

Covid 19 Policy (including EYFS)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewed and Ratified by the Chair of Governors on ……………………….**

**Reviewed by the Governing Body …………………………..**

**Next full review by the Governing Body …………………………………..**

**Covid-19 Policy**

**(Covid 19)**

|  |  |  |
| --- | --- | --- |
| **Date** |  **Adopted by Authorised Signature** | **Review Date** |
| 26th May | Nicola Olver / Ben Hilton  | Ongoing  |
|  |  |  |

Change Log

|  |  |  |
| --- | --- | --- |
| **Date** |  **Changes made:** | **Changes made by:** |
| February 2022 | Following recent Government Guidelines we are now implementing latest changes in this document [Actions for early years and childcare providers during the COVID-19 pandemic (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056993/20220223_EY_guidance.pdf) | Tahira White/Vicky Moore  |
|  |  |  |
|  |  |  |

**Introduction**

St Petroc’s School and Early Years intend to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during this Coronavirus Pandemic. This policy applies to all employees, parents, children, volunteers, students and anyone else working on behalf of St Petroc’s. This policy also applies to service users and delivery drivers visiting the Pre-School.

Legislation and leading authorities, which have guided and influenced this policy are:

Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organisation (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

**Aim of Policy**

This Policy defines and assists the operating arrangements in place within St Petroc’s School and Early Years that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity, however new practices may emerge as the situation continues. The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon.

**Method**

As School and Early Years providers we ensure to offer a continuum of very high standards of practice of childcare and education. The fundamental principles to be outlined in this policy are set out to ensure physical distancing is enabled and implement good hygiene practices as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. It states the protective measures put in place for children, parents and staff as best as possible to ensure the risk of transmission is reduced. We will continue to follow our other policies as long as they do not conflict with this policy and be guided by the EYFS as best as we can. The main areas we will be considering are:

* Minimising contact with individuals who are unwell
* Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
* Ensuring cleanliness of the environment (especially frequently touched surfaces)
* Minimising general contact and mixing (creating bubbles and limiting numbers)
* The use of Protective and Personal Equipment (PPE)
* Testing

**Focus/ Areas of Consideration / Recommendations**

**Information about the virus**

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

* **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
* **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
* **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

**How COVID-19 is spread**

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

* secretions can be directly transferred into the mouths or noses of people who are nearby or could be inhaled into the lungs
* it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

There is currently no good evidence that people who do not have symptoms are infectious to others.

**Children**

*Attendance*

* Only 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 Physical distancing/ grouping.
* Extremely vulnerable children should continue under government advice.
* For children in the Early Years, we ask that families who attend at least two settings should choose only one for the remainder of the Summer term and Sumer Holidays.
* Children will not be permitted to attend if they have been given medicine such as calpol, which may hide a high temperature.

*Physical Distancing/grouping*

* Children may be organised into small groups or given designated rooms within the setting, this will also involve the outdoor area. Wherever possible these small groups or ‘bubbles’ should not mix during the day as best as possible. This is to minimise contact with others and mixing. Staff may exercise their own judgement during the day for the high standards of safety for all children and colleagues.
* Children in small groups should have the same staff team caring for them, wherever possible, to limit the amount of different people coming into contact with each other.
* Smaller amounts of children in the whole setting may be advised or preferable. Within our Early Years, we frequently operate near capacity. We can consider, but not limited to:
	+ A temporary cap on the amount of children in the setting at anyone time.
	+ Changing session options to either AM only all day.
	+ Focusing on priority year groups
	+ Grouping children to certain days
	+ Changing the opening hours to all children to enable further cleaning regime.
* In the Early Years, care routines including provision of meals, nappy changing and toileting should be within the space allocated to each ‘bubble’ wherever possible.
* The use of communal internal spaces should be restricted as much as possible and outdoor spaces should be utilised as much as possible and used by ‘bubbles’ in different areas during the day, unless they can be suitably cleaned in between groups.
* Sun cream should be applied by the parents / carers before the child arrives at St Petroc’s. T shirts covering shoulders would be preferable to minimise reapplication of cream if required, staff will wear PPE as necessary.

