



Covid-19 policy

Taken from NDNA guidance Sept 2021

The following information has been gathered from the latest Government documents:

- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)

It has also been informed by Guidance for Early Years Settings - COVID-19 Site Operating Procedures.

Disclaimer

Like with the NDNA template policies and procedures this document is intended for use as a resource to develop policies specifically for your nursery. Every nursery's policies and procedures will be unique to their setting. It is important to read every policy and procedure addendum first and adapt it for use in your setting in accordance with your own individual risk assessments. This information will form a springboard for developing your own documents and enable you to review and update your current practices.

The information is relevant as of 16th August 2021. Should any changes in legislation or policy guidance have emerged since this date, these policy addendums may not fully reflect the changes. It is advised that you continue to review the latest Covid-19 government guidance.

We would recommend that you liaise with your public liability insurance provider to ensure that at all times you have adequate liability cover in place. It is important that you ensure your own individual policies comply with your specific insurance terms and conditions.



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Bluebells



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| <p style="text-align: center;">Absence Management Procedure</p> | <p>The absence management policy remains in place with the additional requirements:</p> <p>Exclusion periods: any staff member with symptoms of coronavirus will be asked to follow government guidance and get a PCR test. If a positive result is given, they must isolate for 10 days from their symptoms, subject to change due to constant evaluation www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Staff members are asked to send in an isolation note if tested positive as proof to stay off work because of coronavirus rather than a GP note. These are available from https://111.nhs.uk/isolation-note/</p> <p>Return to work: all staff will be asked to complete a health declaration form on their return to work and after any episodes of illness to state that they are now fit and well, have no other symptoms and have isolated for the timescales set by the Government.</p> <p>Staff that live in a household with someone who is extremely vulnerable: Shielding advice was paused on 1 April 2021. If you require additional care and support to help you stay safe and well, there is further advice below.</p> <p>As restrictions have been eased following the move to Step 4 of the roadmap, we are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. It is important that</p> |



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| <p>Policy</p> | <p>everyone adheres to this guidance.</p> <p>However, as someone who is at a higher risk of becoming seriously ill if you were to catch COVID-19, you may wish to think particularly carefully about additional precautions you might wish to continue to take. Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19, particularly if they are clinically extremely vulnerable and if COVID-19 disease levels in the general community are high. It is important to respect and be considerate of those who may wish to take a more cautious approach as restrictions are lifted.</p> <p>Annual leave: all annual leave including any not taken in holiday period 2020/21 will be documented in the usual way and discussed at supervisions as to when this can be taken, following government and HR guidelines.</p> <p>Staff must ensure they keep up to date with all new government guidance.</p> |
| <p>Admissions</p> | <p><i>It is advised that settings develop their admissions policy/form and then ask parents sign up to this.</i></p> <p>Children who are symptom free or have completed the required isolation period, can attend nursery. Families are asked to inform nursery if they, the child or anyone in their household has any symptoms and to follow the current COVID-19 government guidance.</p> <p>Children that have been classed as clinically extremely vulnerable, due to pre-existing medical conditions, have been advised to make their own decision to shield or not. We will continue to communicate with you and help you to learn at home as much as possible. This will be reviewed in line with government guidelines.</p> |



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| | <p>We will provide parents with clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves.</p> <p>If anyone becomes unwell with the most common symptoms of coronavirus in an education or childcare setting, they must be sent home and advised to follow the COVID-19: Guidance for households with possible coronavirus infection https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Up to date information about the symptoms of coronavirus can also be found here.</p> <p>(Please also see sickness policy addendum).</p> <p>When a child develops symptoms compatible with coronavirus, they should be sent home and advised to take PCR test. They can return with a negative result or isolate for 10 days with a positive result.</p> <p>Staff and children in all early years' settings are eligible for testing if they become ill with coronavirus symptoms, as will members of their household. A negative test will enable children to return to their childcare setting, and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible. Positive tests will be reported to Test&Trace and OFSTED.</p> <p>Information regarding the latest symptom of coronavirus a loss of, or change in, your normal sense of taste or smell (anosmia) – It will be very difficult to recognise this symptom in young children and they often go off food and drink for many reasons including when teething. It is advised that if a child does refuse food/drink at nursery you inform parents in the usual way and ask them to monitor this alongside any other coronavirus symptoms.</p> |



