



Essential Policies & Procedures for the EYFS

COVID-19 Update Appendix C

The principles of the policy and procedure templates remain. However, some key changes will be needed for settings open during the current pandemic. As described in the government guidance, [Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#) (updated 2 July 2020):

*These measures make up a 'system of controls', described in section 3, building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. We are keeping the protective measures under review, in line with the latest scientific advice.'**

*Please refer directly to the guidance for further information and for any updates

'System of controls

This is the set of actions early years settings must take. They are outlined in more detail below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings*
- 2) clean hands thoroughly more often than usual*
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
- 5) minimise contact between groups where possible*

6) where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

7) engage with the NHS Track and Trace process

8) contain any outbreak by following local health protection team advice

Local outbreak of COVID-19

In the event of a local outbreak of coronavirus (COVID-19), the government will take action to control the spread of the virus. People in the affected area may be asked to stay at home as much as they can and not travel unless essential. If affected by a local outbreak we will receive specific guidance for this area to follow.

Further guidance on COVID-19 related matters, can be found at www.eyalliance.org.uk/coronavirus-early-years.

The principles of the policy and procedure templates remain. However, some key changes will be needed for settings open during the current pandemic.

1.2 Safeguarding children, young people and vulnerable adults

All staff remain alert to any signs that during the current COVID-19 outbreak a child in their care is suffering from or likely to be suffering from harm. This include signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

Please see the attached document for further details.

2.2 Student placement – Suspended for New Student Applications.

4.1 The role of the key person and settling-in

During the COVID-19 outbreak it is likely that some children will not have their usual key person. Where this is the case, the principles of the key person role are followed as closely as possible.

Any temporary staff must be trained to proficiently and safely administer medication and medical procedures for individual children. They must also adhere to the guidelines and procedures on caring for the individual needs of children with SEND, as detailed in their Health Care Plans.

5.1 Staffing

During the COVID-19 outbreak, staff will be deployed as per the government guidance. A risk assessment for working with prioritised places is included (8.4a). Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the manager. Otherwise the following procedure applies.

During the COVID-19 outbreak early years staff are themselves considered to be 'key workers'. If staff cannot source care for their own children then they are able to bring their child to the setting, ensuring that as far as possible, they adhere to the criteria below and ensure they are not breaching conditions of their insurance provider:

- where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration
- where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with their line manager

6.2 Managing children who are sick, infectious, or with allergies

During the COVID-19 outbreak, any child showing symptoms, such as a high temperature; a new, continuous cough; loss of taste or smell, the following sequence of actions need to be taken:

1. Child presents with symptoms; parents are requested to collect child and seek diagnosis from GP or take further advice from NHS 111.
2. Child's parents are requested to inform setting of outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion even if no symptoms are present.
3. For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The line manager will inform the owner/trustees/directors and retain a confidential record.
4. Acting on the advice of the local HPT, the setting will either:
 - close for a set period and undertake a deep clean
 - carry on as usual but also undertake a deep clean

5. If a notifiable disease is confirmed, staff must inform the line manager immediately and Ofsted must be informed within 14 days. Cases of confirmed Coronavirus should be treated as a notifiable disease.
6. A deep clean is undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced and staff are vigilant to any further signs of infection.
7. The manager continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.

6.5 Food and drink

In circumstances where there is shortage of food supplies, it may be necessary to ask parents to supply snacks. The following procedures must be followed:

- Children's hands are washed prior to being given food or drink.
- Staff who are eating with the children must role-model hygiene best practice.
- Tables are never overcrowded during mealtimes. Some social distancing is encouraged even though it is acknowledged that children will play in close proximity for the rest of the session.

7.1 Promoting Positive Behaviour

This is an unsettling time for young children. Practitioners are alert to the emotional well-being of children who may be affected by the disruption to their normal routine. Where a child's behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child's parents/carers and the principles of this procedure are adhered to.

8.3 Supervision of children on outings and visits

The Department for Education guidance states that: *'Settings should maximise use of private outdoor space, while keeping small groups of children and staff away from other groups.'*

"Childminders and early years providers may take small groups of children to outdoor public spaces, for example parks, provided that a risk assessment demonstrates that they can stay 2m away from other people at all times."

"This should be restricted to small groups and should be done in line with wider government guidelines on the number of people who can meet in outdoor public places. Providers should not take larger groups of children to public outdoor spaces at one time."

8.4 Risk assessment

Please see the attachment

8.6 Animals in the setting

New animals or pets will not be taken on during the COVID-19 outbreak.

10.7 Provider records

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

Further guidance on COVID-19 related matters, can be found at www.eyalliance.org.uk/coronavirus-early-years.

This policy was adopted at a staff meeting of Rushmore House Montessori Preschool in October 2020.

On behalf of Rushmore House Montessori – Cima Shahroudi

Role – Group Manager

Date of next Review: Under constant review