

RISK ASSESSMENT for Ann Bernadt and Nell Gwynn Nursery Schools  
FOR CHILDREN/STAFF/FAMILIES/ALL OTHER USERS

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ENVIRONMENT/ ACTIVITY	HAZARD	WHO MAY BE AFFECTED	SEVERITY OF HARM H/M/L	LIKELY- HOOD OF HARM H/M/L	CONTROL MEASURES TO REDUCE RISK	ACTION BY WHOM & BY WHEN:	ACTION COMPLETED NAME & DATE
Staff/ children/ families	Covid 19 may be transmitted within the nursery school	All users	m	m	<p><b>All staff to understand the 'system of controls' and how they are applied in settings.</b></p> <p>Ensure that parents and carers are aware of the 'system of controls', how this impacts them and their responsibilities in supporting it</p> <p><b>1. Minimise contact with individuals who are unwell by ensuring that those who have <u>coronavirus (COVID-19) symptoms</u>, or who have someone in their household who does, do not attend settings</b></p> <p>Children, staff and other adults not to come into setting if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days. Anyone developing symptoms during the day to be sent home,</p> <p>If anyone in the setting has symptoms of coronavirus (COVID-19): <b>a high temperature, new and persistent cough or a loss</b></p>	All staff and users as and when cases arise	

				<p>of, or change in, normal sense of taste or smell (anosmia), however mild, they must be sent home and advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>, which sets out that they should self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p> <p>Less common symptoms include sore throat, aches and pains, conjunctivitis, diarrhoea, vomiting, headache, skin rash</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision. Ideally, a window should be opened for ventilation.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>		
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				<p>PPE must be worn by staff caring for the child while they await collection. <b>More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</a>.</b></p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. <b>See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</b></p> <p><b>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an</b></p>		
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				<p><b>unreliable method for identifying coronavirus (COVID-19).</b></p> <p><b>2. Use of face coverings in schools</b></p> <p>PHE advises that for safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children's development.</p> <p><b>Places where adults <u>should wear visors, masks or face coverings</u></b></p> <p>If members of staff want to wear a face covering for short periods whilst they are indoors and in close contact with children they may do so. This must not interfere with communication or impair children's learning. Staff may wear their visors if they choose, which should be regularly wiped down with anti bac.</p> <p>In high frequency areas such as staff room (when not eating) and reception area. Also, when meeting children from parents and returning them to them. Staff should avoid visiting other staff rooms apart from their own designated, other offices such as admin and leadership. All meetings and venues need to be agreed by all parties.</p>		
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				<p><b>Where local restrictions apply</b></p> <p>In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.</p> <p><b>Safe wearing and removal of face coverings</b></p> <p>If any child arrives wearing a face covering this should be removed and stored by the parent/carer</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching - including to remove or put them on - and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Staff must not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p><b>Further guidance on face coverings</b></p> <ul style="list-style-type: none"><li>• <a href="#">Safe working in education, childcare and children's</a></li></ul>		
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					<p><u>social care provides</u></p> <ul style="list-style-type: none"> <li>• <u>Face coverings in education settings</u></li> </ul> <p><b>3. Clean hands thoroughly more often than usual</b></p> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser.</p> <p>Staff must ensure that they and the children clean their hands regularly, including:</p> <ul style="list-style-type: none"> <li>• when they arrive at nursery</li> <li>• before and after eating</li> <li>• after using the toilet</li> <li>• after changing children</li> </ul> <p>Regular and thorough hand cleaning is needed for the foreseeable future.</p> <ul style="list-style-type: none"> <li>• supervise use of hand sanitiser use, given risks around ingestion. All children and but particularly those with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes</li> </ul>		
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				<p>can be used as an alternative</p> <ul style="list-style-type: none"> <li>• staff to build these routines into nursery culture, and ensure younger children and those with complex needs understand the need to follow them</li> </ul> <p><b>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b></p> <ul style="list-style-type: none"> <li>• Staff to ensure they have enough tissues and bins available to support children and to implement this routine. As with hand cleaning, staff must ensure younger children are helped to get this right, and all children understand that this is now part of how the nursery operates. The <a href="#">e-Bug coronavirus (COVID-19) website</a></li> </ul> <p><b>5. Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents</b></p> <p><b>Different groups being allocated their own toilet blocks is not a requirement if the site does not allow for it</b></p> <p>In order to facilitate cleaning, all unnecessary items to be removed from learning environments. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft</p>		
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				<p>furnishings, for example pillows, bean bags and rugs.</p> <p><b>6. Minimise contact between individuals where possible</b></p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.</p> <p><b>The Federation of Ann Bernadt and Nell Gwynn nursery schools will continue to minimise mixing within settings by keeping groups (staff and children) apart as much as possible). However, in following Government edict on all children returning to school, group sizes have had to increase. Younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</b></p> <p>This will be achieved through the provision of separate inside and outdoor areas for groups of children (no free flow between classes), separate staff rooms for small groups of staff, zoom meetings, meetings taking place in outside space, staggered</p>		
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				<p>start and end session times.</p> <p>At Nell Gwynn Nursery School, the exception to this will be on a Wednesday when Bubble A and B staff may overlap within the Two Year Old Area. Where staff from these two bubbles are in work outside of their bubble days, then they should try to keep their distance from the other bubble, wearing visors or face coverings to cross shared areas. The outlay of the building at Nell Gwynn does mean that staff may have to travel through bubble areas to use facilities or access rooms. This should be minimised as much as possible with consideration for others.</p> <p>The Sensory Room at Nell Gwynn will be used by a different bubble each day, with Wednesdays free for cleaning. Bubble A and B staff will support children with SEND from the opposite bubble, while Bubble C and D will support children from their own bubbles. The Sensory Room should have two staff from the same bubble supervising children with sensory needs for sessions of 30 minutes or under. The Sensory Room should be clean and well ventilated, with resources on offer which are easy to wash and dry. The supervising staff are responsible for making sure everything is clean, tidy and ready for the next session.</p> <p>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture</p>		
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				<p>out of classrooms to make more space.</p> <p>Minimising contact between groups can reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for coronavirus (COVID-19).</p> <p>The overall risk to children from coronavirus (COVID-19) is low. It also recognises that early years settings are typically smaller than schools. Adopting the 'system of controls' set out here in a robust way will ensure there are proportionate safeguards for children as well as staff and reduce the chance of transmission.</p> <p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation so teachers and special educational needs coordinators should plan to meet these needs,</p> <p><b>Use of staff rooms should be minimised</b></p> <p>Parents and carers should be 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.</p> <p><b>Other considerations</b></p> <p>It is inappropriate for children of this age to carry about their own pencil case and resources so we will continue to need to</p>		
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				<p>minimise the amount of writing materials out and clean these if groups of children change and at the end of a session.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, (or in the case of books, alternated) along with all frequently touched surfaces.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</p> <p><b>7. Where necessary, wear appropriate personal protective equipment (PPE)</b></p> <p>The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• where an individual child becomes ill with coronavirus (COVID-19) symptoms while at a setting.</li> <li>• where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> <p>Read the guidance on <a href="#">Safe working in education, childcare and children's social care</a> for more information about preventing</p>		
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and controlling infection, how PPE should be used,

