will be open between the hours of 7.30 a.m. and 9.30 a.m. and 4.00 p.m. to 6.00 p.m.. Parents should make their way to their child's base room. If you are dropping off or collecting from the Bumble Bee Room you will be required to exit the nursery grounds via the church path which will lead you back to the car park. If children are playing out we will meet and greet at the gate. <p>Whilst parents are waiting it is important to maintain social distancing by keeping a distance of 2 metres apart.</p>



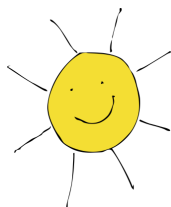
Policy	The Old School House Nursery Covid Response Policy
	<p>We will give you a limited handover unless there is an important issue to discuss. If you would like to arrange a call back from one of the staff members in your child's room please email your child's room and we can arrange that for you.</p> <p><u>Car Park</u></p> <p>The car park will get very busy and we have limited parking spaces therefore you are required to collect your child and then move off the premises to allow other families to collect their child.</p>
Bereavement	<p>We recognise that children and their families may have experienced grief and loss of close family members, or friends, during the pandemic. We understand that this is not only a difficult time for families, but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person is no longer around.</p> <p>We will aim to meet with each family virtually prior to coming back to the setting, to discuss any bereavements that may have happened during the lockdown period and work with them to support the child the best we can.</p> <p>We will also signpost to other agencies should further support be required.</p>
Caring for Babies and Toddlers	<p>This policy will continue to be in place with the following additions:</p> <ul style="list-style-type: none"> • Increased frequency of cleaning; toys sterilised after use, any toys/equipment/r • resources that cannot be easily cleaned e.g. soft toys will not be used during this time • Use of PPE will be used for nappies, toilet accidents etc. Staff required to use PPE will be provided with adequate training.



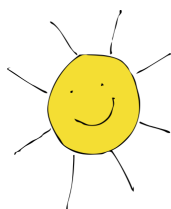
Policy	The Old School House Nursery Covid Response Policy
	<ul style="list-style-type: none"> • There will be safe distancing of coracles/sleep mats and these will be washed down after each child has had a sleep. Bedding and sheets will be washed daily. • Items such as towels, flannels and bedding will not be shared by children • Children will be supervised at all times when eating/drinking to ensure that they do not share cups/utensils or food • Outdoor shoes will be removed inside • Parents are not permitted to leave travel accessories including buggies, car seats, and scooters in the setting.
Child registration form	<p>All contact details need to be checked daily to ensure that they are all correct. We will be asking you to provide us with contact numbers for the day in case of emergency each time you come to the nursery.</p>
Critical incident	<p>The nursery will follow the critical incident policy for national outbreaks of infection/health pandemics.</p> <p>In addition, it will continue to follow all government guidelines regarding Covid -19 and keep staff and parents up to date with any changes. This includes following any procedures if the virus spread across the setting and/or the infection rates were to increase again. Further information can be found at www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p>
Early Learning Opportunities Statement	<p>As of 1st November, 2020 staff will carry out one observation per month per child based on the Early Learning Goals. Progress checks will continue from the 1st November and Ofsted are currently pausing routine inspections until January 2021.</p>



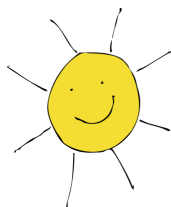
Policy	The Old School House Nursery Covid Response Policy
<p>Equipment and Resources</p>	<p>We will carry out more frequent cleaning of toys and resources (at least twice daily and where children have explored anything with their mouths).</p> <p>Equipment and resources that cannot be easily cleaned, for example soft toys, will not be put out during this time. Any unnecessary items in rooms will be stored elsewhere, where possible.</p> <p>Children will be discouraged from bringing items from home into the setting unless it is absolutely essential for their well-being. Where this is the case items should be appropriately cleaned upon arrival.</p>
<p>Family Friendly Policy</p>	<p>We will continue to monitor advice regarding any pregnant members of staff returning to work, in these cases we will ensure specific risk assessments are in place.</p> <p>As per government guidelines, a child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can still continue to attend their childcare setting.</p>
<p>Health and safety</p>	<p>Risk assessment: We will carry out a full risk assessment before opening. This assessment directly addresses risks associated with coronavirus (COVID-19), so that the right measures can be put in place to control those risks for children, their families and staff.</p> <p>We will consult all employees on health and safety, and so they are best placed to understand the risks in nursery.</p> <p>Social distancing: The early years sector know that unlike older children and adults, babies and young children cannot be expected to remain two metres apart from each other and staff. The government guidelines acknowledges this through advising grouping measures that are in place. Addendums to</p>



