



# One Nation Childcare

Covid-19 Policies for One Nation  
Childcare

June 2020

**One Nation Childcare staff are responsible for the nursery room, garden area and office unit whilst The Beacon are responsible for ensuring the rest of the building is safe during covid-19. The Beacon are enforcing a one-way system and other policies which all parents and non-nursery staff must adhere to.**

## **Effective infection protection and control**

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus (COVID-19) outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus (COVID-19) involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly

or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered

- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

## **Preparation of the premises**

### **Health and safety checks of the building**

All parts of the building under the responsibility of One Nation childcare have been re-assessed with regards to the health and safety advice for children, staff, parents and carer and any other visitors in light of coronavirus.

### **Risk assessments**

All planned activities have been risk assessed in light of coronavirus, in conjunction with relevant staff where applicable, and due consideration given to how usual practice may need to be adapted.

### **Cleaning and hygiene**

Clear guidance has been given for hand washing procedures and has been made available for staff and parents.

Once children are back in the setting, all frequently touched surfaces, equipment, door handles, and toilets, used during the day, will need to be cleaned thoroughly several times a day.

A new cleaning routine has been established for staff to follow which is to be strictly monitored and adhered to at all times.

## Space management

Considering the premises and how it can be best used to keep small, consistent groups together throughout the day and to keep groups apart from each other have been made. The setting doors to the outdoor play area will remain open as much as possible to provide extra ventilation and space for children and staff.

Floor space, rooms and outdoor space have been organised to ensure physical distancing between staff and between groups of children, considering the early years foundation stage (EYFS) age-based space requirements.

One Nation Childcare are meeting the following indoor space requirements:

- children under 2 years need 3.5 m<sup>2</sup> per child
- 2 year olds need 2.5 m<sup>2</sup> per child
- children aged 3 to 5 years need 2.3 m<sup>2</sup> per child

Area dividers help to keep children in different parts of the room, and floor markings could be helpful in assisting staff with keeping groups apart.

In order to facilitate cleaning, there has been a removal of all unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.

Instances where other suppliers and contractors may be in the setting, for example cleaners and site maintenance, physical distancing and hygiene measures will be put in place and communicated. A

monitoring system and contingency plan has been enforced to minimise the impact of shortages of supplies and workforce.

## Implementing practical measures to reduce risk

We know that, unlike older children and adults, children in the early years cannot be expected to remain 2 metres apart from each other and staff. One Nation Childcare will work through the hierarchy of measures set out in the protective measures guidance:

- ensure parents are advised to keep children with any symptoms at home
- ensure staff who are symptomatic do not attend work
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

## Keeping children and staff together in small groups

One Nation Childcare will be keeping group sizes to a maximum of 8 children, while adhering to EYFS ratios, is preferable so groups are as small as possible. Providers are expected to ensure that there are no more than 16 children in a group in early years settings. Further information on planning these groups once you have worked with parents to identify the children who will be returning to your setting is set out in [section 8](#) of this guidance.

# Physical distancing between groups

One Nation childcare do not expect that children and staff within a group will keep 2 metres apart, however we have considered how they can reduce contact between groups of children and staff as far as possible, for example by ensuring children and staff mix in a small consistent group and that small group stays away from other groups.

One Nation Childcare have ensured:

- physical distancing between groups of children and staff as far as possible
- that individual groups use the same area of a setting throughout the day as much as possible
- that the sharing of toys and resources is reduced
- that any toys or resources that are shared can be easily cleaned between different groups' use

Snack and mealtimes will be planned to keep groups of children together. Where possible, staff meetings and training sessions will be conducted virtually and staff will remain at a safe distance from each other during break, including in staff rooms or other staff areas in the setting. While in general groups staff will be kept apart, brief transitory contact, such as passing in a corridor or when moving to a different part of the setting, is low risk.

# Handwashing and respiratory hygiene

One Nation Childcare have ensured there is sufficient handwashing facilities (running water and soap, alcohol hand rub, sanitiser, skin-friendly wipes) available for staff and children, and that hands will be washed upon entering the setting, regularly throughout the day, before and after eating and when leaving. We will ensure children are

supervised when doing this, especially if using hand rub or sanitiser, and learn how to do it effectively. We have ensured we have a good supply of disposable tissues throughout the setting to implement 'catch it, bin it, kill it'. Ensure the availability of lidded bins, preferably operated by a foot pedal, and that tissues are immediately disposed into bins and that these are emptied throughout the day.

## Enhanced cleaning

One nation childcare have implemented a new cleaning routine to ensure surfaces that children and staff are touching, such as toys, books, doors, sinks, toilets, light switches, are cleaned more regularly using disinfection as appropriate.

All items that are laundered within the setting, for example towels, flannels and bedding, are washed in line with guidance on [cleaning in non-healthcare settings](#) and that these items are not shared by children between washes.

There are clear procedures for maintaining stringent cleaning processes for food preparation areas, dining areas and table coverings.

