



**ABBOTTS ANN NURSERY SCHOOL**  
War Memorial Village Hall, Duck Street, Abbots Ann, Hampshire SP11 7AZ  
Tel: 01264 710254 Email: abbottsannns@yahoo.co.uk



Covid-19 Response  
Policy and Procedures





# ABBOTTS ANN NURSERY SCHOOL

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## Covid-19 Response Policy and Procedures

This document is for all service users including, but not limited to, parents, children and members of staff.

Since March 23<sup>rd</sup> 2020, Early Years Education has seen several significant changes implemented in order to combat the risk of transmission of Covid-19. Fortunately, because of the huge and consistent effort by everyone to support the government with social distancing, increased hand washing and generally following their guidance, restrictions are slowly being lifted.

This document seeks to provide clear and detailed information about how AANS will be operating during this pandemic. We are committed to keeping all our service users and colleagues safe and well, and will continue to do this in line with the latest government guidance.

It is important to note our policies and procedures are likely to change frequently as and when guidance changes, and through our reflective practise. We will ensure we keep all service users updated with any changes.

All guidance that has been used to form our policies and procedures are included at the end of this document. We strongly advise you to seek further information from them so you can make informed decisions for you and your family.

If you have any questions, please contact us.

Warmest wishes

AANS



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## 0. Deciding to send your child to AANS

From September 2020 we will have 24 spaces available and a waiting list in operation. Waiting list spaces will be allocated in order of priority and not necessarily in order of application as per government guidance.

The order of priority is as follows:

1. Children of critical workers and vulnerable children (all age groups)
2. Children who will be starting school in September 2021.
3. Children who will be starting school in September 2022.
4. Our other 2-year olds.

### 0.1 CHILDREN WHO ATTEND OTHER PROVISIONS INCLUDING CHILDMINDERS

- Current guidance says children should only attend one setting to minimise contact between groups of staff and children.

It is our policy not to provide provision to children using more than one setting including children who are cared for by childminders. This is to ensure the number of people mixing is kept to an absolute minimum.

#### 1. Change to opening hours

We operate during term time and will be open from **0930-1430 Monday – Friday**. This facilitates cleaning prior to opening and supports members of staff taking their own children to school safely and arriving at AANS in time to welcome our AANS families. Furthermore, it enables us to thoroughly clean at the end of each day and enables members of staff to collect their children from school safely and with adequate time.

##### 1.1 DROP OFF TIMES

Families can bring their children to nursery at the agreed start time for their child/ren.

##### 1.2 PICK UP TIMES

Families are able to collect their children at the agreed finish time for their child/ren. Please do arrive promptly to collect your child.

*Please note due to social distancing measures in place, 'Drop-offs' and 'Pick-ups' may be a little slower.*

## 2. Numbers and Roles

This section sets out how many children and staff the setting will be accommodating and how staff self-isolation could impact our provision.



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## 2.1 Child:Staff Ratios

The statutory ratios are 1:4 (2 year olds) 1:8 (3 years +) these remain in place and will not be exceeded as far as possible.

Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios will be based on a risk assessment approach and with the authorisation of the manager having sought advice from the Local Authority. Otherwise the following procedure applies.

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:

- where members of staff have their own children with them at the setting, the age of the child must not fall below our minimum registered age of 2 years old. Children under 8 will count in ratio.
- where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with the manager
- where members of staff have their own children with them at setting they will only be able to do so if by doing so does not put our setting over ratio.

## 2.2 Number of children

From June 1<sup>st</sup> 2020 – July 20<sup>th</sup> 2020 early years settings were expected to ensure they had no more than 16 children in a group and to use statutory ratios to create smaller groups where possible. From 20 July, early years settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes. AANS is registered to have 30 children in setting at any one time, however we will not exceed 24.

## 2.3 Number of staff

All members of staff will return during September 2020 and staffing levels will return to normal.

## 2.4 Staff Roles

Pre-covid staff roles will resume from September 2020.

## 2.5 Priority Children

From 20 July, normal group sizes can resume so all children should be able to and are encouraged to attend as normal. This means prioritisation of children should no longer be necessary with the exception of waiting a list.



