



Stockland & Yarcombe Pre-School

Stockland Victory Hall
Stockland, Honiton
Devon, EX14 9EF

Telephone: 01404 881450

Registered Charity No: 1028897

Stockland and Yarcombe Pre-School **COVID-19 Policies January 2021**

The safety and wellbeing of children and staff is our highest priority, and safeguarding underlies everything we do. In the face of the challenges brought by COVID-19, we hold to this principle. As a result, there are changes to our usual operating procedure. Many of these were developed as an initial response to the situation when we re-opened in June 2020. They have been refined and redeveloped through intense assessment of the government guidance and discussion between staff and committee, with additions made after the rising cases in December 2020. They are drawn from the Systems of Control actions required by the government, which are listed at the end of this document and are available online here: <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#infection-prevention-and-control>

At every point, we have centred the needs of **all** children in our care.

This document is divided into a series of policies which are then divided into two sets of procedures: what we need you as parents to do, and what we as a preschool will do. We must work together to minimise the potential spread of the virus.

You will need to sign the risk acknowledgement form at the end of this document which confirms that you have read and understood these policies and will adhere to them.

1) Symptoms and Testing

As parents, we need you to understand:

- 1.1) Under no circumstances should a child with any COVID-19 symptoms be brought to preschool. The main symptoms are a persistent dry cough and a temperature. It is absolutely imperative that parents do not give a child Calpol to lower temperature and send them to preschool unwell. They should not return to preschool unless they have completed the required quarantine period, recovered completely, and if necessary have received a negative COVID-19 test result. Proof of a negative test result will be required **before** your child can return to preschool.

You can find a summary of the symptoms in children here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

- 1.2) Should a child at preschool develop symptoms of COVID-19, we will contact you immediately and ask you to collect them as soon as possible and arrange a COVID-19 test. If your child has a medical condition such as asthma which may mimic symptoms of COVID-19 (e.g. prolonged coughing), please ensure that we are aware so that we can both care for their needs and make informed decisions about their symptoms at preschool.
- 1.3) Should your child test positive for COVID-19 at any time you must inform us as soon as possible. You need to know that we are legally bound to share this information with outside agencies including Ofsted and Public Health England (or its successor, the National Institute for Health Protection), but we cannot and will not share individual case details with other parents for data protection reasons.
- 1.4) Should a member of your household test positive for COVID-19 at any time you must inform us as soon as possible and under no circumstances bring your child to preschool. Proof of a negative test will be required **before** your child is allowed to enter preschool- the notification from the testing service is acceptable. Should your child be in contact with another person who tests positive for COVID-19 and be asked to self-isolate, you should not bring your child to preschool until they have completed the period of self-isolation.
- 1.5) Should a child or member of staff be confirmed as testing positive for COVID-19, we will have to close for a minimum of 10 days as required by law.
- 1.6) We would like to remind everyone of the usual sickness policies at preschool, which are available on the website. Should we encounter issues with unwell children being sent to preschool we will introduce daily non-invasive temperature checks on arrival to ensure the safety of children and staff.

As a preschool, we will:

- 1.7) Carefully observe children and their health while in our care, including taking their temperature in a non-invasive way if deemed necessary.
- 1.8) Isolate any child showing symptoms of COVID-19 in a separate area of the preschool which is well ventilated, under the supervision of the Play Leader or Deputy, who will at this point don full Personal Protective Equipment.
- 1.9) Provide you with details of testing centres and services locally. You can initially find details of these at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> and you can order a home testing kit if you would prefer this option. The nearest testing centres are at Taunton Racecourse and Honiton Road Park and Ride, Exeter. You can call 119 for a test kit or to arrange an appointment between 7am and 11pm. We will also provide you with full details of the Track and Trace system and how it works (available online here: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> and attached to this document)
- 1.10) Provide emergency contact details so you can let us know results of testing outside of normal preschool hours.

- 1.11) Notify Public Health England and Ofsted should a child or staff member test positive for COVID-19.
- 1.12) Support you in the event of closure, or should you have to self-isolate by providing activity ideas you can do at home that mirror what we are doing or would have done at preschool.
- 1.13) Not ask for payment of hours not attended to secure a child's place at preschool in the event of extended closure or a second lockdown. If preschool has to close due to a case of COVID-19, we will not charge parents during the time we are closed.

