

LITTLE CUBS ACADEMY COVID-19 POLICY

While COVID-19 continues to pose a threat, new Operating Procedures will be applied across both of our locations to minimise the risk of infection and enable our trained staff members to continue supporting the emotional, educational and general wellbeing of our children. It follows to the best of our ability guidelines set out by the UK Government and the Department of Education.

- These procedures and measures will be subject to change due to updated advice and guidance from the government and relevant medical and educational authorities.
- The setting will remain open unless directed to close by the Government or Local Authority.

Based on Department for Education advice and enhanced with our own additional measures, the Little Cubs Academy COVID- 19 protocols are designed to create ‘safety bubbles’ which separate our nurseries from external factors and limit social interaction between groups of children and staff teams operating inside.

Subject to further Government directives and guidance, we are confident that the current procedures offer the best possible levels of protection. This follows the design of our nurseries as relatively small communities with subdivided rooms.

While safety remains the ultimate priority, we are focused on addressing the impact of the COVID-19 restrictions on each of our children to ensure support is tailored to individual need.

There are bespoke aids to support parents preparing children for nursery during COVID-19 and where possible paperwork and daily updates have been digitalized to improve efficiency and ease of communication with nursery teams.

What is Covid-19 / Coronavirus?

The World Health Organisation gives the following overview:

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practise respiratory etiquette (for example, by coughing into a flexed elbow).

At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments. WHO will continue to provide updated information as soon as clinical findings become available.

www.who.int/health-topics/coronavirus

Check the NHS website if you think you or your child may have symptoms or view the information at the end of this document: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/>

How to stop infection spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus.

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Don't

- do not touch your eyes, nose or mouth if your hands are not clean

What Our Nurseries Will Do

The children's safety and well-being are our main priorities as a staff team and all appropriate measures will be taken to support this.

- All staff will be trained in Infection Prevention and Control.
- Any staff experiencing symptoms will self-isolate for 7 days. Anyone living with someone who is experiencing symptoms will self-isolate for at least 14 days.
- A confirmed case or outbreak will be reported to the Local Authority and Public Health England in line with Government guidance and will require the group of children the child was in (bubble) and all staff/children to self-isolate. We will also review if the rest of the setting needs to close should any more children/staff have symptoms.
- Use the test booking portal system to book COVID 19 Tests for staff with suspected cases: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Staff will sanitise their hands upon arrival at nursery and frequently wash hands throughout the day.

Staff will clean surfaces throughout the day as follows:

- Tables and chairs will be wiped with a clean cloth and antibacterial spray before and after activities or meals.
- Door handles, light switches, bannisters, will be wiped with antibacterial spray before children arrive at nursery and throughout the day as often as necessary and at least once an hour.
- Staff equipment, such as mobile phones, computers, iPads or landlines to be cleaned with antibacterial wipes before and after each use.
- Where possible staff will carry out social distancing measures. (Never at the risk of a child's well-being). Groups will not mix or socialise, and staff will only work within their group.
- Staff will be provided with PPE for use in the setting (if a child becomes unwell) and for those who commute. Masks, gloves and aprons will be worn for nappy changing, supporting all children in their self-care and at snack and lunchtimes. If they use public transport to commute to work, staff will change their clothes and shoes on arrival.
- Children will be organised into their room groups within the nursery to create our new 'room bubbles'. In larger rooms, numbers may either be limited, or the room divided to create separate groups.
- The 'bubbles' will be configured based on the numbers of children attending and the best use of space across the nursery.
- 'Bubbles' will not mix during the day.
- Outdoor spaces will be used by different 'bubbles' at different times of the day. This means that free flow indoor and outdoor movement will only be available where a base room has a dedicated garden area. In the absence of this, the room bubbles will have adequate times assigned to them for outdoor play.
- Beds and cots will be sited 2 meters apart to maintain social distancing for sleeping children.
- The only outings outside the nursery premises will be to outdoor areas that don't require any travel on public transport e.g. forest school, parks, nature reserve.
- All toys and equipment hygiene will be done as follows:
 - Resources will be limited and rotated throughout the day – i.e. if a set of resources is made available to children in the morning, these should be taken out to sanitise by breakfast time and another, previously cleaned set of resources, will be made available. This should be done every 2 hours or so, following the day's normal routine breaks (breakfast, lunch, nap time)
 - Toys which cannot be easily cleaned have been removed from rooms.
- Children should not bring any toys from home – comforters can be brought in but only stored in the child's personal bag, on their peg, and only be used to nap time.
- Drop off and Collection procedures have been amended. When arriving at Nursery please try to keep your distance from others by forming a line and standing 2 metres apart (a bit like when you visit the supermarket). All staff and children will have their temperature taken at the nursery entrance. One child will be permitted to enter at a time. Upon collection, you will be asked to wait at the nursery entrance and your child will be brought to you.
- No buggies or prams to be left at the nursery.
- Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe like regular hand washing and sneezing into a tissue.
- Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and colleagues will ensure they are aware of children's attachments and their need for emotional support at this time.

