

BCoT Nursery Site Operating Procedure – Reviewed and Updated 10th July 2020

Focus	Area	Procedures	Additional Comments
Staff	Attendance	<p>Only staff who are symptom free or have completed the required isolation period will be able to attend nursery</p> <p>Staff will have their temperature taken on arrival at nursery each day, this will be logged. Each staff member will complete a health questionnaire on returning to work and must inform management if anything changes</p> <p>Staff will wash their hands when arriving at nursery each day</p>	
	Social distancing/grouping	<p>From 20th July 2020 - Staff will remain with the children in their allocated room throughout the day and not come into contact with the children from the other rooms</p> <p>Social distancing will be maintained during breaks</p> <p>Staff members will not have physical contact with other staff members including handshakes, hugs etc</p> <p>Where possible staff meetings and training will be conducted through virtual conferencing</p>	
	Training	<p>All staff members will receive training and information on:</p> <ul style="list-style-type: none"> • Infection control • Critical incident • Illness • Operating procedures • Risk Assessments 	An induction will be performed for each member of staff before they return to work
	Further infection control	<p>It is recommended that staff change and wash their uniforms on a daily basis</p> <p>It is recommended that staff shower when they return home from work each day.</p> <p>Staff will wear minimal jewellery – no rings except wedding rings without stones, no bracelets, watches, ear-rings or necklaces</p> <p>Staff will wear their hair up wherever possible</p>	

<p>Parents</p>	<p>Social distancing</p>	<p>Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off and collect their child</p> <p>Parents will complete a health questionnaire before their child returns to nursery must inform management of any changes</p> <p>Only one parent per family to drop off and collect children from nursery</p> <p>Parent to use the 2 metre marks outside the nursery when dropping off and picking up children</p> <p>Parents will drop off and pick children up from the nursery front door, taking social distancing into consideration at all times</p> <p>For other enquiries, apart from drop off and collection, wherever possible parents will use the intercom to communicate with staff in the nursery</p> <p>If a parent requires a longer conversation with a staff member this will take place in the office, taking social distancing into consideration at all times</p> <p>If a child requires settling back into nursery a parent will be allowed into nursery to support with this. Parents will have their temperatures taken and wash their hands on entry to the nursery. They will follow social distancing measures with staff members at all times.</p>	<p>Hand over forms are completed daily by staff members and are given to parents upon the collection of their child</p>
	<p>Settling in sessions</p>	<p>Parents will be allowed into nursery for Settling in Sessions.</p> <p>The measures to minimise contact at Settling in Sessions will be:</p> <ul style="list-style-type: none"> • Parents will follow social distancing measures with staff members at all times • Parents will have paperwork to complete • Staff will have laminated copies of the paperwork to talk through with the parent • Each room will have a designated area for parents on Settling in Sessions 	

	Communications	<p>Parents will receive clear communication and information with regard to the role they play in the safe operating procedure of the nursery and all measures being taken to ensure the safety of their children, themselves and staff members</p> <p>Wherever possible parents will explain the new site operating procedures to their children before they come to nursery for the first time</p>	
	Further infection controls	<p>Push chairs, car seats, bikes, scooters and the like will not be left in nursery at any time</p>	
Children	Attendance	<p>Only children who are symptom free or have completed the required isolation period will be able to attend nursery</p> <p>Children will have their temperature taken on arrival at nursery each day and this reading will be logged.</p> <p>Children will wash their hands when arriving at nursery each day</p>	
	Social distancing/grouping	<p>From 20th July 2020 - Children will stay in their own rooms throughout the day and will not mix with the children in the other rooms</p> <p>Children will eat their meals in their own rooms</p> <p>Children will stay with the children from their own room all day</p> <p>Beds and cots will be placed 2 metres apart wherever possible</p> <p>Each room will have a specific allocated time to use the outside area</p> <p>Outings in the local community and around the college will not take place</p>	
	Wellbeing and education	<p>Staff will support the children in their rooms, in age appropriate ways, to understand the steps they can take to keep themselves safe including regular handwashing and sneezing into a tissue etc</p> <p>Staff will support children to understand the changes and challenges they may encounter as a result of COVID:19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time</p>	

