



ROMPERS PRIVATE NURSERY COVID POLICY



Policy Statement:

At Rompers it is our duty to ensure the health, safety and wellbeing of children, families and staff is at the forefront of our practice, especially during the recovery stage of COVID-19. Practice must take into consideration the most up to date guidance from Scottish Government, Care Inspectorate and NHS Health Protecting Scotland.

Aims of this Policy:

- To ensure the health, safety and wellbeing of children, families and staff at all times
- To keep accurate records to support the *Test and Protect* initiative
- To help us to identify any aspects of practice which are not meeting guidance or standards

Procedures:

A risk assessment is in place with supporting guidance for families and staff

Entry and exit points into and out of nursery and clearly shared and discussed to ensure families feel confident in procedures, the following video can be viewed to support families

<https://youtu.be/n-3MBDQP-Lw>

Rompers is continuing to keep up to date with guidance from Health Protection Scotland. A risk assessment is in place regarding COVID-19 and the required steps have been put in place to minimise the risk of infection.

Drop off's and Pick up's

Strictly one parent/carer only will be allowed to collect/drop off their child at Rompers.

To reduce numbers during peak, drop off and pick up times the following session start, and end dates have been altered. Early or late collection charges will apply out with the window of times stated below.

Session Normal Start/End Time	Flexible Start/End Times for COVID-19 Recovery
7:30am	7:30am
8:00am	8:00 till 8:20am
8:45am	8:45am
1:00pm	1:00pm
4:15pm	4:15pm
6:00pm (Parents can collect anytime between 4:15pm and 6:00pm)	6:00pm (Parents can collect anytime between 4:30pm and 6:00pm)

Between the following hours the nursery gates will be wedged open, during these times please do not close the gate. If the gates are closed, children will be playing in the outdoor areas and parents will not be permitted into the garden. A staff member will meet you

- 7:30am till 8:30am
- 5:00pm till 6:00pm

Parents with more than one child should follow the guidance for their youngest child. For example, a parent with a baby and pre-schooler should access the nursery via the baby entrance.

The same procedures as stated above should be followed for drop off and collection. Feedback will be more limited due to the requirements for social distancing and staffing.

Settling In and Understand Your World

We understand that coming back to nursery may be a bit daunting for some of our children after such a long time at home. We wish to share with parents that during this time staff have taken part in further child development and nurture training to support and develop their professional knowledge to support our children.

All parents should have now completed a MyWorld COVID update form. If you have not done so, please use this link

https://docs.google.com/forms/d/e/1FAIpQLSfMe7GcVx004GiHnPbFQzEi0iWr7CrMHdA1CeyoVJ8O_i_Nww/viewform?usp=sf_link

Although our drop off's and pick up's may not seem as warm and homely as normal, we want to assure you that when your child comes into nursery, they will receive the support and comfort that they normal have. The practitioner will support your child in taking off their jacket and settling them into the room.

Our MyWorld booklets are at the heart of our practice at Rompers as this support our understanding about your child, this is in addition to the relationships between families and practitioners. More than ever before it is important that we understand your family circumstances and what impact COVID-19 has had on you and your family. All parents should have completed a *MyWorld COVID-19 Recovery* questionnaire via Google Forms. This form has been shared in confidence with your child's key worker and room team leader to ensure we are aware of the circumstances in which your family has faced during this time. This information will help us support the learning and development of the children in our care for example in answering questions that children may have or comforting them if they are upset or worried.

Hand Washing

When children arrive at nursery and are taken into the playroom by a member of staff, they will be supported to wash their hands. The staff member will also wash their hand at this time.

Children will be encouraged to wash their hands regularly, especially at the following times: on arrival at the setting, after using the toilet, after any outdoor play/activities, before food preparation, before eating any food, including snacks, before leaving the setting.

Children will as normal use disposable hand towels.

Hand gel will not be given to the children in the nursery. Staff however will use hand gel on top of hand washing procedures.

Children will be encouraged to not touch their face and to cough or sneeze into their elbow. For our older children, staff will regularly educate children in effective hygiene practices through engaging and relevant stories and experiences.

Cleaning and Infection Control

Rompers already has a very strict cleaning and infection control protocol, and this has been further enhanced to support the current situation. Disposable cleaning cloths are used where possible. Cleaning cloths are washed at a high temperature at the end of each day. Each room, every 2 hours will have one member of staff carrying out additional cleaning procedures. This will include the following;

- Phones
- Buzzers
- All surfaces
- Door and cupboard handles
- Bin lids
- Bins emptied
- Ipads/laptops/keyboards

Sterilisation of toys and resources will be increased to minimise infection and soft furnishings will be removed from the room. Any soft furnishings left in the room will be washed at the end of each day.

Surfaces will be wiped around the child if they cough or sneeze. We wish to assure parents that outdoor clothing and wellies will be cleaned and disinfected appropriately after every use.