The following updates are introduced to our usual Cleaning Procedures:

- A weekly deep clean will take place every Friday after children and staff vacate the premises.
- Toys and resources will be sanitised more frequently throughout the day
- All dishwashers will be set at the highest temperature
- Steam cleaners will be used for the carpets daily
- Separate bins dedicated only to tissues and PPE will be placed in each room

Staff will be provided with PPE for use in the setting (if a child becomes unwell) and for those who commute. Masks will be worn in general teaching wherever a staff member feels social distancing cannot be carried out. Masks, gloves and aprons will be worn for supporting all children in their self-care and at snack and lunchtimes. If they use public transport to commute to work, staff will change their clothes and shoes on arrival.

What Parents Will Do

- **Parents will not bring children to setting if they or someone in their household is unwell or experiencing symptoms of Coronavirus.**
- Parents will not come into the setting building without prior arrangement with the Headteacher.
- Only one adult will drop off children.
- Children will have their temperature checked at arrival. **If this is higher than 38C, the parent will kindly be asked to take their child home and call 111, as per NHS recommendations.**
- Bag to be provided with spare clothes etc. Items to be added as and when needed.
- Parents and staff will avoid public transport as far as possible and children will walk/cycle/scoot to setting.

What Children Will Do

- It is impossible to ask very young children to carry out social distancing measures, but they will be supported to stay as safe at the setting as possible.
- Children will thoroughly wash hands on arrival at Nursery before playing or touching any toys,
- Children will wash hands more frequently than usual throughout the day.
- If a child becomes unwell with suspected Coronavirus they will be isolated with a teacher until they can be collected. This room will then be thoroughly sanitised before further use and any disposable PPE used will be disposed of safely.
- Regular sessions with a focus on hygiene, handwashing and spread of germs will take place to support children's understanding. Songs games and stories will be used to support this.
- Children will not bring any food or drink into the setting. The nursery will take steps to prevent children from sharing food and drinks during the day.
- At meal times children will sit further apart from each other and will be supervised and reminded to only use their own plate and cutlery.

If A Child Displays Symptoms

- In the event of a child developing symptoms of Covid-19 whilst attending the nursery, parents will be contacted immediately and must be collect their child as soon as possible.
- The family will be advised to isolate at home in line with the NHS guidelines and not return to nursery until the isolation period is over and their child is no longer symptomatic.
- A child displaying virus-like symptoms in nursery will be isolated with their 'bubble' carer in a previously identified room or area. If possible, a window will be opened for ventilation.
- Suitable PPE will be provided to the colleague to safely isolate with the child. This includes a mask.
- Once the child has been collected, the area used to isolate the child will be thoroughly cleaned by a colleague wearing appropriate PPE.

What Happens If There Is A Confirmed Case of Coronavirus in a Setting?

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.
- Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Drop Off & Collection Procedures

On Arrival:

- To minimise the risk of spreading infection and in creating 'Gatherings' of people, **parents will not be admitted into the building** unless by prior arrangement with the Nursery Head Teacher.
- Only one adult to drop off and collect to minimise numbers of people.
- When arriving at Nursery please try to keep your distance from others by forming a line along the pavement and standing 2 metres apart (a bit like when you visit the supermarket). Markings on the pavement will support this process, please do not gather in the setting entrance way.
- Children will be admitted to the setting 1 at a time.
- Temperature will be checked and if a child's temperature is 38C, the parent will be kindly asked to take them home and follow the existing guidance.
- To avoid any gatherings or delays in drop off, any important communication should be done via e-mail or text message, rather than talking to the teachers at the door.

Collection:

- Parents are asked to wait in line, as in the morning, and children will be brought out to them one at a time. Please stand at the entrance/s and your child will be brought to you.
- All feedback will be sent via text messages or e-mails, to avoid parents and teachers gathering at the gate to talk.

NHS Advice:

Self-isolation if you or someone you live with has Symptoms-Coronavirus (COVID-19)

Self-isolation helps stop coronavirus spreading

Do not leave your home if you have symptoms of coronavirus (COVID-19) or live with someone who does. This is called self-isolation.

If you are self-isolating, you must:

- not leave your home for any reason – if you need food or medicine, order them by phone or online, or ask someone else to drop them off at your home
- not have visitors, such as friends and family, in your home

You can use your garden, if you have one. Any exercise should be taken at home.

Information:

If you're not sure if you need to self-isolate

If you have symptoms of coronavirus (a high temperature or a new, continuous cough), use the [111 coronavirus service](#) to find out what to do.

How long to self-isolate

If you have symptoms

If you have symptoms of coronavirus, you'll need to self-isolate for 7 days.

After 7 days:

- if you do not have a high temperature, you do not need to self-isolate
- if you still have a high temperature, keep self-isolating until your temperature returns to normal.

You do not need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.

If you live with someone who has symptoms

If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

If you get symptoms, self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days.

If you do not get symptoms, you can stop self-isolating after 14 days.

Coronavirus in Children-Coronavirus (COVID-19)

Children can get coronavirus (COVID-19), but they seem to get it less often than adults and it's usually less serious.

What to do if your child has symptoms of coronavirus

The symptoms of coronavirus are:

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours

Call 111 if your child has these symptoms.

