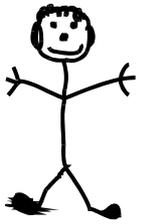




# FIRST STEP PLAYGROUP



## Coronavirus Policy (COVID-19)

To all service users of First Step Playgroup

### Introduction

This policy applies to all employees and service users including parents, children and third party users, social care, police and fire rescue services and any other person wishing to gain reasonable access to the setting (this list is not exhaustive of all users defined).

### Purpose of the Policy

To protect all employee's and service users of First Step Playgroup, including parents and children, from contracting Coronavirus (COVID-19).

To maintain the minimum level of staff needed to continue to provide early years education service and to meet the welfare and care needs of the children who attend the setting.

To ensure that the prevention of the spread of Coronavirus (COVID-19) remains at a minimum risk.

### Playgroup Closure

At any time that it is felt necessary to prevent the spread of Coronavirus (COVID-19) and to ensure the health and safety welfare of all employees, children, parents and service users, First Step Playgroup reserves the right to close the setting without notice. First Step Playgroup will continually monitor the risk factor of keeping the setting open as a viable option. If it is deemed a high risk it may at any time, revert to a closed status, with no children permitted on site, or to a partially closed status, where setting places may be limited to, but not excluding, vulnerability, age, need of care, critical key worker status of parents, special educational needs (SEND), children whom have an EHCP plan in place, children in care, children who have a social worker allocated to them already.

### Monitoring

First Step Playgroup is closely monitoring and gathering information from Public Health England, the Department of Education and Cambridgeshire County Council. Any guidelines delivered and updated through official government sources will be implemented to ensure that we have the most up to date work place practices concerning the spread and containment of the Coronavirus (COVID-19).

This includes all training and delivery methods to all employees and any other third party associated with the running or participation with First Step Playgroup.

First Step Playgroup reserves the right to make all changes to this document to uphold guidance of safe working practices and delivery methods for the early years education sector.

## **General**

- Children are permitted to attend more than one setting however we reserve the right to resort to one setting should guidance suggest so.
- Employees are always advised to follow strict hygiene and cleanliness procedures.
- Employees must wash their hands at regular intervals for a minimum of 20 seconds using soap and warm water.
- Employees are advised to cough or sneeze into their elbow when a tissue cannot be reached in time and are then asked to wash their hands afterwards.
- Employees are advised to avoid contact with others, such as handshakes and are to maintain a social distance of at least 1metre.
- Employees are to avoid touching their eyes, nose, and face whilst on the premises and whilst children are in their care.
- Employees must wash all their uniform before entering the premises for their next shift.
- At the end of each day all surfaces, and resources will be cleaned ready for the following day's usage. Where resources cannot be adequately cleaned they will be quarantined for a minimum of 72 hours, this includes all outside toys to be stored away in secure storage containers at the end of every working day and before weekend/holiday period closures or closures for health and safety measures.
- Only disposable towels, provided for by First Step Playgroup, will be permitted for use whilst on the premises.
- No pushchairs, scooters, bikes, or any other items are to be left at the setting at any time.
- Please be aware that your child will be in contact with both staff members and other children attending the setting during the session times. Although every measure will be taken to ensure that your child has minimal contact with others, children of the early years age group will inevitably want to hug and touch others through play or when needing comfort. Therefore, it is vital that not only we will adhere to the best practice for hygiene procedures throughout the day, but that parents can also support this by changing their children into different clothing when they return home and placing their clothing in the wash.
- If your child needs comfort, staff will comfort them and will do their absolute best to ensure that all their social, emotional and wellbeing is met whilst in attendance at First Step Playgroup.

## Hygiene on Arrival

- Parents are required to observe 2 metre social distancing when arriving at playgroup.
- Parents are not permitted to enter the building. This will reduce the social contact to help keep the welfare and safety of our staff a top priority.
- Staff will greet children in the playground and children will enter without parents.
- Children will wash their hands upon entry.
- Children must attend every day with the minimum requirement for the weather forecast for that day only. This could be, but not an exhaustive list of, weather sensible footwear, a coat, jumper/cardigan/t-shirt, pants, skirt, trousers or shorts. Please assess the weather conditions before your child attend the setting each day. Only the minimum number of belongings will be allowed within the premises to minimise the spread and coming into contact of the coronavirus (COVID-19).
- Children are not permitted to bring own toys into the setting.
- All clothing that the children attend in must have been washed prior to the day of arrival. If you wish to re-use the same clothing, for example your child's uniform, then this must be washed daily before the arrival of your child on their next session.
- Lunchboxes and drink bottles must be cleaned thoroughly before the next session.
- First Step Playgroup will not provide a snack at the present time, therefore parents are required to provide a piece of fruit in a named pot or snack bag and placed in the child's backpack.
- Parents are requested to prepare snack and lunch to their child liking to reduce adult contact with foods. For instance – containers/packets that can be open easily. Fruit to be chopped if preferred.

## Hygiene during the day

- Children will be actively encouraged to wash their hands after every activity or after playing in a specific area. We will use water and hand soap for this with a minimum wash time of 20 seconds per child, demonstrating good modelling behaviours for the children to see best practice when doing this.
- The setting will provide children with an individual pot of playdough to use in the setting to prevent cross contamination.
- If upon arrival, or throughout the day your child is displaying a temperature of 37.8 degrees, has a new cough, looks generally unwell or is displaying any other signs associated with coronavirus (COVID-19) then you will be advised to collect your child immediately.
- You will be advised to test your child for COVID-19 and your child will be able to return following a negative result. The setting will need to see confirmation of a negative result. Should you choose not to test your child they will be required self-isolate for 10 days and all other family members will have to isolate for 14 days.
- Should you or another person with your household present with symptoms then you have a duty of care to inform the setting and follow isolation guidelines.

- Not more than two employees at any one time will be permitted into the setting kitchen unless there is a specific reason why. The kitchen will be cleaned during and at the end of every day.
- During nappy changes and support with toileting or any other close contact with the children, staff will be required to wear the appropriate PPE equipment as supplied by First Step Playgroup.
- All employees are required to bring the minimal belongings with them to the setting.
- Cups will be washed in the dishwasher on a 60 degree setting.

### Hygiene upon leaving

- Parents must wait outside the setting to collect their child at the allotted time given and must observe social distancing whilst doing so.
- Children will wash their hands before leaving the setting.
- Once your child has been collected, please leave the premises promptly and do not remain outside of the building for any other reason.
- If you require to talk to the staff regarding your child’s attendance a telephone consultation will be arranged for you.
- Accident and incident forms will not require a signature, a staff member will inform parents verbally of any occurrences.
- Pushchairs and scooters etc. will not be allowed to stay at the setting, these must be returned with parents.

### Legal framework

- What early years providers need to do during the coronavirus (COVID-19) outbreak. June 2020
- Day-to-day running of settings. September 2020
- What parents and carers need to know about early years providers, schools and colleges in the autumn term. September 2020

This policy was adopted by	First Step Playgroup
On	14 September 2020
Reviewed	
Signed on behalf of the provider	
Name of signatory	Angie Kelly
Role of signatory	Manager/Director