

Adapted Procedures to ensure safety during this Covid-19 pandemic

Our policies remain the same however there are additional points that have been added.

Our curriculum remains the same with adaptations.

Working with Sarratt School

We have liaised with Sarratt School regarding the safety of the site. We have been given an allotted time for opening and closing.

A decision has been made with the school that a practice fire drill would only upset the children more. We have agreed an assembly point on the field to ensure as much social distancing as possible.

Health Safety and Sickness Policy.

We shall continue to follow existing policy and anyone showing signs or symptoms of Covid-19 will be asked to follow the relevant self-isolation procedures. It is vital that those who are showing symptoms, however mild, must continue to self-isolate at home (as now) and that the household quarantine rules continue to apply.

If a child, member of staff, or anyone in their households show Covid-19 symptoms they should stay at home for at least 14 days, to avoid spreading the infection outside the home.

In line with government guidelines if a child or member of staff displays the Covid-19 symptoms whilst at Ducklings they will be self-isolated until collected.

If a child is unwell for whatever reason (non-Covid 19) they should not attend Ducklings.

If a child is not attending Duckling, for whatever reason, parents **must** inform Ducklings.

Impact on Staff

Any vulnerable staff or staff who have vulnerable people in their household will not be able to attend Ducklings.

Number of people in the Setting

We will be unable to adhere to the 2m social distancing rules. However, to avoid crowding we will limit the number of children to 11 and no more than 3 staff on the premises at one time.

Parents will not be allowed onto the premises.

Cross Contamination

Due to lack of social distancing we need to ensure that cross contamination is kept to a minimum.

Staff will wear PPE when there is intimate contact with a child, ie first aid or toileting.

Children **must** bring in their own labelled water bottle, this will replace the milk and water we would normally offer. However, we will be offering a snack, including a piece of fruit, during the morning.

During snack time children will be limited to two per table and the snack will be placed on the table for them to help themselves and any waste disposed of by the child into the bin.

Children **must not** bring in any other items, such as toys, dummies or comforters.

All toys and furniture with soft, absorbent surfaces will be removed.

There will be no lunch club at this time.

Sickness Records

A record will be kept of any Covid-19 symptoms and any other illnesses shown by children and staff.

Cleaning

Cleaning of Ducklings will take place daily after children have left by the schools cleaning team. If there was an outbreak of the virus we would be do deep clean according to the government guidelines.

Ducklings will be shut on Fridays to ensure that there is a minimum of 72 hours for any infected surfaces to become safe for the following week.

Surfaces will be sprayed with anti-bacterial spray on a regular basis during the Ducklings session.

Selection process of those children attending Ducklings

We will have a cohort of 11 children and the criteria used to establish this group is as follows:

Vulnerable children (PP children)

Children with both parents going out to work

The group will stay the same throughout the term to avoid any cross contamination with other households.

Care Routines

A supply of soap, hand sanitiser, paper towels, bins will be maintained.

Children and staff will wash hands upon entry into Ducklings at whatever time ie. When they arrive, before eating, going out to play and after toileting.

We will use the hand washing song to ensure that children wash properly and for the correct length of time. There are also signs displayed to prompt hand washing.

Staff will all have their own hand sanitiser.

First Aid

A paediatric first aider will always be at the setting.

If a child displays Covid-19 symptoms they will be isolated outside in the play area with a member of staff wearing PPE until they are collected.

If a member of staff displays Covid-19 symptoms they will be required to leave the setting immediately. However, if two members of staff display symptoms then the setting would have to close since the child/adult ratio will be affected.

Visitors

We will endeavour to have no visitors. However, in exceptional circumstances, if we have a visitor we will ask them to follow our procedures.

Safeguarding

We will keep daily attendance records. For those children who have declined to attend we will remain in contact with them and email them with our themes and ideas for activities, along with any other relevant material.

Only one parent/carer is to drop off a child and 2 meter distancing must be adhered to.

9.00 – 9.10am: Allocated drop off time for Ducklings

11.45am: Allocated collection time for Ducklings

Please be prompt with these times, do not arrive early or late since we are working with the school to allow other classes to gain access. If you arrive after the drop off time, we will be unable to accept your child.

Parents will be required to line up as directed outside the Ducklings gate 2 meters apart. Your child will be handed over to a member of staff one by one. Parents will be asked to leave by the directed route and not to linger outside. Please be advised parents will not be allowed access to the setting.

If you need to speak to a member of staff please phone Ducklings before or after these drop off and collection times.

Staff have attended meetings to discuss the changes to procedures.

Support from Early Years Consultant

Ducklings have received support from their EYC to give guidance and clarification on the changes to procedures.

Adaption of Premises for Social Distancing

The home corner will be removed along with soft furnishings.

We will only use the Ducklings toilets next to our room.

We will ventilate the room as much as possible by keeping windows and doors open.

We will encourage children to use the toilet independently and where possible change themselves if they have an accident, with an adult present to support.

We will have no more than 8 children and 3 staff in the setting at any one time.

Communication

Emails will be sent out weekly to all parents/carers with our themes and suggested activities.

In the event of changes to procedures we will email all parents.

Events such as parents evening and sports day have been cancelled, however if you wish to discuss your child's development please call (outside drop off and pick up times) or email.

Our website will be kept up to date with the latest information regarding the changes currently in place.

Activities

Unfortunately we will not be able to use the school for music and movement or the schools kitchen for cooking.

We will encourage as much outside play as possible.

Contact Details

All children who are attending Ducklings need to update their contact details.

We would advise that no one aged over 70 should be dropping off or collect a child. Only parents/carers living in the same household or someone from your nominated household can drop off or collect, in line with the adjusted government guidelines.

Children's Wellbeing

Please inform Ducklings of how children have coped during this time and whether you have experienced bereavement.

We will talk to parents on an individual basis to ensure that their specific needs are met where appropriate.

We will offer children comfort, however staff will need to wear PPE.

Staff Wellbeing

Staff meetings held to inform staff of new arrangements and discuss any concerns.

Staff have been kept informed throughout the lockdown.

PPE is to be provided along with hand sanitisers.

Staff will try and maintain social distancing in the setting.

Curriculum

Our learning across the EYFS will remain the same. However, we will have to remove the sensory items.

More outdoor activities will be encouraged.

SENCO

We have kept in contact with parents of vulnerable children. Where necessary we are implementing a plan to support these children.