

Managing the pre-school environment, provision and care of children during the COVID19 crisis – from 01.06.2020

Area and hazards to consider	Who will be at risk?	How the risk will be minimized or eliminated.	Who will action this?
RISKS			

<p>1. Number of children/staff / parent/ members of local community in the building – ability to socially distance and track who has enter/left the building.</p>	<p>Children Staff Parents</p>	<ul style="list-style-type: none"> • Only 8 – 9 children to be in the building each day. The children who are going to attend the setting during this time will be separated into two groups – A and B. There will 8-9 children in each group. These groups will remain with the same children during this period of time. Group A will attend pre-school on Mondays and Tuesdays. Group B will attend on Thursdays and Fridays. • There will be 2-3 staff at the pre-school each day. There will be two members of staff who will be the designated practitioners for Group A and a different two for Group B. These practitioners will be adults who will be engaging, interacting and teaching the children in that specific group during this initial ‘post lockdown’ time. Of each set of two staff, one will be mostly be the ‘engaging’ adult – working directly with the children, the other will be completing paper work, organising snack, cleaning during the day and will be on hand for emergencies and other eventualities. The staff will be deployed as is felt necessary during the day. • Children will use the bathroom one at a time, unless there is an emergency. • Bags, wellies and coats will be hung on a moveable trolley which will be positioned outside so that there is room for them to take their wellies/coat one at a time and not all be crowded together in a small space. • Every effort will be made to ensure that children are not congregating in a small area but instead spread around the play room and playground. Resources and toys will be spaced apart and with large areas for movement between them. • Parents will not be allowed in the building unless there is an emergency. • Staff will maintain two metres between each other where possible and will constantly be aware of the social distancing rules. • The pre-school will be the only group to use the Institute building at this time (as agreed by the Portreath Improvements Committee). • Visitors shall not be permitted into the building unless essential. If it is necessary then if possible it will be done once the children have left the building. • All staff meetings and training will be conducted via zoom meetings and telephone/email/text correspondence. • All committee involvement should, where possible, be conducted via telephone or zoom meetings. 	<p>RR, LD, JS and RP</p>
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<p>2. Germs on toys/resources being shared with other children.</p>	<p>Children Staff</p>	<ul style="list-style-type: none"> • Wednesday will be used for cleaning all the resources and toys used by Group A before Group B accesses them on Thursday. • The toys and resources will be split into three 'banks' so that there is always ample time to clean them before they are used by a different group of children. • Only toys/resources which can be washed and cleaned easily will be used. • There will be no carpets or rugs being used. These will be replaced by mats/ cushions which can be wiped down at the end of each the day. • Art work that is created by the children during the day will be placed in their own plastic bags which will hang on a hook in the top room. • All children and staff will be encouraged to regularly wash their hands and always after using the toilet, sneezing or coughing, wiping their nose, before and after eating, when hands are dirty, plus on entering and leaving the pre-school. 	<p>RR, LD, JS and RP</p>
<p>3. Items from staff and children's homes being brought into the setting.</p>	<p>Staff Children Parents</p>	<ul style="list-style-type: none"> • Staff will minimise the amount of things they bring into the pre-school each day. They will store their general bag in the adults toilet area at one end of the coat rack (the other member of staff will place their bag and coat at the other end of the rack). Their lunchbox will be stored in the kitchen at the far end, after wiping it down with antibacterial wipe. • Children will store their bag (which will contain a change of clothes), outdoor clothes and wellies on the moveable trolley which will be stored outside (four on each side). They will bring their lunchbox (which will be suitable for wiping down easily) in with them when they enter the building, have it wiped down with an antibacterial wipe and then it will be stored in the kitchen. • Children will be encouraged not to bring any toys from home into the setting. Any that are brought in will be kept in the child's bag, and not brought into the room. • Staff phones will be held in separated boxes on the window sill to avoid cross contamination. • Children and staff will need to wear a clean set of clothes each day to pre-school. 	<p>RR, LD, JS and RP</p>

<p>4. Parents congregating outside the building at drop off and pick up time</p>	<p>Parents Children</p>	<ul style="list-style-type: none"> • Parents will either drop their child off at 9.00 am or 9.15 am. Pick up time will be either 2.45pm or 3 pm. This will mean that we will have only four parents in the playground at any one time which will increase the amount of space around them. There will be cones /chalk markings positioned at appropriate points around the playground to ensure that parents are positioned two metres apart. • Parents will be reminded of the socially distancing rules so that they refrain from congregating at the gate before and after drop off/pick up. (POSTER ON GATE) • Only one parent from each household will be able to drop off/pick up their child. If they have other siblings that they need to bring with them then they will be asked to keep them close beside them whilst waiting for their child. • If a parent needs to drop off or pick up a child outside of their normal times then we will ask them to remain at the gate at phone us so that we can bring the eir child out to them. • Only parents who are symptom free and or have completed the required isolation period will be able to drop off or collect their child. • Parents will 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. 	<p>RR, LD, JS and RP</p>
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<p>5. Spread of germs on frequently touched surfaces.</p>	<p>Children Staff Parents Wider community</p>	<ul style="list-style-type: none"> • Surfaces and items which are touched regularly will be cleaned at frequently throughout the day and always at the end of every session, and during the deep clean on a Wednesday and Friday (after the children have left). • Items will included- taps (inside and outside), the sink, toilet seat, toilet flush, door handles, gate handle, table tops, cupboard handles, the outside doors, light switches, • The pre-school phone will be wiped after each time it is used, as will the pre-school laptop. • Where possible we will ensure that children have their own set of resources which they will use during that day/two days, (e.g. scissors, pens etc) or they will share with just one other child in order to reduce the amount of handling by different children. • Frequent handwashing (see RISK 2.) Staff will carry hand gel in their pockets which they can use at any time on both themselves and children (if parents have agreed). • Windows will be kept open to ensure ventilation. 	<p>RR, LD, JS and RP</p>
<p>6. Meal times</p>	<p>Children Staff</p>	<ul style="list-style-type: none"> • The additional member of staff will get snack ready. The children will be given an individual plate/bowl which will contain their snack. Additional snack will be served into their bowl/plate by the adult. • Children will be served their drinks instead of self serving. • Four children will sit at around a yellow table at a time. If the weather permits we will have snack and lunchtime outside, sat on wipe clean cushions and mats. • One member of staff will oversee the children whilst the other one has their lunch. 	<p>RR, LD, JS and RP</p>
<p>7. Suncream application</p>	<p>Children Staff</p>	<ul style="list-style-type: none"> • Parents will be asked to ensure their child comes to pre-school in the morning with suncream on. • The designated member of staff will apply a top up of suncream at lunchtime ensuring that they wash their hands between each child. • Parents will be asked to ensure their child has their own sunhat in their bag. There will be no sharing of sunhats. 	<p>RR, LD, JS and RP</p>

