



## ROMPERS PRIVATE NURSERY COVID POLICY



### Policy Statement:

At Rompers it is our duty to ensure the health, safety and wellbeing of children, families and staff is at the forefront of our practice, especially during the recovery stage of COVID-19. Practice must take into consideration the most up to date guidance from Scottish Government, Care Inspectorate and NHS Health Protecting Scotland.

### Aims of this Policy:

- To ensure the health, safety and wellbeing of children, families and staff at all times
- To keep accurate records to support the *Test and Protect* initiative
- To help us to identify any aspects of practice which are not meeting guidance or standards

### Procedures:

A risk assessment is in place with supporting guidance for families and staff

This document details important information about practice at Rompers during the COVID-19 recovery period. This guidance document will come into effect from Monday 22<sup>nd</sup> of February 2021 as the setting re-opens following lockdown 2. All families at Rompers must ensure they have read this guidance document before returning to nursery from the week commencing 22<sup>nd</sup> of February. The measures have been put in place to keep parents, children and staff safe during this time. We kindly ask that all guidance is strictly adhered to by parents as we all have a moral duty to limit the spread of infection in our community and protect the Rompers bubble.

It might seem strange that children can play together at their ELC setting all day, but can't have indoor play dates at home. But it's really important to remember that keeping the restrictions at home and across society is what is enabling us to reopen ELC at the moment. In addition, there are lots of precautions taken at our setting that families can't always replicate. One of the main precautions is spending time outdoors in the fresh air. So if you want to meet up with another family, then please do so outdoors. It's more important than ever that we keep following the rules at home, as that's the best way to keep our ELC settings open.

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Before reading the guidance, please watch the following video.

<https://youtu.be/n-3MBDQP-Lw>

### Face Coverings

Parents on collecting and dropping on their child, **MUST** wear a face covering at all times. This includes waiting at the stay safe buckets on the grass verge outside the nursery wall and inside the nursery garden. Parents must also wear a face covering whilst a member of staff is giving you feedback.

Staff will not be wearing face coverings in line with early years guidance. However, staff in our baby room **will** wear a facemask to collect and hand over your child. This is due to the staff member having to come in close contact with you and your child.

If a Parent arrives at Rompers without wearing a face covering, staff will kindly ask that one is worn before giving any feedback.

### Feedback

Can we kindly ask that after the handover of your child, that you remain two meters apart from the staff member before the staff member gives you feedback. This is to ensure that the two-metre social distancing rule is strictly adhered to.

At Rompers we pride ourselves in giving parental feedback however we hope that parents can understand that due to a combination of the Scottish weather and COVID rules, feedback does need to be short. If you wish to discuss something in a little more detail with a staff member, please do not hesitate to send in an email with your request, we will be delighted to arrange a call with you. Children in the Pre-school room are encouraged in nursery to share their learning at home, we kindly ask that parents speak with their child about their day. All staff are committed to sharing as much of the nursery fun with parents as possible through our ParentLink app, please check your child's app regularly.

### Staff Temperature Checks

Again, to protect the '*Rompers Bubble*', staff complete a temperature check on arrival to their shift daily. These are recorded on a temperature monitoring sheet. All staff are aware of the procedure to follow if their temperature result does not meet the 'normal' limits through the guidance flowchart.

### Drop off's and Pick up's

Strictly **one parent/carer only** will be allowed to collect/drop off their child at Rompers.

To further reduce the number of adults at one time during the nursery day. The following session start, and end times have been altered. Early or late collection charges will apply out with the window of times stated below.

It is critical that parents follow these start and end times. Key learning and development opportunities such as snack/lunch times, group time, learning reflection times are organised around the nursery day and it is important your child is engaged within these high quality and valuable experiences.

Session Normal Start/End Time	Flexible Start/End Times for COVID-19 Recovery
7:30am	7:30am
8:00am	8:00 till 8:30am
8:45am	8:45am till 8:55am
1:00pm	1:00pm
4:15pm	4:15pm
6:00pm (Parents can collect anytime between 4:30pm and 6:00pm)	4:30pm and 6:00pm

Between the following hours the nursery gates will be wedged open, during these times please do not close the gate.

- 7:30am till 8:30am
- 5:00pm till 6:00pm

If the gates are closed, children will be playing in the outdoor areas and parents **MUST** not come into the garden. A staff member will meet you at the gate.

Parents with more than one child should follow the guidance for their youngest child. For example, a parent with a baby and pre-schooler should access the nursery via the baby entrance. The same procedures as stated below should be followed for drop off and collection.

If your child is safely able to walk, they **MUST** walk independently through the nursery gate or into the nursery building. Please encourage your child to carry their own jacket and other belongings if required into the nursery. We ask that parents encourage children to use the handrails if using the Pre-school and Toddler entrance to promote independence.