As always, each child will receive a clean sheet and blanket for each sleep.

Rompers has further introduced a deeper clean than normal on a Saturday morning.

Outdoor Learning

During this recovery period more than ever Rompers will continue to use the fantastic outdoor facilities to support every child's learning and development. A group of children from each room will be outside from 8:30am till 5:00pm. We ask that parents bear this in mind when sending their child to nursery.

Communication with Staff/Management

Due to parents not coming into the nursery building, we understand that there are important things that may need to be shared with either a member of staff or a member of management. Throughout lockdown we have run a "virtual office" and will continue to operate a "partial virtual office" during this recovery stage. Therefore, we welcome parents to either email or phone to discuss any feedback, concerns or issues. If appropriate, Rompers is happy to arrange face to face appointments if needed. Please just let us know if this is something you would like to have.

PPE

All staff at Rompers will continue to wear appropriate PPE when carrying out tasks such as nappy changing, food preparation and cleaning. No additional PPE will be worn as advised by Scottish Government. Parents are not required to wear a face mask when dropping off/picking up your child, however Rompers is happy if this is something parents wish to do.

Ventilation

Windows will be open as often as possible to increase natural ventilation into the playrooms and other areas of the nursery.

Tooth Brushing

During this COVID-19 recovery period, tooth brushing will not take place at Rompers. This is a decision Rompers has made and we will update you when this changes.

Blended Placements

As advised by Scottish Government, those parents who access more than one setting to support their childcare requirements/ELC entitlement for example a child who attends Rompers for some sessions and then goes to a child minder will be encouraged to reduce down to a single placement. Rompers will be supporting parents who attend more than one setting if this change over is not at lunch time. For example those children who attend Rompers on a Monday, Wednesday, Friday but another setting on a Tuesday are fine to still attend during this recovery stage.

Deliveries

All deliveries to Rompers will be left outside and no contact will be made between delivery drivers and Rompers staff.

Visitors

No visitors will be permitted into Rompers.

New perspective parent viewing will be done out with nursery hours.

New Starts

During this recovery period there will be times when new children are joining the setting.

This recovery changes to practice document will be shared with all new parents.

During a child's first visit, we usually encourage a parent to stay to complete the relevant paperwork to ensure we have all the information required for the child. This will be done in the outdoor area with social distancing guidelines being adhered to. New parents will be advised beforehand of these changes.

Staff

Staff will wash their hands and use anti-bac gel before entering the playroom.

The same protocol will apply when staff are leaving their shift.

Any staff presenting symptoms will be sent home immediately and the correct self-isolation period will be adhered to.

Staff will not have a morning or afternoon break as normal to ensuring social distancing guidelines are adhered to. For lunch breaks staff will be permitted to sit in their own cars, outside in the nursery garden/back entrance or in the staff room to ensure social distancing guidelines are adhered to.

Children Presenting Symptoms

If your child presents any symptoms of COVID-19 such as a high temperature, cough or change in taste or smell they will be immediately sent home. We ask that if your child is feeling a little under the weather to please not put them to nursery on that day to support infection control measures.

If a child presents symptoms whilst at nursery, staff will action the 'COVID-19 Emergency Symptom Response' protocol. This involves isolation one staff member with the child in one room within the nursery until the parent comes for collection. The appropriate deep cleaning and infection control will then take place. In the event when this does happen, families of the attending children will be notified.

If your child or a family member has displayed symptoms at home and a COVID test has been booked, Rompers must be informed immediately via email. Children or siblings should not return to nursery until the test results have been issued. *"If you are getting a test because you have symptoms, you and anyone you live with must stay at home (self-isolate) until you get your result. Anyone in your support bubble must also self-isolate until you get your result (Scottish Government)".* See: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-testing> - the most common being a new continuous cough or fever or loss of, or change in, sense of smell or taste (anosmia) **OR** If someone in their home has these symptoms, **OR** if they have been advised through test and protect to self-isolate, **OR** if they have been advised to quarantine.

No children or siblings will be permitted back to Rompers until the following information has been given.

- Date symptoms began to display
- Type of symptoms
- Date of test
- Date of results
- Test results
- Evidence of result – email and text confirmation

Rompers will keep a record of the above information along with action taken. The evidence of the results and the email communication will be evidenced. Rompers is using a monthly review system to evidence and review test and protect information.

The above applies to staff members.

In the event of a positive test result, Rompers will notify Care Inspectorate, Angus Council and our local Health Protection Team.

Awareness of COVID-19

Rompers will continue to ensure they are sharing best practice guidance through emails, blogs and newsletters.

Any amendments to the advice given in this policy will be shared via the usual forms of communication from Rompers.

Monitoring:

- Monthly reviews of the test and protect cases that have occurred will help to identify any areas for increased cleaning, sanitisation or change in protocol.
- Discussion at monthly staff meetings

Parents will be asked to sign when registering at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.