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| <p>Arrivals and departures</p> | <p><i>Discussions between NDNA and the Government have taken place around this and the Government have recommended where practicable, and safe to do so, that drop off and collection takes place outside of the nursery building. It is paramount that this is done both safely and after initial settling, to ensure the children’s emotional needs are met. The following should also be considered:</i></p> <ul style="list-style-type: none"> • Asking families to have one designated adult to carry out the drop off and collection of their child to minimise the number of adults in the setting. We will work together with you to ensure your child can be welcomed and settled by a familiar adult. This may involve having a safe space where key children are dropped off/collected around the same time and then transferred to their base room together • Key staff will have registers, so attendance can be marked immediately on entry • Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child • There may be some changes to where you drop off your child, for example the door directly outside your child’s base room. These instructions will be clearly communicated to you in writing and safety will be maintained. <p>Further information will be communicated to all parents in the usual ways prior to the start date.</p> <p><i>Please see new Covid 19 terms and conditions</i></p> <p>We will also continue to keep you up to date as government guidelines change and we review our practice.</p> |
| <p>Bereavement</p> | <p>We recognise that children and their families may have experienced grief and loss of close family members, or friends, during the pandemic. We understand that this is not only a difficult time for families, but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents</p> |



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| | <p>are upset and why this person is no longer around.</p> <p>We will aim to meet with each family virtually prior to coming back to the setting, to discuss any bereavements that may have happened during the lockdown period and work with them to support the child the best we can.</p> <p>We will provide settling in sessions and welcome back packs.</p> <p>We will also signpost to other agencies should further support be required.</p> |
| <p>Caring for Babies and Toddlers</p> | <p>This policy will continue to be in place with the following additions:</p> <ul style="list-style-type: none"> • Increased frequency of cleaning; toys sterilised after use, any toys/equipment/resources that cannot be easily cleaned e.g. soft toys will not be used during this time • Use of PPE will be used for nappies, toilet accidents etc. Staff required to use PPE will be provided with adequate training. • There will be safe distancing of bed/cots (where possible). • Bedding and sheets will be washed frequently • Items such as towels and bedding will not be shared by children • Children will be supervised at all times when eating/drinking to ensure that they do not share cups/utensils or food • Personalised cups will be used to prevent cross contamination • Only bring in essential items from home, such as comforters. |



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| <p>Child registration form</p> | <p>We have amended our registration forms to include a new section with updated terms and conditions for Covid 19 and made any amendments as deemed necessary.</p> <p>We have provided welcome back packs for all children including updating emergency contacts, allergies , all about me information and any changes we need to know.</p> <p>All contact details need to be reviewed to ensure that they are all correct.</p> |
| <p>Critical incident</p> | <p>The nursery will follow the critical incident policy for national outbreaks of infection/health pandemics.</p> <p>In addition, it will continue to follow all government guidelines regarding Covid -19 and keep staff and parents up to date with any changes. This includes following any procedures if the virus spread across the setting and/or the infection rates were to increase again. Further information can be found at www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> |
| <p>Early Learning Opportunities Statement</p> | <p>There will be some gaps in children’s assessment records due to the lockdown period. As children settle back in to nursery there will be a strong focus on personal, social and emotional development and re-establishing strong attachments.</p> <p>We will spend time observing and assessing children’s development, working with parents to find out current interests and plan appropriate next steps.</p> <p>Children that have not had a two-year old progress check will be planned in due course. All information and reasons for any delays will be documented.</p> |



