

# Grove House Nursery School and Children's Centre



## Operating Procedures During Covid-19 situation

Dear Parents,

Thank you for putting your trust in us to care for your child during the wider opening of schools and nurseries during Covid 19. We have developed these Operating Procedures based on guidance from the Department of Education and Public Health England specifically for Early Years. It is important that we adapt our everyday practices to ensure that we continue to offer the staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. If any symptoms are displayed, families must be alert and self-isolate for the safety of everyone.

Covid-19 appears to affect young children less often and with less severity. Children's role in its transmission is unclear but it seems that it is not significant.

Compassionate leadership is at the heart of this reopening and we will do everything we can to be honest, open and to communicate with you. There will be a lot of anxieties and we acknowledge this and we hope this document helps to reassure you that we have taken every step possible to reduce your worry whilst your child is in our care. Everyone involved in the day to day running of the nursery will receive appropriate training on how to manage the risks.

There is always a risk when children come into a childcare setting but we are doing everything possible to minimise this risk. We are constantly updating our procedures to take account of any changes in government or local authority guidelines. All staff members will undergo a return-to-work induction and training on the new Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing.

We will need to continue to ensure that our buildings are safe and regular maintenance is carried out. Any contractors to the nursery will need to follow advice of Public Health England prior to and during any visits to the nursery and as far as possible, they will work during the hours when children are not present.

Visitors to the nursery will not be encouraged unless it involves a safeguarding issue that cannot be resolved by telephone. Interviews or meetings will be conducted via videoconference. There will be no parents' evenings for the time being, or any other events that we would usually hold.

We aim to work in partnership with parents and trust that everyone understands and follows these operating procedures. Please see and read through the following pages which outline our procedures.

# A Guide for Parents

We have implemented the latest Government guidelines to ensure the safety of everyone coming to the Nursery.



Wash hands for at least 20 seconds with hot water and soap. Use hand sanitiser regularly. Children will be supervised when going to the bathroom.



We will be cleaning surfaces and toys regularly throughout the session. At the end of each session we will carry out a big clean and wash the toys.



Children and staff will stay in their own “Bubble” of up to 10 children. They will not mix with others. Each group will have their own set of indoor and outdoor resources.



If your child is unwell keep them at home. If a child becomes unwell at nursery they will need to be collected. Please call the Nursery if your child is not going to attend the session. Diarrhoea/vomiting-Child needs to remain at home until 48 hours since the last episode of vomiting/ loose bowel movement. We will not be checking temperatures on arrival to nursery as this is not a reliable method for identifying Coronavirus symptoms.



It is difficult to maintain social distancing with young children. If a child needs a hug we will not deny this. We place importance on the children’s well being and mental health.

# A Guide for Parents Routines and Procedures Guidance



- Strictly one parent/carer to drop off and collect. Parents need to maintain a 2m distance at all times and avoid gathering in groups.
- Travel alone, by car, cycle or walk. If using public transport use a face covering.
- No parents allowed inside the nursery.
- If child is unable to attend please call the nursery half an hour before start

	Orange Tree	Green Tree	Grove House 2
	<b>9am-11.30am</b> OR <b>12.30pm-3pm</b>	<b>8.45am- 11.15am</b> OR <b>12.45pm-3.15pm</b>	<b>8.45-11.15am</b> OR <b>12.45pm-3.15pm</b>
Late Arrivals: Please call the nursery and wait for staff member. Late collections: Please call the office half an hour before collection time to inform them. Lateness could result in losing your child's space.			
 Coming and Going	<b>Front Gate</b>	<b>Back gate</b>	<b>Grove House 2 entrance</b>
A staff member will come and collect your child and return them to your allocated gate.			



We will provide the fruit and milk for snack time. Each group will have their own set of bowls and cups which will be washed after use. Snack will be in the classrooms and drinks will be offered in paper cups every half an hour to avoid sharing cups.



Each group will have their allocated outdoor space. Much of the time will be spent outdoors to minimise the risk of touching surfaces. Children will have access to the range of activities that are considered safe at this time. Equipment that can be cleaned easily will be available to use. We will keep windows and doors open as much as possible for ventilation.

# A Guide for Parents

## Other Important Information



Handover will be limited, if you have any questions or queries please call or email.

If your child has an accident while at nursery we will call and inform you in advance of collection time.

### What to bring?



Children should wear clean clothing every day. Please bring a set of spare clothes in case we need to change them. Bags will be stored so that they are not touching. We will only send a bag home if a change of clothing was used. Please remember to bring the bag back with more clothing.



Government guidance is that PPE is not required for general use in nurseries to protect against COVID. Staff members will use gloves and aprons when changing nappies as they usually do. If a child is showing symptoms, staff will wear PPE while supporting the child in isolation.



If a child is suspected of coronavirus symptoms whilst at the nursery, they **must** be collected as soon as possible and isolate at home in line with NHS guidance. The child must be tested before they return, this applies to staff members also. Whilst waiting to be collected, they will be isolated from others in a designated area. An employee will stay with them and will wear PPE. If the child becomes very unwell, we will follow our normal emergency procedures and call 999. The isolation area will be cleaned once the child has been collected.

# A Guide for Parents



## What happens if there is a confirmed case of coronavirus in a setting?

When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and children who are attending an education or child-care 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 staff member tests negative, they can return to the nursery and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their bubble (group) will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health