2) Preventing Infection at Preschool

As parents, we need you to understand:

- 2.1) No adults are to be permitted in the setting when it is open, other than members of staff and, on rare occasions (e.g. when required to cover staff training) committee volunteers. The only exception to this is if Ofsted return, at which point we will ask for a full Risk Assessment ahead of any inspection, and we will consult with the Inspector about their wearing of Personal Protective Equipment. This is a non-negotiable point in the government guidance, and one we must adhere to.
- 2.2) When dropping off your child at preschool, you can no longer enter the setting with them. A member of staff will greet you individually at the main hall doors, and escort your child into the classroom area where they will wash their hands and begin free play. There will be clearly marked and socially distanced waiting points outside the hall (both the large fluorescent men as initial waiting points, and the smaller cones, which are mainly designed for pedestrians who cannot wait in a vehicle). Avoiding queues forming as much as possible is essential. Please be careful when crossing the car park area with your child, and keep them close to you at all times. Only one parent or carer should attend drop off or pick up, reducing the number of people present in the car park area. If older children who would usually be at school need to be with you due to lockdown circumstances, please ensure that they also socially distance, and children aged over 11 should wear masks as they would in a shop or other public space.

Please note that **masks should now be worn** by parents (and siblings over 11 years old), carers and staff at drop off and collection, now that the region has been placed in a high COVID-19 alert tier (Tier 3 as of 30th December 2020, national lockdown as of 4th January 2021).

We understand that this is difficult, particularly for young children and children who are new to the setting. We will be as sensitive as possible to the needs of these children. We have found since reopening in June that the active walking away from and leave-taking of a parent or carer has reduced tearfulness at drop off and hope this will continue. If your child becomes upset, we will do our best to comfort and distract them. This is what we do best, so please do trust in our abilities and give us a chance to help them settle. If your child is distressed, please return to your vehicle and a member of staff will return to the car park to give you a signal that all is well or

devise an alternate plan. If you are concerned about your child and would like to agree a plan in advance of their return to preschool please do get in touch. We feel that (sadly) children are likely to be used to adults wearing masks at this stage of the pandemic, but if you are concerned about your child please contact us.

- 2.3) At collection, the reverse process will occur. Please wait in your vehicle until a collection point is free, and a staff member will bring your child out to you at the hall door. Again, there must be no queuing or line forming away from the marked points. You will be able to discuss their day and if you have any questions or concerns please ask the member of staff who will return at the end of pick up to talk these over with you in further detail. **Please note that collection is now at 15:00 due to changes in school hours and to facilitate deep cleaning.**
- 2.4) If a child arrives with any injury, including facial bruises or marks, or has an accident in the course of the preschool day, you will be asked to complete one of our reporting forms at drop off or collection. If this is the case, you will be asked to remain behind during the initial conversation and a staff member will return with clipboard, form and pen.
- 2.5) If you require the attention of the staff during the day, or in an emergency, you can telephone preschool, or you can use the doorbell on the main doors of the hall as normal, before retreating to the drop off/collection points.
- 2.6) Children cannot bring teddies, toys or other precious items to preschool to reduce cross infection.
- 2.7) Children cannot bring their own spare clothes to preschool on a regular basis unless they are potty/toilet training. A set of spare clothes should be provided to remain in preschool along with waterproofs and wellies for children attending Friday sessions.
- 2.8) Children cannot bring their own nappies, wipes etc to preschool.
- 2.9) Children's clothes should be washed on their arrival home from preschool, and shoes should be sprayed with an anti-bacterial spray.

As a preschool we will:

- 2.10) Provide spare clothing which has been washed at high temperature for children who may need it. We will supply all required items, from under to outerwear if necessary. This should be returned in a sealed plastic bag having been washed at home, and it will then be washed again at high temperature with an anti-bacterial detergent before being reused. If clothes continue to be taken home and not returned, we may have to consider asking for a small donation to cover the cost of replacing these.
- 2.11) Provide nappies and wipes for children who require these. We have a large supply of nappies in a range of sizes. If this runs out we will review the COVID-19 situation at the time and make an assessment as to asking for small donations towards the purchase of new preschool nappies if necessary. Staff will wear Personal Protective Equipment when changing nappies.

- 2.12) Provide clear written and video instructions as to drop off and collection procedure.
- 2.13) Provide support for parents and children at drop off within these guidelines.
- 2.14) Ensure an extremely high level of cleanliness within preschool. The facilities will be cleaned fully after all full day sessions. There is an extensive checklist to ensure that this cleaning is to the required standard and no area or item is missed.
- 2.15) Ensure a safe and appropriate range of activities are available. The preschool classroom has been prepared with this in mind. Items such as soft furnishings and soft toys will not be available, but items such as bricks, duplo etc will be cleaned after each session and therefore available for play.
- 2.16) Ensure that children wash their hands regularly, including but not limited to on arrival at preschool, prior to snack and lunchtime and before going home.
- 2.17) Ensure that we work together with the Hall Committee to prioritise the safety of children, including preschool having exclusive access to the Hall area.