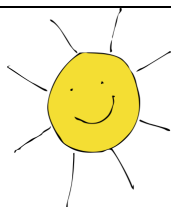
Policy	The Old School House Nursery Covid Response Policy
	<p>policies and procedures have been put in place to help minimise the risk of infection through avoiding contact with anyone with symptoms, frequent hand cleaning and good respiratory hygiene practices; regular cleaning of settings, minimising contact and mixing, where possible.</p> <p>COSHH assessment: We will ensure that a COSHH assessment is completed for any intended use of bleach and disinfectant products used on site.</p> <p>Personal protective equipment (PPE): Government guidance is that PPE is not required for general use in early year's settings to protect against COVID- 19 transmission. PPE will be continued to be worn as normal for nappy changing and the administration of paediatric first aid. PPE will also be worn by staff caring for a sick child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs.) This includes a specific type of mask and eye shield. Where appropriate staff will be provided with adequate training on the use of PPE.</p> <p>Face covering: We require all parents to wear face coverings as they arrive and depart from the nursery. All staff members should wear a face shield on meet and greet. Face visors should be only worn by the staff member and should be cleaned down.</p> <p>Essential supplies: We will ensure an adequate supply of essential supplies by ordering in advance. Contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be not be able to operate without essential supplies required for the management of infection control.</p> <p>A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it, as and when required to meet the operational needs of the setting.</p>



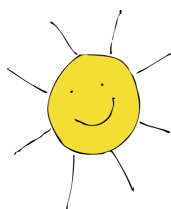
Policy	The Old School House Nursery Covid Response Policy
	In case the supply of food is interrupted, procedures will be implemented to ensure appropriate and sufficient food alternatives are sourced, and normal food safety, and hygiene, processes are followed.
Infection control	<p>We will continue to implement our infection control policy, through maintaining high hygiene standards and reducing the chances of infection being spread.</p> <p>In addition to this we will:</p> <ul style="list-style-type: none"> • Implement robust handwashing routines with extra stations, where possible. Hands will be washed thoroughly for 20 seconds with running water and soap, and dried thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered • Staff should wash hands before entering other rooms or parts of the nursery. • Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing • Encourage staff and, where age/stage appropriate, children not to touch their mouth, eyes and nose (consider face washing with children where appropriate) • Ensure good respiratory hygiene - use a tissue or elbow to cough or sneeze and use bins for tissue waste; promoting the 'catch it, bin it, kill it' approach for all staff and children • Ensure that help is available for children who have trouble cleaning their hands independently • Encourage young children to learn and practise these habits through games, songs and repetition • Ensure that lidded bins for tissues are emptied throughout the day • Clean frequently touched surfaces often using standard products, such as detergents and bleach (including surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks; wiping down toilets after each use, light switches, bannisters) • Where possible, ensure spaces are well ventilated using natural ventilation (opening windows) or ventilation units • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation



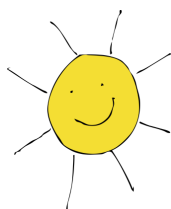
Policy	The Old School House Nursery Covid Response Policy
	<ul style="list-style-type: none"> • Take steps to ensure symptomatic individuals do not attend nursery • Minimise contact and mixing as much as possible (such as by staggered break/meal times, keeping staff and children in smaller consistent groups, ensuring that the same staff are assigned to each group as far as possible and keep children in the same rooms/areas/outdoor area throughout the day) • Ensure play equipment is appropriately cleaned between groups of children using it and that multiple groups do not use it simultaneously. <p>Children's temperatures</p> <p>We remind parents and staff to follow national advice on Covid-19 symptoms. We ask all staff and parents to follow government advice if anyone in their household displays any symptoms. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Anyone showing signs of coronavirus are advised to not leave their home for at least 7 days and anyone they live with should not leave their home for 14 days. This will be applied for any child, staff or family members accessing nursery.</p> <p>Staff and children in all early years' settings will be eligible for coronavirus testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare setting, and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting.</p> <p>We will work with staff and families where testing is required to arrange for this as soon as possible and ensure isolation periods are followed for all staff and children effected. See more details regarding this at</p>