*Wellbeing and education*

* Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, coughing into an elbow, using a tissue and adopting a catch it, kill it, bin it regime.
* Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time. Parents have been asked for any changes to family situations.
* In the Early Years, the EYFS framework will continue to be delivered through play and adult led activities.
* Snack times may be amended, but children can ask for drinks throughout the day if they are thirsty. Children will bring their own water bottles to be kept on site. Parents will be asked to ensure their child has had breakfast and a drink before they arrive.
* School lunches may be stopped temporarily, lunches will be provided by parents rather than using the school kitchen. This is to prevent cross contamination from using cutlery, crockery and cups for both staff and pupils.

**Workforce**

*Attendance*

* Staff should only attend St Petroc’s if they are symptom free, have completed the required isolation period or achieved a negative test result. All staff and their household are eligible for testing if they display symptoms. Staff should ask in the office for further details.
* Providers may consider taking temperature of staff on arrival
* Consideration should be given to limiting the number of staff in the setting at any one time to only those required to care for the expected occupancy levels on any given day
* Staff hours, days they work and length of day may change in order to meet childcare demands and considerations within this policy.

*Physical distancing/ grouping /safety*

* Staff will write and review the risk assessment before opening to address any risks from the virus, ensure sensible measures are in place to control risks.
* Staff to be informed of measures in place and sign an induction form to state they have read and understood the amended policies and procedures.
* Wherever possible staff should remain with the small group of children, the ‘bubble’ of children who they are allocated to and not come into contact with other groups.
* In the Early Years, emergency revisions to the EYFS may have been implemented which provides some flexibility on ratios and qualifications to make this feasible.
* Staff have been advised by the government not to wear PPE such as facemasks during their day, but should continue to wear PPE at the usual times such as intimate care and wear disposable gloves and apron if completing one to one care and if supporting an unwell child, or someone who is displaying symptoms of Covid-19. A face mask and visor should also be worn if a 2 meter distance cannot be maintained.
* Staff may be required to be in charge of specific rooms or areas including the outdoors to minimise their contact with surfaces etc. This includes potentially working from one particular table if table top toys are available. Staff will be responsible to ensure appropriate cleaning takes place and enough ventilation is in the room such as opening windows. If doors are open ensure the safety of the children is maintained.
* Staff members should avoid physical contact with each other including handshakes, hugs etc.
* Staff to wear fresh, clean clothes for each session.
* Advise staff to remove their work clothes before they enter their home and take a shower immediately to remove any germs they may have picked up.

*Training*

* Where possible, meetings and training sessions should be conducted through virtual conferencing. Onsite training will be given but adhering to social distancing.
* All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
* Online training may be available to allow their training levels to be maintained if appropriate.

**Parents**

*Physical distancing*

* 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 minimise the ‘pinch points’ during the day and limit drop off and pick up to one parent per family.
* Arrange drop off and pick up at the School and Early Years entrances, to avoid parents entering the building unnecessarily.
* When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area sticking to government social distancing policies.
* Consider allowing some parents to enter the Early Years for the purpose of a settling in session if not doing so would cause a child distress, this could take place in the outdoor environment. The provider should consider measures to minimise contact between the parent and other children and staff members.
* In the Early Years, if the child is too distressed perhaps a delayed start to their entry may be preferred or shorter settling in sessions without their parent.

*Communications*

* 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 should inform St Petroc’s of their circumstances and if they plan to keep their child away, this helps us to conform to our safeguarding policy.
* Attendance registers will apply as normal but with amended codes for DfE monitoring and also the Local Authority for early years children.

**Visitors**

* Attendance to the setting should be restricted to only children and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance).
* Where essential visits are required these should be made outside of the usual operational hours where possible.
* As far as possible parents and carers should not enter the premises, unless approved by a member of staff.

**Travel**

* Wherever possible staff and parents should travel to St Petroc’s alone, using their own transport or if possible walk.
* If public transport is necessary, current guidance on the use of public transport must be followed.
* Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises or grounds.
* <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

**Hygiene and Health & Safety**

*Hand Washing*

* All children and staff must wash their hands upon arrival at St Petroc’s for at least 20 seconds.
* Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet or playing outdoors, after sneezing, blowing their nose or coughing into their hands, dealing with unwell people and before going home..
* Bodily fluid spills should follow the correct procedures as normal.
* <https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>

*Cleaning*

* An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children’s toys and equipment and all staff are responsible in their area of work and supervising this bubble.
* Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly every night.
* A deep clean will be needed after a child has become ill in the area they were waiting.

