



Overton Preschool & Playgroup	
Policies and Procedures Document	
Title	Covid-19 Policy
Version	1.6
Date	20 May 2020
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Approved by	
Signature	

Version History		
Version Number	Created/Updated By	Comment
V1.0	Laura Harrison	First version created
V1.1	Laura Harrison	Amended details about snack for children, and clarified where children can attend 2 settings.
V1.2	Laura Harrison	Updated to include updated guidance and procedures.
V1.3	Amy Smith	Text amend – Change ‘Any staff...do not attend work’ to ‘Any staff...will not attend work’
V1.4	Susannah Teixeira	Amended to include updated Lockdown 3 guidance
V1.5	Susannah Teixeira	Updated with further clarifications
V1.6	Susannah Teixeira	Updated with new guidance on lateral flow testing



Statement of Intent

To set out the key changes required to operating procedures and responsibilities in order to minimise the spread of Covid-19 amongst all staff, children, parents and visitors, while providing childcare in as normal as possible way and adhering to Government guidelines.

Existing policies continue alongside the changes outlined here.

Guiding principles and publications

The safety and well-being of the children, staff and their families are of the utmost priority. As social distancing is neither realistic nor desired for children as young as ours, preventing infection relies on strict hygiene procedures and encouraging social distancing for all adults. Hygiene procedures include, but are not limited to: cleaning frequently touched surfaces much more regularly, cleaning all areas thoroughly and regularly, ensuring everyone cleans their hands more frequently, keeping rooms well ventilated and encouraging the “catch it, bin it, kill it” approach to coughs and sneezes, ensuring individuals with coronavirus symptoms, or have someone in their house with symptoms, do not come into our settings.

The following resources were referred to when compiling this document:

- Hampshire Services for Young Children Strategic planning to support the recovery of early years -Covid-19 pandemic 15th May 2020
- Coronavirus (COVID-19): Guidance National Lockdown: Stay at Home, www.gov.uk
- Coronavirus (COVID-19): Education and childcare settings: national lockdown from 5 January 2021 (DfE)
- Coronavirus (COVID-19): guidance for schools and other educational settings, Department for Education (DfE)
- Coronavirus (COVID-19): Actions for early years and childcare providers during the coronavirus outbreak, www.gov.uk
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings, www.gov.uk
- Coronavirus (COVID-19): What parents and carers need to know about schools and other education settings during the coronavirus outbreak, www.gov.uk
- NHS: Self-isolation and treating coronavirus symptoms, www.nhs.uk

Changes to our settings

- Staff will work in one setting only, with the exception of Amanda Igo and Leanne Britton, who will only work in one setting on any one day. Each setting is classed as a bubble, with a morning or full day session only to ensure the bubble doesn't change during the day.
- Parents may not enter either setting. Parents will be greeted at the entrance, and staff will be responsible for supporting children transitioning into the setting. Each Keyperson has a



direct email address, which can be used to contact them, or parents can call either setting to speak to someone if they have any queries or concerns. The only exception to this is for new children, who may have a short settling in visit with one parent. The parent must wear a mask and stay no longer than one hour. This must be arranged in advance of the new child starting at Overton Preschool Playgroup.

- When informing Overton Preschool Playgroup about absences or covid test results, the keyperson email address should not be used, instead hello@overtonplaygroup.com should be used as this is checked every morning.
- **No one with coronavirus symptoms may visit the setting for any reason.**
- Families attending Preschool have to adhere to the policies in place at Overton Primary School, including wearing face coverings, using the one way system, arriving on time and distancing from other parents. Staff will also wear face coverings at drop off and pick up and whenever they are outside the playroom, e.g. when toileting children.
- Preschool session times are in line with the school, due to restrictions on access, starting at 8.40am, finishing by 3.40pm Monday – Thursday and at 1:30pm on a Friday.
- Playgroup children will enter via the garden gate to avoid any contact with public using the Community Centre. Parents are able to enter the garden at drop off if needed to settle children, but must wear a face covering, follow the one way system, stick to 2m distancing and use the hand sanitizer on entry. Staff will also wear face coverings at drop off and pick up.
- Playgroup session times will be 8.15, 8.45am or 9am start and 12pm or 3.15pm finish only, to allow for cleaning before and after each session.
- Children will be comforted and helped with their needs, toileting, with staff offering the same support and reassurance as ever.
- First aid and toilet accidents will be dealt with by staff with PPE used as usual, such as rubber gloves and aprons for changing nappies. Wearing a face covering or face mask in education settings is not recommended, and would only be used if a child became unwell with coronavirus symptoms while in the setting and needed direct personal care until a parent could collect them.
- Certain items will be removed from settings which are difficult or impossible to clean, such as soft toys, playdough, coloured rice etc. All other items will be cleaned daily.
- OPP will not be providing drinks for children, water must be provided in named bottles from home.
- Staff working at both settings, and parents of children attending either setting are able to access regular lateral flow testing as per government guidelines, which can be found at <https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff>.