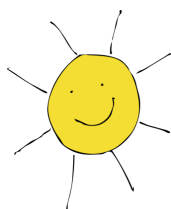
Policy	The Old School House Nursery Covid Response Policy
	<p>www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p><u>If a child has a high temperature of 38+ degrees whilst at nursery, parents will be called immediately. Children can return to nursery once the temperature can be controlled without Calpol and they are well enough to return. If your child develops Covid19 symptoms you should seek guidance from 111</u></p> <p>Children Attending more than one setting</p> <p>We will allow children to attend our nursery and another setting as long as we have received a copy of the setting risk assessment and details of the setting and days the child attends. These measures are in place to ensure that children who attend other settings are not at risk of spreading the Covid 19 infection to The Old School House Nursery.</p>
Intimate Care	<p>We will continue to ensure that all children's intimate care routines are met following safe practices, as stipulated in the health and safety and infection control policies, including the use of PPE.</p>
Medication	<p>If anyone becomes unwell whilst at nursery, we will contact their parent/carer immediately and they will be sent home. Due to the nature of Covid-19, a key symptom of which is a high temperature, non-prescribed medication including calpol will not be administrated unless in emergency situations (with prior permission).</p> <p>Prescribed medication will be reviewed on a case-by-case basis, taking into account the reason for the medication and the safety for the child and member of staff administrating it. For this, online permissions will be requested where possible.</p>



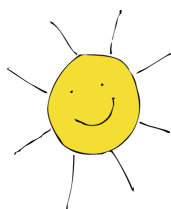
Policy	The Old School House Nursery Covid Response Policy
	You can obtain a copy of our medicine form from our website. Please go to the contact us page and scroll down to Nursery Forms. You will need to print off this form , complete and then bring to nursery with your child's medication.
Nutrition and Mealtimes	<p>We are committed to offering children healthy, nutritious and balanced meals and snacks which meet individual needs and requirements, and we will continue to follow this policy. After this time there may be some changes to the set menus on offer. We will communicate any changes to you.</p> <p>Fresh drinking water is always available and accessible, and we will ensure that cups are cleaned after each use and not shared. We will no longer be allowing children to use sports cups.</p> <p>Children will be supervised at all times when eating/drinking, to ensure that they do not share cup/utensils or food.</p>
Outdoor play	<p>We will be staggering outdoors time through our Rhythm of the Day programme to allow for smaller groups of children going out to play at any one time.</p> <p>Small groups of children will be taken outside on short walks away from the general public, where possible, and maintaining social distancing from others. Hands will be washed on return to the nursery.</p> <p>Outdoor equipment will only be used where we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</p>
Parents and Carers as Partners	There will be some amendments needed to this policy as we minimise the time parents spend at the nursery. We will communicate via telephone, email and our usual online channels and ask you to do the same to share information about your child. Staff will maintain safe distancing when sharing



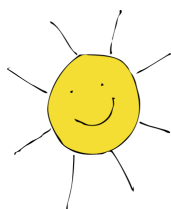
Policy	The Old School House Nursery Covid Response Policy
	<p>information about your child's day. We may contact you via phone or video conferencing to discuss any other matters rather than face-to-face.</p> <p>Nursery events/parent evenings will not take place in the nursery during this time and we will keep you updated as government guidelines change.</p>
<p>Parent terms and conditions</p>	<p>There may be some changes made to your terms and conditions and information regarding this will be communicated to you.</p> <p>In particular we would like to draw parent's attention to Clause 11.2, as a reminder.</p> <p>11.2: If the Child is suffering from a communicable illness, he/she should not be brought to the nursery until such time as the infection has cleared. A full copy of our infection control policy is available from the nursery manager. Please refer to the illness/communicable disease list, supplied in your information, on minimum periods of exclusion from the nursery.</p> <p>This includes the signs and symptoms of Covid-19.</p>
<p>Promoting positive behaviour</p>	<p>The behaviour policy remains in place and will be followed. However, it is acknowledged that children have experienced big changes during this pandemic and this could result in changes to their behaviour. This will be monitored and the policy will be reviewed in line with this, where required.</p>
<p>Safe and healthy nursery</p>	<p>We will follow our safe and healthy nursery policy with the following additional procedures:</p> <p>Personal hygiene: Staff are reminded to ensure personal hygiene at all times, including washing hands as they enter the building and periodically throughout the day (see infection control policy addendum.)</p>