There is a new policy on bringing items and toys from home. This should only be done if absolutely essential and, where this is the case, items should be appropriately cleaned on arrival.

## Reducing face-to-face contact with and between parents and carers

We will Reduce contact between parents and carers when dropping off and picking up their children, for example by limiting drop off and pick up to one parent or carer per family and staggering timings. We

will not allow parents or carers into the setting unless this is essential, and arrange for children to be collected at the door when possible.

As some young children will not have been attending a setting for a number of weeks and may be feeling anxious, we will work with parents and carers to consider how best to manage dropping off their children while maintaining physical distancing.

One Nation Childcare will avoid the need for parents and carers to wait, but where they have to, we are enforcing physical distancing markings to indicate where to wait.

One Nation Childcare will use technology to communicate with parents and carers digitally, for example when providing handover information at the end of the day we may send information via e-mails or via phone call.

## **Reviewing staff for availability to work in the setting (if applicable)**

We have conducted an audit to determine the availability of staff to work in the setting from 1 June. In so doing, remember that you may be working with some staff who are anxious and may value the opportunity for discussion and reassurance. Consider staff wellbeing, including any support that may be needed for those who have suffered bereavement, and discuss their needs with them.

Anyone who is displaying coronavirus symptoms, or has displayed symptoms in the previous 7 days, or lives with someone who has displayed symptoms in the previous 14 days, should not attend work unless they have tested negative for coronavirus.

The [main symptoms of coronavirus](#) are:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste



They and their household members should follow the [advice for households with possible coronavirus infection](#).

This audit should be done in conjunction with the official government [guidance on shielding](#). People who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) are advised to rigorously follow shielding measures in order to keep themselves safe.

If a staff member is clinically extremely vulnerable, they are advised not to attend the setting. If a staff member lives in a household with someone who is extremely clinically vulnerable, it is advised that they follow [guidance on people who are shielding and living with other people](#).

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [staying at home and away from others \(social distancing\) guidance](#) have been advised to take extra care in observing social distancing and should work from home where possible. This includes pregnant women.

We have considered the impact of staff availability and their qualification levels on staff to child ratios and on other relevant provisions in the [statutory framework for the EYFS](#), including the requirement to have a designated safeguarding lead and the expectation to identify a special educational needs co-ordinator (SENCO). This should be reviewed in conjunction with government guidance on [temporary changes to requirements in the EYFS during the coronavirus outbreak](#), which sets out changes to qualification requirements to be included in staff to child ratios and to paediatric first aid requirements.

The availability of staff and family circumstances, may change, so agree a policy for updating your audit on a continuous basis and how you will communicate this with staff and parents.

# Protocol for responding to a suspected case of coronavirus and ensure setting is prepared

One Nation Childcare are following the government guidance

Amend your current policy on sickness management to ensure your setting has a protocol in place for responding to a suspected case of coronavirus and that you are prepared with the resources and staffing

levels to implement this if necessary. All protocols should include the following measures.

Anyone who begins to display coronavirus symptoms while in the setting should be sent home immediately and follow government guidelines on [what to do if you or someone in your household develops symptoms](#). 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.

A facemask should be worn if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection and if 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. We will ensure we are prepared to respond in line with the [guidance on protective measures in education and childcare settings](#) and [guidance on using PPE in education, childcare and children's social care settings](#).

Once the child or member of staff has left the setting, we will follow [Cleaning of non-healthcare settings](#) to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely.

Once early years and childcare providers open to more children, all staff and children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Visit the [guidance on coronavirus testing and how to arrange to have a test](#).

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 14 days. For childminding settings, this applies to everyone attending your setting who came into contact with the child or staff member. 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. Take appropriate steps to deputise responsibilities or arrange cover if affected members of staff fulfil designated roles, for example paediatric first aid, SENCO or safeguarding lead.

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 settings 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. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

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. Plan how you will communicate your protocol to parents and carers and ensure they understand their role and will be available to collect their child if necessary.

## **Personal protective equipment (PPE) including face coverings and face masks**

One nation childcare have been provided with the PPE needed for situations as set out by government guidelines (e.g. monitoring a child who is displaying symptoms of covid-19).

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for

short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

Education and childcare settings and providers should use their local supply chains to obtain PPE.

If education or childcare settings cannot obtain the PPE they need they should approach their local authority (LA). Local authorities should support them to access local PPE markets and available stock locally, including through coordinating the redistribution of available supplies between settings according to priority needs.

If the local authority is not able to meet the PPE needs of education and childcare providers, the LA should approach their nearest local resilience forum (LRF) which will allocate stock if it is available once the needs of other vital services locally have been met. If neither the LA or LRF is able to respond to an education or childcare setting's unmet urgent need for PPE, the setting will need to make their own judgement in line with their risk assessment as to whether it is safe to continue to operate.

Read the guidance on [safe working in education, childcare and children's social care](#) for more information about preventing and controlling infection, including the use of PPE.