

**Countryside Day Nursery's Risk Assessment and operating procedures on site for the COVID-19 Pandemic.**

This document has been completed to ensure the safety of children, parents and staff whilst at nursery. The document maybe changed or updated without notice. Countryside Day Nursery is following the guidelines from Government, the Department of Education, Public Health England, Ofsted and Gloucestershire County Council to ensure that we can open and remain a safe place.

Focus	Area of Consideration	Recommendations
Children	Attendance	<p>If you or any member of your household have been classed as clinically <b>extremely</b> vulnerable and are shielding; please do not send your child to nursery.</p> <p>If you or any member of your household have been classed as clinically vulnerable; parents should follow medical advice.</p> <p>Only children who are COVID-19 symptom free or have completed the required isolation period should attend Countryside Day Nursery following NHS England procedures.</p> <p>Any child who is unwell and requires any medication including infant paracetamol or ibuprofen should be kept home until they are well again following nursery policy. Countryside Day Nursery have the right to refuse a child if they are unwell.</p> <p>If a child becomes unwell whilst at nursery, parents will be contacted to collect their child immediately. Any child displaying any one of the Covid symptoms must get tested and proof of results will be asked for before the child is allowed back into the setting.</p> <p>Please provide a bag for your child with a change of clothes to leave at nursery, soiled items will be sent home on the same day.</p> <p>Children are encouraged to wear a clean set of clothes each day.</p>

		<p>Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently</p> <p>Only children who are symptom free or have completed the required isolation period should attend the setting</p> <p>The Nursery will be asking parents to complete a parent agreement for all children.</p>
	Physical distancing/grouping	<p>Ladybirds, Hedgehogs, Little and Big Squirrel children will all remain in their own rooms and wherever possible these groups will not mix during the day</p> <p>Meals, toileting, nappy changing and any other care routines necessary will all take place in each room so the children and staff do not mix</p> <p>Dedicated Free flow areas will be used for each room and the front playground and meadow areas will only be used by one group at a time.</p> <p>Snooze mats will be separated as much as possible and the children's bedding will be washed daily in a hot wash.</p> <p>The outdoor free-flow areas will be used continuously with activities set up outside more than the inside areas.</p>
	Wellbeing and Education	<p>Children will be supported in an age appropriate way to understand the steps they can keep themselves safe which includes hand washing on arrival and regular hand washing throughout the day as well as using and disposing of tissues correctly.</p> <p>The main focus for staff will be the care and wellbeing of the children. This means that observations and assessments will not take place as routinely as they have done. This will be continually reviewed and follow guidance for Department of Education and Ofsted</p>
Staff	Attendance	<p>Staff will only attend the Nursery if they are symptom free, have completed the required isolation period, achieved a negative test result, proof will be required.</p> <p>If staff feel unwell, they should follow usual procedures for calling sick.</p>

		<p>Supply Staff who are not working may be required to come in and cover staff sickness.</p> <p>Staff uniform will be washed and replaced every day as well as normal personal hygiene at the beginning and the end of the day</p>
	Physical Distancing/ grouping	<p>Wherever possible staff will remain with their group of children and not come into contact with other groups.</p> <p>Social distancing will be maintained during breaks so breaks will be staggered, timed, set out and carefully placed to avoid mixing with one another</p> <p>Staff members will avoid all physical contact with other adults including shaking hands, hugs etc. Where possible staff should keep a 2 metre distance.</p> <p>Meetings will be conducted outside with 2 metre distancing in place. During the cold weather if meetings have to take place inside amongst internal staff then masks will need to be worn during this time.</p> <p>Staff should use the internal phones to contact other rooms and the office, They are not to move around the nursery unnecessarily.</p> <p>When going for breaks staff are to exit out of the Nursery and not walk through any rooms</p> <p>Staff are required to change their uniform if they go off premises for their break.</p> <p>Staff that use public transport or need to visit a shop before they arrive at nursery should not wear their uniform to work but change at nursery. Staff must wear a face mask.</p>
	Training	<p>All contact training is postponed and this will be reviewed.</p> <p>All staff be made aware of this risk assessment and any relevant Covid-19 documentation.</p>

Parents	Physical Distancing	<p>Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child with a face mask</p> <p>The dropping off and collecting procedures will be outside - therefore, the procedure will be as follows:-</p> <p>Ladybird parents will hand sanitise at the designated station, go through the normal gate to the Ladybird patio. Deliver their child onto the patio and then walk through the wooden fence round and back through the normal gate.</p> <p>Hedgehog parents will enter the main playground through the normal gate, then go through the metal gate to their outside area and deliver their child through the gate at the side of the building to their outside area. Parents should then leave the playground through the main large gate which will be open. (If children are playing in this area a member of staff will assist the parent out)</p> <p>Little Squirrels parents will need to enter the main playground through the normal gate, deliver their child into the foyer where they will be collected by staff. Parents need to ring the doorbell to gain staff's attention, wait at the foyer door, not enter the foyer and a member of staff will greet them. Parents should then leave the playground through the main large gate which will be open.</p> <p>Big Squirrels parents will need to go to the main door at the very front of the building where staff will be happy to greet the children or if outside, a member of staff will open the little gate and children will enter this way in.</p> <p>Please remember with some gates open it is important that you hold your children's hand when you exit the Nursery into the car park for safety reasons.</p> <p>Specified Perspex sheets have been installed to put in front of the doors with space for the children to walk underneath when entering/ exiting the Nursery.</p> <p>No parent will be allowed to enter into the Nursery, and for a settling-in child this will be completed in the outside environment.</p>
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	Communications	<p>The blue books will no longer be operational as this creates a risk, therefore, we will be completing daily letters, which once they have been read please can parents not bring them back into Nursery.</p> <p>If you need to communicate to staff, please do use Tapestry, email Grace or call us- we are more than happy to receive any calls the day before your child attends, to discuss your child's requirements.</p> <p>Nursery Bags- Parents will be asked to bring these in for one time only with spare clothes, comforters, sleep suits etc. and we will be keeping these blue bags here at Nursery for your child. For other items such as bottles which need to go home on a regular basis, please use a disposable bag.</p> <p>Children should be encouraged where possible to walk into Nursery themselves and if possible put their own bag on their peg.</p>
Visitors	Visits	<p>Attendance to the setting will be restricted to children and staff as practically possible unless essential building maintenance. Where essential visits are required these will be completed out of the usual nursery operational hours where possible.</p>

