

General Welfare Requirement: Safeguarding and promoting Children's Welfare

Protective Measures and System of controls in an Emergency/Pandemic Situation policy and procedure

Policy Statement

During a Pandemic or emergency situation we provide care and take protective measures within our setting for children, staff, trustees, parents and visitors and any other persons that may be working on the premises to ensure all risks are kept to a minimum. We follow all guidance and advice from outside agencies. In extreme circumstances, the Pre-school may have to make alternative arrangements or close for a period of time; if this is the case we will adopt Protective Measures in line with Government guidance.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
• Inclusive practice • Keeping safe • Health and well-being	• Parents as partners • Key person	• Supporting every child	• Inclusive of AUC/PR/EE

Procedures

Communication

- A full and up to date list of all landline, mobile and e-mail contacts for Chairman, Trustee, Early Years, Staff and Parents will be kept on file in the setting and at the home address of Mrs Carole Sale. We keep all data in line with the GDPR 2018.
- Mrs Sale will be the first contact on the list, followed by Mrs Chris Farris. All have current landline, mobile and e-mail in place.
- Due to nature of setting, individuals contact details will have to be used.
- Contact with Parents re closure/re opening will initially be made by email, landline and then mobile. An e-mail will be sent if a long closure is proposed.
- Parent Reps have permission by parents to run a Whatsapp group. The Whatsapp parents who are administrators, will be informed of any closures by the manager or leader and will inform the parents on the group. The administrators of Whatsapp will also add any information required when informed by the leaders. Whatsapp is based on yearly permission forms and can be withdrawn by either party at anytime.

- Should a child become ill during the day all contact numbers available to the setting will be tried.
- Template letters have been prepared both for opening and closing.
- All parents languages have been taken in to account when preparing notices and letters.
- All communication, letters of protective measures, Government guidelines, Action Plans and any other relevant information will be sent to Parents, Trustees and Staff.

Awareness of and adherence to policies and procedures

- All Trustee's, staff, parents and volunteers are aware of all relevant policies and procedures including health and safety, safeguarding and action plans. All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - The Health Protection (Notification) Regulations 2010
 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
 - DfE and PHE (2020) 'COVID-19: guidance for educational settings'
- The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.
- The setting keeps up-to-date with advice issued by, but not limited to, the following:
 - DfE; NHS; Department of Health and Social Care; PHE
- Parents, staff and Trustee's are made aware of the preschool's infection control procedures in relation to coronavirus, other highly infectious diseases or other emergency protective measures via letter and social media – they are informed that they must not send their child to the setting if the child develops coronavirus symptoms, or have tested positive in the last 10 days, (or other highly infectious diseases or symptoms) or if another household member develops coronavirus or (other highly infectious diseases) symptoms. In both these circumstances the parents/carers should call the preschool to inform the preschool of this and that they will be following the national [Stay at Home](#) guidance.
- The Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus or other highly infectious diseases.
- All Policies and Procedures are in place
- Risk Assessments completed
- Action plans completed
- Information and letters are given to parents, staff, visitors and people working on the premises.

Implementing social distancing

- Small groups, Bubble(s) are organised using the staff ratios set out in [Early years foundation stage: coronavirus disapplications and/or other relevant Government Guidance](#).
- The environment is organised to maintain space between activities
- Unnecessary items are removed from the setting where there is space to store it elsewhere
- Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed;
- Cohorts are kept together where possible and children and young people are in the same small groups/Bubble(s) each day, and different groups are not mixed during the day, or on subsequent days;
- The same practitioners are assigned to each group/Bubble(s) and, as far as possible, these stay the same during the day and on subsequent days;
- The use of staff rooms and offices is staggered to limit occupancy

Parental Engagement

- It is recommended and communicated that one parent/carer should drop off and pick up from the setting;
- Parents are informed of all procedures, action plans for drop off and collection and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)

Parents and visitors are informed that they cannot gather at entrance doors or car parking area, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)

Good hand hygiene, respiratory, cleaning & Infection Control Practices

- The [COVID-19 or any other highly infectious diseases: cleaning of non-healthcare settings guidance](#) is followed;

Hand Hygiene:

- All adults and children are told to:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
 - clean their hands on arrival at school, before and after eating, and after sneezing or coughing;
- Help is available for children and young people who have trouble cleaning their hands independently;
- Young children are encouraged to learn and practise these habits through games, songs and repetition;
- Posters are displayed throughout the school reminding staff and children to wash their hands, e.g. when entering and leaving the school.
- Children and adults wash their hands with soap before and after snack times and lunchtimes for no less than 20 seconds.

- Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.
- Supervision of hand sanitiser use will take place due to risk around ingestion.
- Small children and children with complex needs will continue to be helped to clean their hands properly.
- All Children are supervised by staff when washing their hands to ensure it is done correctly, where necessary.
- Sufficient amounts of soap (or hand sanitiser where applicable), are supplied in all areas.
- Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers used instead.

Respiratory Hygiene:

- All adults and children are told to:
 - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Young children are encouraged to learn and practise these habits through games, songs and repetition;
- Sufficient amounts of tissues and waste disposal bins are supplied in all areas.
- Children who are identified with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant are supervised and supported.
- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and [Cleaning in non-healthcare settings](#) guidance

Infection Control:

- Surfaces that children and young people are touching, such as toys, books, tables, chairs, doors, sinks, toilets, light switches, are cleaned more regularly than normal;
- All adults and children:
 - are encouraged not to touch their mouth, eyes and nose
- The amount of shared resources that are taken and brought in from home is limited;
- All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;
- Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;
- Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.
- Small children and children with complex needs will continue to be helped to clean their hands properly.

- Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's [guidance](#).
- Children do not share cutlery, cups or food.
- All utensils are thoroughly cleaned before and after use.

Enhanced Cleaning and procedures:

- Bins for tissues are emptied throughout the day;
- Play equipment is cleaned between uses and not used simultaneously by different groups;
- Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's [guidance](#).
- The COVID-19: cleaning of non-healthcare settings guidance is followed.
- Sufficient amounts of, clean water, appropriate cleaning equipment, paper towels and waste disposal bins are supplied in all areas.
- Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches are cleaned more regularly than normal;
- Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.
- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and [Cleaning in non-healthcare settings](#) guidance
- The manager monitors the cleaning standards within the setting and discusses any additional measures required with regards to managing the spread of coronavirus with staff, cleaners and or landlord.
More frequent cleaning of rooms that are used by different groups

Protective measures Guidance is observed throughout in all areas of the above and across the settings action plans.

ILL Health

- Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.
- Any child who displays signs of being unwell is immediately referred to the designated member of staff/school nurse.
- Children displaying symptoms of coronavirus do not come in to contact with other children and as few staff as possible, whilst still ensuring the child is safe.
- Staff call for emergency assistance immediately if the child's symptoms worsen.
- The parents of an unwell child are informed as soon as possible and asked to collect the child promptly.
- Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.

- Unwell children who are waiting to go home are kept in an area where they can be at least two metres away from others.
- Areas used by unwell children who need to go home are thoroughly cleaned once vacated.
- Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.
- Any medication given to ease the unwell individual's symptoms, e.g. children's paracetamol, is administered in accordance with the Administering Medications Policy.
- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and [Cleaning in non-healthcare settings](#) guidance
- Children are encouraged to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in specific bins.
- Children clean their hands after they have coughed or sneezed.
- Parents are informed via email not to bring their children to the setting or on the setting premises if they show signs of being unwell in any form such as a cough, cold, temperature, loss of taste or smell, sore throat etc.

Children who have displayed symptoms of coronavirus must self-isolate for at least 10 days before returning to school and only if symptom free and feeling completely well.