## **RESPONSE TO ANY INFECTION**

### **8. Engage with the NHS Test and Trace process**

**Staff must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Staff members and parents/carers must understand that they will need to be ready and willing to:**

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home test
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of

				<p>coronavirus (COVID-19)</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus</a> website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>Schools will ask parents and staff to inform them immediately of the results of a test and follow this guidance.</p> <ol style="list-style-type: none"> <li>1. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-</li> </ol>	
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				<p>isolating.</p> <p>2. If someone tests positive, they should follow the <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p><b>9. Managing confirmed cases of COVID-19 in the setting</b></p> <p>Schools will take swift action if they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure</p>		
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				<p>they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. <b>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to</b></p>		
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				<p><b>protect others.</b></p> <p>If a member of staff or child shows possible COVID-19 symptoms. Staff working in that bubble will be notified.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They should get a test, and:</p> <ul style="list-style-type: none"><li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li><li>• if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li></ul>		
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				<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p> <p><b>10. Contain any outbreak by following local health protection team advice</b></p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group.</p>		
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					<p>If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p><b>Admin team to liaise with gov.uk to attempt to obtain above instructions in high use languages.</b></p>		
Visits	Visitors bringing the virus into the nursery	Adult/children	H	M	<ul style="list-style-type: none"> <li>• Parents and carers will not be allowed into the setting unless this is essential, and children should be dropped off and collected at the door if possible.</li> <li>• Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to enter the nursery unless essential (e.g. essential building maintenance)</li> <li>• Settings should manage other visitors to the site, such as contractors, and ensure site guidance on social distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of setting hours, a record</li> </ul>	Staff /visitors	

