

Reopening Strategy – KingsWellies Nursery from 10th August 2020

Covid 19 has changed all of our lives in many ways. This includes what to expect from Nursery. This letter aims to guide you through some of the new protocols which have been put in place for your and your child's safety.

All of the changes that we have made, are based around the principles from **COVID 19: Guidance on reopening early learning and childcare services**. This guidance was produced by the Care Inspectorate and Scottish Government and was issued to us on 31st July 2020.

This guidance should be used from 10th August 2020 onwards. The current guidance from 15/6/20 remains in place until 9/8/20. Many of the protocols listed below, are already part of our daily routines.

Risk Assessment

- A full health and safety check has been carried out by SMT prior to reopening
- Risk assessments have been completed in relation to risks identified in respect of Covid 19
- Fire evacuation risk assessment reviewed
- All risk assessments reviewed regularly and as circumstances change and take in to account changes in public health advice
- Risk assessments can be viewed by parents on request
- Risk assessments take in to account support for minority ethnic children and staff, children and staff who are clinically extremely vulnerable (shielding) and children with additional support needs. These assessments have been completed on an individual basis.

Communication

- We have been told to reduce face to face contact with parents and other adults
- When face to face communication is appropriate, the physical distancing guidance of 2m must be adhered to
- Phone calls, emails, photographs, facebook will be used to ensure clear lines of communication with parents and staff
- ILDs / child observations will start again for all children over the next couple of weeks
- GDPR regulations have been fully considered when implementing alternative forms of communication. GDPR Policy is available on request.

Infection Prevention and Control

- Social distancing of 2m between ALL adults will be paramount
- The nursery was fully and thoroughly deep cleaned on 13/7/20 prior to reopening
- An updated and revised Cleaning Strategy has been put in place. This has been shared with all staff and is adhered to on a daily basis. Senior Managers quality assure this daily.
- Table tops, chairs, doors, light switches, sinks, toilets, hard surfaces, telephones, keyboards will all be cleaned and disinfected at regular intervals

- All cleaning will be carried out in accordance with Covid 19 – guidance for non-healthcare settings and Infection Prevention and Control in Childcare Settings
- Toys and equipment that children access, are cleaned throughout the day and after each group has used them
- Additional staff have been dispatched to ensure that enhanced cleaning practices are fully carried out (two staff per room)
- Children will be enabled to access toys and equipment that are easy to clean
- Sand, water and playdough can be used with regular cleaning of the equipment used.
- Water and playdough should be replaced on a daily basis when groups change
- **Children are not allowed to bring toys from home**
- Parents should provide necessary clothing for outdoor play and for changes throughout the day. Children should not share outdoor clothes or footwear.
- If children have to borrow clothes belonging to the nursery, these will be allocated to only one child within each session and will be cleaned before use by another child. If nursery clothes are sent home with a child, the parent should return these freshly laundered.
- The nursery will be cleaned every night for four hours
- Soft furnishings have been removed from rooms
- Individual bedding will be stored in individual named bags and washed at a minimum of once weekly
- Opening of doors and windows (where it is safe to do so) will be encouraged to increase ventilation
- Enhanced hand and respiratory hygiene will be practiced by all staff and children
- Anti-bacterial hand gel will be available for parents at pick up and drop off points and at the reception entrance
- Tooth brushing will be encouraged and will follow Childsmile updated guidance
- Children will be supervised when washing their hands and toileting
- All staff and children will frequently wash their hands for with soap and water for 20 seconds and will dry their hands thoroughly
- Handwashing will take place on arrival, before and after eating, after toileting, at regular intervals, when moving between different groups, when moving between different rooms, when moving from outside to inside and vice versa
- If a child or staff member becomes ill with symptoms consistent with Covid 19, we will follow the NHS Test and Protect guidance. We have developed a clear procedure for what to do in these circumstances. You have already received this information
- An accurate register of absences of children and staff will be kept

Personal and Protective Equipment (PPE)

