

**Safeguarding and Welfare Requirement: Child Protection** Providers must have and implement a policy, and procedures, to safeguard children.



## Essential Policies & Procedures for the

EYFS

### COVID-19 Update

(downloaded from Preschool Alliance June 2020)

**Adapted in line with government guidance: Actions for early years and childcare providers during the coronavirus outbreak- update 24.5.21**

The principles of the policy and procedure templates remain. However, some key changes will be needed for settings open during the current pandemic. These are listed as follows, for providers to insert into their policies and procedures accordingly.

#### **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.

#### **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. *8.4a Prioritised Place Risk Assessment* should be used to identify any risks that may be incurred due to a change in key person for such children.

#### **5.1 Staffing (group/chidminder provision)**

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

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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

### **5.1a Staff Pay**

In the event of a full setting closure due to positive case of COVID-19 within the setting, staff will continue to be paid a minimum of 80% of their wage for the 10 day self isolation period.

In the event of a full setting closure as a result of the covid pandemic but not directly as a result of a positive case, staff will be paid at a rate to match the government furlough scheme ( currently 80% of their average wage based on the previous year)

If the setting remains open to Key worker children/ Vulnerable only, any staff that remain working on reduced hours will continue to be paid as normal for the hours they are working and will be paid 80% for any hours they are not working, up to their normal working hours.

In the event that Devon County Council do not continue to pay the booked funded hours then the setting reserves the right to lay off staff during this period without pay.

In the event of a member of staff being instructed to self isolate by NHS Test and Trace due to contact with a case outside of work, this would be classed as sick leave absence and they would be paid Statutory Sick Pay.

### **6.2 When a child or staff member develops COVID-19 symptoms or has a positive test**

Children, staff and other adults should follow public health advice. They should not come into the setting if they have symptoms of coronavirus:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If a child or staff member in Playbox develops symptoms of coronavirus, however mild, they will be sent home and they should follow public health advice: they will need to self isolate and arrange a PCR test.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

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If a child is awaiting collection, appropriate PPE should be used if close contact is necessary. Any rooms they use should be cleaned after they have left.

The household (including any siblings) should follow PHE's [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Close contacts in early years settings are now being identified by NHS Test and Trace. Playbox will no longer be expected to undertake contact tracing.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of a positive COVID-19 case, and any of the following apply:

- they are fully vaccinated.
- they are below the age of 18 years 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so.

Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.

Staff who do not need to self-isolate, and children who usually attend the setting, and have been identified as a close contact, should continue to attend the setting as normal.

Ofsted will be informed if there are any positive cases within staff or children within Playbox.

### **Local outbreak:**

If there is a substantial increase in the number of positive cases in Playbox or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures and parents will be informed of any new guidance at that stage.

Contingency planning:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

If playbox (which usually has total staff and children of less than 20) have 2 children or staff who are likely to have mixed closely who develop coronavirus within a 10 day period, extra action will need to be taken as the numbers could indicate that transmission is taking place within the setting.

At this threshold, public health advice will be sought.

Extra actions will include Playbox:

considering whether any further activities could take place outdoors.

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- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment

### Asymptomatic testing

If a staff member tests positive on asymptomatic lateral flow testing, they will need to self isolate for 10 days. If a subsequent PCR test taken within 48 hours of the positive lateral flow test is negative, then the member of staff can stop self isolating and return to work at the setting, as long as the individual does not have coronavirus symptoms.

### 6.5 Food and drink

Where food is provided, in circumstances arising due to the pandemic, it may be necessary to ask parents to supply a packed snack or lunch. The following procedures must be followed:

- Babies and toddlers' 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.

### 8.3 Supervision of children on outings and visits

During the outbreak, trips and outings are suspended. Children should still have access to outdoor play and learning opportunities as normal, as long as social distancing measures are followed. These will resume when possible.

### 8.3 Risk assessment

*8.4a Prioritised Place Risk Assessment* is provided as a new download, for managing prioritised places, ensuring the safety and well-being of every child is paramount. The form can be used for groups or for individual children who may be vulnerable.

### 8.6 Animals in the setting

As the setting may have to close at short notice at any time during the crisis, alternative arrangements are in place for any pets and animals that currently inhabit the setting. New animals or pets will not be taken on during the COVID-19 outbreak.

### 9.11 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,

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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.

## **10.7 Provider records**

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

### **10.15a Closures beyond our Control**

In the event of a short term closure of the setting due to a positive case of Covid-19 of a staff member or child who has attended the setting within their infectious period, all booked funded hours through Devon County Council will continue to be claimed for this period. If the parent/ carer wishes, additional paid hours for this period will be offered free of charge later in the year when the setting is able to reopen, at a time when the setting is able to accommodate the child. If it is not possible to accommodate this prior to the child leaving the setting, the parents would be offered a refund.

In the event that the setting is forced to close but able to remain open for Key Worker and Vulnerable children we will continue to claim all booked funded hours through Devon County Council and any additional hours for Key Worker and Vulnerable children will continue to be billed.

If a child uses a combination of funded hours and additional paid hours, the funded hours would be claimed at the start of the week. Therefore the child would be eligible for paid additional hours to be banked to use at a later date if the setting closure affected those days of the week when they would normally pay for additional hours.

If there are legitimate reasons why parents wish to withdraw their child from the setting during the lockdown, then Playbox will consider on a case by case basis (with reference to the restrictions placed on people by the new coronavirus regulations) if booked hours will be refunded.

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](http://www.eyalliance.org.uk/coronavirus-early-years).

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-outbreak)

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Adopted by the committee of the Kennford Playbox on .....

By Jessica Lewis

Signed.....Dated 3/7/21

Review as and when required or by June 2022