



Wentworth Drive
Bedford
MK41 8QA
01234 267832

Putnoe Woods Preschool

COVID-19

Policy and Procedures

New Procedures for parents & carers, children, and staff from 20th July 2020

These procedures have been produced after updating our risk assessment and in line with new government guidelines. Which states:

From 20 July, early years settings will no longer be required to keep children in small, consistent groups within settings.

Settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible.

All other protective measures must remain in place.

These procedures will be reviewed frequently and amended, as necessary, as government guidance is updated.

The intention of this is to keep children and adults as safe as possible whilst continuing the educational and fun environment of preschool. Staff will use these procedures in conjunction with the new staff specific procedures.

Arrival & Collection

- Please maintain social distancing when dropping off and collecting your children.
- Only one adult to attend preschool for drop off and collection.
- Do not enter the inner hallway if someone is already waiting. Remain outside and wait.
- Hand gel is provided by the buzzer.
- All children and adults must wash hands on arrival into preschool.
- No adult is to enter the building unless essential (settling visits).
- We will collect your child from you at the door and hand your child over to you at home time.
- If anyone wishes to speak directly to a member of staff, we will do this outside whilst maintaining a safe distance. Alternatively, we are happy to phone or email you.
- Between the peak hours of 9.15am-3.30pm we will use two separate doors for arrival and collection. Outside of these times please continue to use the front door. Please remain socially distanced whilst waiting.



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Peak times 9.15-3.30pm

- Bluebell children will use the side gate for drop off and collection. The gate will be manned from 9.15-9.30am in the morning and you can drop off at any point during this slot. At home time the gate will be manned from 3.15pm-3.30pm and you can pick up at any point during this slot. By us providing a 'timed window' it will spread the flow of people
- Buttercups and Snowdrops children will continue to use the main door. Again, this will be manned from 9.15-9.30am & 3.15pm-3.30pm and you can pick up at any point during this slot. By us providing a 'timed window' it will allow us to spread the flow of people
- Please remain socially distanced whilst waiting.

Hygiene

- Children and staff will be encouraged to wash hands on arrival to preschool and frequently through the day for at least 20 seconds.
- Soft toys and furnishings that are difficult to clean will be removed.
- Our normal cleaning procedures will remain with the additional antibacterial cleaning of surfaces, handles, and frequently touched areas.
- Toys used during the day will be soaked in Milton sterilising fluid, steam cleaned or cleaned with an appropriate product at the end of each session and day.
- Lunch will be served as normal, but children will be spread out more across each room where possible. Lunch boxes can continue to be brought in. It is expected these are thoroughly cleaned at home.
- We will have a good supply of disposable tissues throughout the preschool to implement 'catch it, bin it, kill it'
- Our usual laundry procedure will be followed adhering to government laundry guidelines.
- As is our standard practice, children will not share bedding.
- PPE is not required for general use in the preschool although will continue to be used as usual for nappy changing, first aid and food handling.
- Any first aid will be carried out as normal following our usual procedures and PPE will be worn (gloves, face covering, apron)
- Decontamination guidance will be used for waste (PPE or first aid items) if symptoms are displayed in the preschool.



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General

- Where possible, we will keep children and staff in 4 separate groups who will remain in their own room, using separate toilet facilities, resources, and outdoor space. Bluebell One, Bluebell Two, Buttercups and Snowdrops.
- Each group will have access to the garden on a rota basis and will make full use of the field.
- **Children will not be forced to socially distance within their groups.**
- Children will be supported in age-appropriate ways to understand our new routines and the reasons for them.
- All activities will be risk assessed and adapted with consideration given to materials or equipment that cannot be washed.
- Playdough and messy play that cannot be adapted will be excluded.
- Children should not bring any unnecessary items in from home i.e. toys
- Lunch boxes and bags may be brought in but must be cleaned daily at home.
- Only essential visitors to preschool will be allowed and outside of peak operating hours if possible (prospective parents / essential maintenance / deliveries).

Showing symptoms

- If any child/staff member/parent/carer shows any symptoms (even mild) they must NOT attend preschool for at least 7 days and **inform preschool**. Anyone in the same household should self-isolate for 14 days.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- If a child develops symptoms: a new continuous cough, a high temperature or a loss of, or change in your normal sense of taste or smell (anosmia) whilst at preschool, you will be contacted to collect them and then should remain at home in line with the guidance above. Whilst your child is waiting to be collected, they will be isolated with a member of staff who may wear PPE (gloves, face covering & apron) in line with the protective measures issued by the government.
- You must arrange a test. Please follow the guidance here on how to do this
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>
- **YOU MUST INFORM US OF YOUR TEST RESULTS AS SOON AS POSSIBLE**
- If the test is negative, the child/staff member/parent/carer may return to preschool
- If a child or staff member that has attended preschool tests positive, **you must inform us** so we can seek further guidance from the local authority on whether groups need to be sent home.



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- If a positive case of COVID is identified, it is likely that the children and staff within that group will need to self-isolate for 14 days.
- We will notify Ofsted and Public Health England of any positive cases of COVID.
- As part of the national test and trace programme, if further cases are detected within preschool, Public Health England’s local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take.

Review Date	Reviewer	Amendments