What to do if your child seems very unwell

Children and babies will still get illnesses that can make them very unwell quickly. It's important to get medical help if you need it.

Urgent advice: Call 111 or your GP surgery if your child:

- is under 3 months old and has a temperature of 38C or higher, or you think they have a fever
- is 3 to 6 months old and has a temperature of 39C or higher, or you think they have a fever
- has other signs of illness, such as a rash, as well as a high temperature (fever)
- has a high temperature that's lasted for 5 days or more
- does not want to eat, or is not their usual self and you're worried
- has a high temperature that does not come down with paracetamol
- is dehydrated – for example, nappies are not very wet, sunken eyes, and no tears when they're crying

Immediate action required: Call 999 if your child:

- has a stiff neck
- has a rash that does not fade when you press a glass against it (use the "glass test" from Meningitis Now)
- is bothered by light
- has a seizure or fit for the first time (they cannot stop shaking)
- has unusually cold hands and feet
- has pale, blotchy, blue or grey skin
- has a weak, high-pitched cry that's not like their usual cry
- is drowsy and hard to wake
- is extremely agitated (does not stop crying) or is confused
- finds it hard to breathe and sucks their stomach in under their ribs
- has a soft spot on their head that curves outwards
- is not responding like they usually do, or not interested in feeding or usual activities

Appendix 1: Paediatric First Aid

The changes: The requirement for at least one person who has a full paediatric first aid (PFA) certificate to be on the premises at all times when children are present remains in place where there are children below the age of 24 months. Paragraph 3.25 and Annex A of the EYFS set out more detail. However, if children are aged 2-5 within a setting, providers must use their 'best endeavours' to ensure one person with a full PFA certificate is on-site when children are present. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certification is on site at all times children are on premises.

'Best endeavours' means to identify and take all the steps possible within your power, which could, if successful, ensure there is a paediatric first aider on site when a setting is open, as per the usual EYFS requirement on PFA.

Please note this does not apply for childminders as they must already have a full PFA certificate. New entrants (levels 2 and 3) will not need to hold a Paediatric First Aid (PFA) certificate within their first 3 months in order to be counted in staff: child ratios, during the COVID-19 outbreak. Additionally, if PFA certificate requalification training is prevented for reasons associated directly with COVID-19, or by complying with related government advice, the validity of current certificates can be extended by up to 3 months. This applies to certificates expiring on or after 16 March 2020. Providers remain responsible for ensuring all children in their care are kept safe at all times.

What this means in practice:

For providers with children below the age of 24 months in their care, the requirements around PFA remain the same as in the current EYFS framework, with the exception that during the COVID-19 outbreak new entrants do not need to have a PFA certificate to be counted in ratios. This is in recognition of the greater risk factors for babies and young children in this age bracket, including choking risks and different cardiopulmonary resuscitation (CPR) procedures for those aged 0-1 as set out by the NHS.

For providers who have children aged 2-5 in their care they must use 'best endeavours' to have one person with full PFA, as set out in the EYFS, onsite. By best endeavours we mean providers must be able to demonstrate they have identified and taken all the steps possible to appoint a suitable person. This should include liaising with their local authority to find a suitable person, this could include identifying and looking to appoint:

- a person with a PFA certificate and Disclosure and Barring Service (DBS) check from a local provider who has closed; or
- a registered local childminder with a PFA certificate and DBS check who is approved to work on non-domestic premises

Looking to secure full PFA training for staff that includes the specific risk factors and techniques required for the care of young children including but not limited to choking, seizures, and issues related to sleeping. Annex A of the EYFS statutory framework sets out the criteria for effective PFA training.

After these actions have been carried out and if it is still not possible for someone with a full PFA certificate to be on site at all times children are present, providers must undertake the following actions in order to remain open:

- Carry out a written risk assessment to consider and mitigate the likely occurrence of a serious incident.
- Ensure at least one person with a current First Aid at Work or emergency PFA certification is on site at all times children are on premises and must accompany children on outings. Paragraph 3.65 in the EYFS continues to apply and outings should only be undertaken if it is safe to do so. Providers must take account of any Govt advice in relation to the COVID-19 outbreak.
- The written risk assessment should take into account all relevant factors with the aim of enabling the setting to ensure they can provide the safe care needed by children of critical workers and vulnerable children during COVID-19 outbreak, including:
 - The number of children on the premises
 - The staff to child ratios
 - The types of activities undertaken with the children on the premises
 - The likely need for first aid based on the needs of the children attending the premises
 - First aider knowledge among staff on the premises: and
 - The mitigations available to reduce the risk of such an incident
- Providers will need to keep the written risk assessment available in the setting throughout the COVID-19 breakout. This does not need to be sent anywhere but must be available on request.
- Providers could help members of staff who have a First Aid at Work or emergency PFA certificate to help bridge the gap between their current qualification and full PFA by looking to secure online training to cover elements required for the care of young children.
- HSE provides guidance on choosing a first aid training provider.
- As set out in HSE guidance, any training in relation to paediatric CPR and choking should be in line with the Resuscitation Council's guidance and NHS England guidance.

Please note this policy is subject to change and will be regularly reviewed.