Response to infection

Prevention

Minimising Contact

- Staff and other adults do not come into the setting if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the day is sent home.
- If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- If a child is awaiting collection, they are moved, where possible, to a room or area where they can be isolated with a member of staff (wearing PPE). A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.
- If an unwell child or adult need to use the bathroom, the changing area toilet will be used and will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.
- PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More

information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

- In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.
- The Infection Control Policy and [Cleaning in non-healthcare settings](#) guidance to be followed to clean the area.
- Any medication given is administered in accordance with the Administering Medications Policy.
- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and [Cleaning in non-healthcare settings](#) guidance

PPE:

- Most staff in early years settings will not require PPE beyond what they would normally need for their work.
- PPE is only needed in a very small number of cases, including:
 - where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at the preschool, and only then if a distance of 2 metres cannot be maintained
 - where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Test and Trace:

- All Parents, Staff and Visitors must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.
- Staff members and parents/carers, visitors must understand that they will need to be ready and willing to:
 - book a test if they are displaying symptoms.
 - Staff, visitors and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5
 - provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
 - self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.
- Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
- Parents, staff and visitors should inform the preschool manager/deputy immediately of the results of the test:

- if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can also stop self-isolating.
- if someone tests positive, they should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms.
- A cough or anosmia can last for several weeks once the infection has gone.
- The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Managing confirmed COVID-19 cases:

- We will follow the [Flowchart childcare and education settings response to suspected or confirmed COVID-19 cases](#) for suspected or confirmed cases.
- The preschool will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).
- We will contact the local health protection team. This team will also contact the preschool directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the preschool – as identified by NHS Test and Trace.
- The local health protection team will work with settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The preschool will carry out any advice given to them by the local health protection team. The health protection team will work with the preschool in this situation to guide them through the actions they need to take.
- Based on the advice from the health protection team, the preschool should send home those who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:
 - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
 - proximity contacts - Extended close contact (within 1-2m for more than 15 minutes) with an infected individual
 - travelling in a small vehicle, like a car, with an infected person
- The health protection team will provide definitive advice on who must be sent home.
- The preschool will keep a record of:
 - children and staff in specific groups/Bubble (s) (where applicable)
 - close contact that takes places between children and staff in different groups/Bubble(s)
- The Preschool must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.
- If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and inform the preschool manager of the outcome.

- The preschool is not allowed, following Government Guidance and legislation to request evidence of negative test results or other medical evidence before admitting children, staff or visitors or welcoming them back after a period of self-isolation.

Containing outbreaks

- If the preschool have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the preschool may have an outbreak, and will contact their local health protection team who will be able to advise if additional action is required.
- The preschool will follow local health protection advice. In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a group.

Management of infectious diseases

- Staff are vigilant and report concerns about a child's symptoms to the manager/deputy manager.
- The setting is consistent in its approach to the management of suspected and confirmed cases of coronavirus.
- Social distancing measures are implemented as much as possible
- The routine is adapted to stagger play and lunch times (as above)

Other Communication

- Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19 or any other highly infectious diseases: guidance for households with possible coronavirus infection](#))
- Staff report immediately to the manager/deputy manager about any cases of suspected coronavirus or any other highly infectious diseases, even if they are unsure;
- The manager contacts the Area Early Years Advisor immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education helpline.
- Settings contact their Area Early Years Advisor if there are any specific recommendations for their setting from Public Health England;
- Setting keeps parents adequately updated about any changes to infection control procedures as necessary;
- Staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.

Remote Learning

- If children are absent for a period of time due to a pandemic or isolation in a pandemic situation, the preschool will initiate remote learning opportunities, following their learning plans and will send these via email and /or Whatsapp.

Emergencies

- All children's emergency contact details are up-to-date, including alternative emergency contact details, where required.
- Children's parents are contacted as soon as practicable in the event of an emergency.
- Children's' alternative contacts are called where their primary emergency contact cannot be contacted.
- The setting has an up-to-date Accident and Incident Policy/illness or injury policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.

Changes to Policy and Procedure

Any changes to this policy and any procedures may come into force following Government Guidance and Legislation changes to law or any new Legislation that the Government sees fit to implement. This includes any changes due to the Coronavirus Act 2020 and any subsequent Acts that will affect the Early Years Sector and our setting now or in future communication and changes.

All terms of Covid-19 or other highly infectious diseases is supported by Government legislation and advice.

Acts and legislation includes but is not exhaustive to:

Coronavirus Act 2020

Coronavirus (Covid-19) Guidance for educational settings

Early Years Foundation stage: Coronavirus Disapplications

Actions for Early Years and Childcare providers

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal->

[protective-equipment-ppe https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures)

This policy was adopted at a meeting of **Little Saints Pre-School**

Held on (date)

Signed on behalf of the CIO Trustees