3) Development and Learning

As parents, we need you to understand:

- 3.1) We will be taking advantage of our setting, facilities and training, and moving preschool out of doors as much as possible unless faced with extreme weather conditions.
- 3.2) Children will need their own named waterproof all in one or jacket and trousers, and wellies, which will stay at preschool at all times. These should be freshly washed and placed in a sealed bag on the first day of term. Should they need laundering or drying in the course of the half term, they will be placed in a sealed bag and should be washed on high temperature prior to their return. If you will find it difficult to provide this, we have a range of waterproofs and wellies here and can designate one as belonging to your child, naming it accordingly. Please speak to a member of staff if this affects you.
- 3.3) Children will need their own named suncream and sunhat which will also stay at preschool at all times. Please provide these in a sealed bag on the first day of term.
- 3.4) We will prioritise the three core areas of the Early Years Foundation Stage, as advised by the government. These are the children's physical development, their social development, and their communication and language. These are the foundation for other learning, and they will rightly be our focus as we return and readjust.
- 3.5) We will not be undertaking the usual 2 year old checks on milestones as recommended by the government during this time. If you have any questions about this, please do not hesitate to ask.

- 3.5) Sadly we cannot permit external teachers to visit during this period. This means that our music sessions cannot continue until further notice.
- 3.6) We will not be providing our usual weekly library books. If you still have a library book from last term, please return it directly to Honiton Library. A list is kept at preschool if you are unsure of what library book you may have. No fines are being enforced at present due to the situation, but this may change so please return your book as soon as possible.
- 3.7) Children may be able to take art or projects home, but we recommend that you keep any such projects in a sealed bag or container for a minimum of 3 days of quarantine for your own safety.
- 3.8) As recommended by the government, we will teach the children the “catch it, bin it, kill it” routine, and ensure frequent handwashing. We have purchased a number of books and other resources to help the children understand the events of the last few months in an age appropriate and sensitive way. While we understand some parents may wish to shield children from knowledge of COVID-19, we agree with government advice that children should understand the changes that have resulted, from seeing people wearing masks in the street to not being able to bring Teddy to preschool.

As a preschool, we will:

- 3.9) Carefully observe the children in our care and make our usual meticulous observations to assess their individual needs in the wake of lockdown and time away from preschool.
- 3.10) Develop our usual personalised learning plans for each child with staff focused on their key children, with a focus on the three core areas identified above for the first few weeks.
- 3.11) Move to other learning goals and areas when appropriate for children, but prioritise their wellbeing and happiness at every step before making learning plans.
- 3.12) Discuss learning plans and goals with you, both informally at drop off and collection where possible, and more formally at parent consultations, which will take place via Zoom at their usual termly times.
- 3.13) Provide waterproofs and wellies for those who will find sourcing such items difficult. We have a small supply and cannot provide this for everyone, but will do our best to help wherever possible.

4) Lunch and Snack Times

As parents, we need you to understand that:

- 4.1) You will need to provide a packed lunch in a named container, and a snack item in a separate named container. This snack must be a piece of fruit, not biscuits, crisps or

any other confectionary item. Your child's overall health is important to us, and while we cannot undertake our usual shared snack we want to maintain this principle.

- 4.2) Children will sit together as usual in their bubble group during snack and lunch. This will maintain our focus on social development, with children learning basic table manners etc.

As a preschool we will:

- 4.3) Provide milk and water as usual for children and clean vessels to the highest possible standard after use.
- 4.4) Maintain our usual high standards of hygiene in the kitchen area.

5) Other key policies

- 5.1) We would prefer that your child does not attend another childcare setting while they attend preschool, to reduce chances of cross contamination.
- 5.2) To reduce cross contamination, at present we cannot run our usual indoor Toddler Group on a Friday morning. We had made arrangements to restart Toddler Group at Yarcombe Village Hall, and undertaken a painstaking risk assessment to facilitate this, but the rising case numbers of autumn 2020, and the following renewed national lockdowns, make it clear this is not appropriate. We regularly review the situation and will keep you informed if we are able to begin these sessions once more.

If you have concerns or questions please contact us via email
info@stocklandpreschool.co.uk
and we will arrange a call with Sarah Bilson, Preschool Manager



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Risk Acknowledgement Form

Thank you for reading the COVID-19 policy document.

Please sign this Risk Acknowledgement Form to confirm that:

- I have read and understood the policies contained in this document
- I will abide by the policies contained in this document and understand my responsibilities as a parent.
- I understand that notwithstanding the action taken by Stockland and Yarcombe Preschool to safeguard children, there remains a small risk of transmission of COVID-19.
- I understand and consent that in the event of a case of COVID-19, information will be shared with outside agencies.

Signature.....

Name.....

Child's Name.....

Date.....

‘System of controls’

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

Prevention:

- 1) minimise 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 settings
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimise contact between groups where possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all settings, all the time.

Number 5 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Number 6 applies in all specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community
- 9) contain any outbreak by following local health protection team advice
- 10) notify Ofsted

Numbers 7 to 10 must be followed in every case where they are relevant.