Changes to staff responsibilities

- A weekly review of procedures involving all staff at the end of each day must happen and be recorded, with changes needed communicated to all staff.



- Staff to take responsibility for cleaning all shared areas, contact surfaces, equipment as required.
- Any staff member who has coronavirus symptoms, or who has someone in their household who does, will not attend work and will endeavour to be tested for Coronavirus as soon as possible. Anyone who is unable to work for this reason must inform the manager ASAP and will receive full pay while off. Anyone with these symptoms should remain in isolation for ten days. **No one with coronavirus symptoms may visit the setting.**
- All staff must clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered – and ensure children follow their example.
- Staff are required to operate a 'bare below the elbow' policy, which means no jewellery of any kind (other than a simple wedding band) on fingers and wrists. This is to facilitate thorough cleaning.
- All staff are required to wear newly-washed clothes each day to minimise the risk of cross-infection.
- Keypersons should maintain contact by email or phone with any regular children who are not attending for any reason.
- Staff must be very aware that children's experiences will have varied massively during lockdown, and pay extra attention to supporting any additional needs.
- All staff should acquaint themselves with the NHS Test and Trace process at <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.

Changes to parent / carer responsibilities

- No child can attend with any coronavirus symptoms, or if they have someone in their household who does, or are unwell in any other way. This must be communicated to OPP at the earliest opportunity. Anyone with these symptoms should remain in isolation for ten days. **No one with coronavirus symptoms may visit the setting.**
- Children cannot bring in any items from home for the show box.
- Only one family member or adult per child.
- Children must be dropped at the door, or within the garden at the Community Centre), no adults can enter the building. Communication with the setting or key worker must be either by email or by phone (or a note with key information for that day handed over with the child).
- At pick up and drop off times, parents are required to wait distanced from each other according to Government guidelines, and spend as little time as possible outside settings. A Whatsapp group for each setting has been created to enable parents to easily communicate.
- Children must be sent with water bottles, and lunch boxes if staying for lunch. Morning snack will be provided.
- All children are required to wear newly-washed clothes each day to minimise the risk of cross-infection.



- Children can continue to attend multiple Early Years settings, though parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff.
- Where children attend more than one setting, both settings must be informed of this fact so that providers can work together.
- Where children attend more than one setting, they must only exclusively attend Overton Preschool Playgroup on any one day. The only exception to this is for children of critical workers needing to use childminders for wraparound care.

Action if a child or member of staff is ill with coronavirus symptoms at the setting

- Any staff member or child who shows symptoms for COVID-19 should not come to Overton Preschool Playgroup.
- If a child develops symptoms while they are at the setting, a member of staff who will be caring for the child will put on a mask, disposable apron and disposable gloves, and move the child to a separate safe space to wait to be collected by their parents.
- If a member of staff develops symptoms at work, they must go home immediately.
- Any area used by a symptomatic child or adult will be thoroughly cleaned according to government recommendations and cleaning materials will be bagged and stored in a secure place for 72 hours before disposing of with normal waste.
- All adults and children who display symptoms of coronavirus must follow Government guidance for households with a possible coronavirus infection, available here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>. This currently mandates 10 days self-isolation and arranging for a test.
- We encourage anyone with symptoms to get tested for coronavirus. Further guidance is available about getting tested at www.gov.uk/guidance/coronavirus-covid-19-getting-tested.
- Where a child or staff member tests negative, they may return to the setting and their household can end their self-isolation.

Action if a child or staff member is identified by NHS Test and Trace or the NHS COVID-19 app

- If a child or member of staff is contacted by Test and Trace they must self-isolate immediately for the length of time advised by either service, and let the manager know ASAP. Further guidance is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>.

Action if a child or member of staff tests positive to coronavirus



- If a child or adult tests positive, everyone who attends the setting (children and adults) will be sent home and advised to self-isolate for 10 days, including anyone who attended in the previous 48 hours before the positive result.
- Overton Preschool Playgroup will communicate any instance of a positive COVID-19 test to parents via email as a matter of urgency. Please ensure that you have supplied an up to date email address, so that you can stay informed of any communications.
- A positive test in either setting will be reported to OFSTED and to the DfE, as per the early years' guidance, found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>. The DfE will also provide necessary parental contact templates, in line with PHE and DfE protocols