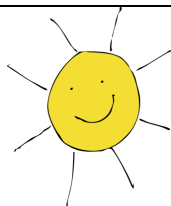
Policy	The Old School House Nursery Covid Response Policy
	<p>Cleaning: Staff are asked to support the continued cleaning of the nursery throughout the day e.g. toilets, wiping light switches, kitchen areas.</p> <p>Staff breaks: All staff breaks will be staggered to minimise the number staff in the staff room at one time and ensure social distancing. Staff are encouraged to stay in at break times, where possible.</p> <p>Use of offices: Only used by Sally or Katie.</p> <p>Staff equipment: Equipment used by staff such as stationary, tablets etc. will be allocated to each room, and cleaned regularly.</p> <p>Uniform: Staff are asked to wear a clean uniform each day.</p> <p>Travelling to work: Staff are encouraged to drive alone, walk or cycle to work and avoid public transport at peak times, where possible. We will advise staff of the guidance on precautionary measures to be taken when travelling using public transport. Staff will no longer park in the car park to allow for additional parking spaces for parents.</p> <p>Essential supplies: We will ensure an adequate supply of essential supplies by ordering in advance and have contingency plans in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control.</p>
<p>Safe and respectful care</p>	<p>We will continue to follow this procedure with the exception of when a child is ill. We will follow the sickness and illness addendum, which advises to care for the child in an isolated room with the door closed, where possible. This will still be in line with our safeguarding policy.</p>
<p>Safeguarding Children</p>	<p>We will continue to follow our comprehensive safeguarding policy and procedure.</p> <p>In addition, we will follow the specific government Covid-19 safeguarding in schools document: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</p>



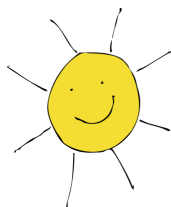
Policy	The Old School House Nursery Covid Response Policy
<p>Settling In</p>	<p>We will work with all families that have not attended the setting during the lockdown period to arrange suitable settling times at our Saturday show around days.</p> <p>We require the following</p> <ul style="list-style-type: none"> • Only one parent should attend with the child who attends the setting. No other family members will be allowed. • You should arrive promptly for your visit and wait in the car park for a staff member to come and collect you. • Your first visit will last approximately 45 minutes and your second visit will be one hour where your child stays on their own. • If your child is unwell you must not bring them in to the setting and contact us to reschedule your settling in visits. <p>The settling in policy for new children will be adapted during the pandemic based on the individual needs of the children and staff at nursery. We may have to suspend these or, where possible have an online video calls prior to children starting so you can talk through your child's needs with a member of the team. Most of the information will be gathered over the telephone and on the admission form to limit the time spent in the setting.</p> <p>Once children are settled parents will be asked to follow the same drop off/collection procedures as the other children, maintaining safe distancing between them and others (see arrival and departure policy.)</p>
<p>Sickness and Illness</p>	<p>If anyone becomes unwell whilst at nursery with a new, continuous cough or a high temperature, we will contact their parent/carer immediately. The child will be sent home and advised to follow the COVID-19: Guidance for households with possible coronavirus infection.</p>



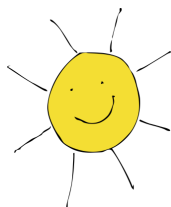
Policy	The Old School House Nursery Covid Response Policy
	<p>Whilst the child is awaiting collection they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child, and with appropriate adult supervision (ensuring safeguarding and PPE procedures are met.)</p> <p>Ideally, a window will be opened for ventilation. Where it is not possible to isolate them, they will be moved to an area which is at least two metres away from other people. They will be comforted and reassured whilst waiting for collection, as per our usual policy.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected, using standard cleaning products, before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs.)</p> <p>In an emergency staff will call a manager and 999 if they are seriously ill, injured or their life is at risk.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below.) They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left, will reduce the risk of passing the infection on to other people. Further information about cleaning the room used for isolation can be found at https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>



