**The Little Firefly Forest School Outdoor Nursery**

Coronavirus Operating Procedure

September 2020

Reviewed by Georgina Adams

**Introduction**

The Little Firefly Forest School Outdoor Nursery have been re- opened since 1st June 2020. On the 2nd July 2020 the Government released new guidance for operating childcare from 20th July 2020. The full guidance can be found [here.](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures)

The document below sets out how we will minimise the risk and spread of the virus at the nurseries. These protocols will operate in addition to or take priority over the following existing policies:

• Risk assessment policy

• Hygiene policy

• Food & Drink policy

• Missing Child policy

**Future Closure**

At any time that it is felt necessary to prevent the spread of Coronavirus (COVID-19) and to ensure the health and safety welfare of all employee’s, children and parents, we will continually monitor the risk factor of keeping the setting open, and may at any time; revert to a closed status, with no children permitted on site, to a partially closed status, where setting places may well be limited to, but not excluding, vulnerability, age, need of care, critical key worker status of parents, special educational needs.

**Emergency Closures**

From September 2020 will be able to use our setting, with a number of measures in place to minimise the risk of the spread of COVID 19.

If the Government announce a further period of lockdown then we may have to close. If we are required to close in line with Government guidance, then we will maintain contact with our families and their children.

**Continuing to operate the nursery safely**

We are doing everything we can to try and provide a safe environment at the nursery in relation to COVID-19. By implementing a number of protective measures, we will be limiting the risk of infection.

Please follow the advice outlined on the ‘COVID-19 early outbreak management’ posters (to see the posters please [click here](file:///C:\Users\Anders%20Wallen\Downloads\2020.01.09_A4ActionCard_Early-Years-settings.pdf)) and these will be shared with parents and staff via email and on our website. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak.

From 21st September additional guidance from the Department for Education was published which outlines control and reporting measures for Early Years settings. To view this guidance please click [here.](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918925/Symptomatic_children_action_list_EARLY_YEARS_FINAL_17-09.pdf)

Our setting operates on a maximum of 12 children per session.

**Who should not be in the nursery at this time?**

In addition to our normal sickness policy. The following points must be adhered to:

* Staff and children should not attend if they have symptoms however mild or if anyone in their household has symptoms. To check your symptoms, click [**here**](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)**.**
* If your child or a member of our staff lives with someone who is clinically vulnerable (but **not** clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. From the 1st August 2020 it will no longer be necessary for those shielding to stay away from Nursery.
* If you live with someone who is clinically extremely vulnerable, the government advice can be found [**here.**](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)
* If you or your child have been in contact with someone with a confirmed case of Coronavirus you must isolate for 14 days.

**What happens if someone becomes unwell while at nursery with either a temperature or a cough?**

Each child will be considered on a case by case basis., but if a child has a high temperature and/or a cough exclusive of cold and flu symptoms they will be sent home. While awaiting collection they will be moved away from others and the adult caring for them will wear PPE.

**What to do if you become unwell at home**

If symptoms develop at home, adults or children cannot come into the nursery. They will need to self-isolate for 10 days and will need to request a COVID-19 test. From 1st June these will be available to all key worker staff and to children attending school. Test results must be requested and sent via text to individuals via text and this message must be shared with the nursery before a child or staff member can return. Where someone living in the same household as the child or staff member has been tested, we will ask to see the test result before the child or staff member can return to the nursery.

* Staff can arrange a test here: [**https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#how-to-arrange-a-test**](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#how-to-arrange-a-test) -requesting their results via text.
* Families who need to test children need to call 111 to arrange their children’s test – requesting their results via text
* Under 5’s cannot use the 111 online coronavirus service but can be tested using 111 as a call service.

If the test is negative the staff member or child can come back to nursery as soon as symptoms disappear. If they test positive, they must self-isolate with their family for 14 days.

If any child or staff member tests positive within a nursery, anyone in the nursery ‘group’ (no more than 30 children) with the child/adults in that group will need to self-isolate for 14 days. In this instance The Little Firefly Forest School will contact Public Health England to discuss the case and assess whether the entire nursery needs to close for 14 days.

Please note, secondary contact with a positive case will not mean your household has to self-isolate unless anyone develops any of the covid symptoms. For example, if anyone in your household has been in contact with someone who has tested positive, (i.e.. a teacher at the school that another sibling in your household attends) then the whole family do not need to self-isolate. However, if anyone in your household then develops symptoms then the whole household will need to self isolate.

## If the test result is unclear, void, borderline or inconclusive then a repeat test must be carried out and self- isolation must continue for 14 days or until a negative test result is obtained.

**The use of PPE in the nurseries**

We have sought guidance from the Government’s advice implementing [**protective measures in education and childcare settings.**](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)Wearing a face covering or face mask in schools or other education settings is not recommended and face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.

The Little Firefly Forest School currently provides gloves and protective aprons for nappy changes and these will continue to be used in the usual way, if staff require them. We have ensured our setting has enough PPE and additional PPE may be required in certain instances for example:

* If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection or face visor should also be worn.

**Protective Measures for our Staff**

* All staff will be provided with surgical masks for journeys to work, if they travel to work on public transport.
* We will remind staff of our Bike to Work scheme and encourage staff to cycle/walk to work wherever possible.
* Anti-bac gel will be provided at the entrance of nursery. Every staff member will use anti-bac gel before entering nursery at either our indoor or outdoor sites and have a supply of anti-bac gel on their person.
* Whilst we do not take temperatures on arrival – appropriate equipment is available should staff want their temperature taken
* Staff on entering the nursery will wash hands and wrists thoroughly with soap and water for a minimum of 20 seconds.
* Staff will remain vigilant about the symptoms and to immediately inform their manager if they show any symptoms.
* We will identify any staff members that are in higher risk categories. There are[**two levels**](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/) of higher risk people. The “clinically vulnerable” and the “clinically extremely vulnerable” who are people with certain conditions who have been contacted by the NHS. From the 1st August 2020 the clinically extremely vulnerable group will no longer need to shield and can return to work at the nursery.
* All staff will read this policy, the setting risk assessment and confirm they have read both in writing
* Staff will complete a single declaration to state that if they develop symptoms then they will immediately notify their manager.

**How will Drop-off and Pick- Up work?**

These will stay exactly as they are, we will **not** be reverting to allocated time slots for families. We just ask that social distancing is adhered to at all times by all of our families. We have extended our drop off time from 8:30am to 8:15am. Allowing parents a larger window of opportunity to drop off and therefore reducing foot traffic at the entrance to our setting.  
   
As a reminder, it’s also important to keep us informed if you think you, your child or someone in your household or bubble may be showing symptoms or if you are returning from holiday abroad. We may need to ask you not to send your child into nursery or we may ask you to request a test.

**We ask that all parents respect the following protocols during Drop-off and Pick-Up times;**

* Please maintain social distancing when dropping off and picking up, avoiding congregating at the drop off points at the nursery.
* Please note: Parents will not be permitted into the setting (unless previously discussed with setting manager) and so children must be dropped at the gate or the designated outdoor drop off point**.**

**What protective measures are in place day to day?**

* A dynamic daily risk assessment directly linked to Covid-19 is complete, ensuring appropriate measures are in place as outlined in the full risk assessment
* Employees are always advised to practise strict hygiene and cleanliness procedures ensuring waterproofs and clothing are clean before entering the nursery.
* Employees are advised to cough or sneeze into their elbow when a tissue or other vessel cannot be reached in time and are then to always wash their hands afterwards.
* Employees are advised to wherever possible, avoid contact with others, such as handshakes and are to maintain a social distance of 2 meters (6ft).
* Please be aware that your children will meet both staff members and other children while attending nursery. Although every measure will be taken to ensure that your child has minimal contact with others, children of the early years age group will inevitably want to hug and touch others through play or when needing comfort. Therefore, it is vital that we will adhere to best practise hygiene policies throughout the day. If your child needs comfort, our staff will comfort them and will do their absolute best to make sure that all their social, emotional and wellbeing needs are met.
* All children and adults will handwash regularly (always upon arrival in the morning, after using the toilet, after coughing or sneezing into hands, before and after eating, after physical contact with others) The setting with have access to running water (from water cannisters with taps).
* Outdoor resources will be carefully selected to be as natural as possible with no smooth artificial surfaces. Plastic items that children may play with will be kept to a minimum and where they are used will be sterilised at the end of each day. All pencils, pens or other resources used will be anti-bacterially cleaned each day.
* Careful sterilisation of hands between each nappy change as per our standard protocol and staff can wear gloves if they wish.
* Where possible adults are advised to stand slightly behind and above children as they play. The greatest risk of contagion is if the virus is coughed or sneezed out from one person into another’s face (eyes, nose or mouth).
* When not playing directly with children but talking or observing, we encourage Educators to try to develop a habit of holding their hands in front of them to reduce the amount of times they touch their face.
* During the day, any item that children and adults touch regularly will be sprayed and anti-bacterially wiped. This will take place at least once before the day begins, during the day, after the children leave and also between groups using it. This includes the toilet and staff phones.
* Any laundry will be washed at 80 degree minimum.
* No soft toys will be used unless they can be laundered each day.
* All resources should be sprayed with anti-bacterial spray and wiped down at the end of each day. Any resources not easily wiped and cleaned should be not used during the time of the pandemic and stored securely in cupboards.
* Disposable cloths used for wiping surfaces and drying hands to be placed the bin and sealed before placing into a black bin bag for disposal at the end of each day.
* No toys or equipment can be brought in from home by any children.

**What will happen with lunch and snack times at the nursery?**

From 1st September 2020 we will be serving food again.

* Children will be handed fruit and snack by an adult who has freshly washed hands
* Staff will have up to date allergy information for all the children and will supervise the lunches to ensure that children do not have access to any food that may be harmful to them.

**What will happen if my child requires medication whilst at Nursery?**

* From 1st September 2020 we will be able to administer prescribed medication in line with our policy. All medication will need to be prescribed with the name of the child and the dosage.
* Preventative inhalers should be administered at home prior to the child arriving at nursery. Blue inhalers which may be required can be brought to Nursery and staff can assist in administering these whilst wearing PPE.
* Epi- pens can be brought to nursery and administered in line with our usual first aid policy and procedure.
* Prescribed nappy cream will be administered with staff wearing PPE.

**What happens if we are planning a holiday?**

* From 10th July 2020 travel abroad to **some countries** is no longer restricted to “all but essential travel” and so families can now travel abroad to some countries from which it is not necessary to self- isolate for 14 days when you return.
* For a full list of countries that you can travel to without subsequent self-isolation please click on the link <https://www.gov.uk/foreign-travel-advice>
* However, please be aware that the Government travel guidance can change at any time and therefore restrictions and self- isolation measures could be re- introduced whilst you are away.
* Please inform your Nursery Manager if you are planning on travelling abroad and where you are intending to travel to.

**Can my child attend another nursery or extra-curricular clubs or classes?**

From the 1st September, your child will be able to attend The Little Firefly Forest School and one other nursery at the same time. It will be fine for your child to also take part in clubs or activities outside of nursery. We must be notified immediately if the second nursery has any confirmed cases of COVID-19. Should the Government guidance change relating to this, we reserve the right to restrict attendance to just one nursery.

**High Risk Groups:**

* Following updated Government guidance recently released, we can confirm that research has now been carried out to identify groups that may be at higher risk of contracting COVID 19 than others. The Little Firefly Forest School advise from the report that following the research there are 3 key groups with a higher risk of contracting COVID 19:
* Those who are over the age of 50, with the contraction rate higher for women
* Those with severe underlying medical conditions such as diabetes, hypertensive diseases, chronic kidney disease, chronic obstructive pulmonary disease and dementia.
* Those working in jobs where they come into close contact with people such as care workers, hospital staff, taxi and delivery drivers and bus drivers.

The full report can be accessed via the link below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachme nt\_data/file/889861/disparities\_review.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachme%20%20nt_data/file/889861/disparities_review.pdf)

Our risk assessments for Covid-19 have been updated to include the latest guidance as evidenced above. Staff returning to work in the categories above complete an individual risk assessment prior to return to work and are offered appropriate PPE and guidance.

For families who are concerned that their child has an underlying medical condition as listed in the report, who would like to discuss the protective measures we have in place, your Nursery Manager will be more than happy to discuss any concerns or questions you may have.

**Test and Trace**

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| The Government Covid-19 Test and Trace System is now up and running so we wanted to provide you with some additional information and guidance around this:   * If **your child** develops Covid-19 symptoms (a temperature above 37.8 and/or a new continuous cough) then you must immediately self-isolate them and arrange for a test to be carried out. Your child will not be able to attend Nursery. * If the test results are **negative**, then your child can return to Nursery as soon as their symptoms have gone. * If the test result is **positive**, then your child must remain in self-isolation for 10 days minimum from the day that they first developed symptoms. * Anyone living in your household must **also** self-isolate for 14 days * If someone in your household develops symptoms, then the whole household will need to **self-isolate for 14 days** and the person with symptoms will need to arrange to be tested for Covid-19. * If **their** test result is negative, then neither they nor anyone else in the household needs to remain self-isolating. * If their test result is **positive**, then they will need to continue to self-isolate for a minimum of 10 days or until their symptoms have gone. * If their test result is **positive,** then everyone else in the household will need to continue to self-isolate for 14 days. * If you receive a text or call from the NHS Test and Trace service, then it will be because someone in the household has been in contact with someone that has tested positive for Covid-19. * You will be advised you will need to self-isolate for 14 days. It is very important that you adhere to this. Other members of the household do not need to self-isolate unless they begin to display symptoms. * If you have been informed that you or your child has been in contact with someone who has tested positive for Coronavirus **before** the NHS Test and Trace system contacts you, you will still be required to isolate and remain off nursery for 14 days.   With all of the scenarios above please can you inform us as soon as possible. We will need to notify the NHS and Public Health England that we have a family where one or more people in the household has tested positive for Covid-19. |

**Early Years Foundation Stage**

Since 24th April 2020 all childcare settings have to make reasonable endeavours to deliver the learning and development requirements of the EYFS. Our priority during this time has been to keep children safe, happy and well cared for, focusing on ensuring their wellbeing and emotional needs were the priority amidst a Global Pandemic, where many families have been affected.

From 1st September 2020 and following the lifting of many of the COVID 19 restrictions The Little Firefly Forest School, Outdoor Nursery will:

* Assign a key person to each child registered in our care
* Complete one observations per week for each child
* Complete a 2-year checks for all children aged between the age of 2 and 3 years where a 2-year check has not been completed.
* Begin accessing a child’s learning and development using the observations to identify what progress each child has made and what their next steps will be.

**What we need from our The Little Firefly Forest School families:**

* Parents to read this updated Coronavirus Operational Procedure document and abide by it.
* From 1st September 2020 we will continue to take the temperature of children and staff at the nursery but will no longer be asking parents to complete the daily declaration as they arrive at nursery. On receipt of this document, you agree to inform us immediately if their child or anyone in the house-hold displays signs of COVID 19 or they are contacted by Track and Trace asking them to self- isolate as they have been in contact with someone with COVID 19.

[**Parent Declaration**](https://docs.google.com/forms/d/e/1FAIpQLSdw6V_02zgYtFtgyxIsfYhWWXzkjl-O4BdVGzyJt259MqfIaw/viewform)

* To not send any toys from home into the nursery with your child.
* To wipe down waterproofs daily and to change children into different clothing when they return home, placing that days clothing in the wash.
* Wherever possible, to travel to your nursery by foot or bike rather than public transport. The Government guidance for safer travel to school can be [**found here**](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)**.**
* We ask that parents please apply long lasting sun cream to their child before they arrive at the nursery. Please provide your child with easy to apply sun cream (stick, block or roll on) in their backpacks, with their name on. Staff will encourage each child to re-apply this themselves but will be there to assist where a child may need help. Staff will be provided with PPE for this.
* Parents are not permitted to enter the nursery at the present time. As such we are unable to offer our usual settling in sessions for new families or siblings joining us from enrolled families. However, we will do our best to accommodate a brief settling in period where possible, on a case by case basis.