



COVID 19 Policy and Procedure and Protective Measures

Name of Setting	Wingle-Tye Pre-School 1
Post Code of Setting	RM11 3BX
Policy Review Date	September 2020
Date of Next Review	March 2021
Who reviewed this policy?	Susan Crossley- Director, All staff

It goes without saying that the safety of your child and of our staff is our top priority. We are following the Government guidance to develop and implement safe working practices. The setting is working as one “bubble” – so as not to distress children by putting them into groups.

Safety Procedures for Parents (note circulated to parent dated 19 September 2020)

- Please do not send in your children if they are showing signs of coronavirus - new and continuous cough or high temperature or loss of or change in normal sense of taste or smell.
- Please also do not send your children into the setting if they have a persistent runny nose because this can lead to hand to mucous membrane transfer (eyes, nose and mouth).
- Parents/Carers to ensure that children have washed their hands before leaving home and hand sanitise before entering the setting.
- Parents/Carers to strictly adhere to the time they have been given for leaving and collecting their children.
- Only one Parent/Carer to attend with their child.
- In lunch boxes, please open/limit all packaging where possible. This will help staff to safely monitor lunch time without too much contact.
- Parents /Carers to ensure children do not bring in any of their own toys/comforters from home. Only bring in bags if your child is still in nappies or being toilet trained.
- If your child is reluctant to leave you, we will ask you to stand to one side, so as not to hold up the queue. Staff will not use physical persuasion techniques to coax the children into the school. If your child is very distressed about coming into school we will ask you to return home and try again at their next session.
- Parents/Carers to practice social distancing outside the Pre-School.
- Parents/Carers to social distance and stand on 2 metres markers whilst waiting to sign their children into Pre-School.
- Please leave promptly and continue to practice social distancing.

Safety Procedures for children and staff

- The signing in sheet will be completed by the designated staff member, who at all times will use their own pen throughout the day.

- Enhanced cleaning of premises to take place throughout the day as designated by the Enhanced Cleaning Schedule, which must be completed at specific times daily. Staff will ensure that surfaces touched by children and staff are cleaned regularly.
- Toys will be rotated on a 72 hour basis before being used again. Different writing implements are changed daily and are kept in separate daily containers.
- Books are also rotated on a 72 hour basis before being used again.
- Children on entering the setting will have used hand sanitisers.
- Additional hand washing will be undertaken throughout the day. Routines have been developed to ensure children understand when and how to wash their hands, making sure they wash their hands thoroughly for at least 20 seconds using running water and soap and to dry them thoroughly – or use alcohol hand rub or sanitiser ensuring all part of the hands are covered. Hand washing/sanitiser takes place

before and after snack and lunch times

before and after outdoor play

after messy play

after a child has sneezed.

- We reinforce children's understanding about good respiratory hygiene by promoting the "catch it", "bin it" and "kill it" slogan. There is a good supply of tissues throughout the setting.
- Staff to ensure that changing mat is cleaned thoroughly before and after use when changing children and to wear PPE.
- Staff to ensure that there is a good draft of air through the setting with windows open at all times and the main door open periodically throughout the day.

This is not an exhaustive list and addendums will be added as necessary.