



Wentworth Drive
Bedford
MK41 8QA
01234 267832

Putnoe Woods Preschool

COVID-19

Policy and Procedures

New Procedures for Parents & Carers, Children and Staff from Oct 2021

These new procedures have been produced following our risk assessment and in line with government guidelines. They will be reviewed frequently and amended, as necessary, as government guidance is updated. We may need to introduce a temporary cap on numbers to ensure that safety is prioritised.

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

We will continue with our arrival and collection procedures.

Hand gel is provided by the buzzer for adult use.

ALL children **WILL** wash their hands on entry into their playrooms, so hand sanitiser is not required for children at this point.

We will continue to collect your child from you at the door and hand your child over to you at home time

IF it is essential that an adult enters the building, they must wash their hands

If anyone wishes to speak directly to a member of staff, we will do this outside or make an appointment

Between the peak hours of 9.30am-3.30pm we will use two separate doors for arrival and collection. Outside of these times please continue to use the front door.

Peak times 9.30-3.30pm

Bluebell children will use the side gate for drop off and collection.

Buttercups and Snowdrops children will continue to use the main door

Hygiene

Children and staff will be encouraged to wash hands on arrival to preschool and frequently through the day for at least 20 seconds



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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 or cleaned at the end of each day with a handheld steamer

We will have a good supply of disposable tissues throughout the preschool to implement 'catch it, bin it, kill it'

Decontamination guidance will be used for waste (bins and PPE) if a child displays symptoms whilst at preschool

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)

General

From 20th July groups sizes no longer need to be limited within the preschool setting and can return to normal. However, we will continue to try to keep the children and staff in each room separate as much as possible and minimise mixing

We will continue to have 4 groups who will be kept apart in their own room, using separate toilet facilities, resources, and outdoor space

- Snowdrops
- Buttercups
- Bluebells 1
- Bluebells 2

We will continue to use the garden area and field will be used by all rooms on a rota basis

Lunch boxes and bags may be brought in but must be cleaned daily at home.

Only essential visitors to preschool will be allowed



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Control Measures

At Putnoe Woods Preschool we will ensure that we work through the Systems of Control as indicated below.

By following the guidance on the Systems of Control we can ensure that we effectively reduce any risks and create a safer environment.

This is the set of actions early years settings must take. They are outlined in more detail below.

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Control measures

You should:

1. ensure good hygiene for everyone
2. maintain appropriate cleaning regimes
3. keep occupied spaces well ventilated
4. follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Showing symptoms

If any child/staff member/parent/carer shows any symptoms (even mild) they must NOT attend preschool and self-isolate pending the results of a PCR test.

If any child/staff member/parent/carer does not experience any symptoms but are tested positive for coronavirus they should self-isolate starting the day the test was taken

If any child/staff member/parent/carer tests positive whilst not experiencing symptoms but develop symptoms during the isolation period they should restart the 10-day isolation period from the 1st day they develop symptoms

If the PCR result is negative you may return to preschool providing you are well. If the PCR result is positive you will need to self-isolate for 10 days.

If you develop symptoms you may wish to alert the people who you do not live with and that you have had close contact with over the last 48 hours to let them know that you might have COVID-19 but are waiting for a test result. At this stage, those people should not self-isolate



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You are not required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

<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 whilst at preschool, you will be contacted to collect them and then should remain at home as 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 will need to get tested if symptoms are displayed and follow the guidelines

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

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. We will need to notify Ofsted and Public Health England to obtain further guidance.

As part of the national test and trace programme, if other 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.

If your child comes in close contact with a positive case you will be contacted by NHS Test and Trace

Review Date	Reviewer	Amendments
18.05.20	L Whitney	Group maximums and social distance stance and prioritising intake.
26.05.20	L Whitney	Added first aid and collection procedure if a child displays symptoms



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1.06.20	L Whitney	Amended snowdrops numbers and drop off locations
24.08.20	J Skelton	Children WILL wash their hands Info re use of hand sanitiser Systems of Control added
12/04/21	J Skelton	Systems of control updated
18/05/21	J Skelton	Systems of control added
21/07/21	J Skelton	Updated with regard to new guidelines as of 19 th July
Oct 21	J Skelton	Removed systems of control Added Control Measure New Guidance regarding self-isolating