*Waste disposal*

* All waste must be disposed of in a hygienic and safe manner following government guidelines.
* Tissues must be immediately disposed of and placed in a lidded bin with a bag.
* Bodily fluids must be double bagged and disposed of in a lidded bin with a bag.
* Cleaning materials such as mops and cloths are disposed of if there is a suspected case of Covid-19.
* <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

*Laundry*

* All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.
* Items such as towels, flannels and bedding must not be shared by children.

*Risk assessment*

* The setting and all activity should be risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed. These are shared with all staff members.
* It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials (clay, sand) and the suspension of the sharing of food and utensils. Playdough could be provided if children have their own dough.
* Cut down on the available resources that are put out in the setting.
* Remove anything which cannot be easily wiped down or washed at the end of the day.
* Baking, food play and finger painting should be avoided as much as possible.

*PPE*

* Government guidance is that PPE is not required for general use in Schools and Early Years settings to protect against COVID- 19 transmission.
* PPE should continue to be worn and disposed of as normal for nappy changing, one to one care and may be needed for the administration of first aid.
* If a child shows symptoms, staff should wear a face mask/visor, disposable gloves and apron if a 2-meter distance cannot be maintained at all times. PPE should be disposed of following government guidelines.

*Premises Building*

* Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks. These checks will be recorded in the usual manner.
* Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained with locked gates.

*Resources*

* Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing.
* All resources required for play and learning experiences of children should be regularly washed and/or sterilized. Any resources which are difficult to clean should be removed.
* Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.
* Decisions over reading books and exchanging of resources are supervised by the person in charge of their bubble.

*Supplies Procurement & monitoring*

* St Petroc’s should ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies.
* We will not be able to operate without essential supplies required for ensuring infection control.
* A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards and facemasks. These items will be washed at a high temperature in accordance with relevant guidelines and separate to any other washing.
* In case the supply of food is interrupted, or kitchen closures are deemed necessary, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.
* It may be preferable or the only option to have packed lunches which the children bring in.

*Responding to a suspected case*

* In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the current NHS guidance. Children and staff can get tested, and parental agreements (see appendix 1) as per 2nd June state that when a child gets tested, they must inform St Petroc’s of the result. If the result is negative, the child or staff member can return to St Petroc’s. If the result is positive, that child must stay off for 14 days, and the rest of the household to self-isolate for 14 days. All other children and members of staff who are in the same bubble as that child to also self isolate for 14 days if they were in contact with that person at least 48 hours before symptoms started.

<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/when-to-self-isolate-and-what-to-do/>

* Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.
* The staff member responsible for the child during this time should be a staff member from their ‘bubble’. The staff member will wear suitable PPE such as the addition of face mask, visor disposable gloves and apron.
* The area should be thoroughly cleaned immediately, and cleaning equipment such as gloves, cloths and aprons, should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. In this instance they will not be cleaned and re-used.
* The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to current government guidelines.<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
* The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.
* In the event of a staff member developing suspected coronavirus symptoms whilst working at the school or early years, they should return home immediately and isolate at home in line with the NHS guidance. They should also follow current testing advice for themselves and their household and inform the setting of their test results.
* For a confirmed case, the front office or member of SMT will call Public Health England South West Health Protection Team on 0300 303 8162 and follow the advice given.
* If the suspected case is a member of staff and there is reasonable evidence they acquired their illness at work, ti may be necessary to make a report to the Health and Safety Executive (HSE) as a case of disease under RIDDOR (exposure to a biological agent). This would include school staff (not pupils) testing positive after having personal contact with a pupil or colleague confirmed with COVID-19. Schools/settings can report directly to HSE.<https://www.hse.gov.uk/coronavirus/riddor/index.htm>
* If a parent chooses for their child not to have the test done or does not share the result with St Petroc’s, the child must self isolate for 14 days. <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/when-to-self-isolate-and-what-to-do/>
* Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace and will need to share information about their recent interactions. This could include household members, people with whom they have been in direct contact, or within 2 metres for more than 15 minutes. Parents have been give permissions as to whether they are happy for us to pass on their contact details to the NHS test and trace. See appendix 3 for more information about track and trace. If consent is not given, SMT and office are made aware and in the event of a positive test, SMT to discuss impact. The setting would display a suspected case notice.
* h[ttps://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/)
* In the event of a suspected case, staff would use the Outbreak Management Checklist document. Copies can be found in the Main Office and in the Dolphins building.