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| | <p>Ofsted have started their routine inspections again as of May 2021.</p> |
| <p>Equipment and Resources</p> | <p>We will carry out more frequent cleaning of toys and resources (at least twice daily and where children have explored anything with their mouths).</p> <p>The nursery will be closing at 5.30 pm everyday for the nursery to be deep cleaned and sanitised. Children will be discouraged from bringing items from home into the setting unless it is absolutely essential for their well-being. Where this is the case items should be appropriately cleaned upon arrival.</p> |
| <p>Family Friendly Policy</p> | <p>We will continue to monitor advice regarding any pregnant members of staff returning to work, in these cases we will ensure specific risk assessments are in place.</p> <p>As per government guidelines, a child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can still continue to attend their childcare setting.</p> |
| <p>Health and safety</p> <p>Further support is available in the health and safety factsheet at www.ndna.org.uk/factsheets</p> | <p>Risk assessment: We will carry out a full risk assessment before opening . This assessment directly addresses risks associated with coronavirus (COVID-19), so that the right measures can be put in place to control those risks for children, their families and staff.</p> <p>We will consult all employees on health and safety, and so they are best placed to understand the risks in nursery.</p> <p>Legionnaires check</p> |



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| | <p>Appropriate health and safety checks will be conducted prior to reopening including legionnaires checks.</p> <p>COSHH assessment: We will ensure that a COSHH assessment is completed for any intended use of bleach and disinfectant products used on site.</p> <p>Personal protective equipment (PPE): Government guidance is that PPE is not required for general use in early year's settings to protect against COVID- 19 transmission. PPE will be continued to be worn as normal for nappy changing and the administration of paediatric first aid.</p> <p>Essential supplies: We will ensure an adequate supply of essential supplies by ordering in advance. Contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for the management of infection control.</p> <p>A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it, as and when required to meet the operational needs of the setting.</p> <p>In case the supply of food is interrupted, procedures will be implemented to ensure appropriate and sufficient food alternatives are sourced, and normal food safety, and hygiene, processes are followed.</p> <p>Coronavirus testing: Staff and children in all early years settings are eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to return to their childcare setting and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible and ensure isolation periods are followed for all staff and children effected. See</p> |



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| | <p>more details regarding this at</p> <p>We will follow the updated Management of a suspected case 7.10.20. www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Further information can be found at: www.hse.gov.uk/news/coronavirus.htm</p> |
| <p>Infection control</p> | <p>We will continue to implement our infection control policy, through maintaining high hygiene standards and reducing the chances of infection being spread.</p> <p>In addition to this we will:</p> <ul style="list-style-type: none"> • Implement robust handwashing routines with extra stations, where possible. Hands will be washed thoroughly for 20 seconds with running water and soap, and dried thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered • Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing • Encourage staff and, where age/stage appropriate, children not to touch their mouth, eyes and nose (consider face washing with children where appropriate) • Ensure good respiratory hygiene - use a tissue or elbow to cough or sneeze and use bins for tissue waste; promoting the 'catch it, bin it, kill it' approach for all staff and children • Ensure that help is available for children who have trouble cleaning their hands independently • Encourage young children to learn and practise these habits through games, songs and repetition • Ensure that lidded bins for tissues are emptied throughout the day • Clean frequently touched surfaces often using standard products, such as detergents and bleach |



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| | <p>(including surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks; wiping down toilets after each use, light switches, bannisters)</p> <ul style="list-style-type: none"> • Where possible, ensure spaces are well ventilated using natural ventilation (opening windows) or ventilation units • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Take steps to ensure symptomatic individuals do not attend nursery • Ensure play equipment is appropriately cleaned between groups of children using it and that multiple groups do not use it simultaneously. • We will rigorously follow the system of controls. • Face masks are optional at drop off and pick up times for staff/parents. <p>Children's temperatures</p> <p>Routine testing of children's temperatures will not take place as per government guidelines. We remind parents and staff to follow national advice on Covid-19 symptoms. We ask all staff and parents to follow government advice if anyone in their household displays any symptoms.</p> <p>Any child looking unwell when arriving to nursery will have their temperature taken before entering the playrooms, this also applies for children returning after being unwell.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Staff and children in all early years' settings will be eligible for coronavirus testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare setting if well enough, and their parents to get back to work. A positive test will ensure rapid action</p> |