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If there is a need to prioritise places (for example, if we became oversubscribed, or unable to operate at full capacity), we will give priority access to our provision to children of critical workers and vulnerable children irrespective of their age; then all school transition children and subsequently all other 3 and 4 year olds and then all other 2 year olds.

The process looks like this:

1. Children of critical workers and vulnerable children (all age groups)
2. Children who will be starting school in September 2020.
3. Children who will be starting school in September 2021.
4. Our other 2-year olds.

Once spaces have been allocated if there are any remaining, we will allocate in order of application.

## 2.6 Staff Self-isolation

- Staff self-isolations are less likely to impact our offer of EY provision from September 2020 compared to June-July 2020, however it remains a very real possibility.
- In such events we may need to temporarily withdraw provision to some families and will prioritise CWV children for continued provision. Furthermore, we will seek guidance from the Local Authority (LA) where necessary, to support any affected families.
- We will liaise with parents/carers at the earliest opportunity if staff absence will impact their child's ability to attend.
- We will not fall outside of government requirements. If we do not have enough staff to offer EY provision, we will seek to ask local settings if their staff could help (see below **4**) and will seek guidance from the LA.
- Should this not possible it is likely we would close but would not do so before consulting our LA; and will inform all families at the earliest opportunity. (SfYC, Ofsted and insurance would need to be informed).

## 3. Social Distancing

### 3.1 CHILDREN WHO ATTEND OTHER PROVISIONS INCLUDING CHILDMINDERS

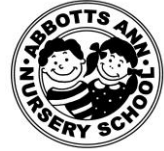
- Updated guidance remains clear saying "Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently."
- It is our policy not to provide provision to children using more than one setting including children who are cared for by childminders. This is to ensure the numbers of people mixing is kept to an absolute minimum.



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## 3.2 DROP OFF AND PICK

- Parent/carers are encouraged to walk/cycle to nursery as long as it is safe and practical for them to do so.
- Our carpark will not be in use for parking in as it is used for queuing in line with social distancing requirements.
- The main gates will be open at drop off to ensure there is plenty of space to keep 2 metres apart. There will be a notice board placed in the gate line to prevent cars from parking.
- Only **ONE** parent/carer may accompany their child to the setting. Any other adult must not come on to the settings grounds.
- Families will queue 2 metres apart when waiting and are guided by markings/markers.
- Parents/carers are unable to enter the building unless it is absolutely necessary. As such children will be welcomed into nursery at the front door.
- The parent will exit the playground away from the queuing families.

## 3.3 STAFF

- Staff are advised to stay apart from each other as much as possible.

## 3.4 CHILDREN

- It is not practical (or humane) to keep a 2-metre distance from young children; we are required to do what we can whilst ensuring all our children remain safe and well cared for.
- Children will continue to be cared for and nurtured warmly, including physical contact as and when needed/wanted; to ensure that children's personal and emotional wellbeing is supported as best as possible.

## 3.5 SHARING RESOURCES

- Children will be sharing resources. However, with the enhanced hygiene practices implemented, risks of transmission remain low.
- *Please do not bring any toys in from home.*

## 3.6 ACCESS TO OUTSIDE

- During set times children can choose whether they would like to play inside or outside.





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- For the foreseeable future we will not use the front garden due a public footpath running directly along the outside of the fence.
- For the foreseeable future we will section off the playground (car park) as a public foot path runs directly along the outside of the fence.

### 3.7 PLAY-PARK APPARATUS

- Play-parks are now open for use again, as such we may make use of our on-site public play park. When we do, we will ensure children's and staff hands are cleaned before and after use. We will continue to have exclusive use during these times by locking the gates.

## 4. Staff supporting from other settings

Updated guidance says staff should limit the number of settings they attend, and ideally should attend the same setting consistently. It may be necessary for staff from other settings to attend a different one.

### 4.1 DOCUMENTS NEEDED

- Evidence of identity, suitability and qualification needed.

### 4.2 DBS UPDATE SERVICE

- If a DBS Update Service is available and suitable, then regulated activities are allowed.
- They can be included in ratios.

