

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.

2.2 Student placement – Suspended

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.

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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

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 Managing children who are sick, infectious, or with allergies

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

Child displaying symptoms of coronavirus at the setting:

1. Parents or carers are contacted to collect child and take them home. Any siblings and other household members attending the early years setting will also need to be sent home at the same time.
2. While the child is awaiting collection, they should be moved to an isolated room with appropriate adult supervision or to an area at least 2 metres away from other people. If possible, a window will be opened for ventilation. Staff caring for a young child while they are awaiting collection should wear suitable personal protective equipment (PPE) since it is unlikely they will be able to maintain a 2 metre distance.

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3. If the child needs to go to the bathroom whilst waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
4. Once the child has left the premises, all the surfaces and contact points the child has come into contact with should be thoroughly disinfected and cleaned, including the bathroom. Staff and children who have had contact with the child who has symptoms must wash their hands thoroughly for 20 seconds.
5. The parent or carer will be advised that all household members will need to isolate, including siblings in other settings and those in a support bubble or childcare bubble.
6. The child should get a PCR test as soon as possible.
7. The child and their household and childcare bubble will need to self isolate immediately. If the PCR result is negative, and no-one else in the household has symptoms or has tested positive for Covid-19 then the self isolation can stop and the child can return to the setting when well. If the PCR result is positive the child must self isolate with their household for the recommended exclusion period (currently 10 full days after the day symptoms started).
8. Child's parents are requested to inform setting of outcome/diagnosis as soon as possible.
9. The setting must contact their local Health Protection Team (HPT) if: the number of positive cases exceeds 2 within 14 days; if cases are continuing to rise despite the above measures; if a child or staff member has been admitted to hospital; if receiving significant interest from local media.
10. The line manager will inform the trustees and retain a confidential record of the case
11. In the event of a positive Covid case in either a staff member or child who has worked at or attended the setting within 48 hours of developing symptoms, the setting will need to close until the self isolation period is complete and undertake a deep clean. This is because Kennford Preschool is classed as one bubble.
12. Ofsted must be informed within 14 days of a positive case and notified if the setting is required to close.
13. Cases of confirmed Coronavirus should be treated as a notifiable disease.
14. 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.
15. All children who share the setting with a confirmed case during their infectious period would be considered contacts on the basis that social distancing is assumed not possible. If a child or member of staff who tests positive has attended the setting during the infectious period (48 hours prior to developing symptoms of Covid and up to 10 days after) the setting will need to inform close contacts of the positive case of the need to self isolate and the setting will need to close for the isolation period.
16. Close contacts of the case will be identified by using attendance records or staff and children.
17. 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.
18. Other parents, carers and staff will be contacted to let them know there has been a confirmed case of coronavirus in the setting and the actions that are being taken. They should be advised that close contacts have been identified and asked to self isolate. As Playbox is a single room (1 bubble), parents will be

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advised if the setting needs to close and when it will re-open. Names of people testing positive for coronavirus should not be shared unless essential to protect others.

19. 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.

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, 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.

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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 withing 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.

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

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