



## 7.0 COVID-19 Essential Policies & Procedures

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## 7.0 Aims of Rainbow Pre-school with regard to COVID-19

- At Rainbow we aim to develop a caring, challenging, child-centred environment where each child is encouraged to develop positive attitudes to themselves and their learning.
- At the foremost of all we do is child and adult safety.
- During this time of COVID-19 outbreak we have made some key changes to our policies and procedures to ensure the safety of all.
- All staff are trained in general infection control measures to ensure that we minimise infections in our setting, and as part of that they also are trained in how to correctly use Personal Protective Equipment (PPE) to safeguard both children and staff.

## 7.1 List of Amended Policies

Amendments have been made to the following list of policies, for use during the COVID-19 pandemic and these should be read in conjunction with our existing policies and procedures:

- Safeguarding children, young people and vulnerable adults
- Staffing
- The role of the key person and settling-in



- Student placement
- Managing children who are sick, infectious, or with allergies
- Toilet Area & Intimate Care (inc Nappy Changing)
- Food and Drink (inc. Dietary Needs)
- Promoting Positive Behaviour
- Supervision of children on outings and visits
- Risk assessment
- Animals in the setting

## 7.2 Safeguarding children, young people and vulnerable adults-amendments

All staff remain alert to any signs that during the current COVID-19 outbreak a child in their care is suffering from or likely to be suffering from harm. This includes signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

Settings must continue to have a practitioner designated to take lead responsibility for safeguarding. Our designated officers (a member of the management team) who oversees this work are: Caroline Kingman and Allison Tomlin. It is acceptable for the safeguarding lead not to be based on-site if this is not practical, for example they may be working from home or be based at another setting, as long as they are still available to provide support, advice and guidance to staff. It is important that all childcare staff and volunteers have access to a designated safeguarding lead practitioner and know on any given day who that person is and how to speak to them.

During the COVID-10 pandemic it is particularly important that we can contact parents/carers quickly in the event of a child being ill. To enable this the 2 most senior staff members are able to carry their mobile phones with them during sessions and will be able to contact parents via these mobile devices. These 2 staff members will be permitted to access their phones in an emergency.



## 7.3 Staffing-amendments

During the COVID-19 outbreak, staff will be deployed as per the government guidance. A risk assessment for working with prioritised places is included (8.4a). Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the manager. Otherwise the following procedure applies.

During the COVID-19 outbreak early years staff are themselves considered to be 'key workers'. If staff cannot source care for their own children then they are able to bring their child to the setting, ensuring that as far as possible, they adhere to the criteria below and ensure they are not breaching conditions of their insurance provider:

- where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration
- where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with their line manager

## 7.4 The role of the key person and settling-in-amendments

During the COVID-19 outbreak it is likely that some children will not have their usual key person. Where this is the case, the principles of the key person role are followed as closely as possible.

Any temporary staff must be trained to proficiently and safely administer medication and medical procedures for individual children. They must also adhere to the guidelines and procedures on caring for the individual needs of children with SEND, as detailed in their Health Care Plans. 8.4a Prioritised Place Risk Assessment (from Early Years Alliance) should be used to identify any risks that may be incurred due to a change in key person for such children.

## 7.5 Student placement-amendments

All Student Placements are suspended during the COVID-19 outbreak.



## 7.6 Managing children who are sick, infectious, or with allergies-amendments

Rainbow will refuse admission to children taking pain relief medication such as Calpol or similar medication. Rainbow will refuse admission to any child showing symptoms, such as a high temperature; a new, continuous cough; loss of taste or smell. All parents will be asked to confirm that their child is healthy at the point of drop-off to the setting.

During the COVID-19 outbreak, any child showing symptoms, such as a high temperature; a new, continuous cough; loss of taste or smell, the following sequence of actions need to be taken:

1. Child presents with symptoms; parents are requested to collect child as soon as possible and seek diagnosis from GP or take further advice from NHS 111.
2. Child and a member of staff are socially distanced in a designated corner of the room, avoiding all contact with others. Staff will wear appropriate PPE, following Government guidelines. Generally this is single use gloves, apron, mask and visor.
3. All parents will be requested to stay within close proximity to the preschool setting and remain easily contactable, to facilitate speed of collection.
4. Child's parents are requested to inform setting of outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion even if no symptoms are present.
5. For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The line manager will inform the owner/trustees/directors and retain a confidential record.
6. Acting on the advice of the local HPT, the setting will either:
  - close for a set period and undertake a deep clean
  - carry on as usual but also undertake a deep clean
7. If a notifiable disease including COVID-19 is confirmed, staff must inform the line manager immediately and Ofsted must be informed within 14 days. Cases of confirmed Coronavirus should be treated as a notifiable disease.



8. Cleaning staff will be notified by Rainbow manager that a case of suspected coronavirus has been in the setting. A deep clean is undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced and staff are vigilant to any further signs of infection.
9. The manager continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.
10. In the case of a child or member of staff having a positive test for COVID-19, all staff and children from that group will be required to self-isolate at home for 7 days (or according to current government guidance).