### 4.3 DBS BUT NO UPDATE SERVICE

- If only a DBS is available and is suitable, they will not be included in regulated activity.
- They can be included in ratios.
- They will not be left alone with children at any time.

### 4.4 INFORMING PARENTS

- Parents using our setting will be notified if we have support from another setting.
- Parents will be informed about that capacity in which the other settings staff will be supporting us.



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## 5. Health and Hygiene including cleaning practices

### 5.1 DISPLAYING SYMPTOMS

a new continuous cough

a high temperature

a loss of, or change in, your normal sense of taste or smell (anosmia)

- All persons are prohibited from coming into nursery or being on nursery grounds if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days. *Anyone developing these symptoms during the day will be sent home.*
- They and their family should follow self-isolation guidance.

### 5.2 TAKING TEMPERATURES

- We will not be taking children's temperatures every morning or throughout the day.
- Public Health England's guidance is that routine testing of an individual's temperature is not a reliable method for identifying coronavirus and there is no need for anything other than normal personal hygiene and washing of clothes following a day in a childcare setting.
- We will take a child's temperature if they appear unwell or if we or they are concerned.

### 5.3 BEFORE ENTERING THE PLAY AREA

- Children will have hand-gel applied to their hands before being allowed to go through the internal gate into the play area.

### 5.4 DROP OFF

- Children will be welcomed in from their parents one at a time in turn from the 'Welcome Square' in front of the entrance
- We will then support your child in hanging up their coat and bag.
- Children will wash their hands before playing.

### 5.5 WASHING HANDS

- Children and staff will frequently wash their hands for 20 seconds or use hand-gel (as appropriate); especially before eating and drinking and after using the toilets.

### 5.6 CATCH IT, BIN IT, KILL IT



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- There will be ongoing encouragement and support throughout sessions for children and staff to catch coughs and sneezes in tissues and bin them.
- Children and staff will then wash their hands thoroughly for 20 seconds or use hand-gel (as appropriate.)
- We will also encourage the catching of coughs and sneezes in the crook of one's elbow.

## 5.7 FACES

- We will support children in not touching their faces.
- Staff will support each other not to touch their own faces.

## 5.8 ITEMS FROM HOME

### 5.8 a TOYS

- Toys, books, treasure and anything else that may be played with from home **are not** permitted in setting until further notice.

### 5.8 b COMFORTERS

- Where a child needs to bring a comforter, they may do so as long as it is absolutely needed. A name zip lock bag or a named lidded container must be provided for the item to be stored in safely when not required.

### 5.8 c REQUIRED ITEMS

- Children should continue to bring changes of clothes in their nursery bag along with nappies, wipes and nappy cream where applicable.
- Children should bring a named water bottle containing water.
- Children will need their own pair of named wellie boots. They can be taken home daily or can stay at nursery. Children will not be sharing wellies for the foreseeable future.

## 5.9 SURFACES, FURNISHINGS AND EQUIPMENT

- Surfaces, furnishings, and equipment will be cleaned thoroughly before, after and throughout the session.
- The use of soft toys and soft un-wipeable furnishings will not be used for the foreseeable future.
- Sand, water, and playdough will continue to be on offer.
  - o Sand will be heat treated in the oven after use.



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- Fresh playdoh will be used every morning and afternoon and will be thrown away after each use.
- Each child will have their own set of waterproofs allocated to them. They will be labelled and stored on the waterproof's trolley. They will be cleaned using antibacterial spray and a member of staff will wash them as and when needed.

## 5.10 FACE COVERINGS

### 5.10 a CHILDREN

- Face coverings are currently not recommended for use in childcare and other educational settings.
- Young children are unable to use face coverings in a safe way and therefore the government does not recommend them being used.
- Should a parent wish their child to wear face coverings in setting, they are responsible for providing a bank of disposable or re-usable face coverings for the frequent changing of them during session. i.e **every time** the child touches it or when it becomes damp.
- We strongly advise parents considering keeping their child at home if they feel their child should be wearing a face covering.
- Any disposable face coverings that children arrive wearing should be placed in a refuse bag and will be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus.
- Any homemade non-disposable face coverings that children are wearing when they arrive at the setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them to take it home. The wearer must then clean their hands.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

### 5.10 b STAFF

- Face coverings are currently not recommended for use in childcare and other educational settings.



