

BCoT Nursery Site Operating Procedure – Reviewed and Updated 21st January 2021

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 wear a mask on arrival and departure from nursery and will wash their hands on arrival at nursery each day</p>	Staff will be encouraged to partake in the twice weekly Covid:19 test offered through the college
	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 and staff from different rooms will not mix together during breaks wherever possible</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>	<p>Staff to wear a mask and/or a visor (visors available from the office) when not in their rooms – for example walking through the shared area, going to the toilet, going to the staff room etc</p> <p>Staff coats to be kept in the room they are working in</p> <p>Staff bags to be kept separately for each room</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>	
Parents	Social distancing	<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 stand 2 metres apart from other parents while queueing and waiting 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/use hand sanitiser 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>Parents to wear masks when dropping off and collecting their child/ren from nursery unless their child is extremely upset</p> <p>Staff to wear a clear visor when collecting a child from or returning a child to parents unless the child is extremely upset</p> <p>Parents to encourage their child to walk into nursery, if they are able to. Obviously if they are upset or need to be carried or are not yet walking then they will be carried into nursery by a member of staff</p> <p>Children's bags will continue to be taken at the door and delivered to the child's room unless parents are able to leave items at nursery that do not need to be brought in and taken home on a daily basis.</p>
	Settling in sessions	<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 wear face coverings 	

		<ul style="list-style-type: none"> • Parents will wash their hands/use hand sanitiser on entry into the nursery • 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	Push chairs, car seats, bikes, scooters and the like will not be left in nursery at any time	A shed has been provided outside of the nursery for parents to use – this is on a first come first served basis
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> <p>Children will not attend another setting while attending BCoT Nursery</p>	Parents to encourage their child to walk into nursery, if they are able to. Obviously if they are upset or need to be carried or are not yet walking then they will be carried into nursery by a member of staff
	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>	

		Outings in the local community and around the college will not take place	
	Wellbeing and education	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 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	
	Further infection control	Wherever possible 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	Throughout the autumn and winter where additional heating may be required, each room will open windows and ventilate their room at least once every hour
	Areas of the nursery	Foyer – Hand sanitiser is provided Reception – Re-arranged to help with Staff breaks Office – Screens have been installed around the Nursery Administrator's desk Staff Room – Re-arranged to implement social distancing Shared area – Split into two for use by Tiggers and CR Roos – Re-arranged positioning of beds 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.	Staff from different rooms not to mix in the staff room as much as possible for example in the morning before work and during breaks. Staff to clean everything they have used in the staff room when they leave after their break – table, chair, kettle, fridge, microwave, wash up etc Window in staff room to be opened at the beginning of the day and closed at the end of the day
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

		Site supervisors will be recommended to wear face coverings when in the nursery	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. Cleaners will be recommended to wear face coverings when in the nursery	See Cleaning schedule
	Tours	Limited tours will take place with visitors recommended to wear face coverings while in the nursery. They will wash their hands/use hand sanitiser on entry to the nursery. Social distancing with staff members will take place at all times. They will be allowed in the reception area only and will not enter the Rooms or Shared Area. Tours will look through the window into Roo's and CR and over the Shared Area gate to see Piglets and Tiggers	No tours will take place during national lockdowns
	Other visitors	Attendance to the nursery will be restricted to staff, children, site supervisors and cleaners as far as practicable. Other visitors will only be allowed in the nursery if absolutely necessary, will follow social distancing measures at all times, will be recommended to wear face coverings. They will wash their hands/use hand sanitiser on entry to the nursery. Stretch-n-Grow will not be returning to nursery for the foreseeable future as per Government Guidelines	Any visitors will follow the same procedures as parents coming into the nursery
Travel	Travel associated with the nursery operations	Wherever possible staff and parents should travel to nursery alone, using their own transport	
Meals	Children's	The college refectory will provide lunch and tea All meals and snacks will take place in the children's own rooms Staff will wear aprons and gloves when serving all food. Staff will dish up all food (no self service)	The normal nursery menu will be revised as needed
Supplies	Procurement and monitoring	The nursery ensures that the correct PPE and cleaning products are available at all times If we are unable to source the essential PPE and cleaning products the nursery will have to close until supplies are restocked	

		<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. Becky, Jasmin and Sue 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	
	Laundry	<p>All items in the nursery requiring laundering will be washed in accordance with the manufacturer's instructions. There are no additional washing requirements above what we normally do.</p> <p>Items such as towels, flannels and bedding will not be shared by children</p> <p>Anything used for transporting dirty laundry will be regularly cleaned and disinfected</p>	<ul style="list-style-type: none"> Do not shake dirty laundry, this minimises the possibility of dispersing the virus through the air Do not leave laundry in the washing machine – any remaining germs can multiply rapidly
	PPE	<p>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.</p> <p>BCoT nursery have included other times in these procedures where it will be appropriate to use PPE</p> <p>For visitors and staff wearing face coverings to the nursery or, in certain circumstances, in the nursery the following process applies:</p> <p>The safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags</p>	<p>The college nurse has provided First Aid kits including relevant PPE to be used if required</p> <p>The nursery has a supply of face coverings for use by staff and visitors should the need arises.</p> <p>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.</p>

		between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.	
	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 and 15 th October 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 • 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 	<p>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> <p>The nursery will follow the latest guidance available at all times</p>
Confirmed Case of COVID:19	Staff member, child, parent or family member	<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 Public Health England Advisory Service, 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 Public Health England Advisory Service 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 Public Health England Advisory Service 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 	<p>The nursery will follow the latest guidance available at all times</p>