

Coronavirus Policy

At what is a very worrying time for us all, I understand that keeping our children and families safe is our highest priority. I have therefore outlined below the procedures to be followed in my setting for the protection of everyone involved. These procedures will remain in place whilst the Coronavirus Pandemic remains a threat to our health and society, and until the UK government advises on any relaxation of protective measures.

This policy will also apply in the future if I am forced to close for reasons beyond my control (for example, due to; severe adverse weather, an epidemic or pandemic, a severe outbreak of disease or plague, an instruction from government to close or any other reason required by law).

Please support me in implementing these measures in the interests of safety for all children and families I provide care for, my own family, my staff and myself.

Drop off and Collection

- Organised drop off and collection times will be set for all families so as to reduce the likelihood of families arriving or leaving the setting at the same time, therefore minimising contact between households.
- Parents or other family members will be asked not to enter the setting. Children will be dropped off and collected at the door. Having set drop off and collection times will allow me to anticipate children's arrival and also ensure they are ready to leave at collection time.
- Children will take their shoes off at the door, as usual.
- All children will be helped (if they need help) to wash their hands on arrival.

Hygiene

- Children will be helped to wash and dry their hands regularly throughout the day including after using the toilet, playing outside, after messy play and before and after eating any meals or snacks, hand washing will be especially encouraged after coughing or sneezing on their hands. The 'catch it, bin it, kill it' approach will be encouraged. I will regularly talk to children about why washing our hands thoroughly more than usual is important to prevent the spread of germs and infection. A hand-washing poster is displayed in my washroom.
- I will provide liquid soap and disposable paper towels in the washroom to enable children to wash and dry their hands properly. The waste bin is emptied regularly.
- Each child will be provided with a separate box in which to hold their belongings on arrival i.e., coat, bag which will be in the hallway. (Siblings residing in the same household will share a box).
- I will ensure tissues are available throughout the setting and encourage children to use them to 'catch it, bin it, kill it' coughs and sneezes, washing their hands each time. As well as the importance of putting dirty tissues in the bin to prevent the spread of germs.
- I will ensure my **Hygiene Policy** is strictly adhered to and introduce further measures to clean surfaces that are touched frequently. Items the children use such as toys, books, tables, chairs, doors, and handles, sinks, toilets, light switches are cleaned with disinfectant at the end of each day.

- When working with babies and young children I will follow my **Nappy and Toilet Training Policy** and ensure strict hygiene procedures are followed at all times.
- Parents will be asked to provide a spare change of clothes for their child, which will be kept in a bag, in their box at the setting. Any soiled clothing will be bagged and given to parents to be washed at home.
- I will request that no toys are brought into the setting from home with the exception of comforters / snuggle toys that will be kept in a named, sealed plastic bag to be used only at nap times.
- Each child will have their own travel cot or sleep pad and bedding set for nap times, which will be wiped down daily, washed weekly and changed immediately if soiled.
- I will remove all unnecessary soft furnishings and cushions during minded hours.
- All soft toys and toys with small intricate parts which are more difficult to clean will be removed and stored away.
- Activities that involve the sharing of malleable or messy play materials such as sand, foam or play dough will still be provided. Children will be given their own individual amount of material that can be disposed of after play.
- I will ensure good ventilation within the setting by keeping windows open where possible and not closing doors for small rooms.
- I will provide children with their own cup or water bottle and their own cutlery to be used at meal times. All crockery and cutlery will be cleaned with general-purpose detergent and dried thoroughly before being stored for re-use.
- With the exception of formula milk for babies or foods supplied for special dietary requirements, all meals and snacks will be provided at the setting. Parents will be discouraged from providing other food items to minimise the risk of cross contamination.

Social Distancing

According to Government guidelines and my own personal judgement, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff, as their well being and mental health would be affected

- I will encourage all families to follow social distancing guidance, avoiding contact with other households and maintaining the 2-metre rule as much as possible.
- Where parents have jobs, like my own, where close or physical contact with other is unavoidable, I expect them to act responsibly in following health and safety guidance at work to minimise any risks involved.
- To avoid coming into contact with other individuals, children will not be taken on outings to indoor places until the government releases advice that it is safe to do so.
- I will try to make use of my outdoor space and the garden as much as possible. Activities outdoors will

more easily allow for distance between children whilst providing opportunities for fresh air and exercise.