	Further infection control	Children will not bring objects from home into nursery except for spare clothes and comforters	
Equipment and Activities	Infection control	Indoor and garden equipment will be cleaned on a regular basis and at least after the morning and afternoon sessions and before use by a different groups of children Indoor and garden activities will be risk assessed and resources cleaned on a regular basis and after each room has used them	See Cleaning schedule and Activity Risk Assessments
Premises	Building	A Health and Safety Risk Assessment took place before the nursery re-opened on 1 st June 2020. Whenever the nursery is open windows will be kept open where possible to ensure ventilation	
	Areas of the nursery	Foyer – Hand sanitiser is provided Reception – Re-arranged to help with Staff breaks Office – Screens to be installed around the Nursery Administrator’s desk so that she can return to work Staff Room – Re-arranged to implement social distancing Shared area – Split into two for use by Tiggers and CR Roos – Used for staff breaks until the number of children attending rises Piglets – Re-arranged positioning of beds Tiggers – To use half of the Shared Area when numbers of children attending increase. Re-arranged positioning of beds CR – To use half of the Shared Area when numbers of children attending increase. Outside – Each room has an allotted different time to use the outside area both in the morning and in the afternoon.	
Visitors	Site Supervisors	Site Supervisors only enter the nursery if absolutely required for essential maintenance. Social distancing measures will be in place at all times when they are in the nursery	Essential maintenance will preferably be completed outside of nursery hours. Where this is not possible the area needing work will be cleared of all staff and children
	Cleaners	The daily cleaning of the nursery is more rigorous and is completed before the nursery opens in the morning by the college cleaners	See Cleaning schedule
	Tours	No tours of the nursery will be performed at this time. This will be assessed regularly	We will look into the possibility of offering a virtual tour with the college IT and Marketing Departments
	Other visitors	Attendance to the nursery will be restricted to staff, children, site supervisors and cleaners as far as practicable. Other visitors will	Any visitors will follow the same procedures as parents coming into the nursery

		<p>only be allowed in the nursery if absolutely necessary and will follow social distancing measures at all times</p> <p>Stretch-n-Grow will not be returning to nursery for the foreseeable future as per Government Guidelines</p>	
Travel	Travel associated with the nursery operations	Wherever possible staff and parents should travel to nursery alone, using their own transport	
Meals	Children's	<p>The college refectory will provide lunch and tea</p> <p>All meals and snacks will take place in the children's own rooms</p> <p>Staff will wear aprons and gloves when serving all food.</p> <p>Staff will dish up all food (no self service)</p>	The normal nursery menu will be revised as needed
	Staff	Staff to bring in their own food	The college refectory is not open to paying customers
Supplies	Procurement and monitoring	<p>The nursery ensures that the correct PPE and cleaning products are available at all times</p> <p>If we are unable to source the essential PPE and cleaning products the nursery will have to close until supplies are restocked</p> <p>If we are unable to source essential PPE and cleaning products other options will be taken into consideration first before a decision to close would be made for example washable tabards/aprons that can be washed at a high temperature</p> <p>The nursery will monitor the usage of PPE and cleaning products and restock regularly</p> <p>Breakfast and snack foods including milk will be available at all times, stock will be monitored and restocked as required</p>	
Additional Health & Safety and Hygiene	Telephones	To limit cross contamination all telephones will be kept in the Office. Jasmin and Becky will have a telephone each that only they will use and will clean them regularly. Another telephone will be available should a staff member need to use it and it will be thoroughly cleaned after each use.	Telephones will be cleaned with anti-bacterial wipes or spray and disposable cloths
	Tablets	Wherever possible each member of staff will be assigned a tablet that only they use and they will clean it regularly.	Tablets will be cleaned with anti-bacterial wipes or spray and disposable cloths
	Waste disposal	All waste will be disposed of in a hygienic and safe manner	