Pre-schoolers	Toddlers	Babies
<ol style="list-style-type: none"> <li>1. The parent should enter the nursery through the main front gate with their child and come to the front door of the building.</li> <li>2. If other parents are in the garden, a que <b>MUST</b> form along the nursery building with two meters between each service user, this is indicated by the buckets.</li> <li>3. The parent <b>MUST</b> apply hand gel when they get to the front of the que.</li> <li>4. The parent should buzz the Pre-school room button.</li> <li>5. The parent and child should then stand at the bucket.</li> <li>6. A member of staff will meet you at the front door to collect your child and any important information can be handed over. The parent <b>MUST</b> remain at the bucket.</li> <li>7. When leaving the nursery garden the parent must exit through the front gate ensuring they remain two meters apart from other service users.</li> </ol>	<ol style="list-style-type: none"> <li>1. The parent should enter the nursery through the new toddler glass door.</li> <li>2. If other parents are in the garden, a que <b>MUST</b> form along the nursery building with two meters between each service user, this is indicated by the buckets.</li> <li>3. The parent <b>MUST</b> apply hand gel when they get to the front of the que.</li> <li>4. The parent should knock on the toddler glass door and stand at the bucket.</li> <li>5. The parent and child should then stand beside the bucket.</li> <li>6. A member of staff will meet you at the glass door to collect your child and any important information can be handed over. The parent <b>MUST</b> remain at the bucket.</li> <li>7. When leaving the nursery garden the parent must exit through the front gate ensuring they remain two meters apart from other service users.</li> </ol>	<ol style="list-style-type: none"> <li>1. The parent should enter the nursery through the back gate with their child. The parent must park in the car park and walk down the side of the nursery building.</li> <li>2. A que <b>MUST</b> form along the wall with two meters between each service user if it is busy, this is indicated by the buckets.</li> <li>3. The parent should press the doorbell on the gate to notify the baby room staff that they have arrived.</li> <li>4. A member of staff will meet you at the back gate to collect your child and any important information can be handed over. If your child is able to walk, please encourage them to do so. The parent <b>MUST</b> remain at the gate.</li> <li>5. When leaving the back gate the parent must walk around the other side of the nursery to ensure there is an effective one way system in place.</li> </ol>

### **Lighting**

Additional lighting has now been fitted right around the nursery building to ensure it is safe and adequately lit for parents during drop off and collection. For our baby room parents, can we please advise you that it may be more suitable in the darker weather to walk along the roadside of the nursery and round the back, returning in the same way. The stay safe buckets will be moved to the other side of the gate to support this.

### **Settling In and MyWorld Booklets**

We understand that coming back to nursery may be a bit daunting for some of our children after such a long time at home. We wish to share with parents that during this time staff have taken part in further child development and nurture training to support and develop their professional knowledge to support our children.

Our MyWorld booklets are at the heart of our practice at Rompers as this supports our understanding about your child, this is in addition to the relationships between families and practitioners. More than ever before it is important that we understand your family circumstances and what impact COVID-19 has had on you and your family. All parents should have now had a 1-2-1 meeting with your child's key worker to discuss their MyWorld booklet and Care Plan if required. This will ensure your child's care is responsive to their changing needs. If there is anything else you wish to share with your child's key worker at this time, please email the nursery direct, the information will be passed on from there. This information will help us support the learning and development of the children in our care for example in answering questions that children may have or comforting them if they are upset or worried.

Although our drop off's and pick up's may not seem as warm and homely as normal, we want to assure you that when your child comes into nursery, they will receive the support and comfort that they normally have. The practitioner will support your child in taking off their jacket and settling them into the room.

### **Hand Washing**

When children arrive at nursery and are taken into the playroom by a member of staff, they will be supported to wash their hands. The staff member will also wash their hand at this time.

Children will be encouraged to wash their hands regularly, especially at the following times: on arrival at the setting, after using the toilet, after any outdoor play/activities, before food preparation, before eating any food, including snacks, before leaving the setting.

Children will as normal use disposable hand towels.

Hand gel will not be given to the children in the nursery. Staff however will use hand gel on top of hand washing procedures.

Children will be encouraged to not touch their face and to cough or sneeze into their elbow. For our older children, staff will regularly educate children in effective hygiene practices through engaging and relevant stories and experiences.

### **Cleaning and Infection Control**

Rompers already has a very strict cleaning and infection control protocol, and this has been further enhanced to support the current situation. Disposable cleaning cloths are used where possible.

Cleaning cloths are washed at a high temperature at the end of each day.

Each room, every 2 hours will have one member of staff carrying out additional cleaning procedures.

