



The Village Hall, Barking, Ipswich, IP6 8HP
Tel: 01449 721634/07552 410825
email: info.barkingpreschool@aol.co.uk
Registered Charity No: 1159369

COVID-19 Policy & Procedure

Aim of Policy

This policy defines and assists the operating arrangements at Barking Pre-school in compliance with Government Guidelines and leading authorities; for example, Public Health England (PHE) and World Health Organisation (WHO) in relation to the COVID-19 Coronavirus pandemic. This information builds upon our current Safeguarding, Child Protection, Health and Safety and Equality and Diversity Policies and is subject to change as we learn more about the virus.

At Barking Pre-school we ensure to offer a continuum of very high standards of practice of childcare and development. The fundamental principles in this policy are set out to promote social distancing and to implement high levels of personal hygiene and cleanliness.

Systems of Control

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings

Children, staff and other adults will not be permitted access to our setting if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days.

Anyone developing those symptoms during the day will be sent home immediately to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19).

If anyone in the setting has symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when their symptoms started; or if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken.

If anyone has tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

This only applies to those who begin their isolation on or after 30 July.

If a child is awaiting collection, they will be moved to the foyer where they can be isolated behind a closed door with a member of staff. If they need to go to the bathroom while waiting to be collected, they will be taken to the ladies toilet away



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from the other children. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection.

Usual practice, in an emergency, staff will call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Staff will ensure everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.

PHE is clear that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

2. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser.

Staff will ensure that children clean their hands regularly, including:

- when they arrive at the setting
- when they finish an activity
- when they return from the garden
- before and after eating

Regular and thorough hand cleaning is needed for the foreseeable future.

Staff will ensure the setting has enough hand washing or hand sanitiser 'stations' available so that all children and staff can clean their hands regularly.

Staff will supervise use of hand sanitiser use, given risks around ingestion. Small children and those with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative if necessary.

Updated 30th December
2020



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Staff will build these routines into setting culture, and ensure younger children and those with complex needs understand the need to follow them.

3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

Staff will ensure they have enough tissues and bins available in the setting to support children and staff to implement this routine. As with hand cleaning, staff will ensure younger children are helped to get this right, and all children understand that this is now part of how the setting operates.

PHE advises that for safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children’s development. Barking Pre-school will not permit children to wear face masks whilst in the setting.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents

- In order to facilitate cleaning, staff will minimise the resources provided each session, removing unnecessary items from learning environments and storing them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Staff will steam clean all rugs at the end of the session and spray with an anti-bacterial spray.
- Staff will arrive one hour before the beginning of the session to thoroughly clean all resources before children are given access.
- Staff will frequently clean the main hall and children’s bathroom throughout the session.
- Frequently touched surfaces will be cleaned more often than normal
- Staff will have clear procedures for maintaining cleaning processes for food preparation areas, dining areas and table coverings
- Toilets will need to be cleaned regularly and children will be encouraged to clean their hands thoroughly after using the toilet

5. Minimise contact between individuals where possible

Barking Pre-school uses one main hall for activities and the garden area.

Where possible, staff will endeavour to manage the register to keep the same children in attendance minimising contact between groups which can reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for coronavirus (COVID-19).



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Children attending Barking Pre-school are NOT permitted to attend another setting during the COVID-19 pandemic. Parents must ensure their child only attends one setting consistently. This rule also applies to staff.

6. Where necessary, wear appropriate personal protective equipment (PPE)

The majority of staff in early years settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child becomes ill with coronavirus (COVID-19) symptoms while at a setting, and only then if a distance of 2 metres cannot be maintained
- where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Barking Pre-school advises parents to wear a face covering when dropping off or collecting their child. The staff member on the door will be required to wear a face covering during handover or whilst engaged in conversation with a parent or carer. Staff may choose to wear a face covering whilst engaged in a close contact activity with a child.

7. Engage with the NHS Test and Trace process

Barking Pre-school will follow the NHS Test and Trace process. Our local PHE Health Protection Team is:

PHE East of England
Council Offices
College Heath Road
Mildenhall IP28 7EY
Tel: 0300 303 8537

Staff members and parents/carers will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and will be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms



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Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.

Barking Pre-school requires parents, carers and staff to inform them immediately of the results of the test:

- if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating
- if someone tests positive, they should follow “COVID-19: guidance for households with possible coronavirus infection” and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

8. Managing confirmed cases of COVID-19 in the setting

Barking Pre-school will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Staff will contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.

The local health protection team will work with settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The local health protection team will work with settings in this situation to guide them through the actions they need to take. Based on the advice from the local health protection team, Barking pre-school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)

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- proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The local health protection team will provide definitive advice on who must be sent home. To support them in doing so, Barking pre-school will keep a record of:

- children and staff in each session
- close contact that takes places between children and staff (nappy changing, unsettled children)

A letter will be provided to settings, on the advice of the local health protection team, to send to parents, carers and staff if needed. Barking pre-school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period, they should follow “COVID-19: guidance for households with possible coronavirus infection”. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following “COVID-19: guidance for households with possible coronavirus infection”
- Barking pre-school will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

9. Contain any outbreak by following local health protection team advice

If our setting has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will contact our local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a group.



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Barking pre-school are implementing the controls from this list, addressing the risks we have identified, therefore reducing transmission risks. Whole setting closure based on cases within our setting will not generally be necessary, and will not be considered except on the advice of health protection teams.

10. Notify Ofsted

Any confirmed cases of coronavirus (Covid-19) at Barking pre-school (either child or staff member), and/or if the setting is advised to close as a result, will be swiftly reported to Ofsted through the usual notification channels.

Visitors to the setting

Barking Pre-school will not allow any visitors to the setting during the COVID-19 pandemic.

Parent's will not be permitted in to the building and will be asked to leave and collect their child from the fire exit door to the rear of the village hall where a staff member will be on hand to assist. Personal belongings must be kept to a minimum and stored in the clear plastic carrier bag provided by the setting. Please only include a change of clothing, nappy changing equipment and medication where applicable.

Packed lunches can be supplied in a named plastic lunch box and placed on our lunch trolley.

Please telephone the setting if you wish to speak to a member of staff about your child or use the Tapestry Learning Journal for messages you wish to share with staff.

Alternatively you can email the setting at any time.

Any health care professionals, speech and language therapists or professionals required to support an EHC will be asked to meet virtually. If this is not possible, they will be asked to follow the protective measures in place and meetings will be kept to an absolute minimum.

Barking pre-school will not be inviting any external educational providers during the pandemic.

Virtual tours of the setting will be given to any enquiries for new admissions from September 2020 until further notice.