NHS Test and Trace: how it works

An overview of the NHS Test and Trace service, including what happens if you test positive for coronavirus (COVID-19) or have had close contact with someone who has tested positive.

The NHS Test and Trace service:

- ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus, and also includes targeted asymptomatic testing of NHS and social care staff and care home residents
- helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus

We are introducing this service to help return life more to normal, in a way that is safe and protects our NHS and social care. The service will allow us to trace the spread of the virus and isolate new infections and play a vital role in giving us early warning if the virus is increasing again, locally or nationally.

How NHS Test and Trace helps fight the virus

The NHS Test and Trace service will help to control the rate of reproduction (R), reduce the spread of the infection and save lives. By playing your part through the actions set out below, you will directly help to contain the virus by reducing its spread. This means that, thanks to your efforts, we will be able to go as far as it is safe to go in easing lockdown measures.

You can help in the following ways:

- if you develop symptoms, you must continue to follow the rules to self-isolate with other members of your household and get a test to find out if you have coronavirus
- if you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS Test and Trace service to help us alert other people who may need to self-isolate
- if you have had close recent contact with someone who has coronavirus, you must self-isolate if the NHS Test and Trace service advises you to do so

This specific guidance applies in England only. All 4 administrations are working closely together to have a consistent and joined-up approach to testing and tracing.

Definitions

'Self-isolation if you have symptoms' means you and all household members must remain at home. Do not go outside your home for any reason i.e. to work, school, or public areas, and do not use public transport or taxis. The [guidance for households with possible coronavirus infection page](#) has more information on self-isolation.

'Contact' means a person who has been in close contact with someone who has tested positive for coronavirus and who may or may not live with them.

How the NHS Test and Trace service works

Part 1: for someone with symptoms of coronavirus

1. isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 10 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms
2. test: [get a free NHS test immediately to check if you have coronavirus](#) or call 119 if you have no internet access
3. results: if your test is positive, you must complete the remainder of your 10-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate
4. share contacts: if you test positive for coronavirus, the NHS Test and Trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of our contract tracers.

Part 2: if you are contacted by the NHS Test and Trace service because you have been in close contact with someone who has tested positive for coronavirus

1. alert: you will be alerted by the NHS Test and Trace service if you have been in close contact with someone who has tested positive for coronavirus. The alert will usually come by text, email or phone call. You should then log on to the NHS Test and Trace website, which is normally the easiest way for you and the service to communicate with each other – but, if not, a trained call handler will talk you through what you must do. Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue
2. isolate: you will be told to begin self-isolation for 14 days from your last contact with the person who has tested positive. It's really important to do this even if you don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 14 days. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home

3. test if needed: if you develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for 14 days and you must [get a test to check if you have coronavirus](#) or call 119 if you have no internet access. If your test is positive, you must continue to stay at home for at least 10 days and we will get in touch to ask about your contacts since they must self-isolate. If your test is negative, you must still complete your 14-day self-isolation period because the virus may not be detectable yet - this is crucial to avoid unknowingly spreading the virus.

People who develop symptoms of coronavirus

When to self-isolate

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

For more information, read the further [guidance on symptoms](#).

If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 14 days.

How to get a test

Anyone with [symptoms](#) can get a coronavirus test, whatever their age.

[Get a coronavirus test](#)

If you don't have access to the internet, you can get a test by phoning 119.

Our [guidance on testing](#) has more information on our testing programme.

If you test negative

If you get a negative test result, this means you are at low risk of having coronavirus.

Other members of your household can stop self-isolating. If you feel well and no longer have symptoms similar to coronavirus, you can stop self-isolating. You could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until you are better.

If you test positive

If you get a positive test result, this means that when you took the test, you had coronavirus. You – and other members of your household – must continue to self-isolate.

Health and care workers

If you work in a health or care setting, you should follow the separate [guidance for health and care workers on testing](#) and when to return to work.

Telling people about your test result

If you develop symptoms, you may wish to alert the people with whom you have had close contact over the last 48 hours. You should tell them that you might have coronavirus but are waiting for a test result.

At this stage (until the test result is known), those people do not need to self-isolate, but they should take extra care in practising [social distancing](#) and good hygiene, like washing their hands regularly. They should also watch out for their own [symptoms](#).

You may want to write down your recent close contacts now so that you have them to hand if you test positive.

Sharing information about your recent contacts

If you get a positive test, we will contact you and ask you to share information about any close contacts you had just before or after you developed symptoms. This is vital if we are to stop the spread of the virus.

We will contact you by text message, email or phone. If you are under 18 years old, we will contact you by phone wherever possible and ask for your parent or guardian's permission to continue the call.

You will be sent a link to the NHS Test and Trace website and asked to create a confidential account where you can record details about your recent close contacts. If you do not have internet access or if you don't complete the online process, one of our contact tracers will phone you to gather this information from you.