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- Whilst we are not required to wear face coverings, we are sympathetic towards staff personal choices; and staff may wear them with condition.
- Staff members preferring to wear a face covering may do so only if they are able to handle it safely and it is visually child friendly.
- Any disposable face coverings that staff arrive wearing should be placed in a refuse bag and will be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus.
- Any non-disposable face coverings that staff are wearing when they arrive at the setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.
- Any staff wishing to wear re-usable or disposable masks in setting will need to have a bank of them to replace them throughout the day. i.e **every time** it is touched and when it becomes damp.
- Used re-usable masks must be placed inside a plastic bag and taken home to be washed.
- Disposable masks must be disposed of with normal refuse unless the person wearing it is symptomatic.
- Staff wishing to wear a face covering, may wish to consider wearing a face shield instead.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

## 5.11 FOOD

### Snack

- Snack will be prepared solely by an adult for the foreseeable future.
- Snack will be pre-portioned and served to children once they are seated at tables for the foreseeable future.
- Adults will continue to up-hold our high standards of hygiene.
- Children will wash their hands before and after eating.
- Tables will not be over-crowded.

### Lunch



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- Children and staff will wash their hands before and after eating.
- Children will be supported to access their lunch from their lunchboxes.
- Children's lunchboxes will ideally be plastic containers or another wipeable material.
- Staff will continue to be good role-models and will model good hygiene.
- Tables will not be over-crowded.

## 5.12 NAPPIES AND TOILETS

- Staff will wear PPE when attending to toileting needs, as is standard.
- Toilets and hand washing areas will be cleaned after each use.
- The nappy changing unit will be cleaned in between each child, as is standard.
- All children will continue to be supported to wash their hands after using the toilet and after having their nappy changed.

## 5.13 BEHAVIOUR- SPITTING/BITING

This pandemic continues to be an unsettling time for many people including young children, and we remain alert to the emotional well-being of all our children who may be affected by the disruption to their normal routine.

- We continue to promote positive behaviour.
- We continue to work through 'unwanted' behaviour through discussion.
- Where a child's behaviour gives cause for concern, we will 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 our behaviour policy are adhered to.
- If a child bites and or spits we will work with the child, parents and other professionals where appropriate. After seeking advice from all parties, it may be decided that the child will be unable to attend in the interest of all service user's safety.

## 6. Emergency Contact List

- Parents are provided with an emergency contact list which we may request to be updated monthly.
- When applicable, no one shielding, extremely clinically vulnerable, clinically vulnerable may be an emergency contact.
- People must be listed in the order in which they are to be contacted. *(Please include yourself in the order you want to be contacted.)*



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- People listed must be aware we have their contact details and may call upon them.
- People listed must be contactable and local

## 7. Developing Symptoms on site

a new continuous cough

a high temperature

a loss of, or change in, your normal sense of taste or smell (anosmia)

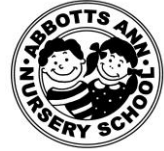
- If a child or adult develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days.
- Their fellow household members should self-isolate for 14 days.
- Guidance states staff and children who are attending our setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.
- Where the child or adult tests negative, they can return to our setting and their fellow household members can end their self-isolation.
- Where the child or adult tests positive, the rest of our setting will be sent home and advised to self-isolate for 14 days. Other household members do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.
- For confirmed cases of a notifiable disease and Coronavirus we will contact our local Health Protection Team (HPT) as soon as possible for further guidance. The manager will inform the trustees and retain a confidential record.
- Acting on the advice of the local HPT, the setting will either:
  - o close for a set period and undertake a deep clean
  - o carry on as usual but also undertake a deep clean
- If a notifiable disease is confirmed, staff will inform the manager immediately and Ofsted will be informed within 14 days. Cases of confirmed Coronavirus will be treated as a notifiable disease.
- A deep clean will be undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced, and staff are vigilant to any further signs of infection.
- The manager will continue to liaise with the HPT as required and will keep a full record of children affected, how long they are away from the setting and the date on which they return.