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| <p>Policy</p> | |
| | <p>to protect their peers and staff in their setting. We will work with staff and families where testing is required to arrange for this as soon as possible and ensure isolation periods are followed for all staff and children effected. See more details regarding this at www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If a child has a high temperature whilst at nursery, parents will be called immediately and asked to collect their child within 1 hour. The child will be cared for in a separate room from the other children and the staff member will, in these cases, wear a face covering to minimise the spread of infection.</p> |
| <p>Intimate Care</p> | <p>We will continue to ensure that all children’s intimate care routines are met following safe practices, as stipulated in the health and safety and infection control policies, including the use of PPE.</p> |
| <p>Medication</p> | <p>Children’s paracetamol can be administrated in emergency situations (with prior permission). Each case will be dealt with according to the child’s symptoms ie teething, jabs ect we will take into consideration.</p> <p>Prescribed medication will be reviewed on a case-by-case basis, taking into account the reason for the medication and the safety for the child and member of staff administrating it. For this, online permissions will be requested where possible.</p> |
| <p>Nutrition and Mealtimes</p> | <p>We are committed to offering children healthy, nutritious and balanced meals and snacks which meet individual needs and requirements, and we will continue to follow this policy.</p> <p>Fresh drinking water is always available and accessible, and we will ensure that cups are cleaned after each</p> |



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| | <p>use and not shared. Children will be supervised at all times when eating/drinking, to ensure that they do not share cup/utensils or food. Personalised cups will be used to prevent cross contamination.</p> |
| <p>Online Safety</p> | <p>We will continue to follow our online safety policy.</p> <p>Where we are still using online platforms, such as tapestry/facebook, to engage with children, staff and parents, we will ensure that we have permission to contact them through this way detailing how it is used, for example if recorded, as required.</p> <p>We will also ensure that we set up a secure log-in using a standard username and password.</p> <p>We will continue to share information with parents about online safety and direct them to resources recommended by the government such as e-bug and PHE schools resources.</p> |
| <p>Outdoor play</p> | <p>Guidelines state that spending times outdoors can limit transmission and more easily allow for distance between children and staff.</p> <p>We will be providing more outdoor play and activities.</p> <p>Small groups of children will also be taken outside on short walks away from the general public, where possible. Hands will be washed on return to the nursery.</p> |



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| <p>Parents and Carers as Partners</p> | <p>There will be some amendments needed to this policy as we minimise the time parents spend at the nursery. We will communicate via telephone, email and our usual online channels and ask you to do the same to share information about your child.</p> <p>Nursery events/parent evenings will not take place in the nursery during this time and we will keep you updated as government guidelines change. Where possible, they may take place electronically for example, via video conferencing.</p> |
| <p>Parent terms and conditions</p> | <p>There may be some changes made to your terms and conditions and information regarding this will be communicated to you. Given in welcome back packs for you to sign.</p> <p>In particular we would like to draw parent’s attention to Clause 11.2, as a reminder.</p> <p>11.2: If the Child is suffering from a communicable illness, he/she should not be brought to the nursery until such time as the infection has cleared. A full copy of our infection control policy is available from the nursery manager. Please refer to the illness/communicable disease list, supplied in your information, on minimum periods of exclusion from the nursery.</p> <p>This includes the signs and symptoms of Covid-19.</p> |
| <p>Permissions</p> | <p>It is advised that you share and discuss permissions again with parents and ensure these are up to date – circumstances may have changed, for example they may no longer want their child to go off the premises etc. Any changes included in the welcome back packs.</p> <p>Where children are still not returning and you are continuing to keep in touch via video calls, you may decide</p> |



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| | <p>to gain written permission for how you are using this.</p> |
| <p>Promoting positive behaviour</p> | <p>The behaviour policy remains in place and will be followed. However, it is acknowledged that children have experienced big changes during this pandemic and this could result in changes to their behaviour. This will be monitored and the policy will be reviewed in line with this, where required.</p> |
| <p>Quality of provision</p> | <p>The Early Years Foundation Stage (EYFS) sets the standards that schools and childcare settings must meet for the learning, development and care of children from birth to 5 years old. We will use reasonable endeavours to deliver the learning and development requirements, as far as possible, in the current circumstances and ensure we follow the Early Years Foundation Stage: Coronavirus Disapplication's where required. Further information can be found at: www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>We reintroduced EYFS from 26.9.20-baselines carried out throughout September /October, 2 year reviews, individual plans and room planning. New EYFS coming in to play from September 2021.</p> <p>As part of our quality practice, we will carry out more frequent cleaning of toys and resources (at least twice daily and if children have put these in their mouths.) We still want to provide children with a wide range of activities and experiences.</p> |
| <p>Safe and healthy nursery</p> | <p>We will follow our safe and healthy nursery policy with the following additional procedures:</p> |



