Kingsnorth Recreation Centre, Field View

Kingsnorth, Ashford, Kent TN23 3NZ

Telephone: 01233 503843

E-mail: littleacorns1@btconnect.com

Web Site: www.littleacornsashford.com

**Manager: Mrs Karen Oliver**



 P.L.A. Membership No. 202255

 Registered Charity No. 1056926

**6.8 COVID-19 Policy**

**Policy statement**

Little Acorns Pre-school will use this policy to provide precautionary measures to minimise risk of disease in the setting during a pandemic or epidemic. We will follow the guidance set out by the Government and Public Health England (PHE) and any other governing bodies.

This policy will work alongside our staff code of conduct and risk assessments specifically put in place during this time. We will ensure high standards of practice and education is maintained at all times. The health and safety of our staff, children and parents is paramount.

This policy was created with the current government advice and guidelines at the time of writing.

**Procedures**

* If an adult or child contract coronavirus you must stay at home for 10 days and self-isolate. If the rest of your household has been vaccinated and do not show any symptoms they should get a PCR test and if negative can carry on as normal. If they are not vaccinated they should self-isolate for 10 days, booking PCR test if they feel unwell.
* Do not leave home if you with have any of the following symptoms:

- High temperature.

- A new continuous cough

- Loss or change of smell or taste

* Anyone displaying coronavirus symptoms while in the setting will be sent home immediately.
* If a child is waiting to be collected, they will be separated from their group and isolated with a member of staff
* The use of PPE (personal protective equipment) will be necessary to use for protection. We will follow the guidance set out by the government and our risk assessment:

-Face mask/visor will be worn.

-Apron and gloves to be worn.

-A staff member will wait with the child until collected.

* Once the child has been collected then a thorough clean will begin to ensure areas they have been in or touched will be thoroughly disinfected. Any PPE worn and other waste will be disposed of safely
* Any staff members that display COVID-19 symptoms will need to leave the setting immediately and self-isolate until they are able to get a PCR test.
* Thorough cleaning of the setting will be done
* Any child or staff member displaying symptoms will be encouraged to get tested immediately. To book an appointment follow the guidance from gov.uk.
* Where a child or staff member tests negative then they may return to the setting.
* If a child or staff member tests positive, any close contacts will be encouraged to book a PCR test and if fully vaccinated can carry on as usual unless they produce symptoms.
* Ofsted, DfE and Public Health England will be notified immediately.
* Anyone returning from travelling abroad must follow the guidelines for the country they are travelling from .

**Preventing the spread of infection**

The best way to prevent infection is to avoid being exposed to the virus. There are general principles to help prevent the spread of the virus including.

* Washing your hands frequently for at least 20 seconds with soap and water.
* Use an alcohol based hand sanitiser if soap and water is not available.
* Covering your cough or sneeze with a tissue and then immediately dispose of the tissue in a bin. (Catch it, Bin it, Kill it).
* People who feel unwell should stay at home and not attend the setting and follow government advice.
* Avoid touching your eyes, nose and mouth with unwashed hands.
* Clean and disinfect areas, objects and surfaces frequently.
* Avoid close contact with people that are unwell. Social distance where possible.
* Wear appropriate PPE when required including supporting a child or colleague who are possibly showing symptoms.
* Staff and children should wash their hands:

-Before leaving home.

-On arrival at the setting.

-After using the toilet.

-Before food preparation (staff).

-Before and after eating any food, including at snack time and lunchtimes.

-After outdoor play/walks.

-Before leaving the nursery.

* If you are worried about your symptoms please seek medical advice by calling NHS Direct (111) and get tested.

**Daily Cleaning**

* Rigorous cleaning routines will be adhered to at all times.
* Surfaces and areas that children and staff touch such as toys, books, sinks, toilets, light switches, door handles to name a few, will be cleaned more regularly using disinfectant as appropriate
* Toys will be rotated each day and cleaned or quarantined between uses.
* The toys available will be toys that can be cleaned effectively.

**Hand Washing**

* To ensure staff and children are washing their hands in line with current guidelines the following will be put in place:
* On arrival staff and children will sanitise their hands
* During the day children and staff will wash their hands after going to the toilet or having their nappy changed, before and after snack time and lunchtimes, when arriving back from a walk and at any other time that is deemed necessary.
* Staff must wash their hands before putting on any PPE.
* Staff must wash their hands before preparing or serving food.
* Notices on hand washing will be displayed around the setting.

**Personal Protective Equipment (PPE)**

The majority of staff in childcare settings will not require PPE, beyond what you would normally use for work. PPE is generally only needed for children whose care routine already involves the use of PPE such as nappy changing or if a child or staff member start to display coronavirus symptoms.

Following guidelines and recommendations from the Government, Public Health England, Department for Education and our local authority:

* All staff will have access to PPE should they need to use it at any time.
* All staff to wear gloves and an apron for nappy changing.
* If a child or staff member display coronavirus symptoms, PPE to be worn.

**Lateral Flow Test**

* All staff have been provided and have access to Lateral Flow Tests to be used at home.
* Testing twice weekly is recommended by the government, but this is not compulsory, although as employers we strongly advise you to get tested regularly.
* If a lateral flow test is positive, you must self-isolate immediately, book a PCR test as soon as possible and contact Karen Oliver, Manager.

**PCR Testing**

* If a person of a member of staffs or a child’s household show signs of COVID-19, the family should get tested and we would advise you not to attend nursery whilst awaiting the results.
* The nursery must be informed of the result as soon as possible to enable appropriate action to be put in place if required.
* We ask that all parents/carers to ensure they organise a test for their child in the event that they develop coronavirus symptoms, and notify us immediately of a positive/negative test. We will ask to see proof of a negative test before a child can return to the setting.
* Should you be contacted by the NHS as part of the governments ‘Test and Trace’ process you are expected to follow the self-isolation guidelines and inform the pre-school.

**This policy maybe amended or modified at any time following Government and Public Health England advice and guidance.**

Further guidance is available at https:/www.gov.uk/guidance/coronavirus-covid-19-getting-tested

|  |  |  |
| --- | --- | --- |
| This policy was adopted at a meeting of |  | *(name of provider)* |
| Held on |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |