



Overton Preschool & Playgroup	
Policies and Procedures Document	
Title	Covid-19 Policy
Version	1.8
Date	20 May 2020
Last Review Date	12 December 2021
Approved by	
Signature	

Version History		
Version Number	Created/Updated By	Comment
V1.0	Laura Harrison	First version created
V1.1	Laura Harrison	Amended details about snack for children, and clarified where children can attend 2 settings.
V1.2	Laura Harrison	Updated to include updated guidance and procedures.
V1.3	Amy Smith	Text amend – Change ‘Any staff...do not attend work’ to ‘Any staff...will not attend work’
V1.4	Susannah Teixeira	Amended to include updated Lockdown 3 guidance
V1.5	Susannah Teixeira	Updated with further clarifications
V1.6	Susannah Teixeira	Updated with new guidance on lateral flow testing
V1.7	Susannah Teixeira	Updated following changes to government guidelines
V1.8	Susannah Teixeira	Updated with link to new guidelines



Statement of Intent

To set out the key changes required to operating procedures and responsibilities in order to minimise the spread of Covid-19 amongst all staff, children, parents and visitors, while providing childcare in as normal as possible way and adhering to Government guidelines.

Existing policies continue alongside the changes outlined here.

Guiding principles and publications

The safety and well-being of the children, staff and their families are of the utmost priority. As social distancing is neither realistic nor desired for children as young as ours, preventing infection relies on strict hygiene procedures and encouraging social distancing for all adults. Hygiene procedures include, but are not limited to: cleaning frequently touched surfaces much more regularly, cleaning all areas thoroughly and regularly, ensuring everyone cleans their hands more frequently, keeping rooms well ventilated and encouraging the “catch it, bin it, kill it” approach to coughs and sneezes, ensuring individuals with COVID-19 or coronavirus symptoms—do not come into our settings.

The following resources were referred to when compiling this document:

- Hampshire Services for Young Children Covid-19 Guidance, www.hants.gov.uk
- Coronavirus (COVID-19), www.gov.uk
- NHS: Self-isolation and treating coronavirus symptoms, www.nhs.uk
- Actions for early years and childcare providers during the COVID-19 pandemic, www.gov.uk
- Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection, www.gov.uk
- Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person, www.gov.uk

Changes to our settings

- Staff will work in one setting only, with the exception of Amanda Igo and Leanne Britton, who will only work in one setting on any one day.
- Parents may not enter either setting. Parents will be greeted at the entrance, and staff will be responsible for supporting children transitioning into the setting. Each Keyperson has a direct email address, which can be used to contact them, or parents can call either setting to speak to someone if they have any queries or concerns. The only exception to this is for new children, who may have a short settling in visit with one parent. The parent must wear a mask and stay no longer than one hour. This must be arranged in advance of the new child starting at Overton Preschool Playgroup.
- When informing Overton Preschool Playgroup about absences or covid test results, the keyperson email address should not be used, instead hello@overtonplaygroup.com should be used as this is checked every morning.
- **No one with coronavirus symptoms may visit the setting for any reason.**



- Families attending Preschool have to adhere to the policies in place at Overton Primary School, including wearing face coverings, using the one way system, arriving on time and distancing from other parents. Staff will also wear face coverings at drop off and pick up and whenever they are outside the playroom, e.g. when toileting children.
- Preschool session times are in line with the school, due to restrictions on access, starting at 8.0am, finishing by 3.45pm Monday – Thursday and at 3:15 pm on a Friday.
- Playgroup children will enter via the garden gate to avoid any contact with public using the Community Centre. Parents are able to enter the garden at drop off if needed to settle children, but must wear a face covering, follow the one way system, stick to 2m distancing and use the hand sanitizer on entry. Staff will also wear face coverings at drop off and pick up.
- Playgroup session times will be 8.15, 8.45am or 9am start and 12pm or 3.15pm finish only, to allow for cleaning before and after each session.
- Children will be comforted and helped with their needs, toileting, with staff offering the same support and reassurance as ever.
- First aid and toilet accidents will be dealt with by staff with PPE used as usual, such as rubber gloves and aprons for changing nappies. Wearing a face covering or face mask in education settings is not recommended, and would only be used if a child became unwell with coronavirus symptoms while in the setting and needed direct personal care until a parent could collect them.
- Items which are difficult or impossible to clean have been removed from settings, playdough is freshly made each time it is used, with each child receiving their own individual pot of it when it is used and hands are washed before using sensory textures such as water beads, coloured rice, etc. All other items will be cleaned daily.
- OPP will not be providing drinks for children, water must be provided in named bottles from home.
- Staff working at both settings, and parents of children attending either setting are able to access regular lateral flow testing as per government guidelines, which can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>.

