

Phased Return Plan June 2020

Protective measures to mitigate the risk

Information for parents & carers

General Principles

COVID-19 is transmitted through respiratory droplets from an infected person coughing, sneezing, speaking or breathing, entering the mucous membrane of the throat, eyes or nose of another person.

This can happen through breathing in these droplets or through touching an infected surface, then touching the mouth, eyes or nose.

This is the reason why being outdoors and social distancing, combined with regular hand washing and hygiene are very important.

The government '**Planning Guide for Early Years & Childcare Settings**' (24.5.20) acknowledges

'We know that, unlike older children and adults, children in the early years cannot be expected to remain 2 metres apart from each other and staff.'

The government guidance sets out protective measures:

1. *ensure parents are advised to keep children with any symptoms at home*
2. *ensure staff who are symptomatic do not attend work*
3. *frequent hand cleaning and good respiratory hygiene practices*
4. *regular cleaning of settings*
5. *minimising contact and mixing*

The following pages outline protective measures we are putting into place to mitigate the risk of infection.

1. Parents advised to keep children with any symptoms at home

Symptoms

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

Illness

- All parents of pupils with underlying health issues, those within vulnerable groups or who are shielding are instructed to make their condition or circumstances known to the school.
- Parents of pupils with underlying health conditions asked to seek and act on the advice of their GP/consultant/midwife or current government advice.
- Parents reminded not to send their child into nursery if they are at all unwell.

- If a child becomes at all unwell at nursery, parents will be asked to take them home and will be encouraged to arrange a test
- If a child or staff member tests positive for coronavirus, the rest of their 'bubble' will be sent home and advised to self-isolate for 14 days. (The other household members of the wider class/group do not need to self-isolate unless the child or staff member they live with develops symptoms.)
- Anyone who begins to display coronavirus symptoms while in the setting will be sent home immediately and should follow government guidelines on [what to do if you or someone in your household develops symptoms](#).
- If a child is waiting to be collected, they will be separated from their group and isolated with one member of staff if this is possible.
- A facemask will be worn if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection and if contact is necessary, then gloves, an apron and a facemask should be worn.
- Once the child or member of staff has left the nursery we will follow [Cleaning of non-healthcare settings](#) to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely.

Testing

- All staff and children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested.
- Where the child or staff member tests negative, they can return to nursery and the fellow household members can end their self-isolation.
- If the child or staff member tests positive, the rest of their immediate group within nursery should be sent home and advised to self-isolate for 14 days.
- The other household members of those advised to self-isolate do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.
- As part of the national test and trace programme, if other cases are detected within the setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise settings on the most appropriate action to take. In some cases a larger group may be asked to self-isolate at home as a precautionary measure.

2. Staff who are symptomatic do not attend work

- Anyone who is displaying coronavirus symptoms, or has displayed symptoms in the previous 7 days, or lives with someone who has displayed symptoms in the previous 14 days, should not attend work unless they have tested negative for coronavirus.
- All staff understand that those who have coronavirus symptoms, or who have someone in their household who does, should not attend nursery in any circumstances.
- Staff understand that if they develop coronavirus symptoms, they are entitled to a test, and are encouraged to organise one

3. Frequent hand cleaning and good respiratory hygiene practices

Hygiene

- Windows and doors to playground open as far as possible to ensure ventilation
- Use outdoor areas as much as possible.
- Children will be directed to wash their hands on arrival, before and after eating, before departure and frequently throughout the day
- Staff will supervise children while washing their hands, especially if using hand sanitiser, and learn how to do it effectively.
- Staff should wash their hands on arrival at nursery, and frequently during the day, after touching their face, blowing their nose, sneezing or coughing, and before eating or handling food.

- Boxes of tissues made available on each table and outside to encourage blowing noses.
- Tissues are immediately disposed into lidded bins and that these are emptied throughout the day.

Personal Protective Equipment (PPE)

- Staff may choose to wear PPE, including face coverings, visors, gloves and aprons
- Staff should wear gloves, apron, mask and visor if a child is displaying symptoms and they are looking after that child as they wait to be collected by a parent or carer

4. Regular cleaning

Resources

- Only limited resources available which will be cleaned each day
- All soft toys removed and any toys that are hard to clean

Cleaning

- An enhanced cleaning plan to minimise the spread of infection.
- Thorough clean of all surfaces, touch points, doors, floors, toilets, sinks and windows each day
- Agency cleaner employed to enable cleaning of toilets, sinks & toilet areas at lunchtime
- All frequently touched surfaces, equipment, door handles cleaned by staff throughout the day
- All toys and resources cleaned at the end of the day
- Resources that cannot be immersed in water should (eg pens) be wiped with disinfectant
- Stringent cleaning of food preparation areas and dining areas before use.

