

COVID 19 - SAFE OPERATING PROCEDURES POLICY



At Liberty Kids It is important that everyone complies with the latest Government guidance on Coronavirus. This policy will change in line with latest Government guidelines according to designated area level and stage of pandemic.

We have developed these Safe Operating Procedures based on guidance from Public Health Scotland and Department of Education Guidance for Early Years & Childcare (ELC).

It is important that we adapt our everyday practices to ensure that we continue to offer the staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. If any symptoms are displayed, families must be alert and self-isolate for the safety of everyone.

All staff in Liberty Kids will receive appropriate instruction and training on how to operate under the terms of the Covid-19 Safe Operating Procedures.

We aim to work in partnership with parents and trust that everyone understands and follows these Safe Operating Procedures.

The Key Principles of these Safe Operating Procedures are:

1. Any child, staff member, parent/carer or visitor with Coronavirus symptoms must not attend nursery and must isolate at home.
2. Increased cleaning processes are in place, throughout and at the end of the day.
3. Team members will be social distancing as far as possible.
4. Children will each day stay in their set nursery 'bubble' with their key staff members to ensure continuity of staffing and children.
5. Key family groups will be in place inside and outside.
6. Arrival and departure may be staggered, and children will be dropped off at separate entrances, where this is possible.
7. Parents will not come on site or visit the nursery rooms unless this is pre-arranged with the Manager for extreme circumstances.
8. Parents and staff members will wear masks during drop off and collection at nursery.
9. Staff members who 'cross bubbles' or move fluidly around the nursery (i.e. cleaning staff) will wear appropriate PPE at all times. This will be kept to a minimum.

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Attendance

Children and Staff are welcome to attend nursery but must not be displaying any coronavirus symptoms, the most common being a new, continuous cough, a high temperature or a loss of taste and smell. Please refer to NHS Scotland for up to date symptoms.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

It is important that you seek medical advice if you are unsure.

It is important that children do not attend nursery if unwell for their own wellbeing and for the safety of others. Children will not be accepted to nursery if they have been given Calpol or any other medication that can mask fever symptoms.

Anyone who is experiencing any symptoms cannot return to nursery until they have completed the required isolation period, in line with government guidelines, and be symptom free or have achieved a negative test result (we politely request evidence of this to be sent to the nursery via email to info@libertykids.co.uk). Prompt exclusion is essential to preventing the spread of infection. Children and employees who are classed as clinically vulnerable should follow their own medical advice before attending nursery.

Drop Off and Collection of Children

Parents/Carers are asked to drop off and collect their children at designated entrances and not to enter the nursery. Whilst parents are waiting, it is important to maintain social distancing by keeping a distance of two metres apart. It is preferable if only one parent carries out drop off and collection. Parents are requested to wear masks and handovers will continue to be predominantly outdoors.

Parental/Carer Parking

All parents are asked to not park in the car park to reduce congestion, but to use the large car park across the nursery at Lidl or any of the unrestricted side streets.

Travel to Liberty Kids

It is better not to share transport and to travel by car, bike or walk. Face coverings have been advised by the Government for use on public transport.

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Travel Outside of Local Area

If you travel internationally to a country not on the green list or to an area of the UK under local COVID restrictions, and are displaying symptoms, then you must be tested and have a negative result before returning to nursery. This is to ensure every possible protection factor is in place for the staff and the children in our care.

We ask that you are aware of the restrictions in place of any area that you are visiting and follow government guidelines for any travel in and out of your local area.

Implementing Social Distancing

It is very difficult to avoid a level of physical interaction with young children and it is important to have their wellbeing at the centre of everything we do. If a child is in need of a hug, then it would not be fair to deny them this. To help with social distancing the children will be grouped in 'bubbles'.

Group – 'Bubbles'

Children will remain in their age groups (i.e., Explorers, Adventurers and Discoverers) dependant on the size of the room we may need to split into further 'bubbles'. Each group will have the same familiar staff.

Mealtimes

As always, children will eat in their rooms, no food will be eaten out of shared platters or containers and the children will need to bring in their own, named, drinking bottle and take it home each day to be washed. We will continue to provide drinking cups for our younger children. As always staff will wear appropriate PPE when serving food.

All food preparation is made in our nursery kitchen.

Staff

All staff will be aware of the Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing. Staff will have read thoroughly the Risk assessment for Covid-19 and follow this at all times.

Wellbeing

We know that this is a very unusual and worrying time for everyone. It is very important that at the forefront of this heightened awareness of safe operating procedures, we do not forget that care and consideration must be taken of the need to ensure that everyone within the nursery community feels safe and secure. We will try our best to create a normal nursery environment and hope that you will bear with us.