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| <p>Further support is available in the health and safety factsheet at www.ndna.org.uk/factsheets</p> | <p>Personal hygiene: Staff are reminded to ensure personal hygiene at all times, including washing hands as they enter the building and periodically throughout the day (see infection control policy addendum.)</p> <p>Cleaning: Staff are asked to support the continued cleaning of the nursery throughout the day e.g. toilets, wiping light switches, kitchen areas.</p> <p>Use of offices: Equipment e.g. mouse and keyboards, are to be cleaned after each use.</p> <p>Staff equipment: Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members, where possible, and cleaned regularly.</p> <p>Uniform: Staff are asked to wear a clean uniform each day.</p> <p>Essential supplies: We will ensure an adequate supply of essential supplies by ordering in advance and have contingency plans in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control.</p> |
| <p>Safe and respectful care</p> | <p>We will continue to follow this procedure with the exception of when a child is ill. We will follow the sickness and illness addendum, which advises to care for the child in an isolated room with the door closed, where possible. This will still be in line with our safeguarding policy.</p> |
| <p>Safeguarding Children</p> | <p>We will continue to follow our comprehensive safeguarding policy and procedure.</p> <p>In addition, we will follow the specific government Covid-19 safeguarding in schools document: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</p> |
| <p>Settling In</p> | <p>The settling in policy for new children will be adapted during the pandemic based on the individual needs of the children and staff at nursery. We will start show arounds again and most of the information will be gathered over the telephone to limit the time spent in the setting. Out of hours show arounds from 5.30pm</p> |



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| <p>Policy</p> | |
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| <p>Sickness and Illness</p> | <p>If anyone becomes unwell whilst at nursery with a new, continuous cough or a high temperature, we will contact their parent/carer immediately. The child will be sent home and advised to follow the COVID-19: Guidance for households with possible coronavirus infection. We will follow all updated government guidance.</p> <p>Ideally, a window will be opened for ventilation. Where it is not possible to isolate them, they will be moved to an quiet area. They will be comforted and reassured whilst waiting for collection, as per our usual policy.</p> <p>In an emergency staff will call a manager and 999 if they are seriously ill, injured or their life is at risk.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below.) They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area and room with normal household disinfectant after someone with symptoms has left, will reduce the risk of passing the infection on to other people. Further information about cleaning the room used for isolation can be found at https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> |



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| <p>Policy</p> | |
| | <p>When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and told to get a PCR test. Their fellow household members should not need to self-isolate if under 18 or double vaccinated. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Please see updated government guidance.</p> <p>Where the child or staff member tests negative, they can return to their setting.</p> <p>Where the child or staff member tests positive, children under 18 and double vaccinated adults will not need to isolate as long as they can provide a negative test. The other household members of that group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms</p> <p>We will follow COVID 19 Early outbreak management if we have more than 1 case, following advice from the Local health protection team and notify Ofsted.</p> |
| <p>Special Educational Needs and Disabilities (SEND)</p> | <p>Vulnerable children continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (for children with education health and care (EHC) plans this will be informed by a risk assessment approach.)</p> <p>Children and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions, have been advised to make their own decision about attending nursery. They should continue to be supported to learn at home, as much as possible.</p> |



