

## Covid-19: temporary changes to Broadshires Pre-school policies, June 2020

### **1.2 Safeguarding Policy**

OSCB Training - current guidance allows staff's existing qualifications for safeguarding to remain valid even though Jackie's and Alison's have now run out (training was booked, but cancelled by OSCB). Michelle was also due to do the Designated Lead Safeguarding course. Staff will check out e-learning courses.

### **3.2 First Aid Policy**

Staff will follow Public Health England (PHE) and government advice.

A Personal Protective Equipment (PPE) kit is available for a member of staff to use if a child exhibits Covid-19 symptoms during a preschool session. The kit will be easily accessible in the front bathroom.

### **4.1 Keyperson Policy**

As the staff team is limited, some children have been given a new keyperson.

### **5.1 Staffing Policy**

In this early phase of lockdown restrictions being lifted, a staff team of 3 will work in a "bubble" with the children attending. As the situation changes this will be kept under review. Staff to child ratios will always be within normal EYFS guidance.

### **6.2 Sick Child Policy**

(see 3.2 above)

Preschool will follow PHE and government guidelines on dealing with children exhibiting symptoms of Covid-19. The sick child will be isolated away from other children, e.g. sitting on a chair outdoors, accompanied by a member of staff, until collected by a parent. Advice will be offered to the parent in line with current guidance.

### **6.3 Recording/reporting of accidents/incidents policy**

Any incidence or suspected case of Covid-19 to be recorded.

### **6.5 Food & drink policy**

Parents have been asked not to send their child in with a drinks bottle to reduce the number of items being brought in from home. If children require a drink they can ask a member of staff for one. Snack will not be self-service, it will be served on individual plates, pre-loaded. Milk will be served by a staff member.

### **8.1 Health & Safety general standards policy**

H&S information outlining our new procedures has been emailed to parents by the supervisor.

Doors will be wedged open for ventilation, including the kitchen. Children are closely supervised at all times and have been told they must not go through the kitchen

The sand-pit is being quarantined after a day of use, including accessories, e.g. buckets, spades, pans, etc. Quarantine will be for at least 72 hours.

## **8.1 Health & Safety contd.**

### Hygiene

We are following Public Health England (PHE) guidance on hygiene and cleaning, washing hands, etc.

We have pinned a flow-chart on the noticeboard showing the procedure to follow if a child is suspected of showing Covid-19 symptoms during a session.

All equipment used is either washed with soapy water and disinfectant at the end of the session or placed in quarantine for 72+ hours

Frequently touched surfaces are cleaned on exit, e.g. doors, cupboard handles, light switches, filing cabinet handles, etc.

### Safety of adults

Parents are not permitted to enter the pre-school premises unless essential.

Parents are requested (and reminded) to stay at least 2 metres away from the gate and keep distance from each other.

A warning sign has been affixed to the gate, "Covid19 Precautions. Please do not enter".

A warning sign on a red carpet mat indicates 2m from the gate.

Staff keep 2m distance from each other where possible.

## **8.2 Maintaining children's safety and security on premises policy**

Doors are wedged open to promote ventilation and avoid staff touching doors. Both the front and back door are kept open whenever possible.

Children are in a "bubble" with the same staff each day. Numbers are limited to just the older children who will start school in Sept.'20.

Children are not allowed through the kitchen.

## **8.4 Risk Assessment Policy**

Policies have been adapted to reflect Covid-19 precautions.

We are following government guidelines and conducting risk assessments on each day's planned activities.

We constantly review our practice and modify routines accordingly.

## **8.5 Fire safety Policy**

In the event of a fire a hand-bell will be used instead of a whistle to draw the children's attention.

## **10.2 Admissions Policy**

In this period of uncertainty our Admissions procedure will be kept under review and we will follow government advice on how and when the number of children attending can be increased.

## **Equipment & Resources Policy (not numbered)**

All equipment used is cleaned at the end of the session in soapy water and disinfectant OR quarantined for at least 72 hours.