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We will concentrate on building secure attachments and we will continue observing and assessing the children, regularly updating Learning Journals and our parents (PIG) Facebook page. We will not be able to carry out lengthy handovers. We want our team to spend time with the children, playing and building their relationships. If you need to speak to a staff member, a phone call appointment can be arranged.

We would always speak with you immediately if we had any concerns. If your child is expressing any concerns or worries, it is important that you inform the staff.

Visitors

Settling in Sessions/Transitions

Parents are unable to enter their child's room at the moment, when guidance allows parents may come to our large staff room area to wait while the child visits the room and this then gives the opportunity to speak to the staff and complete 'All About Me' forms.

We will aim to organise groups of children who are due to transition so they can transition together. Visits will be organised for our 'Go Wild' outdoor setting, where children in their current rooms can visit. When other rooms are not in use, the children will visit in small groups, allowing familiarity of the room.

Contractors and Visitors

Any contractors to the nursery will be reminded of current guidance prior to entering the building. All visitors to the nursery must sign in and share their details to assist with NHS Track and Trace.

Health, Hygiene and Safety

Reducing the Spread of Covid

It is recognised that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. As well as daily outdoor play, doors and windows will be opened to increase ventilation as much as possible.

Cleaning

An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities e.g. iPads, and computers will be regularly cleaned. The room staff will be responsible for recording these cleaning schedules.

The rate of hand washing must be significantly increased. Everyone, including children, must wash their hands, on arrival at nursery. Sanitiser is only to be used by adults without access to wash basins (i.e. parents who need to use a doorbell). There will be regular opportunities for hand washing throughout the day, in lines with current guidance.

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Use of Tissues

The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue. Handwashing will take place after tissues are used.

Toileting

The children will be taken to the toilets and supervised. Hand washing signs will be displayed to ensure hand washing is thorough and the practitioners will talk to the children about why we are washing our hands.

Clothing

All employees and children should wear clean clothing every day. Children should bring one bag with changes of clothing which will come home daily, no items will be left at nursery. Each child will have their own named peg for jackets and bags.

Risk assessments

The COVID risk assessments will reflect the risk of transmission of COVID-19.

Items from home

If your child requires a comforter e.g. soft toy or blanket, please bring it in a bag and then take home at the end of the day, comforters must be kept clean. We would prefer no toys or comforters to be brought into nursery but do understand that this could cause distress.

Resources at Nursery

Toys and resources that are difficult to clean will be kept for play with only one bubble group. The children will only share toys and activities within their groups. We will aim to sanitise items at the end of each day. Any shared items will be cleaned and 'isolated' before another group uses it.

Responding to a person displaying symptoms of COVID-19

A Child

If a child is suspected of displaying coronavirus symptoms whilst attending the nursery, they should be collected as soon as possible and isolate at home in line with NHS guidance. The child must have a PCR test before they return. We do not accept LFT for children with symptoms.

Whilst waiting to be collected, they will be isolated from others in a designated area. An employee will stay with them and will wear PPE. We will keep the child comforted and calm at all times.

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If the child becomes very unwell, we will follow our normal emergency procedures and call 999.

The isolation area will be cleaned once the child has been collected.

Staff Who Displays Symptoms

In the event of an employee developing coronavirus symptoms whilst at work, they will leave work immediately and isolate at home in line with NHS guidance. They will be required to have a PCR test before they return. We do not accept LFT for staff members with symptoms.

PPE Equipment

Government guidance is that PPE is not required for general use in nurseries to protect against COVID-19 transmission. Hand washing, effective cleaning and social distancing are the most effective measures. Gloves and aprons will be used for nappy changing, and first aid. Aprons will be worn at mealtimes. Fluid resistant masks will be worn if a staff member is in a communal area, crossing bubbles or 2m social distancing is not achievable.

Reporting, Testing and Tracing

Everyone is now eligible for a COVID-19 test, should they display coronavirus symptoms.

Any suspected or confirmed case must be reported to the Manager as soon as possible. If a positive result is confirmed, the practitioners and children associated with that group/bubble must self-isolate for 10 days before returning to nursery, regardless of whether they have had a negative test result themselves. Positive tests will be reported to the Moray council, Care Inspectorate and Health Protection Scotland who will also give further guidance to the nursery.

If someone in your household, or someone you have close contact with, is contacted by track and trace or is told they have been in contact with someone who has tested positive, you do not need to be tested. If they test positive, then you will also need to self-isolate for 10 days even if you do not test positive yourself. You should only book a test yourself if you develop symptoms.