**Links and amendments to other Policy and procedures:**

**Safeguarding -** see separate Safeguarding policies - Annex 1 and Annex 2

**Visitors Policy** - Initially there will be no educational visits or external visitors. Any essential visits to be made outside of the operating hours, where possible and social distancing must be adhered to. Members of SMT must give authorisation.

**Fire procedure -** will operate as usual, although verbal reminders to social distance between bubbles will be given especially when lining up at Assembly point. Internal doors will be temporarily wedged open to allow for guidance to be followed and additional ventilation and minimise frequently touched door handles. However in the case of a fire alarm or evacuation, the bubble staff member will close the door on the way out.

**Behaviour Policy** - This is an unsettling time for young children. Staff to be alert to the emotional well-being of children who may be affected by the disruption to their normal routine. Where a child’s behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child’s parents/carers and the principles of this procedure are adhered to. Parents have been reminded to inform the setting if anything needs to be shared.

Children will not be sanctioned for not adhering to social distancing guidance. They will be positively and regularly reminded to comply. This will not be enforced, only guided. In the event of an older child or member of staff continually not adhering guidance, they will be asked to meet with a member of SMT and their parents would be informed.

**Attendance Policy** - An attendance record will be sent to DfE on a daily basis, and for the Early Years, additional numbers of children will be sent to the LA twice a week.

**Educational visits** - Not to be permitted for the foreseeable future. This may be subject to change as further guidance emerges.

**Supervision of Pupils policy** - Children will now be supervised by staff members in bubbles no bigger than 15. Ratio requirements to stay the same. In order to safeguard and support children returning to the school or EYFS, it may be necessary to supervise various bubbles, where safe distancing can be observed, in the event of an emergency or staff absences.

**Written Risk Assessment Policy** - Bearing in mind Covid-19 guidance, a new Risk Assessment has been written and will be updated as and when necessary. This will support us in maintaining the safety and well-being of all children and staff as we offer prioritised places. Initially this will be reviewed weekly and communicated with attending members of staff.

**Staff Code of conduct** - Staff to ensure they follow the government guidance, and follow the amended procedure following the phased re-opening from June 2nd. See staff agreement - Appendix 2.

**First Aid Policy** - Staff to wear the usual PPE when administering First Aid, a face mask or visor is recommended and follow all guidance on dealing with a suspected case of Covid-19.

**Health and Safety Policy** - In addition to policy, staff to adhere to the new Covid-19 risk assessment and the Health and Safety implications for both children and staff.

**Monitoring of this policy**

*This policy will be reviewed as deemed necessary, however new government legislation and policies will be incorporated appropriately as and when required or informed.*