8. Accident occurs – either toileting or physical	Children Staff	<ul style="list-style-type: none"> • The designated member of staff will deal with the injured / said child whilst the additional member of staff will supervise the other children. • The member of staff will wear gloves whilst dealing with the child. These will be put in the bin immediately after the staff member has finished with the child. 	RR, LD, JS and RP
9. Emotional wellbeing of children	Children Parents staff	<ul style="list-style-type: none"> • Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular handwashing and sneezing into a tissue. • Children will be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and the staff working with them will ensure they are aware of children’s attachments and their need for emotional support at this time. 	RR, LD, JS and RP
10. Educational development of children	Children Parents	<ul style="list-style-type: none"> • Learning experiences involving materials which are not easily washable such as malleable materials will be suspended. • Sharing of food and utensils will also be suspended. • In the first instance our focus will be on supporting and developing the children’s Personal, Social and Emotional skills, plus ensuring language, physical and early reading skills are being supported. 	RR, LD, JS and RP

<p>11. Child becomes ill during the session</p>	<p>Children Staff</p>	<ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation should be attending pre-school. However we realise that a child may begin to show signs of illness during their time with us. • If it is felt that a child is displaying symptoms of COVID-19 their parent will be phoned immediately by one of the pre-school staff who is working with that group of children. • Child will be encouraged to sit on a chair, outside in the fresh air, away from the other children. Designated adult will sit with them and may use a face mask if it is thought appropriate. If the weather does not allow for this, then the child will be positioned in the top room, away from others. • After they have left the area they had been isolated in will be cleaned and disinfected thoroughly. Staff will wear disposable gloves and an apron. Hands will be washed for 20 seconds after all PPE has been removed. • If it is felt that the child is displaying symptoms of the COVID-19 virus we will inform their parents that they need to get them tested in order for us to be able to accept them back, and be able to inform other parents of a confirmed case of COVID19. If a child has tested positive for COVID-19 then their parents will be asked to follow the NHS guidance on remaining at home. • Waste from possible cases of COVID-19, and cleaning of the area(s) the child has been in, will be double bagged and stored securely for 72 hours (outside in an additional 'DO NOT TOUCH COVID19' bin), then thrown away in the regular rubbish. • If a child should fall ill during the weekend/whilst not attending pre-school parents MUST inform us so that we can take appropriate action to ensure the safety of the other children and staff who are in their group. 	<p>RR, LD, JS and RP</p>
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<p>12. Staff member becomes unwell during session.</p>	<p>Children Staff Parents</p>	<ul style="list-style-type: none"> • Staff should only attend the setting if they are symptom free, have completed the required isolation period or achieved a negative test result. • If a member of staff recognises that they are not feeling well and possibly displaying signs and symptoms of COVI-19 they must immediately inform the other member of staff and then isolate themselves in the pre-school building. The other practitioner will immediately phone either Rebekah/Louise (depending on which day it is) and they will come to the pre-school immediately to cover for the other person. Parents will be informed asap and if necessary will be required to pick their children up. • The ill member of staff will leave as soon as Rebekah/Louise arrives and then ensure they get tested for COVID-19. The pre-school will then act according to the result of the test. Staffing numbers may impact upon whether the pre-school will be able to open for children if the result is positive or the staff member is unable to return due to their illness. 	<p>RR, LD, JS and RP</p>
<p>13. Staff not cleaning correctly.</p>	<p>Children Staff Parents</p>	<ul style="list-style-type: none"> • Staff to follow government guidelines with regards to cleaning – as stated in 'COVID-19: Cleaning in non-healthcare settings'. • Deep clean of toys/resources will occur on a Wednesday. Rolling bank of resources/toys. • At the end of every day the rooms and furniture will be cleaned according to the guidelines in COVID-19: Cleaning in non-healthcare settings'. 	<p>RR, LD, JS and RP</p>
<p>14. Only two members of staff working in the setting at one time.</p>	<p>Children Staff</p>	<ul style="list-style-type: none"> • Staff to refer to 'Lone Worker' Policy and risk assessment. • Staff <u>MUST</u> have a whistle on them at all times so they can use it to attract attention of the other member of staff if needed in an emergency. • Either Louise or Rebekah will be available on the days they are not in pre-school so that should another member of staff is needed they are able to quickly get to the pre-school to provide additional back up (in an emergency). • If the children should be eating snack or lunch outside then <u>BOTH</u> the adults will need to be present in case of choking incident. • One of the staff present each day will have had Level 3 Safeguarding training and both will have up to date paediatric first aid training. 	<p>RR , LD, JS and RP</p>