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- As part of the national test and trace programme, if other cases are detected within the cohort, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take.

## Procedure for Children

- If a child begins to show symptoms of Covid-19 whilst in session They will be isolated with the DRS in the Jubilee Room (office).
- A designated wipe clean area within the jubilee room will be set up to minimise the risk of cross contamination.
- Staff must wear apron, gloves, face mask, face shield and sleeve covers when attending to a child displaying symptoms of Covid-19.
- The child's parent will be called immediately to come to pick them up and will be instructed to go to the fire exit on the play park side of the hall to collect their child.
- If we cannot locate their parent, we will move on to their emergency contact list specific for these circumstances (see above. 6.)
- In an emergency we will call 999.
- The windows will be open to provide adequate ventilation.
- Tissues used will be double bagged and will be stored/disposed of as per government guidance.
- The child will have access to the toilet attached to the jubilee room.
- The child will not re-enter any other part of the building.
- Once the child has been collected, the DRS will clean the room.
- Staff who have helped someone with symptoms of Covid-19 do not need to go home unless they develop symptoms themselves (*in which case a test is available to them as per gov guidance*).
- They will wash their hands thoroughly after disposing of their PPE.
- We will contact PHE in real time where practical for further advise.

## Procedure for adults





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- If a member of staff develops symptoms of Covid-19 whilst at work, they will be sent home if it safe for them drive themselves.
- If a member of staff is unable to drive themselves, we will contact 111 and their next of kin.
- In an emergency we will call 999.
- Whilst waiting for their next of kin, they will be isolated in the Jubilee room and walkie-talkies will be used to stay in contact until they are collected. They will be visually checked upon too and will use the toilet attached to the jubilee room and will not re-enter any part of the building.
- In an emergency, where it is possible, they will be relocated to the Jubilee room and will not be left unattended.
- In an emergency where it is not possible to relocate them to the Jubilee room a barrier will be put in place to keep everyone, other than the member of staff attending, at least 2 metres away.
- Staff who have helped someone with symptoms of Covid-19 do not need to go home unless they develop symptoms themselves *(in which case a test is available to them as per gov guidance)*.
- Staff who have helped someone with symptoms of Covid-19 will clean all applicable areas thoroughly.
- Staff who have helped someone with symptoms of Covid-19 will wash their hands thoroughly after disposing of their PPE.
- We will contact PHE in real time where practical for further advise.

## 8. Safeguarding

- 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.
- Our usual channels of practice apply where there is concern for a child's health, safety and well-being.
- We will continue to take a daily register.
- Parents are required to inform us if their child will not be attending and why.

### 8.1 VULNERABLE CHILDREN

- Guidance expresses that vulnerable children of all year groups will attend educational or childcare provision, where it is safe and appropriate for them do so.
- Vulnerable children in this context include those who:
- are assessed as being in need under section 17 of the Children Act 1989,



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- Children who have a child in need plan,
- Children who have a child protection plan
- Children who are a looked-after child.
- Children who have an education, health and care (EHC) plan
- Children who have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who are therefore in need of continued education provision. This might include:
  - children on the edge of receiving support from children's social care services,
  - adopted children,
  - those at risk of becoming NEET ('not in employment, education or training').

## 8.2 Children with Social Services Support

- Attendance is expected, unless a social worker decides that a child is at less risk at home or in their placement.
- We will notify the social worker in cases where these children do not take up their place with us.

## 8.3 Children with an ECHP

- May attend following a risk assessment, carried out with educational providers and parents, determining that their needs can be as safely or more safely met in the educational environment.

## 8.4 Online Meetings

- AANS will use Zoom as an online platform to host meetings with families as and when required.
- Each meeting is password protected and a waiting room facility is enabled to ensure privacy.
- Each meeting generates a new meeting number and password which the host (AANS) will distribute accordingly.
- Only the host will be able to give people in a waiting room access to the meeting.

## 9. Visitors and Visits

### 9.1 VISITORS

- All unessential visits to the Nursery have been cancelled and will remain so for the foreseeable future.
- Visitors displaying Covid-19 symptoms are prohibited from entering the nursery and its grounds.
- All visitors will sign in as is standard practice.



