



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/Contingency Plan

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) and will not be permitted to return to the setting until evidence of a negative PCR test has been given to a member of staff.

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 take a PCR test. The setting will require evidence of a negative PCR test before re-entry is permitted.

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

PPE is recommended for 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.



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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 PCR test if they develop symptoms themselves; 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.

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.



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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. 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.

Barking Pre-school is not allowing any parent's or visitors in to the setting whilst the children are in session. Appointments will be made to discuss individual children's needs where appropriate.

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



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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) 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 and have been contacted by NHS Test and Trace

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 staff are required to undertake a Lateral Flow test twice a week. The results are recorded on the Government website. If a staff member tests positive on a lateral flow test they will be required to remain away from the setting until evidence of a negative PCR test has been given to the management.

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 return to the setting.
- if they are still feeling unwell they could 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.



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- if someone tests positive, they should follow guidance given by NHS Test and Trace.

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.

The local health protection team will work with settings in this situation to guide them through the actions they need to take.

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.

NHS Test and Trace will provide guidance on who should self-isolate or take a PCR test.

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.

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.



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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 door at 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 a clearly named bag. Please only include a change of clothing, nappy changing equipment and medication where applicable.

Packed lunches can be supplied in a named 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 permitted entry by appointment only. 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.

Tours of the setting will be given to any enquiries for new admissions at the end of a session once children have left or whilst children are playing in our outside area.