					<p>should be kept of all visitors where this is practical.</p> <ul style="list-style-type: none"> <li>• In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC plan, settings will assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they should closely follow the protective measures in the setting, and the number of attendances should be kept to a minimum. Where possible to do so, social distancing should be maintained.</li> <li>• All committee involvement, should where possible, be conducted via virtual conferencing such as zoom</li> <li>• Settling new children to be carried out during 1:1 meeting with Key person, in outside area where possible.</li> </ul>		
Staff/children/parents do not display symptoms	Some children/adults present as asymptomatic but may still be able to pass virus on	Adults/children	H	M	<ul style="list-style-type: none"> <li>• Same staff to work with same group of children to limit transmission of virus.</li> <li>• Groups to have staggered times to drop off/collect. Social distancing to be adhered to at all times during drop off and collection.</li> <li>• Parents/carers must wear face coverings for drop off/pick up.</li> <li>• Parents /carers to wait in demarcated order outside school while child collected and returned.</li> <li>• Admin team to contact parents to confirm if they have recently returned from overseas <b>THAT DOES NOT HAVE</b></li> </ul>	Staff/children	

					<p><b>AN AIR BRIDGE QUARANTINE PROCEDURES HAVE BEEN FULLY ADHERED TO.</b></p> <ul style="list-style-type: none"> <li>• Staff member who is supervising welcome and return of children to ask parent/carer if any member of the household have any of the symptoms of Covid-19 (see above). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test has been confirmed or 14 days self-isolation completed and return agreed with school.</li> <li>• No toys, teddy's or blankets (or similar) to be brought from home</li> <li>• Before children enter setting gel to be used on hands</li> <li>• Group times to be suspended to support social distancing</li> <li>• Stories may be read during session but books rotated to reduce risk of virus transmission</li> <li>• Resources in classroom and outside area reduced and cleaned at the end of the session</li> </ul>		
Vulnerable staff, children and parents	Children/adults with underlying health conditions/vulnerabilities are in the nursery.	Adults/children	H	M	<p><b>Pupils who are shielding or self-isolating</b></p> <p>We now know much more about coronavirus (COVID-19) and so in future, there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. Note however that:</p> <ul style="list-style-type: none"> <li>• a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result</li> </ul>	Staff/children	

				<p>themselves, or because they are a close contact of someone who has coronavirus (COVID-19)</p> <ul style="list-style-type: none"> <li>• shielding advice for all adults and children was paused on 1 August 2020 which means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who were shielding - read the <a href="#">current advice on shielding</a></li> <li>• if rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend</li> <li>• pupils no longer required to shield but who generally remain under the care of a specialist health professional are likely to discuss their care with their health professional at their next planned clinical appointment - you can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people</a></li> </ul> <p>Since shielding advice has paused nationally, except in a very few areas where the implementation of local restrictions is ongoing, all previously affected children should be able to return to school except where individual clinical advice not to</p>		
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				<p>do so has been provided.</p> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, we must immediately offer them access to remote learning.</p> <p>Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self-isolation or family isolation, the absence will not be penalised.</p> <p><b>Pupils and families who are anxious about return to school</b></p> <p>We should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>If parents of pupils with significant risk factors are concerned, we should discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school.</p>		
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					<p><b>We need to consider how to ensure communications are accessible to specific groups of parents and carers (such as those with English as an additional language) and parents and carers of vulnerable children, to encourage attendance of these groups.</b></p>		
Staff arrival at school (and leaving at the end of the day)	<p>Bringing the communicable diseases including COVID-19 into the nursery on clothes or hands. Coming into contact with other people.</p>	Adults/ children	M	M	<ul style="list-style-type: none"> <li>• Alcohol hand gel to be applied on entry and then hands washed at the first opportunity.</li> <li>• Staff members should avoid physical contact with each other including handshakes, hugs, etc.</li> <li>• Where possible meeting and training sessions should be conducted through virtual conferencing.</li> <li>• All staff coming into the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions as per the national guidelines.</li> <li>• Staff to use designated staff room areas. Staff who are working with particular groups will be allocated separate staff room area, changing area/ locker room to reduce social contact with other adults.</li> <li>• Staff should wipe down toilet, door and washbasin taps, with anti bac provided after using toilet.</li> <li>• Staff to change all external clothes on arrival at nursery (e.g. coats) at the first opportunity if travelling on public transport, Place the clothes which have been travelled in a</li> </ul>	Staff/ cleaners	