Site maintenance

- Suppliers and contractors only on site if essential
- All visitors to adhere to physical distancing and hygiene measures

5. Minimising contact and mixing

Grouping of children in 'bubbles'

- To reduce numbers of children we will only be able to offer reduced hours for families who are not vulnerable or key workers during the initial phase.
 - Full time children requesting a place will be offered 3 days if possible
 - Part time 3-4 year olds requesting a place will be offered 2 days
- Part time 2-3 year olds will attend mornings sessions
- Children to be kept in same 'bubble' of 8 or less children at all times and not mix with other bubbles
- Two staff with each bubble to enable changing, first aid etc
- **Staff in the 'bubble' are kept as consistent as is possible, but some changes will be unavoidable because of staff working patterns and absences**
- Children will not necessarily be with their key person
- Each bubble to remain separate, in own classroom with access to zoned outdoor area
- The playground will be taped off into areas, and children will be able to play in their own area of the playground
- Doors to outdoor area to remain open at all times
- Children will eat lunches picnic style in their own outdoor space, or in the classroom if bad weather

Staff

- Two staff to each bubble of 8 or less children
- At least one teacher each day
- At least one First Aider each day
- At least one DSL each day

- Staff understand all new measures to reduce the transmission of coronavirus and their roles and responsibilities.
- Staff aware of additional support that may be needed to ensure children's wellbeing

Dropping off & collection

- Adults to maintain 2 metre social distance with other adults
- Staggered start & end times for each bubble in 10 minute slots with 5 minutes allowed between each slot
- Bubble 1 (Sunflowers) – drop off at 9:15am & pick up at 2.45
- Bubble 2 (New Build) – drop off at 9:00 am & pick up at 12:00
- Bubble 3 (Daisies) – drop off at 9.30 – 12:00 (collection at bottom of ramp)
- Afternoon children: to be confirmed
- Both sides of front entrance gate propped open during drop off and collection times and closed at all other times
- Parents will be asked to observe social distancing of 2m when they come to drop off and collect their child, with chalk lines marked out in front area
- Only one parent or carer attending to collect or drop off the child, to keep numbers to a minimum
- Parents not allowed into school and will not come past first gate
- If a child refuses to come in, staff will not take them from their parent, and the parent will be asked to take them home
- Parents and carers should leave their child's lunch box on the trolley which will be next to the gate, on the appropriate shelf for their bubble

Communication with parents & carers

- Parents kept up to date with information, guidance and the school's expectations on a regular basis
- COVID-19 section on the school website
- Parents & carers to sign declaration that they understand and agree to abide by the safety measures
- Parents & carers asked to explain new arrangements to their child to prepare them
- Social Story created and sent to every family to explain new arrangements
- Communication exchanged with parents via email and telephone calls rather than talking at start and end of the day
- Parents & carers to agree that they will be available to collect their child if necessary
- Parents & carers asked to ensure emergency contacts updated and consider where these may need to change, for example if previous emergency contacts are in a shielded group.
- Parents & carers understand that the emergency contact must be available to collect their child immediately if necessary.

Teaching and learning

- Children encouraged to be outdoors as much as possible
- Continue to provide an environment that invites learning across all 7 areas.
- Use stories, singing and games can be used to help children to socialise and resettle into familiar everyday routines.
- Group times or circle times must be well planned to ensure space between each child
- Storytime outside with children seated as far apart as is possible
- Maintain a 2 metre rule between each table top activity where possible
- No joint activities e.g. no singing together time as a whole setting
- Teach children about how they can keep themselves safe, including regular handwashing and using tissues
- Teachers continue to post home learning for children not attending on Tapestry and Facebook

Resources

- Separate resources for each bubble – not to be shared between bubbles
- Resources for painting, sticking, cutting and construction available in each bubble
- Malleable resources, such as play dough available in each bubble but not shared between groups
- Only limited resources available which will be cleaned each day
- All soft toys removed and any toys that are hard to clean, such as those with intricate parts.
- Soft furnishings removed, for example cushions, bean bags and rugs.
- Sand pit will not be used at this time.
- Mud kitchen will remain open, with limited tools that are cleaned each day (only accessible by one bubble)
- No items or toys to be brought from home, including drinks bottles (except lunch boxes)

If a child is upset,

- **Children are not expected to observe social distancing**
- We will care for them if they are hurt or upset
- We will encourage the child to use a tissue to wipe eyes/nose etc.
- Staff will wash hands after contact

Safeguarding & well-being

- Weekly welfare calls to be made to all families not attending by key persons
- Designated Safeguarding Lead at school each day
- Parents asked to talk to their children to let them know that their experience will be different from how it has been.
- We will send out a social story to help explain some of the measures
- Staff understand that this could be an unsettling time for the children will support children in every way possible
- Staff will be alert to harms that may have been hidden or missed while they have not been attending nursery
- Staff will be aware of possible bereavement within families and support them however possible
- Staff will identify and support any vulnerable children and parents

Special Educational Needs & Disabilities (SEND)

- Weekly calls from Senco to all families on where there are SEND issues if required
- Staff aware that readjustment to the routines in a setting may prove more challenging for some children with SEND,
- Senco will involve parents and carers in planning and agreeing any changes to support, including reviewing EHC plans.

Lunches

- Parents & carers should leave their child's lunch box on the trolley which will be next to the gate
- One shelf will be designated for each bubble & clearly labelled
- Parents & carers asked to clearly label lunch bags *on outside of bag*
- Children to be supervised by staff when washing their hands before lunch
- Children to eat outside whenever possible picnic style
- Children must not share cutlery, cups or food
- Meals provided for children attending
- FSM vouchers provided for those not attending

Snacks and drinks

- Children will have fruit & drinks with their own bubble
- Disposable paper cups used for children's drinks

First Aid

- First Aider on site every day
- First Aider in most bubbles
- Usual PPE worn for administering First Aid
- In an emergency first aid may have to be carried out by a First Aider even if not in bubble

Evacuation procedures

- Fire procedures adapted ie assembly points for each individual bubble, suitably distanced from other bubbles.

Visitors

- External visitors only when strictly necessary, for example if providing an essential service or essential support for a child's health and wellbeing.