POLICY FOR SKYLARK DAY NURSERY OPERATING FOLLOWING COVID-19 GUIDANCE FOR EARLY YEARS SETTINGS:

Area of Consideration	Guidance recommendations	How Skylark will apply these recommendations
Attendance	Only staff and children who are symptom free or have completed the required isolation period should attend the setting. Providers may consider taking temperatures of children on arrival and risk assessing with regular health questionnaires for returning children and staff. Consideration should be given to limiting the number of staff in the nursery at any one time to only those required for occupancy levels.	Parents will be asked about their child's health on arrival. All children's and staff temperatures will be taken remotely on arrival. This information will be recorded on our register. Questionnaires must be completed by any staff or parent ono behalf of their child if returning after illness. One adult and the same adult as much as possible should be dropping off and picking up their child.
Physical distancing	Children are usually organised into small groups within early years settings. Wherever possible these groups or 'bubbles' should not mix during the day. Care routines including food provision, nappy changing and toileting should be within the space allocated wherever possible. The use of communal internal spaces should be restricted as much as possible. Outdoor spaces should be used by different 'bubbles' at different times of the day. Distancing of cots/beds should be facilitated wherever possible. Wherever possible staff should remain with the small group they have been allocated and not to come into contact with other groups. Emergency revisions to the EYFS ratios have been implemented which provides some flexibility on ratios and qualifications to make this feasible. Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. Aim to limit drop off and pick up to the 1 parent/carer per family and stagger the timings where possible. Arrange drop off and pick up entrance to avoid adults entering the building. When parents are waiting physical distancing must be maintained in a safe area. The nursery should consider measures to minimise contact between parents, other children and staff members.	Children will be put into small groups with an adult. The groups will play in their own designated area within the nursery. Children will eat and play in their group. Nappy changing will be available in this area if necessary. A cot or bed will be available in each area. Only nursery pushchairs will be used and these will be thoroughly cleaned after each use. Bedding will be stripped after each use and cots and beds will be disinfected between uses. All personal comforters must be clean and in a sealed bag with your child's name on it. Bottles of formula milk must be made up and labelled with your child's name. staff will then clean any of these items when they come into the nursery. Each group will spend time in the front or back play areas. Each group will visit the nursery garden on a rota basis with their adult and one other whenever possible. A pathway to the toilets will be created so children do not cross into another groups play area. Staff breaks will be staggered, and social distancing will be adhered to. Both the front and back door will be used for children arriving and leaving dependent on where their group is playing within the nursery. Parents using the front door will be asked to come in through the big front gate and leave through the small side orange gate which is usually used. At pick up time parents will be asked to ring the buzzer wearing gloves and your child will be brought to the door which they arrived at. Staggered arrival and pick-up times will be considered based on numbers. Parents will be informed of this when they are told about the group their child will be in.

Wellbeing and education	Children should be supported to understand the steps to keep themselves safe including hand washing and sneezing into tissues. Children should be supported to understand the changes and challenges they are experiencing . Staff need to be aware of children's attachments and their need for emotional support at this time.	Groupings will take into consideration children's key person and if it is not possible for your child to be with his/her key person, conversations will take place between staff to ensure they are familiar with children's individual needs and routines. Link-books will not be used during this period to avoid cross-infection. Verbal feed-back will be given at pick up times. Songs and rhymes will be used to remind children about hygiene routines. Pictures and paintings will remain in nursery and will be displayed. Photos of work where necessary will be taken and sent to parents via email etc.
Communication	Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.	Parents will receive regular emails. Posters will be displayed on the front and back door with notices. We will also use our facebook page to keep parents/Carers informed.
Visits	Attendance should be restricted to the children and staff as far as practically possible unless essential maintenance work is necessary.	No visits or visitors are planned and none will be admitted. Unless it is an emergency, all maintenance will take place out of nursery opening hours.
Travel	Wherever possible staff and parents should travel to nursery alone using their own transport. Current guidance on public transport must be followed if necessary. Parents should not leave buggies, prams, scooters, car seats in the nursery. Outings from the setting into the community should be restricted unless it is to a an open space which does not include mixing with the public.	The pram store will be available only if absolutely necessary. The door to the pram store will be left open at drop-off and pick-up times.
Handwashing	All children and adults must wash their hands on arrival at the nursery. Children and staff members should be encouraged to wash hands regularly.	Hand washing facilities will be available in all areas for each group along with sanitiser. All children and staff will wash their hands on arrival and before leaving the nursery and regularly throughout the day.
Cleaning	An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment. Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly.	Toys will be limited to use by each group. Staff will adhere to the cleaning schedule.
Waste disposal	All waste must be disposed of in a hygienic and safe manner. Tissues must be disposed of immediately.	All groups will have access to tissues and a covered bin. Bins will be emptied and cleaned regularly. Nappy bins are used for PPE and nappy waste. Nappy and sanitary bins will be taken outside to be collected for emptying by the sanitary waste disposal company. Bins will be cleaned and disinfected when they are returned.
Laundry	All items within the setting must be laundered in line with NHS laundry guidelines. Items such as flannels, bedding and towels must not be shared.	NHS laundry guidelines will be followed. Paper towels will be available. Children whom we know regularly sleep at nursery will have their own bedding washed after each use then stored for

		them. All bedding etc will be washed after every individual use. Staff will change into uniform on arrival.
Risk Assessment	All activities should be risk assessed and due consideration given to any adaptations to usual practice. This includes the suspension of learning experiences involving materials which are not easily washable and the suspension of sharing of food and cutlery.	Carefully chosen toys which can be washed will be provided. Toys such as sand and playdough will not be available. All toys will be washed a minimum of twice each day. All areas and toys will be thoroughly cleaned and disinfected after the children leave. Risk assessments will be on-going as is current practice.
Resources	Children should not be permitted to bring items from home into the setting unless essential for their well-being. Anything that does must be cleaned on arrival. All resources required for play and learning should be regularly washed and /or sterilised.	Only personal comforters such as dummies will be permitted and must come into nursery clean and in a sealed bag with your child's name on it. Staff will wash any comforters on arrival. Toys or food from home will not be allowed into the nursery. All resources will be regularly washed and sterilised using our industrial dishwasher and/or Milton sterilising fluid.
Building	Where nurseries have been closed during the lockdown appropriate health and safety checks will be carried out prior to re-opening. Windows should be kept open where possible for ventilation.	All required Health and safety checks will be carried out in the coming weeks prior to re-opening. Windows and doors will be open whilst the nursery is open and the weather permits.
PPE	Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission. PPE should continue to be worn for nappy changing and first aid.	Plastic aprons and gloves will be worn when changing nappies. PPE will also be worn when appropriate for first aid.
Responding to a suspected case	In the event of a child developing suspected coronavirus symptoms whilst at nursery they should be collected as soon as possible and isolate at home in accordance with NHS guidance. Whilst waiting to be collected the child should be isolated from others in a previously identified room. The child should be supervised by someone from their group wearing PPE. The area should be thoroughly cleaned afterwards however if it can be unvisited for 72 hours then cleaned this be preferable. The person cleaning should wear PPE. In the event of a staff member developing suspected coronavirus symptoms whilst at nursery they should be collected as soon as possible and isolate at home in accordance with NHS guidance.	The child's temperature will be taken and they will be moved to the isolation area. Parent/Carers will be telephoned if we suspect their child is unwell and it is expected that they will be collected as soon as possible. All parents contact details will be checked and updated where necessary when we re-open. The isolation area will be left vacant for 72 hours where possible or cleaned immediately if necessary. PPE will be worn.