## COVID-19 Hygiene Procedure

Hygiene precautions for dealing with body fluids are the same for all children and adults. The same measures are used when looking after a child with suspected COVID-19 symptoms. We:

- Wear single-use vinyl gloves, aprons and visors when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Double bag soiled clothing for parents to take home for cleaning.
- Clear spills of blood, urine, faeces or vomit using disinfectant or antiviral solution if available and disposable cloths; any cloths used are disposed of with the clinical waste.
- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.
  - Avoid creating splashes and spray when cleaning.





- Clean any tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit using an antiviral disinfectant and disposable cloths.
- High frequency touch points, such as door handles, light switches, taps, table tops, play equipment, phones should be cleaned regularly using disinfectant as detailed above.
- All soft toys, cushions, fabric items and those toys that are difficult to clean are to be used only if essential.
- Plastic toys can be cleaned using disinfectant as detailed above, books, jigsaws and difficult to clean items will be quarantined in a dedicated box for 72 hours or more before further use.

## 7.6 Toilet Area & Intimate Care (including Nappy Changing) - amendments

### *Procedure for Toilet Area*

Rainbow encourage children to learn independence and receive guidance when toileting to prevent accidents and the spread of infection. This is of particular importance during the COVID-19 outbreak.

Staff will ensure:

- Assistance is offered to children if and when required.
- Children are supervised at all times with hand washing to ensure thorough washing for the appropriate amount of time, in order to reduce infections.



- To avoid congestion in the toilets, a limited number of children are allowed in the area at one time.
- Children from each bubble will use a designated toilet and sink to prevent possible cross infection. The middle sink and toilet cubicle will remain unused except in emergencies.
- If any toileting accidents occur, a disposable cloth and appropriate disinfectant is to be used to clean the area. The cloth is to be double bagged before disposal. Guidance suggests apron and gloves are routinely used, at Rainbow we consider that it is preferable to also wear visor and mask.

### ***Procedure for Intimate Care, Nappy Changing and soiled changing clothes***

Support for children with intimate care needs will be carefully planned and should be a positive experience for all involved.

- Staff will prepare the area and ensure they have all resources to hand before starting to change a nappy.
- Children from each “bubble” will be changed on a designated changing mat, to prevent potential cross contamination.
- Staff will wear disposable apron, gloves and face visor (this will ensure that children can see the staff’s face but staff are still protected). Guidance suggests apron and gloves are routinely used.
- All nappies and pull ups including cloth nappies, trainer pants and ordinary pants that have been wet or soiled are double bagged for parents to take home.
- Changing mat and floor area will be appropriately cleaned using disinfectant and disposable cloth.
- PPE will be disposed of in the designated bin, the contents of which will be double bagged prior to disposal.





## 7.7 Food and Drink (including Dietary Needs)-amendments

Where food is provided, for example at snack time, the following procedures must be followed:

- Children's hands are washed under staff supervision prior to being given food or drink.
- Snack is provided on a clean plate.
- Staff who are preparing food or eating with the children must role-model hygiene best practice.
- Tables are never overcrowded during mealtimes. Some social distancing is encouraged even though it is acknowledged that children will play in close proximity for the rest of the session.

## 7.8 Promoting Positive Behaviour-amendments

This is an unsettling time for young children. Practitioners are alert to the emotional well-being of children who may be affected by the disruption to their normal routine. Where a child's behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child's parents/carers and the principles of this procedure are adhered to.

## 7.9 Supervision of children on outings and visits-amendments

During the outbreak, trips and outings are suspended. Children should still have access to outdoor play and learning opportunities as normal, as long as the adults follow social distancing measures. Children can play in close proximity during outside play.

## 7.10 Risk assessment-amendments

Specific risk assessments are carried out and regularly reviewed to assess the level of risk and who might be affected during the COVID-19 outbreak. Prioritised Place Risk Assessment (8.4a) template is available as a new download from Early Years Alliance, for managing prioritised places, ensuring the safety and well-being of every child is paramount.

We have used a template provided by Cambridgeshire County Council to assess the risk for all children and staff including those that might be vulnerable. This risk assessment is available from the Manager.



## 7.11 Animals in the setting-amendments

As the setting may have to close at short notice at any time during the crisis, alternative arrangements are in place for any pets and animals that currently inhabit the setting. New animals or pets will not be taken on during the COVID-19 outbreak.

## 7.12 Provider and Children's records-amendments

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

The priorities at this time are for helping children adapt to the new environment and supporting them with new routines and settling in. Observations and daily records will not be routinely kept during the outbreak, staff will use reasonable endeavours to provide an interesting and stimulating curriculum and to deliver the EYFS learning and development requirements as far as possible.

## 7.13 Guidance used in the development of COVID-19 amendments to Rainbow policies are:

1. Planning guide for early-years 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>

2. Actions for early years and childcare providers during the coronavirus outbreak

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

3. Coronavirus (COVID-19): guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

4. Further guidance on COVID-19 related matters, can be found at [www.eyalliance.org.uk/coronavirus-early-years](http://www.eyalliance.org.uk/coronavirus-early-years).

This policy was adopted by

RAINBOW PRE-SCHOOL

On

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Date to be reviewed

Summer Term 2020

Signed on behalf of the provider

\_\_\_\_\_

Name of signatory

Alice Walker

Role of signatory (e.g. chair, director or owner)

Committee Chair

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