		<p>If there has to be an essential visitor, face masks and hand sanitising will be required. Any touch points will be cleaned after the visitor.</p> <p>Student placements will not be permitted at this time.</p>
Food	<p>Delivering</p> <p>Eating</p>	<p>Food will be delivered as much as possible in from our usual suppliers. Deliveries will go to the kitchen door and the staff member receiving the deliveries will remain 2 metres away from the driver. Face masks will be worn by the staff member.</p> <p>Once the food arrives the packaging will be wiped with anti-bacterial spray and then put away.</p> <p>The children will be eating in their normal rooms, where the food will be delivered on trays by the cook, wearing face mask and apron. All plates, cutlery, cups will be washed through a high temperature wash in the dishwasher.</p> <p>Staff to bring their own cutlery in from home</p>
Travel	<p>Car Park</p> <p>Outings</p>	<p>Wherever possible staff and parents should travel to the nursery alone, using their own transport.</p> <p>Parents should be encouraged to not leave travel accessories including seats in the setting premises; unless absolutely essential.</p> <p>Outings will be no longer taking place as we need to ensure that the children and staff do not mix with any members of the general public.</p>
Hygiene and Hand washing	Hand washing	All children will wash their hands on arrival at Nursery for 20 seconds with soap and warm water and dry hands thoroughly

		Children and staff members should be encouraged to wash their hands frequently for 20 seconds with warm water and soap; before and after meals, after wiping nose, after moving to different areas of the nursery, after visiting the toilet or a nappy change.
	Cleaning	<p>We will be completing a cleaning schedule to implement all furniture, surfaces and children's toys and equipment is regularly and effectively cleaned.</p> <p>Communal areas, touch points and hand washing facilities will also be cleaned and sanitised regularly.</p> <p>Some learning experiences or resources which are not easily washable such as malleable materials will not be used. In the role play area tea cups, spoons etc. will be removed.</p>
	Waste disposal	All waste will be disposed of in a hygienic and safe manner and tissues will be immediately disposed of
	PPE	<p>PPE will be worn as normal for nappy changing and the administration of first aid.</p> <p>Face masks are not recommended to be used unless a child has possible symptoms and is isolated.</p>
Premises	Building	<p>Prior to re-opening the relevant Health and Safety Checks will be carried out to make sure that the Nursery is ready for the children, staff and parents.</p> <p>Windows will be kept open where possible to ensure ventilation</p>
	Resources	<p>Children will not be permitted to bring items in from home unless absolutely essential for their wellbeing. When this is the case these items will be cleaned on arrival. Parents to provide a dummy/comforter which can be left at Nursery</p> <p>Equipment used by staff such as pens and tablets will be allocated to the individual staff member and where possible cleaned regularly with antibacterial spray/wipes.</p> <p>When working at a table, the fold down tables will be used and placed in an area at least 2 metres for others and wiped down after use</p> <p>Soft furnishings, soft toys and toys which are hard to clean will be removed</p>

<p>Responding to a suspected case</p>		<p>In the event of a child developing suspected coronavirus symptoms whilst attending the Nursery they should be collected immediately, tested and isolate at home in line with the NHS England guidance. Proof of test results will be required.</p> <p>While your child is awaiting collection they will be kept separately from others by a distance of at least 2 metres, ideally in a well-ventilated room with appropriate adult supervision.</p> <p>All staff and other children who have had contact with the symptomatic child must wash their hands thoroughly for 20 seconds.</p> <p>The area will be thoroughly cleaned and disinfected immediately when the child has left</p> <p>The supervising staff member dealing with the child and the person responsible for cleaning the area will wear appropriate PPE</p> <p>In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they will return home immediately, access a test and isolate at home in line with the NHS England guidance. Proof of test will be required.</p>
<p>Responding to a confirmed case</p>		<p>If a confirmed case within the setting, staff or child, contact the DFE helpline 0800 0468687 so they can support risk assessment and follow up any advice which they offer.</p> <p>Ensure that the case isolates for 10 days excluding day of onset. Household of case isolates for 14 days.</p> <p>The class/group assessed to be close contact with the case need to be sent home to self isolate for 14 days.</p> <p>The household of the wider group does not need to isolate unless the contact subsequently develops symptoms.</p>



		<p>Ask symptomatic contacts to get tested.</p> <p>Clean and disinfect rooms the case was using, ensure appropriate PPE, the minimum of gloves and aprons are used.</p>
Responding to 2 or more confirmed cases		Contact PHE (Public Health England) SW (South West) HPT (Health Protection Team) on 0300 3038162