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| | <p>Due to the lockdown and as per the Early Years Foundation Stage: coronavirus disapplication's adjustment, the EYFS two-year-old progress check requirement may mean that some progress checks are delayed. These will take place as soon as is reasonably practical and any areas where a child's progress is less than expected, we will put a plan in place with activities and strategies to address any concerns.</p> <p>Assessment for all children will take place gradually over the next few months with a strong focus on re-settling children. Strategies and support will be put in place for any children with noticeable gaps in development progress.</p> |
| <p>Staff development and Training</p> | <p>The training records of all staff members will be checked and any expired mandatory training that is required (including safeguarding, paediatric first aid, food hygiene) will be planned as soon as possible.</p> <p>All staff members will receive appropriate instructions, and training, in the policy and procedure addendums; infection control, the standard operating procedures and risk assessments within which they will be operating.</p> |
| <p>Supervisions</p> | <p>Regular supervision/review meetings will then take place to monitor staff well-being and any concerns during this time.</p> |
| <p>Supervision of Visitors</p> | <p>Attendance to the setting will be restricted to children and staff where practicable.</p> <p>Visitors will only be allowed to enter where prior permission has been granted e.g. show arounds.</p> <p>Suppliers such as food deliveries will be asked not to enter the nursery but to make other arrangements, for example to ring the bell and leave the delivery at the door.</p> |



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| | <p>Where essential visitors e.g. building maintenance, are required these will be made outside of the usual nursery operational hours where possible.</p> |
| <p>Transition</p> | <p>The children can now start to do settling in sessions in their new rooms providing they do not have any covid symptoms. This is very important for children as they need to gain trust with staff/children.</p> |
| <p>Visits and outings</p> | <p>Small groups of children will be taken outside on short walks away from the general public. Hands will be washed on return to the nursery.</p> |
| <p>Volunteers</p> | <p>Although we appreciate the support and value volunteers offer to our nursery, we have decided that during the pandemic period we will not be permitting volunteers in the nursery to care and support the children at this time. This is because we are trying to limit the number of people in nursery at any one time. We will review this in line with Government policy and updates, and review accordingly.</p> |
| <p>Well-being in the nursery</p> | <p>Children are supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. Staff will help them to understand the changes and challenges they may have/be encountering as a result of Covid-19 through play, discussions and stories.</p> <p>Staff are aware of the importance of attachments and that some children may experience separation anxieties during this time. They will work with parents to ensure they help to ease the transition back to nursery and give children the emotional support they need at this time.</p> <p>Please also refer to the bereavement policy.</p> |



| Policy | |
|-------------------------------------|---|
| Well-being for staff | <p>Managers/leaders are very conscious of the well-being of all staff during the pandemic and now the worries as they return to caring for children. Regular meetings/supervisions will be planned to support staff. Discussions will take place around the need for flexible working practices in a way that promotes good work-life balance and supports the nursery business.</p> <p>Having a good communication policy and, sharing plans and risk assessments will help to manage anxieties about returning to work. Staff workloads will be carefully managed during this time with the emphasis on playing with the children; settling them back in, offering lots of support and reassurance.</p> |
| Young Worker/students Policy | <p>Where applicable we will arrange one-to-one meetings (virtually where possible) with young workers, students, apprentices and training providers regarding a return date. These may be deferred to later in the year depending on individual circumstances and nursery requirements.</p> |

Further support

- NDNA members can download the full set of NDNA example policies and procedures at www.ndna.org.uk/memberhub
- A hard copy can be purchased from the NDNA website at www.ndna.org.uk/policies-and-procedures
- Practitioner factsheet for Covid -19 support can be found at www.ndna.org.uk/factsheets
- Manager factsheet for Covid -19 support can be found at www.ndna.org.uk/factsheets
- For any further support, training, publications and quality improvement products you can view the [Training & Development Brochure](#)

Covid – 19 Government links include:

- Guidance on [implementing protective measures in education and childcare settings](#)
- Guidance on [critical workers](#)
- Guidance for [vulnerable children and young people](#)



- Guidance on [Ofsted's response to coronavirus \(COVID-19\)](#)
- Guidance on the [Coronavirus Job Retention Scheme](#)
- Guidance on the [early years foundation stage \(EYFS\) disapplications](#)
- Guidance on [use of free early education entitlements funding](#)
- [information on welcoming more children back to education from 1 June](#)
- Guidance on [safe working in settings](#)