

COVID-19 POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

This Policy continues to follow procedures set out in the following policies;

- Safeguarding Children Policy
- Role of the Key-Person and Settling-In Policy
- Equality and Diversity Policy
- General Data Protection Regulations Policy

Policy statement

Whizz Kids Pre-School is reopen to all children from 7th September 2020, following all current guidelines issued by the Department for Education (DfE), our Local Authority and Hockley Community Centre Association (HCCA).

The pre-school will be following government guidance on the 'system of controls' regarding prevention and response to infection. This will ensure we effectively reduce risks in our setting and create an inherently safer environment.

Children and staff must not attend if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days

Children and staff must not attend if someone in their household has symptoms or have tested positive in the last 10 days

Children and staff must not attend whilst they are in quarantine when returning from any countries on the current list produced by the government.

Symptoms are:

- a new continuous cough
- a high temperature
- a loss of, or change in, normal sense of taste or smell

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Procedures

Parents and children

- Parents have been made aware of these Policy and Procedures.
- Parents must ensure they follow social distancing rules when dropping off and collecting their child. As numbers increase, it may be necessary to stagger drop-off and collection times.
- Parents will ONLY be allowed inside the building at drop off if absolutely necessary to settle a distressed child.
- Children will be sanitising their hands upon entry to Whizz Kids Pre-School, before and after eating and regularly throughout the session.
- Children will be encouraged to follow good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Public Health England (PHE) does not (based on current evidence) recommend the use of face coverings in schools. The evidence will be kept under review. PHE advises that for safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and children's development.

Staff

- All staff have completed a Disclaimer prior to starting work.
- Staff will sanitise their hands upon arrival at Whizz Kids Pre-School, before and after eating and regularly throughout the session.
- Staff will carry a hand santiser with them throughout the session.
- Staff will bring a spare top and will change if the need arises.
- Staff will clean frequently touched surfaces often using detergents and or bleach.
- Staff will wash and sanitise all resources at the end of the session.

Procedures if someone becomes unwell whilst at Whizz Kids Pre-School

- If a child or member of staff develops symptoms compatible with coronavirus (COVID-19), however mild, they will be sent home and advised to book a test and self-isolate for at least 10 days from when their symptoms started.
- Whilst a child is awaiting collection, they will be moved to another room and isolated with a member of staff behind a closed door. Any windows will remain open.
- PPE (face mask, gloves and apron) will be worn by the member of staff caring for the child whilst they await collection.
- If the child becomes seriously ill the member of staff will call 999.
- Once the child has been collected, the member of staff will wash their hands thoroughly, dispose of all PPE and any other waste safely and the resources that the child has been using will be removed and disinfected.
- No other children or members of staff will need to go home unless they develop symptoms.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> - or telephone NHS 119

Procedures if someone tests negative

We expect the parents, or staff members to inform us as soon as they have received 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 and return to Whizz Kids Pre-School. Whizz Kids Pre-School reserve the right to ask to see a negative result. No further action will be taken with regards to other staff and children at the pre-school.

Procedures if someone tests positive

If a child or member of staff develops symptoms compatible with coronavirus (COVID-19) and tests positive, they must inform the Whizz Kids Pre-School **IMMEDIATELY**. All children or members of staff that have been in contact will be informed and sent home, advised to self-isolate for 10 days and to get tested if they begin to develop symptoms.

How Whizz Kids Pre-School will manage confirmed cases of COVID-19

- Whizz Kids Pre-School will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).
- The pre-school will contact the local health protection team.
- The local health protection team and Whizz Kids Pre-School will 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.
- 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.
- Further guidance is available on <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

This policy and its procedures were adopted between Mrs Terina Wilkinson and Mrs Sara Ward on 4th September 2020 and will be reviewed following any new guidelines issued by either DfE, Local Authority or HCCA.

Signed by

Mrs Terina Wilkinson
Room 1 Manager

And

Mrs Sara Ward
Room 2 Manager