Changes to staff responsibilities

- A weekly review of procedures involving all staff at the end of each day must happen and be recorded, with changes needed communicated to all staff.
- Staff to take responsibility for cleaning all shared areas, contact surfaces, equipment as required.
- Any staff member who has coronavirus symptoms will not attend work and must be tested for Coronavirus as soon as possible. Anyone who is unable to work for this reason must inform the manager ASAP. **No one with coronavirus symptoms may visit the setting.**
- All staff must clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered – and ensure children follow their example.



- All staff are required to wear newly-washed clothes each day to minimise the risk of cross-infection.
- Keypersons should maintain contact by email or phone with any regular children who are not attending for any reason.
- Staff must be very aware that children's experiences will have varied massively during lockdown, and pay extra attention to supporting any additional needs.
- All staff should acquaint themselves with the NHS Test and Trace process at <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.

Changes to parent / carer responsibilities

- No child can attend with any coronavirus symptoms. This must be communicated to OPP at the earliest opportunity and they must endeavour to be tested for Coronavirus as soon as possible. **No one with coronavirus symptoms may visit the setting.**
- Children cannot bring in any items from home for the show box.
- Children must be dropped at the door, or within the garden at the Community Centre), no adults can enter the building. Communication with the setting or key worker must be either by email or by phone (or a note with key information for that day handed over with the child).
- At pick up and drop off times, parents are required to wait distanced from each other and spend as little time as possible outside settings. A Whatsapp group for each setting has been created to enable parents to easily communicate.
- Children must be sent with water bottles, and lunch boxes if staying for lunch. Morning snack will be provided.
- All children are required to wear newly-washed clothes each day to minimise the risk of cross-infection.
- Children can continue to attend multiple Early Years settings, though parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff.
- Where children attend more than one setting, both settings must be informed of this fact so that providers can work together.

Action if a child or member of staff is ill with coronavirus symptoms at the setting

- Any staff member or child who shows symptoms for COVID-19 should not come to Overton Preschool Playgroup.
- If a child develops symptoms while they are at the setting, a member of staff who will be caring for the child will put on a mask, disposable apron and disposable gloves, and move the child to a separate safe space to wait to be collected by their parents.
- If a member of staff develops symptoms at work, they must go home immediately.
- Any area used by a symptomatic child or adult will be thoroughly cleaned according to government recommendations.



- All adults and children who display symptoms of coronavirus must follow Government guidance for households with a possible coronavirus infection: self-isolate immediately and arrange to have a PCR test as soon as possible. Further guidance is available at <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.
- We encourage anyone with symptoms to get tested for coronavirus. Further guidance is available about getting tested at www.gov.uk/guidance/coronavirus-covid-19-getting-tested.
- Where a child or staff member tests negative, they may return to the setting-

Action for contacts of people with confirmed coronavirus

- If you live in the same household as someone with COVID-19 you must stay at home and self-isolate as per government guidelines. From August 16 2021, if you are fully vaccinated or aged under 18 years and 6 months you will not be required to self-isolate if you live in the same household as someone with COVID-19. The guidelines around isolation continue to change as new variants are discovered. Please always refer to the further guidance available at <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection/>.
- If you have been have been informed by NHS Test and Trace that you are a contact of someone with COVID-19, or you have been in contact with someone with COVID-19 but don't live in the same household as them you must stay at home and self-isolate. From 16 August, you may not be required to self-isolate if you are notified that you are a contact of someone who has tested positive for COVID-19, for example if you are fully vaccinated. Further guidance is available at <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>.

Action if a child or member of staff tests positive to coronavirus

- A positive test in either setting will be reported to OFSTED and to the DfE, as per the early years' guidance, found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic>. The DfE will also provide necessary parental contact templates, in line with PHE and DfE protocols