**BCoT Nursery Contingency Plan and Site Operating Procedure – Reviewed and Updated January 2022**

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| **Focus** | **Area** | **Procedures** | **Additional Comments** |
| **Staff** | **Attendance** | Only staff who are symptom free or have completed the required isolation period will be able to attend nursery  Staff will wash their hands on arrival at nursery each day  Staff will do a twice weekly Covid:19 Lateral Flow Test (LFT) | If staff have come into close contact with some who has tested positive for COVID:19 they will do a LFT every day for seven days |
| **Social distancing/grouping** | Where possible staff will not socialise with staff members from other rooms at break times  Staff members will wear face coverings while moving around communal areas within the nursery and when entering/leaving the nursery  Staff members will not have physical contact with other staff members including handshakes, hugs etc | Staff coats to be kept in the room they are working in  Staff bags to be kept separately for each room |
| **Further infection control** | It is recommended that staff change and wash their uniforms on a daily basis  It is recommended that staff shower when they return home from work each day.  Staff will wear their hair up wherever possible |  |
| **Parents** | **Social distancing** | Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off and collect their child  Parents stand 2 metres apart from other parents while queueing and waiting outside the nursery when dropping off and picking up children  Parents will drop off and pick children up from the nursery front door, taking social distancing into consideration at all times  Parents to wear masks when dropping off and collecting their child/ren from nursery unless their child is extremely upset  For other enquiries, apart from drop off and collection, meetings will be arranged with the management of the nursery | Hand over forms are completed daily by staff members and are given to parents upon the collection of their child  Staff to wear a clear visor when collecting a child from or returning a child to parents unless the child is extremely upset  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 |
| **Settling in sessions** | Parents will be allowed into nursery for the first Settling in Session.  The measures to minimise contact at Settling in Sessions will be:   * Parents will follow social distancing measures with staff members at all times * Parents will wear face coverings * 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 * There will be a designated area for parents on Settling in Sessions |  |
| **Communications** | 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  Wherever possible parents will explain the new site operating procedures to their children before they come to nursery for the first time |  |
| **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** | Only children who are symptom free or have completed the required isolation period will be able to attend nursery  Children will wash their hands when arriving at nursery each day | 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** | CR can now use the shared area for lunch times and snack times, CR will have breakfast in their own room. The units down the middle of the Shared area will be kept for the time being. Roos, Piglets and Tiggers to continue having their meals in their own rooms.  Beds and cots will be placed 2 metres apart wherever possible  Each room will have a specific allocated time to use the outside area. We will continue to mix two rooms together – Roos & Piglets - Tiggers & CR  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 |  |
| **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 |  |
| **Premises** | **Building** | 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, Reception and Office – Hand sanitiser is provided  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  Outside – The children will go outside at their given time slot in the morning and afternoon – We will continue to mix two rooms together – Roos & Piglets - Tiggers & CR |  |
| **Visitors** |  |  |  |
| **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 wear face coverings when in the nursery  The nursery will be cleaned using a fogging device twice a week |  |
| **Tours** | Limited tours will take place with visitors wearing face coverings while in 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 or outbreaks of COVID in the nursery |
| **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 asked to wear face coverings. They will wash their hands/use hand sanitiser on entry to the nursery. | Any visitors will follow the same procedures as parents coming into the nursery |
| **Meals** | **Children’s** | The college refectory will provide lunch and tea  CR can now use the shared area for lunch times and snack times, CR will have breakfast in their own room. The units down the middle of the Shared area will be kept for the time being. Roos, Piglets and Tiggers to continue having their meals in their own rooms.  Staff will wear aprons and gloves when serving all food.  Staff will dish up all food, self-service will be reintroduced as soon as possible. | 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  The nursery will monitor the usage of PPE and cleaning products and re-stock regularly |  |
| **Additional Health & Safety and Hygiene** | **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  The nursery will be cleaned using a fogging device twice a week |  |
|  | **Risk Assessments** | All activity risk assessments are updated regularly, identifying any adaptations to usual practice | 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, staff or parent developing suspected COVID:19 symptoms the nursery will follow the most up to date guidance. | The nursery will follow the latest guidance available at all times |
| **Test and Trace** | **Staff member, child, parent or family member** | Should a child, parent or staff member display symptoms of COVID:19 they will follow the most up to date guidance. | The nursery will follow the latest guidance available at all times |
| **Confirmed Case of COVID:19** | **Parent or visitor** | If the nursery becomes aware that someone who has attended the setting has tested positive for COVID:19 they will follow the most up to date guidance. | The nursery will follow the latest guidance available at all times |
| **Confirmed Case of COVID:19** | **Child** | If the nursery becomes aware that a child has tested positive for COVID:19 they will follow the most up to date guidance, complete any forms required and keep parents informed regularly via email | The nursery will follow the latest guidance available at all times |
| **Confirmed Case of COVID:19** | **Staff member/s** | If the nursery becomes aware that someone who has attended the setting has tested positive for COVID:19 they will follow the most up to date guidance.  The nursery will remain open and continue to operate as normally as possible throughout the COVID:19 pandemic  The nursery will monitor staff absence due to COVID:19 on a daily basis and ensure that staff to child ratios are adhered to at all times  If the number of staff absent due to COVID:19 reaches a point that the nursery is unable to provide enough staff to cover the number of children attending the nursery will prioritise the care and education that it offers by using the guidance – Children of critical workers and vulnerable children who can access schools or educational settings  Should the Manager or the Deputy Manager test positive for COVID:19 the nursery will prioritise the care and education it offers.  Should both the Manager and the Deputy Manager test positive for COVID:19 the nursery will have to close and all fees will be reimbursed.  The nursery will keep parents and staff informed and updated regularly and if any changes occur via email | The nursery will follow the latest guidance available at all times  If staff have come into close contact with some who has tested positive for COVID:19 they will do a LFT every day for seven days |

**Updated January 2022**