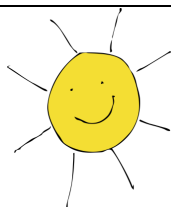
Policy	The Old School House Nursery Covid Response Policy
Systems of Control	<p>The system of controls provides us with a set of principles that when followed will effectively minimise risks. All elements of the system of controls are essential. Where something is essential for public health reasons as advised by PHE we have said must. Where there is a legal requirement we have said must. Our systems of control are grouped in to two sections so one of them is PREVENTION and the other one is RESPONSE TO ANY INFECTION.</p> <p><u>PREVENTION</u></p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend the nursery. 2. Use of face coverings 3. Must clean hands thoroughly more than usual 4. Must ensure good respiratory hygiene by promoting the catch it, bin it, kill it approach 5. Must carry out enhanced cleaning including cleaning of frequently touched surfaces using products such as detergents purchased by the nursery. 6. Minimise contact between groups where possible. 7. Where necessary wear appropriate PPE <p><u>RESPONSE TO ANY INFECTION</u></p> <ol style="list-style-type: none"> 1. Engage with NHS Test and Trace Process 2. Manage confirmed cases of coronavirus 3. Contain any outbreak by following local health protection team advice and notifying Families Information Service on 01482 396469 4. Notify Ofsted
Special Educational	<p>Vulnerable children continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (for children with education health and care (EHC) plans this will be informed by a risk assessment approach.)</p>



Policy	The Old School House Nursery Covid Response Policy
Needs and Disabilities (SEND)	<p>Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions, have been advised to shield and are not expected to attend nursery. They should continue to be supported to learn at home, as much as possible.</p> <p>Assessment for all children will take place gradually over the next few months with a strong focus on re-settling children. Strategies and support will be put in place for any children with noticeable gaps in development progress.</p> <p>Staff will carry out initial record of concern for any children who have been flagged as needing further observation.</p>
Staff development and Training	<p>The training records of all staff members will be checked and any expired mandatory training that is required (including safeguarding, paediatric first aid, food hygiene) will be planned as soon as possible.</p> <p>Where possible, meetings and training sessions should be conducted through virtual conferencing.</p> <p>All staff members will receive appropriate instructions, and training, in the policy and procedure addendums; infection control, the standard operating procedures and risk assessments within which they will be operating.</p>
Supervision of Visitors	<p>Attendance to the setting will be restricted to children and staff where practicable.</p> <p>Visitors will only be allowed to enter where prior permission has been granted and that they are not displaying any symptoms of coronavirus. They will be asked to sign a declaration form. The supervision of visitor's policy will be followed in these cases.</p>



Policy	The Old School House Nursery Covid Response Policy
	<p>Suppliers such as food deliveries will be asked not to enter the nursery but to make other arrangements, for example to ring the bell and leave the delivery at the door. Where essential visitors e.g. building maintenance, are required these will be made outside of the usual nursery operational hours where possible.</p> <p>Show rounds for prospective parents are now done on a Saturday when the nursery is empty.</p>
Visits and outings	<p>To help ensure the safety of staff and children no external visits and outings from the nursery setting will take place during this pandemic. This will be reviewed in line with government guidelines.</p> <p>Small groups of children will be taken outside on short walks away from the general public, where possible, and maintaining social distancing from others. Hands will be washed on return to the nursery.</p>
Well-being in the nursery	<p>Children are supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. Staff will help them to understand the changes and challenges they may have/be encountering as a result of Covid-19 through play, discussions and stories.</p> <p>Staff are aware of the importance of attachments and that some children may experience separation anxieties during this time. They will work with parents to ensure they help to ease the transition back to nursery and give children the emotional support they need at this time.</p> <p>Please also refer to the bereavement policy.</p>
Well-being for staff	<p>Managers/leaders are very conscious of the well-being of all staff during the pandemic and now the worries as they return to caring for children. Regular meetings/supervisions will be planned to support</p>



Policy	The Old School House Nursery Covid Response Policy
	<p>staff. Discussions will take place around the need for flexible working practices in a way that promotes good work-life balance and supports the nursery business.</p> <p>Having a good communication policy and, sharing plans and risk assessments will help to manage anxieties about returning to work. Staff workloads will be carefully managed during this time with the emphasis on playing with the children; settling them back in, offering lots of support and reassurance.</p>