- No additional PPE measures are required. Staff should continue to follow existing guidance on the use of PPE
- No PPE is required when undertaking routine educational activities
- Suspected COVID 19: Gloves, aprons and surgical masks should be worn. Eye protection should also be worn if there is a risk of splashing to the eyes such as from coughing, spitting or vomiting
- Please see attached KingsWellies guidance : Procedure if a child or staff member becomes ill with Covid 19

Outbreak Management

- The management of outbreaks of infectious diseases is led by local health protection team and care inspectorate
- If settings have two or more confirmed cases of Covid within 14 days, they may have an outbreak
- If an outbreak is suspected or confirmed, we will work with our local Health Protection Team to manage it as per their guidance

Limiting Children's Contacts

- Management of children in consistent groups will no longer be required but it is still important to limit children's contacts
- Children will still work in small groups but these groups will be allowed more flexibility ie. membership of groups will stay consistent across each day but can change across the week
- The aim of small group working is to limit the number of close contacts for each child and member of staff. This will reduce the risk of spread of infection. Consistency of groups is beneficial.
- These groups will work consistently throughout the day together
- Children are not required to physically distance from each other or from adults.
- Each group will have one key worker who will work consistently with them. They will work with the same staff member (as much as possible) during both indoor and outdoor play
- There will be times when other staff members may need to provide cover for children from a group (eg. during lunch and snack) but this will be for limited periods
- Physical distancing is not appropriate between young children and children will be permitted to mix but will work in their groups for the majority of the time although there will be an added element of flexibility
- Physical distancing will remain between adults at all times
- There is no negotiation around which children are in which group. This has been carefully considered by staff and reflects which children are in nursery, which days

- Children will use a one-way system when moving about the nursery. They will be encouraged to walk outside to get to other parts of the building
- Loose furniture has been removed to increase more space for children
- There will be minimal sharing of equipment or resources between groups, both inside and outside and cleaning will be carried out between uses
- We will utilise all additional space within the nursery to ensure that children enjoy a full experience. Reception area can be utilised by more than one group at a time

Maximising Use of Outdoor Spaces

- Outdoor environments can limit transmission
- We will be using our garden, forecourt, local environment as much as possible across the day
- Outdoor equipment will be cleaned between groups
- Outdoor sandpits and mud kitchen should be cleaned in between use by groups of children
- Within public areas, staff will be aware of the need to physically distance from other children and adults
- **ALL children must have suitable clothing with them. This includes at least two changes of clothes, wellies, waterproofs, sun hat. Nursery bags will remain in nursery for the duration of the child's whole week and will go home at the end to be washed**
- Please provide sunscreen for your child

Physical Distancing / Drop off and pick up

- Physical distancing of 2m applies to staff, parents, visitors to the nursery
- Staffroom – only 4 staff allowed at any one time
- Where adults (staff and parents) cannot keep 2m distance apart and are interacting face to face with other adults for 15 minutes or more, face coverings should be worn. In other circumstances adults should not need to wear face masks
- Staff wishing to wear face masks should be enabled to do so
- Children will be supported and reassured about the reasons for adults wearing face masks
- We must ensure that large gathering of people are avoided and physical distancing maintained
- **Parents will not be permitted to enter the building.**
- **Drop-off and pick-ups for the toddlers and pre-schoolers will be done from the area outside the baby room, in the playground. It is clearly sign posted. A member of staff will be at this area at all times throughout the day**
- **Drop-off and pick-ups for the baby room will be done within the nursery entrance. Parents should buzz and wait. They should not enter the reception area. A member of**

staff will be in the office at all times and will alert the baby room of your arrival. This will be clearly sign posted.