- Any trips out with the setting will be carefully planned in order to minimise the possibility of coming into contact with other individuals and taking account of the most up to date physical distancing guidelines. Visits to nearby green spaces will allow children further opportunities for activities outdoors.
- Where children are to be dropped off or collected from school, I will liaise with the school and parents to determine their staggered drop off and collection procedures that can be followed. The contact between the all-day children and school children will be minimised where possible.

Illness and Infection

- I will ask all families to follow the latest [COVID-19: guidance for households with possible coronavirus infection guidance](#) should a child, parent or any other member of their household display symptoms or discover that they have been in close contact with a confirmed case of coronavirus, and need to self isolate - **Please do not attend my setting.**
Your child will not be able to attend my setting for the duration of the recommended isolation period. As per my fees policy, fees will still apply during this absence.
- In addition to adhering strictly to this guidance along with my **Illness Policy** I will also request that for children to be kept at home for 7 days, even if they are displaying only minor symptoms that would normally be associated with a cough and cold. *Again, as per my fees policy, fees will still apply during this absence.*
- If I, or anyone else within my household display symptoms or come into contact with a confirmed case of coronavirus, government advice will be followed. I will notify families immediately and close my setting for the duration of the isolation period. *As per my fees policy, no fees will be charged during this time as I am unable to provide care. In the event of closure, I will try my best to assist parents and carers in finding alternative temporary childcare arrangements.*
- In the event of any confirmed or suspected case of coronavirus I must fulfil my obligations as a registered provider to follow current Ofsted notification procedures and to support the governments test and trace system. This may require passing your details onto relevant organisations.

Emotional Support

- I will work with families in whatever way I can to support and reassure them through this difficult period.
- I encourage parents to share any concerns and speak to me in confidence if required. It is understandable that parents may feel worried about the safety of their child and family and may be dealing with these anxieties on top of work and financial pressures.
- I will do whatever I can to reassure children and help them to feel at ease. It is understandable that children may be a little unsettled if they have been at home with their parents for a number of weeks or months and some may need extra support to settle back into routine.
- I will take time to listen to children and talk to them about any worries they might have using words that they will understand.

Communication

- With social distancing measures in place, it may not always be possible to chat with parents about their child's day during set drop off and collection times. I will therefore try to use digital methods for communication as much as possible to keep parents informed.
- I will use the Kinderly platform or WhatsApp to provide daily reports to parents regarding activities, development progress and their child's general wellbeing.
- I will also use text messaging or emails to keep parents informed of any other important information or any changes to my setting procedures.
- For the time being, only essential paper documents that require a signature such as accident / incident or consent forms will be signed outside the premises at collection time.

Hours, Fees and Attendance

- Hours of care for all children will resume as per the conditions agreed in our childcare contract.
- If you would prefer to keep your child at home in the present circumstances, or require less hours of care at this time than agreed in our contract, please let me know as soon as possible. Fees will be charged for hours of attendance and for non-attendance where no alternative arrangement has been previously agreed. *A retainer fee may be required in order to and reserve your child's place and to ensure the sustainability of my business. (see addendum to contract).*
- Should you require additional hours of care for your child until schools reopen fully, please discuss this with me as I may be able to assist so long as I adhere to Ofsted ratio guidelines. *Additional hours will be charged at the rate as detailed in our contract.*

Please be aware that your childcare place is at risk if payments are not kept up to date. If you have any concerns regarding payment or the terms of our childcare contract, please do not hesitate to discuss them with me.

Failure to follow government advice, official health guidelines, or refusing to support me with implementing the protective measures outlined in this policy will be taken very seriously and may result in the immediate termination of our childcare contract.

I will continue to keep up to date with the latest government and health advice and where necessary update procedures and notify families of any changes.

If you have any questions regarding coronavirus management procedures within my setting, please do not hesitate to discuss them with me.