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- All visitors will be required to provide an emergency contact.
- Visitors must use the hand gel provided outside before entering the setting.
- Visitors will remain 2 metres away from all children and staff as far as practicable.

If a visitor displays symptoms whilst on-site, we will follow the same procedure outlined in point 7.

## 9.2 VISITS

- All unessential visits by the nursery to other venues have been cancelled and will remain so for the foreseeable future.

## 10. Mental health and well-being

### 10.1 CHILDREN

- Children's mental health and well-being will continue to be supported daily as is standard practice.
- Children will continue to be supported and encouraged to talk about how they are feeling.
- Activities and resources that support anxieties and worries will continue to be available. Such as painting, stories, and puzzles.
- We will continue to promote physical exercise which in turn supports mental health and well-being.
- Where there are any concerns we will talk with the parents/carers whilst adhering to social distancing rules.
- If appropriate we will seek support from external agencies with the permission of the child's parent/carer.

### 10.2 PARENTS/CARERS

- The mental health and wellbeing of our children's parents and carers is important
- We encourage our families to talk to us if they feel their mental health and wellbeing is suffering.
- If we notice a change in our children's parents and carers, we would seek to invite them to talk with us whilst adhering to social distancing rules.
- We will always signpost a parent/carer to their GP.
- We will also use guidance to support parents and carers.

### 10.3 STAFF



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- Working practices that promote a good work-life balance are implemented as far as practicable. Colleagues help inform this.
- Workload is carefully managed, and colleagues are encouraged to speak with the Manager, Deputy Manager or Chairperson, at the earliest opportunity, if the workload is too much.
- We are sympathetic towards personal preference of wearing face coverings. Guidance does not recommend wearing them in educational settings, however colleagues may do so if they are able to handle them safely and their covering is visually child friendly.
- Colleagues are encouraged to share how they are feeling and are supported through gentle conversation.
- Colleagues are always encouraged to speak with their GP.
- Colleagues will be provided with guidance.

## **11. Record Keeping**

- 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.

## **12. Curriculum and learning**

- We continue to provide not only a safe environment but one that is full of rich and stimulating learning experiences and opportunities.
- Observations are made weekly and are made available to the child's Tapestry account. We encourage parents to contribute to their child's learning journal too.
- We will be hosting parents evening and other parent meetings remotely for the foreseeable, with exception of emergency meetings.



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## 13. IMPORTANT THINGS TO REMEMBER

- Any child, parent/carer displaying symptoms of covid-19 will be asked to return home and follow government guidance to self-isolate.
- If a child develops symptoms on site their parent/carer will be contacted immediately to pick them up.
- Emergency contacts. You must fill in and return the attached form. We will not admit your child if we do not have this.
- Waiting list spaces are allocated in order of priority starting with children of critical workers and vulnerable children.
- We will not offer a place to a child/admit a child attending an additional setting including childminders.
- Opening times are Monday-Friday, 0930-1430.
- You will not be able to park in the nursery car park.
- Parents are unable to enter the nursery for the foreseeable future unless is absolutely necessary. We will use a welcome square to welcome your child into nursery and for you to welcome them back into your care at the end of their session.
- Only ONE parent/carer may accompany their child/ren to nursery. Siblings should accompany too if it is not safe to stay at home. DO NOT leave any young children in your house or car unattended.
- Follow the markers for queuing for nursery.
- Children may not bring toys or treasures in to nursery.
- Children's comforters are allowed if they are absolutely needed. They must be in a zip lock bag or lidded container.
- Items children will need:
  - o A named water bottle.
  - o A lunchbox if staying for lunch. Ideally a plastic containers or wipeable material.
  - o Named pair of wellie boots.
  - o Nursery bag with change(s) of clothes; nappies, wipes and nappy cream (where applicable)
- Children should not wear face coverings at nursery.