- The children will head straight to the area in which their group is working, which could be indoors or outdoors, after washing their hands
- It is recognised that a physical handover of very young children will be required. Staff and parents should wash their hands thoroughly following this handover
- Parents must wait in the car park area at drop off and pick up times until they are called forward. We must socially distance. We must avoid congestion. Please be patient
- Parents are asked to drop off and pick up with ONE parent only. Please do not bring the whole family. This will alleviate congestion and the transfer of infection
- If a child becomes distressed, the parent should comfort them without coming in to contact with staff or other children. This will happen outdoors
- Handover information will not be as detailed as usual. We must limit face to face contact where possible. Any issues will therefore be conveyed to you by email, phone, ILD as appropriate. Daily updates will be posted on facebook and Instagram.
- Staff and parents should maintain social distancing when travelling to and from nursery

Settling-In

- We are very sensitive to the needs of our children who may require additional support to settle back in to nursery
- New children will be settled-in in an outdoor environment with their parent and away from other children
- Children will be supported to familiarise themselves with the revised layouts. This will be made fun for them
- Parents of children with specific additional support needs, will be contacted individually and will be asked to complete and update medical care plans
- All parents will be asked to update individual care plans prior to reopening
- Our aim is to settle our own children in first. We will then contact our new parents to arrange appropriate settling-in sessions and start dates

Movement in and around nursery

- Children and staff will be encouraged to use a one way system where possible. They will make use of the playground to move between areas. The corridors and reception areas will be restricted unless being used by individual groups

Evacuation Procedures

- Fire drill carried out on regular basis
- Appropriate muster points considered
- Risk assessment completed

Blended Placements / Meals and Snacks

- Blended placements or split placements between different settings, should be avoided where possible and parents should be trying to reduce the number of settings that their child attends. Ideally each child should attend the same setting consistently. This is in order to minimise the risk of transmission
- Where children do attend different settings, we will require full details of these other settings from parents in order to assist with Test and Protect processes
- KingsWellies will use our own discretion whether we will allow children to attend with us who attend multiple different settings

Provision of Meals and Snacks

- No need for additional PPE as it is already worn
- Groups will eat snacks and lunch together to minimise the spread of infection
- Groups will have set times for lunch and snacks
- Additional staff will be employed to serve lunch and snacks. This will allow key worker staff to have their own lunch and breaks
- The outdoor environment will be used for dining as much as possible
- Children will not serve themselves eg rolling snack. All snacks and meals will be plated up and served directly to the children
- Relaxed, enjoyable and sociable time

Capacity / Opening Hours

- Opening hours will remain the same. 7.30am until 6pm daily
- **Please be patient if there are parents waiting during pick up and drop off times. Please try to avoid the busiest times where you can. This will avoid long and frustrating queues. ONLY one parent to pick up and drop off per child at a time please**
- Staffing models have been reviewed in accordance with guidelines. A greater number of staff have been employed in order to fulfil all guidance. Additional supervisors, managers, support staff have been employed over and above our usual ratios

Financial Impact / Allocation of places

- The reduction in capacity and the increase in staffing has adversely affected the cost of delivery of our service, per child
- Places have and will be allocated in a clear and transparent manner. These criteria have already been shared with you

Supporting the Staff to feel confident and safe

- We have held a range of meeting with staff prior to reopening
- Staff and room meetings held daily
- ALL staff have completed COVID 19 CPD training course and have accredited qualification

- ALL staff have completed four additional courses in relation to Covid 19 – Azillo Handwashing, Azillo Legionnaires disease, Azillo Covid 19 guidance, Azillo Reopening childcare and early years settings
- ALL staff have been included in a question and answer webinar session with Care Inspectorate
- All staff have read Health Protection Scotland guidance
- All staff have read the Strategic Framework for Reopening Schools and ELC
- All staff have read Covid-19 – a framework for decision making
- All staff have read Phase 3 – Guidance on reopening early learning and childcare services
- All staff are fully aware of Test and Protect arrangements and what to do if any staff or children are symptomatic
- All staff are aware of changes to Reopening Strategy and new guidance as it is produced

Curriculum

- We will continue to follow the Experiences and Outcomes in Curriculum for Excellence for our 3-5 age range
- We will continue to follow our Pre-Birth to Three curriculum for our 0-3 age range

ALL staff, parents and visitors will be expected to fully adhere to the protocols that we have listed above and put in place during these challenging times. If these are not adhered to, parents, staff and visitors will be asked to leave the premises immediately. We appreciate your support.