

Saplings Nursery Site Operating Procedures COVID-19

These guidelines are based on Public Health England and Department for Education guidance for Early Years settings.

[Actions for early years and childcare providers](#)

The fundamental principle of this guidance is to ensure we are able to maintain our services now and in the event we are required to revert to more stringent controls, if required to do so, with the least disruption to parents. We will continue to maintain good hygiene practice and staff will supervise children teaching them to wash their hands thoroughly at critical periods. We will continue to clean the setting thoroughly and maintain adequate ventilation.

We are a relatively small community for day care on non-domestic premises with subdivided rooms, our outbreak management plan limits our ability to provide for all children whose parent seeks a place, particularly in relation to the number of children attending on any one day – this is to ensure that sufficient physical distance between ‘groups’ of children can be re-introduced if required. The final number of spaces are determined by Ofsted Regulations for child to staff ratios and are as follows:

Waltham Hall Cottage (Under 3’s)

Babies → 6, reducing from 9

Eeyores → 9

Tiggers → 16, reducing from 20

Chapter House (Preschool)

Kangas → 16

Owls → 24



Linda Davies 5 January 2022

FOCUS	ASPECT	RECOMMENDATIONS for PROCEDURE
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free will be permitted to attend the setting. • Children under 5 years who are identified as close contacts are exempt from self-isolation and do not need to take part in daily testing of close contacts.
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Our outdoor spaces are large. We naturally have separate garden spaces for the children to use throughout the day • We continue to maintain our distancing for beds for all children whilst sleeping. Children are always organised head to toe when parallel to each other • Children should be isolated if unwell in the staff workroom in WHC and the garden/utility room in CH • Any child hurt or upset will be attended to by staff in close proximity required for the situation. If children need a cuddle, they will receive one.
	Wellbeing and education	<ul style="list-style-type: none"> • Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, coughing, sneezing into a tissue and discarding safely
		<ul style="list-style-type: none"> • Children will be supported to understand the changes and challenges they may be encountering because of Covid-19. Staff will ensure they are aware of a child's need for attachment and emotional support; there will be no social distancing between staff and children, even during COVID19 this would be poor practice, that would have a negative effect on their emotional wellbeing.
Staff	Attendance	<ul style="list-style-type: none"> • Staff will only attend the setting if they are symptom free, have completed any required isolation period if necessary. • We will maintain staff to child ratios according to Ofsted requirements and often exceed these.

	Training	<ul style="list-style-type: none"> • All staff have received updated instruction and training in infection control. • Staff are supported during regular staff meetings, have access to a trained mental health ambassador and a separate space for quiet contemplation
Parents	Physical Distancing	<ul style="list-style-type: none"> • Parents are not be permitted to enter the houses, (see exceptions in the Visitors section) Parents should hand over to staff maintaining respectful social distance (adults only). • Only ONE parent may approach the area for each entrance – WHC babies front door, Tiggers, front door and Eeyores via rear garden; CH preschool main entrance via garden.
	Communications	<ul style="list-style-type: none"> • All parents will be expected to play a full and vital role in supporting us to maintain these safe operating procedures and any other measures that may evolve over time. We need your support to ensure the health, wellbeing and safety of children, staff and each of you as parents. Important updates will be communicated via email and Saplings Community on Discord
Visitors	Visits	<ul style="list-style-type: none"> • Visitors will not be permitted to enter the nursery unless essential to the service or in the event of an emergency (e.g. urgent, essential building maintenance for repairs). Where other non-urgent visits are required, they will be conducted outside nursery operating hours. • Parents settling children for the first time, <u>will be permitted access</u>. Parents settling children will be required to wash hands on entry, maintain a respectful social distance from staff, we encourage you to find a place to sit and not move around unnecessarily; if other children approach you, there is no need to move away from their space. Staff will respond to the child/ren in any event • Where the weather permits, some time spent in the outdoor play space / gardens are considered useful, but not at the expense of wellbeing during the settling process
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> • Staff and Parents are encouraged to travel alone, using own transport • Forest School will take place within our grounds • Swimming has resumed at Grange Paddocks, using the minibus for transport

Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> • All children and staff will wash their hands upon arrival • Children and staff members are encouraged to wash their hands for 20 seconds • Staff will monitor children in age appropriate groups washing hands
	Cleaning	<ul style="list-style-type: none"> • We employ two housekeepers and one cleaner to support the daily cleaning routine in both houses. • Our cleaning schedule includes furniture, all flat surfaces, including door handles, toys, equipment, and floors. • Communal areas, touch points and hand washing facilities are cleaned twice a day • Staff inspect the child toilets regularly to check for cleanliness and attend to any required cleaning required.
	Waste disposal	<ul style="list-style-type: none"> • All waste is disposed of in a hygienic and safe manner as usual at least twice a day, more if required • Used tissues are disposed of immediately in a clinical waste bin.
	Laundry	<ul style="list-style-type: none"> • All items that are laundered are washed safely • We use an eco-egg for washing at low temperature, but all items are tumble dried to thoroughly sanitise at a high temperature or left in the sun to cleanse naturally • Bedding is not shared by children, each child has their own named sheet, blanket. • Hygiene rolls and individual hydro-wipes are used instead of towels and flannels
	Risk assessment	<ul style="list-style-type: none"> • We will continue to risk assess the setting and practice in line with updated Guidance from Public Health England / NHS Test & Trace / DfE • All activities are risk assessed and due consideration given to any adaptations to our usual practice will be recommended. All restrictions to activities available to children due to COVID19 have been lifted.
	PPE	<ul style="list-style-type: none"> • Government guidance is that PPE is not required for general use in our setting to protect against COVID-19 transmission. Disposable aprons, gloves, masks, protective gown are all available. • Clinical grade masks are available to staff. They are not required for use indoors or outdoors in an Early Years setting. Staff are not permitted to wear a mask, parent visitors are also not permitted to wear a mask when in the room with the children. • PPE will be required to clean the isolation room / area after use

Premises	Building	<ul style="list-style-type: none"> • A routine health & safety check is conducted. • There are no air conditioning units • The heating is set to normal room temperature • Windows must always be open to ensure ventilation
	Resources	<ul style="list-style-type: none"> • All natural resources used in play have been re-introduced e.g. sand, water, shaving foam, dough • All other resources required for play and learning experiences of children are washed regularly some resources (paintbrushes, scissors, tables) will be washed more frequently, particularly the smaller toys/items that are 'mouthed' regularly by babies.
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> • We will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages. • We will not be able to operate without essential supplies required for ensuring infection control • A monitoring system for the supply of hygiene stock items is in place, ensuring availability to meet the operational needs of the setting. • If a supply of food is interrupted, we have procedures in place to ensure the appropriate food alternatives are sourced.

<p>Responding to a suspected case</p>		<ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending the setting, parents will be contacted immediately. Children must be collected as soon as possible. • It is an essential part of opening that parents provide a reliable telephone number that will be answered in an emergency. • Children will be isolated from others in a dedicated room or area. The outdoor space is a preferred space in both settings, following risk assessment of the ‘music room’ (Summercroft) as the only designated separate ‘unused’ space available to us, this room is an internal room and offers no ventilation and therefore should not be used. • The staff member responsible for the child during this time will be from their group • Staff waiting with children in isolation will no longer be required to use PPE • The room / area will be cleaned immediately using our full sanitising process for a deep clean. • In the event of a staff member feels unwell with symptoms similar to the common cold, flu like – now recognised as ‘coronavirus’ symptoms, they should return home and wait until they feel better before returning. • Minimum absence for everyone, including staff, is controlled by NHS Test & Trace – children do not need to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19 unless they develop symptoms • Staff who continue to use Lateral Flow testing kits must follow the guidance for a positive result. Staff will then follow the updated guidance issued for any close contacts or isolation period required. This is all conducted outside the scope of NHS Track and Trace. If staff feel unwell, they remain at home until they feel better. There is no isolation period. • If the local authority contact us and require closure or a reduction in group size, we will need to comply and this may disrupt attendance of some children. • If anyone, including children, test positive for Covid 19 self isolation can be shortened to the end of day 7, rather than day 10, if two consecutive negative lateral flow test results are achieved on days 6 and 7 of self isolation.
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