***Appendix 1 - Parental agreement for Early Years and School***

# *Corona Parent Agreement - E. Y*

*Name of Child: …………………………………………….. Room…………………………………………………*

|  |  |
| --- | --- |
| ***Questions*** | ***Agree*** |
| *For the wellbeing of staff and children in our care it is imperative to minimise contact with individuals who are unwell therefore please do not bring your child to nursery if anyone within your household is showing coronavirus symptoms - fever, cough or loss of taste/smell. I agree to follow the Government guidance for a suspected Covid-19 case.* | Y / N |
| *I understand that children and staff may have their temperatures taken at various points throughout the day. If my child develops any symptoms I will be called and asked to collect them immediately and I will ensure I get my child tested and confirm the results with St Petroc’s.* | Y / N |
| *I understand that social distancing measures are still appropriate outside of Preschool and members of my household will continue to follow Government advice regarding this.* | Y / N |
| *At nursery we emphasize good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach, Please ensure that you encourage this behaviour outside of nursery too.* | Y / N |
| *Our nursery usually invite parents in Little Turtles and Sea Lions, due to Covid-19 and our attempts to limit the nursery footprint, we can only allow parents into the garden area until further notice. For Dolphins parents may enter the foyer to drop off and collect, if there is someone in the foyer, please wait in the garden. We also ask that only one parent should attend collection and drop off.* | Y / N |
| *During drop off/collection I will adhere to social distancing guidelines and remain 2m from others as per the government guidance.* | Y / N |
| *I understand that I should walk/bike or travel in my own car to travel to Preschool. Please note the advice of Safer travel guidance.*  [*Coronavirus (COVID-19): safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) | Y / N |
| *Our nursery operates a fully inclusive policy. We have sterilised all our equipment, bottles (and labelled for each child), cups etc. It is therefore unnecessary to bring in your own equipment.*  | Y /N |
| *Nursery toys are regularly sterilised after play and throughout the day, as are the chairs and tables. We have an abundant supply of resources and we therefore ask that children do not bring toys from home. Please explain this to your child prior to attending. Taggies and comforts will be given at sleep times only as children are separated into their own sleep areas and there is no risk of cross contamination.* | Y / N |
| *I understand that my child/ren may struggle to separate from me but will allow the practitioners to take and comfort them as necessary (and can request a follow up phone call to put my mind at ease)* | Y / N |
| *I will provide my child with a change of clothes and coat in a labelled bag that can remain at St Petroc’s until needed.* | Y / N |
| *I will dress my child in clothing that they can manage independently for toileting and self-care needs**(nappy changes/personal care will still be done as and when necessary by an adult from my child’s ‘bubble’ group using PPE )* | Y / N |
| *I understand that strict cleaning schedules of surfaces and equipment will be taking place at various points of the day. If I need to collect my child/ren at an unusual time I will phone ahead to alert the staff.* | Y / N  |
| *At Nursery we have implemented a rigorous regular cleaning routine consisting of sterilising frequently touched surfaces. This is done throughout the day and another thorough clean at the end of the day. If you are going to arrive outside the usual drop off times please advise the nursery before arrival as we do not want increased foot traffic after sterilisation* | Y / N |
| *I will provide my child with a packed lunch in a container that can be wiped with anti-bacterial solution and that they can open and eat with minimal help or intervention from an adult. I will include a freezer block.* | Y / N |
| *I will report all absences at the beginning of the day, even if not health related.* | Y / N |
| *In hot weather, I will supply and apply ALL DAY sun cream before attending the session and ensure sunhats are supplied and shoulders are covered. Sunhats will be left at the setting and should be clearly labelled.* | Y / N |
| *Respond to all correspondence from the setting – especially accident updates which is likely to be on Tapestry.* | Y / N  |
| *I agree that my contact details are up to date, or if not, will update before my child returns.* | Y / N  |
| *I agree to not administer medicine such as Calpol before my child starts their session which may mask a temperature.* | Y / N |
| *I will inform staff of any relevant pastoral issue or changes within the family that may have occurred during the lockdown period of Covid-19 because this might have an impact on my child.* | Y / N |

 ***SIGNED………………………………... RELATIONSHIP TO PARENT……………………………………………. DATE…………………………………….***

*St Petroc’s staff will also be:*

 *● Informing the Management if they or any of their household develop any symptoms*

*● Adhering to strict hand washing and cleaning policies as set out in our new Covid-19 Risk Assessments*

*● Using Uniform clothing and PPE as per the Government guidance*

*● Following Government advice as far as is practicable from the Advice for Schools and Early Years Settings document.*

*● Following Government advice regarding social distancing and travel when not at work.*

*● Create manageable sized groups, to help prevent the spread of covid-19.*

*● Follow our normal policies and covid-19 policy.*

*● Manage the setting in a way that aims to support the children and adults to social distance as much as possible, although, you* ***must*** *be aware this cannot be guaranteed due to the ages of the children and the level of support they sometimes need.*