		All used tissues will be disposed of in yellow bags	
	Laundry	All items in the nursery requiring laundering will be washed in line with NHS laundry guidelines Items such as towels, flannels and bedding will not be shared by children	NHS laundry guidelines <ul style="list-style-type: none"> • Wash your hands after handling dirty laundry • All underwear, towels and household linen should be washed at 60C (140F) or at 40C (104F) with a bleach-based laundry product to prevent germs from spreading • Don't leave laundry in the washing machine – any remaining germs can multiply rapidly
	PPE	Government guidance states that PPE is not required for general use in Early Years Settings to protect against COVID:19 transmission. PPE will be worn as normal for nappy changing and the administration of first aid. BCoT nursery have included other times in these procedures where it will be appropriate to use PPE	The college nurse has provided First Aid kits including relevant PPE to be used if required When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.
	Cleaning	An enhanced cleaning schedule is in use that includes furniture, surfaces, equipment and activities Communal areas, touch points and hand washing facilities are cleaned and sanitised regularly	See Cleaning schedule
	Risk Assessments	A Health and Safety Risk Assessment of the nursery was conducted before the nursery re-opened on 1 st June 2020. This was updated on 10 th July 2020 All activities have been risk assessed identifying adaptations to usual practice. This was updated on 10 th July 2020	See Health and Safety Risk Assessment See Activity Risk Assessments
Responding to a suspected case of COVID:19	Staff member, child, parent or family member	In the event of a child developing suspected COVID:19 symptoms at nursery: <ul style="list-style-type: none"> • Parents will collect the child as soon as possible • Whilst waiting for collection the child will be isolated from others in a room with the window open for ventilation • The staff member responsible for the child during this time will wear appropriate PPE 	

		<ul style="list-style-type: none"> • The area will be thoroughly cleaned immediately the child has been collected • The person cleaning the area will wear appropriate PPE • The child and their family will isolate at home in line with NHS guidance <p>the event of a staff member developing suspected COVID:19 symptoms at nursery:</p> <ul style="list-style-type: none"> • The staff member will return home immediately and isolate in line with NHS guidance <p>the event of a parent developing suspected COVID:19:</p> <ul style="list-style-type: none"> • The parent and their family will isolate at home in line with NHS guidance • The parent or another family will contact the nursery to inform them of this <p>the event of a family member suspected COVID:19:</p> <ul style="list-style-type: none"> • If a family member within the child's household or a staff members household has a suspected case of COVID:19 the nursery must be informed immediately and all members of the household will isolate at home in line with NHS guidance <p>In all these events the nursery must be kept informed of any developments</p>	
Test and Trace	Staff member, child, parent or family member	<p>Should a child, parent or staff member display symptoms of COVID:19 they must be ready and willing to:</p> <ul style="list-style-type: none"> • Book a test if they are displaying symptoms. • Must not come into nursery if they have symptoms, and must be sent home to self-isolate if they develop symptoms in the nursery. • Provide the details of anyone they have been in close contact with if they were to test positive if asked by NHS Test and Trace • Self-isolate if they have been in close contact with someone who tests positive for COVID:19 	All children can be tested, including children under 5, although children under 11 will need to be helped by their parents if using a home testing kit

<p>Confirmed Case of COVID:19</p>	<p>Staff member, child, parent or family member</p>	<p>If the nursery becomes aware that someone who has attended the setting has tested positive for COVID:19:</p> <ul style="list-style-type: none"> • The nursery will contact the local health protection team, This team will also contact the nursery if they become aware that someone who has tested positive attended the setting, as identified by NHS Test and Trace • The local health protection team will work with the nursery to carry out a rapid Risk Assessment to confirm who has been in close contact with the person during the period they were infectious, and ensure they are asked to self-isolate. • Based on the advice from the health protection team the nursery will send home those people who have been in close contact with the person who has tested positive and advise them to self-isolate for 14 days from when they were last in contact with the person when they were infectious. • The nursery will record the actions listed above 	
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Updated 10th July 2020