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## 14. Guidance

### Actions for educational and childcare settings to prepare for wider opening from 1 June 2020

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

### Safe working in education, childcare and children's social care

<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>

### Coronavirus (COVID-19): implementing protective measures in education and childcare settings

<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>

### Actions for early years and childcare providers during the coronavirus outbreak

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

### Early Years Foundation Stage: Coronavirus disapplications

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

### Critical workers who can access schools or educational settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

### COVID-19: cleaning of non-healthcare setting

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>



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## COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>

## Stay at home: guidance for households with possible coronavirus (COVID-19) infection

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

## Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19#what-can-help-your-mental-health-and-wellbeing>

## Coronavirus (COVID-19): Safer travel guidance for passengers

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

## Coronavirus (Covid-19): Safeguarding in schools, colleges and other providers

[https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers?utm\\_source=49d71c1e-2384-4131-a025-d5e787bdebab&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=daily](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers?utm_source=49d71c1e-2384-4131-a025-d5e787bdebab&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily)

## What parents and carers need to know about schools and other education settings during the coronavirus outbreak

[https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers?utm\\_source=4ab56278-c893-4606-8ea7-88944da36f57&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=daily](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers?utm_source=4ab56278-c893-4606-8ea7-88944da36f57&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily)

## Critical workers who can access schools or educational settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

## Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

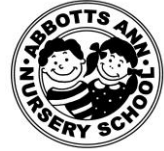
## Preparing for the wider opening of early years and childcare settings from 1 June



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<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#AnnexA>

## **15. APPENDICES**

**Appendix A** (retrieved from <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#critical-workers>)

### **Critical workers**

#### **Health and social care**

This includes, but is not limited to, doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

#### **Education and childcare**

This includes:

- Childcare
- support and teaching staff
- social workers
- specialist education professionals who must remain active during the COVID-19 response to deliver this approach

#### **Key public services**

This includes:

- those essential to the running of the justice system
- religious staff
- charities and workers delivering key frontline services
- those responsible for the management of the deceased
- journalists and broadcasters who are providing public service broadcasting

#### **Local and national government**

This only includes:

- those administrative occupations essential to the effective delivery of the COVID-19 response





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- or delivering essential public services, such as the payment of benefits, including in government agencies and arms length bodies

## Food and other necessary goods

This includes those involved in food:

- Production
- Processing
- Distribution
- sale and delivery
- as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines)

## Public safety and national security

This includes:

- police and support staff
- Ministry of Defence civilians
- contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 outbreak)
- fire and rescue service employees (including support staff)
- National Crime Agency staff
- those maintaining border security, prison and probation staff and other national security roles, including those overseas

## Transport

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

## Utilities, communication and financial services

This includes:

- staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure)
- the oil, gas, electricity and water sectors (including sewerage)
- information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response
- key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services)



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- postal services and delivery
- payments providers
- waste disposal sectors

**Appendix B** (retrieved from <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>)

## Vulnerable Children

Vulnerable children and young people for the purposes of continued attendance during the coronavirus (COVID-19) outbreak are those across all year groups who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan and it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment
- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion.

The term 'all year groups' in this context for attendance purposes refers to children under 5 eligible for early years entitlements and children and young people aged 5 to 18 (or aged 5 to 25 for children and young people with an EHC plan).



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## Appendix C – Emergency Contact Form

### Emergency Contact Form

- List people **in the order** we may contact them (including yourselves)
- People listed **MUST** be aware we have their details and may call upon them.
- People listed **MUST** be contactable and local.
- People listed **MUST** have the password.

Child's Full Name:	D.O.B.
Child's Home Address:	

Please complete the box below **in the order of adults we can contact in case of an emergency (main carer first).**

These people must be aware that we have their contact details and **must** be contactable during your child's session.

	Relationship	Name	Mobile no.	Work no.	Home no.
1					
2					
3					
4					
5					

**You must provide a personal collection password.**

**This will be required when ever a member of staff is unfamiliar with the adult collecting your child. All adults collecting your child, may at anytime, be asked for this password (including you).**

**Password:**

**Persons authorised to collect the child must be over 16 years of age.**

**Allergies, intolerances, dietary requirements/preferences (please state which):**

--

**It will remain your responsibility to keep these records up to date. Please ask a member of staff for a new sheet if you need to change any of the above information.**

Signed and dated \_\_\_\_\_



16.1 Should I send my child into nursery?

