



## **Covid 19 Policy and Procedure**

**From 5<sup>th</sup> January, Bristol Children's Playhouse (BCPH) will welcome select children back to the setting. Some measures to help limit the spread of the virus that were introduced in June will remain in place. In this policy, these measures will be explained.**

### **The Government guidance for Action for Education and Childcare Settings to Prepare for Wider Opening states:**

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out in our [guidance](#):

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good hygiene practices
- regular cleaning of settings
- and minimising contact and mixing as far as possible

**These measures have been central to our planning.**

### **Groups**

We have reintroduced small consistent bubbles with effect from 5<sup>th</sup> January 2021. From this date, BCPH will operate as 2 bubbles (Robin and Magpies), The indoor spaces will be remain separate for 2 year olds (Robins) and 3 and 4 year olds (Magpies) and the playground has been sectioned off to allow both rooms to use a separate outside space.

### **Places**

Places are currently being offered to select families, based on keyworker status and/or families we identify as vulnerable or children presenting with SEND.

### **Risk assessments**

The following risk assessments have been undertaken and will be shared with the relevant staff.

- individual staff – where necessary
- children with SEND
- the environment
- Risks directly associated with COVID-19



## **EYFS**

Practitioners will make reasonable measures to meet the learning and development requirements outlined in the EYFS and provide experiences over the 7 areas of learning. All staff will be aware that children's Personal, Social and Emotional development may have been affected by the COVID 19 outbreak and will be mindful of the support that they need.

The staff to child ratios will continue to apply.

## **The Physical Environment**

Indoor spaces will be cleaned by the cleaning company thoroughly at the end of each day. Frequently touched surfaces such as toilets will be cleaned throughout the day. Resources will be removed at the end of the day, cleaned and quarantined and fresh resourced will be cycled through for the following day.

All staff will follow a cleaning regime throughout the sessions.

## **Requirements for parents**

Although BCPH will try to ensure that these changes don't affect children too dramatically, there will be significant changes that parents need to be aware of to help us limit the spread of the virus.

- Physical markings are placed outside so that parents physically distance.
- Parents are required to wear masks at drop or and pick times
- We ask for only one parent/ carer to drop off or pick up a child.
- Parents should ensure that their child uses the hand gel provided at the entrance of the building.
- Parents are still asked to stay outside of the front gate of BCPH and children will be collected by a familiar member of staff or brought out at the end of the day. It is understood that for some children, this may be detrimental to the emotional well-being and we will make plans with these parents individually.
- Parents will be asked not to bring unnecessary items from home.
- Parents cannot leave buggies, bikes etc at the setting.
- Snack is not going to be prepared for children, whole pieces of fruit will be offered. Parents can supply an alternative snack if they wish.
- Parents will be advised that children with symptoms need to be kept away from BCPH.
- Children need to bring their own water bottle in to nursery.
- Parents will be discouraged from sending children to more than 1 setting



*Practitioners will make every effort to communicate individually with all parents and to make sure that they understand our measurements.*

## **Requirements for staff**

There are also some significant changes to expectations for staff.

- Staff will sign in on a sheet in the room in which they are working to avoid a lot of people in the office.
- Staff will wear masks/visors at drop off and pick-up times.
- Staff will be asked to bring in their own cutlery and crockery to be used in the setting.
- Lunch times will be set for staff and it will be the same each day. No more than 2 people will be having lunch at the same time and ideally, they will be in different rooms/spaces. The staff room and the woods can be used for lunches.
- Staff will be asked to clean frequently touched items (such as phones, kettles, door handles, toilet areas) after they have touched them or after each use.
- Non Office staff/managers are not permitted to enter the office.
- Office staff are not permitted in the rooms – messages will be passed on outside.
- Only one member of office team will work in the office at the one time.
- Desks are to be cleaned with antibac wipes by user after every use.
- Telephones are to be wiped down after each use.
- Door handles are to be wiped down upon the office worker leaving for the day.
- A maximum of two managers is allowed at one time in the office space.

## **Handwashing and hygiene**

Children and staff will be expected to wash hands/ use hand gel more regularly. This will be required on arrival and before departure, before and after eating and at other intervals throughout the day. Children will be supervised to make sure that they are cleaning hands sufficiently.

The 'catch it, bin it, kill it' approach will be used and promoted. Supplies of tissues will be readily available and pedal bins with lids will be available.

Children will be encouraged to develop their self-care skills. This includes toileting, blowing their own noses and rubbing in their own sun cream.



## **Masks**

Where possible disposable masks should be used worn then safely disposed of. If using a reusable/washable mask this should be used for one day only, then laundered and replaced with a new one the following day.

## **Protocol for suspected case**

Anyone who begins to display coronavirus symptoms while in the setting should be sent home immediately and follow government guidelines on self-isolating. If a child is waiting to be collected, they should be separated from their group and isolated with one member of staff if this is possible. This will be on the bench by the front gate.

A facemask should be worn when waiting with a child who is symptomatic and awaiting collection. If additional contact is necessary, then gloves, an apron and a facemask should be worn. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection should also be worn.

Once the child or staff member has left the setting, we will ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely.

After leaving the Playhouse, immediate steps must be taken to order a COVID-19 test. The child or staff member will be required to immediately self-isolate whilst waiting for a test and must continue to do so until the result is known.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

If the child or staff member tests positive, the rest of their immediate group within their setting should be sent home and advised to self-isolate for 10 days. The other household members of those advised to self-isolate do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.

**As part of the national test and trace programme, if other cases are detected within the setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases a larger group may be asked to self-isolate at home as a precautionary measure.**



**We will ensure that emergency contacts are updated in advance of wider opening and consider where these may need to change, for example if previous emergency contacts are in a shielded group. We will communicate with parents about this on their return to the setting.**

### **Other measures**

Windows and doors will be kept open as far as possible to ensure ventilation and groups will use outdoor areas as much as possible.

We will limit external visitors to the setting and ensure they only come into the building when strictly necessary, for example if providing an essential service or essential support for a child's health and wellbeing.

### **Visitors**

All visitors to the Playhouse will be asked to wear facemasks upon arrival. If visitors are not in possession of a facemask, one will be provided. This includes, but is not exhaustive, of all parents, contractors and service providers.

### **New children and families**

All new starters will still follow our standard 'settling in' process. As much of the settling sessions will be conducted outside, when the child attends with their parent/carer. All parents and carers are asked to wear a mask for the duration of the session. Currently new starters will be offered places only if they meet the above criteria.

### **Contact during partial opening**

Contact with vulnerable families or children with SEND who are not currently attending the setting will be made weekly by the child's key worker or room manager.

For all other families contact will be fortnightly, by the child's key worker or room manager.

Key workers and room managers will share tips and ideas, across a range of media, to support families during this time. We will be offering zoom sessions to parents to aid with ideas and activities alongside interactive zoom sessions where staff will share stories etc.

### **Review of policy and procedures**

The Management team will be reviewing our policy and procedures weekly, on a Wednesday, to ensure our practice remains safe, fit for purpose and reflects any wider local/national changes.