*● Receiving temperature checks as deemed necessary by management*

# *Corona Parent Agreement - School*

*Name of Child: …………………………………………….. Room…………………………………………………*

|  |  |
| --- | --- |
| ***Questions*** | ***Agree*** |
| *For the wellbeing of staff and children in our care it is imperative to minimise contact with individuals who are unwell therefore please do not bring your child to nursery if anyone within your household is showing coronavirus symptoms - fever, cough or loss of taste/smell. I agree to follow the Government guidance for a suspected Covid-19 case.* | *Y / N* |
| *I understand that children and staff may have their temperatures taken at various points throughout the day. If my child develops any symptoms I will be called and asked to collect them immediately and I will ensure I get my child tested and confirm the results with St Petroc’s.* | *Y / N* |
| *I understand that social distancing measures are still appropriate outside of school and members of my household will continue to follow Government advice regarding this.* | *Y / N* |
| *At School we emphasize good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach, Please ensure that you encourage this behaviour outside of St Petroc’s too.* | *Y / N* |
| *Our School usually invite parents in to the building, however due to Covid-19 and our attempts to limit the footprint, we can only allow parents into the car park area until further notice.* *We also ask that only one parent should attend collection and drop off.*  | *Y / N* |
| *During drop off/collection I will adhere to social distancing guidelines and remain 2m from others as per the government guidance.* | *Y / N* |
| *I understand that I should walk/bike or travel in my own car to travel to School. Please note the advice of Safer travel guidance.* [*Coronavirus (COVID-19): safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) | *Y / N* |
| *Toys and resources are regularly sterilised or cleaned after play and throughout the day, as are the chairs and tables, where possible. We have an abundant supply of resources and we therefore ask that children do not bring toys from home. Please explain this to your child prior to attending.*  | *Y/N* |
| *I understand that my child/ren may struggle to separate from me but will allow the practitioners to take and comfort them as necessary (and can request a follow up phone call to put my mind at ease)* | *Y / N* |
| *I will provide my child with a change of clothes, coat and sunhat in a labelled bag that can remain at St Petroc’s until needed.* | *Y / N* |
| *My child will wear appropriate clean clothes each day they come into St Petroc’s.* | *Y / N* |
| *I will dress my child in clothing that they can manage independently for toileting and self-care needs.* | *Y / N* |
| *I will provide my child with a packed lunch in a container that can be wiped with anti-bacterial solution and that they can open and eat with minimal help or intervention from an adult. Parents are advised to provide a freezer block.* | *Y / N* |
| *I will report all absences at the beginning of the day, even if not health related.* | *Y / N* |
| *In hot weather, I will supply and apply ALL DAY sun cream before attending the session and ensure hats are supplied and shoulders are covered.* | *Y / N* |
| *I will respond to all correspondence from the setting – especially accident updates which is likely to be on Tapestry.* | *Y / N*  |
| *I agree that my contact details are up to date, or if not, will update before my child returns.* | *Y / N*  |
| *I agree to not administer medicine such as calpol before my child starts their session which may mask a temperature.* | *Y / N*  |
| *I will inform staff of any relevant pastoral issue or changes within the family that may have occurred during the lockdown period of Covid-19 because this might have an impact on my child.* | *Y / N* |

**SIGNED………………………………..RELATIONSHIP TO CHILD……………………………………. DATE…………………………….**

 ***Appendix 2 - Staff agreement***

*School re-opening staff checklist*

*This checklist should be completed for every member of staff who will be working in school after 1st June 2020.*