This will include the following;

- Phones
- Buzzers
- All surfaces
- Door and cupboard handles
- Bin lids
- Bins emptied
- Ipads/laptops/keyboards

Sterilisation of toys and resources will be increased to minimise infection and soft furnishings will be removed from the room. Any soft furnishings left in the room will be washed at the end of each day. Surfaces will be wiped around the child if they cough or sneeze. We wish to assure parents that outdoor clothing and wellies will be cleaned and disinfected appropriately after every use. As always, each child will receive a clean sheet and blanket for each sleep. Rompers has further introduced a deeper clean than normal on a Saturday morning.

### **Outdoor Learning**

During this recovery period more than ever Rompers will continue to use the fantastic outdoor facilities to support every child's learning and development. A group of children from each room will be outside from 8:30am till 5:00pm. We ask that parents bear this in mind when sending their child to nursery.

Children are highly recommended **NOT** to come to nursery wearing wellies as for long periods of play, these are not supportive to your child's little growing feet or comfortable for indoor play.

### **Communication with Staff/Management**

Due to parents not coming into the nursery building, we understand that there are important things that may need to be shared with either a member of staff or a member of management. Please email the nursery direct where we will be happy to discuss anything with you.

### **PPE**

All staff at Rompers will continue to wear appropriate PPE when carrying out tasks such as nappy changing, food preparation and cleaning. No additional PPE will be worn as advised by Scottish Government.

### **Ventilation**

Windows will be open as often as possible to increase natural ventilation into the playrooms and other areas of the nursery. Doors will not remain open to protect the safety of the children in the nursery.

### **Tooth Brushing**

During this COVID-19 recovery period, tooth brushing will not take place at Rompers. This is a decision Rompers has made and we will update you when this changes.

### **Blended Placements**

As advised by Scottish Government, those parents who access more than one setting to support their childcare requirements/ELC entitlement for example a child who attends Rompers for some sessions and then goes to a childminder will be encouraged to reduce down to a single placement. Rompers will be in touch with you if this effects your child.

### **Deliveries**

All deliveries to Rompers will be left outside and no contact will be made between delivery drivers and Rompers staff.

### **Visitors**

No visitors will be permitted into Rompers.

New perspective parent viewing will be done out with nursery hours.

### **New Starts**

During this recovery period there will be times when new children are joining the setting. This recovery changes to practice document will be shared with all new parents. During a child's first visit, we usually encourage a parent to stay to complete the relevant paperwork to ensure we have all the information required for the child. This will be done in the outdoor area with social distancing guidelines being adhered to. New parents will be advised beforehand of these changes.

### **Staff**

Staff will wash their hands and use anti-bac gel before entering the playroom. The same protocol will apply when staff are leaving their shift. Any staff presenting symptoms will be sent home immediately and the correct self-isolation period will be adhered to. Social distancing requirements will be met for staff lunch breaks, both sides of the nursery (0-3 and 3-5) will use either their own personal cars or the staff room to ensure there is no cross over of staff, therefore minimising the risk of infection.

### **Children Presenting Symptoms**

If your child presents any symptoms of COVID-19 such as a high temperature or cough they will be immediately sent home. We ask that if your child is feeling a little under the weather to please not put them to nursery on that day. If any family members have any presenting symptoms, we will be strictly adhering to Government guidance and a 10-day isolation period will be applied. Parents must inform Rompers if any family member is presenting symptoms. Parents have a duty to be vigilant for any developing symptoms in their child. If any member of your child's household has returned from a country on the quarantine list on the Scottish Government website, your child will be unable to attend nursery for this 10-day isolation period. Again, parents must inform Rompers if this is the case.

Again, we wish to advise parents of our 'Test and Protect' procedure which can be found on our nursery website. We ask that all parents make themselves aware of this. The information we require before your child returns to Rompers if they are absent due to a COVID test is written in this procedure. The COVID test and protect form can be accessed via the following link, the link is also on our nursery website.

[https://docs.google.com/forms/d/e/1FAIpQLSelh57ghilOHfA2cf6Cnf-Hx-n3N-X5NJPxUZjFufFLkl4adg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSelh57ghilOHfA2cf6Cnf-Hx-n3N-X5NJPxUZjFufFLkl4adg/viewform?usp=sf_link)

### **Awareness of COVID-19**

Rompers will continue to ensure they are sharing best practice guidance through emails, blogs and newsletters.

Any amendments to the advice given in this information booklet will be shared via the usual forms of communication from Rompers.

**Monitoring:**

- Monthly reviews of the test and protect cases that have occurred will help to identify any areas for increased cleaning, sanitisation or change in protocol.
- Discussion at monthly staff meetings

Parents will be asked to sign when registering at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.