 *Name of staff…………………………….……. Role………………………………………………..*

|  |  |
| --- | --- |
|  | Yes/No |
| *I have read and understood the Schools risk assessment for reopening* |  |
| *I understand that I must discuss with a member of SMT if I am at all concerned, at any time, about an item within the risk assessment, or I believe it needs updating* |   |
| *I understand that, for the safety of everyone, I must report to SMT, any colleague who is not operating within the procedures set out by the school, including those within the risk assessment.* |  |
| *I have completed the staff questionnaire, and since completion, nothing has changed which prevents me from working at school.* |  |
| *I understand which “bubble” I am in and the staff and pupils within that bubble* |  |
| *I understand the areas my bubble will occupy both inside and outside, including washroom facilities for pupils and staff and the entrance/exit to by bubbles area.* |  |
| *I know where the hand sanitisers are.* |  |
| *I understand that I need to wash my hands correctly on arrival at school, frequently during the school day and before I leave and on arrival at home.* |  |
| *I understand that I may be asked to take my temperature and repeat at intervals if required as per risk assessment* |  |
| *I understand that I must not come into school if I, a member of my household or anyone I have been in close contact with, have any of the main symptoms of COVID-19 and that I must report them immediately to the School* |  |
| *I know which areas of the school are out of bounds to my bubble.* |  |
| *I know which areas of the school the other bubbles occupy* |  |
| *I understand my bubbles break time and lunchtime arrangements* |   |
| *In understand my bubbles pick up and drop off times and procedures* |   |
| *I understand what I am responsible for cleaning / wiping down before, during & after the school day* |   |
| *I know where to find cleaning products and how to use them* |   |
| *I know what to do if a pupil or colleague starts to present COVID-19 symptoms.* |   |
| *I know where the isolation room is, when it should be used and the procedures for use.* |   |
| *I know how to use PPE required in the isolation room* |   |
| *I am first aid trained and I have read and understood the policy update for COVID-19* |   |
| *I know how to use PPE for undertaking first aid* |   |
| *I know where to find PPE and how to use it.* |   |
| *I have reviewed the updated Safeguarding policy* |   |
| *I have read and understood the updated intimate care policy if applicable to my bubble* |   |
| *I understand the importance of the “catch it, kill it bin it” campaign* |   |
| *I know where the nearest fire extinguisher is for my bubbles area* |   |
| *I understand the fire evacuation procedures and know the location of my bubbles fine assembly point* |   |
| *I understand that I need to wear clean clothes everyday* |   |
| *I understand that should I wish I can change clothes on arrival and departure from school.* |   |
| *I understand that I need to bring my own lunch, snacks and drinks and these need to be free from nuts and traces of nuts, and other allergens which are a risk to those within my bubble.* |   |
| *I understand the procedures for comforting a child who is distressed.* |   |
| *I have had sufficient training and time to understand all the information prior to working with pupils.* |   |
| *I will follow Government advice regarding social distancing and travel when not at work.* |   |
| *ANY OTHER COMMENTS……………………………………* |  |

*Signed……………………………..*

*Dated…………………………………*

*SMT name…………………………………..*

*SMT signature……………………………*

*Date………………………………………*

 ***Appendix 3 - Test and trace letter to parents and NHS flowchart***

Dear Parent and Carers,

As you may be aware the Government has yesterday (Thursday 28th May) launched it’s NHS Coronavirus Test and Trace system. The guidance for this can be read here <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

This system involves those with possible Covid-19 symptoms being asked to undertake a test which, if positive, then implements the tracing element. This is completed via a dedicated NHS website and will result contact tracers contacting everyone that you may have been in contact with, in previous days.

As a setting there is always the possibility that we may be contacted by a contact tracer if someone within the setting has been in contact, either directly or indirectly, with someone who has tested positive for the virus. The detail of the scheme is still rather patchy but it may be that if we are contacted we will be asked to provide details of those others that the person or child may have been in contact with.

This is a concern for us as it would be a breach of our strict data protection policies to give out any personally identifiable information without your prior consent. Therefore we are asking you, by way of this letter and the slip below, to provide us with your explicit permission to share your name, telephone number and email address if we are contacted by a contact tracer. In line with our sharing of information policy we will check the identity of anyone asking for this information following the procedures already in place. It is worth pointing out that this Test and Trace system is not mandatory and therefore we are under no legal obligation to provide your information if you do not wish us to do so. Details of how the NHS will use your data is detailed in the guidance above.

Even with the Test and Trace system in place we will would still inform you if someone within the setting tests positive and will take the appropriate actions as detailed in our risk assessments.

Please complete the form below with your preference and permission for sharing your information, if it is required. If you have any questions please don’t hesitate to contact us.

I ………………………………………………… **do / do not** (please circle) give permission for my personal details to be given to an NHS contact tracer.

Signature ……………………………………. Name of child………………………………………. Date………………………………

Thank you for your continued support.

Ben