					<p>sealed bag until needed for journey home.</p> <ul style="list-style-type: none"> <li>• Staff to be discouraged where possible to use public transport, instead coming by walking, bike or car. Staff who do need to use public transport <b>MUST</b> wear a face covering. This should be removed on entering the provision and stored as per earlier advice and stored.</li> <li>• Wherever possible, Staff to use a tissue when touching handles or door openings/plates. (staff to carry a small bag with them with tissues and anti-Bac)</li> <li>• Wherever possible Staff to stay at least 1 metre + away from other people.</li> <li>• All door handles, door plates, green buttons to be cleaned regularly throughout the day, by a cleaner.</li> <li>• Communal pens to be removed, staff to use their own pen for signing in and out. Office pens to be named. Staff not to share pens.</li> <li>• Only reception staff to use reception phones. Calls to be diverted for specific people. Phones and key boards to be regularly wiped with anti-bac throughout the day.</li> <li>• Staff using the staff rooms, offices or toilets need to maintain 1metre+ distance from others and wipe down the area they have been using with antibacterial spray or soapy water.</li> <li>• The small toilet in the reception area at Ann Bernadt not to be used. The larger toilet and the staff room toilet to be used.</li> <li>• Staff to open all appropriate doors and windows on entry to aid ventilation</li> </ul>		
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					<ul style="list-style-type: none"> <li>• Staff will not undertake home visits until further notice.</li> </ul>		
Children arriving at and leaving school	Children/adults bringing the communicable diseases including COVID-19 into the nursery and passing it to staff and vice versa.	Adults /children	M	M	<ul style="list-style-type: none"> <li>• Parents to be fully informed about our expectations and how the nursery operates. 'Parents' in this section includes parents and carers.</li> <li>• Parents to wait outside the building at drop off and pick up using marked intervals as guidance at drop off and pick up times. May be necessary at Nell Gwynn to provide covered area.</li> <li>• Parents given staggered times for arrivals and departures.</li> <li>• Only one parent to bring their child to and collect their child from nursery.</li> <li>• Staff members and parents need to be at least 2 metres apart (wherever possible.)</li> <li>• Children to be admitted with staff member, one at a time.</li> <li>• The Internal doors as far as the classroom to be propped open for arrivals and departures to minimise touching of door plates. All door plates and handles to be cleaned with anti-bac after arrivals and main departure times.</li> <li>• Home time procedures will be the same as arrival, but the child will be given back to their parent at the same point.</li> <li>• Parents will be actively discouraged from congregating outside the nursery and must go straight home.</li> <li>• Staff to aim to stay 1 metre + away from each other as much as reasonably possible. E.g. In staff rooms etc.</li> </ul>	Staff/parents	

					<ul style="list-style-type: none"> <li>• Adults to maintain some distance from children where reasonably possible. (e.g. not to hold hands unless necessary)</li> <li>• Staff to use a tissue when touching handles or door openings/plates.</li> <li>• Children wash their hands on arrival, and adults wash their hands after collecting (and returning) children.</li> <li>• Children encouraged to wear clean clothes each day.</li> <li>• Parents encouraged to bring their children to nursery on foot, by scooter, by buggy or in the car - public transport should be discouraged.</li> </ul>		
Children's wellbeing	Children within groups	Staff/children	m	L	<ul style="list-style-type: none"> <li>• Children should be supported to understand the changes and challenges they may be encountering as a result of COVID 19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.</li> </ul>	Staff/children	
Parents on site	Parents dropping children off and not following guidelines	Adults/Children	M	M	<ul style="list-style-type: none"> <li>• Parents must follow the most up to date guidance with regard to keeping safe to reduce the risks of transmission of the virus (and other illnesses).</li> <li>• Parents are made aware that Adults working in the school will try to maintain common sense in terms of social distancing whilst working with the children; however, they are caring for children and therefore at times are likely to work in close proximity with them (less than 1 meters).</li> <li>• Parents will engage in frequent hand washing, and will abide by the rules for clothing/showering etc.</li> <li>• <b>Parents will wear masks for dropping off picking up</b></li> <li>• Information will be shared with parents in order that they may understand that their child will be washing their hands</li> </ul>	Staff/parents/carers	

				<p>frequently during the time they are in the school.</p> <ul style="list-style-type: none"> <li>• Parents should shower/bath their child, including washing their hair (where appropriate), when they get home (to reduce the risk of transmission)</li> <li>• It is advisable that children's clothes be changed on return from school and clothes washed.</li> <li>• Parents will ensure their child will not bring any items from home to school except necessary medication and a <b>spare clothes in a named plastic bag</b>. (handed to member of staff on arrival). This restriction includes toys, electronic equipment, cuddly toys, etc.</li> <li>• Children will not be able to bring physical items home from nursery. Nursery adults will explain this to parents and children and will offer to share pictures of the children's achievements and learning journeys using email where possible.</li> <li>• <b>Library books will be allowed to be taken home once a week and will be quarantined for a week on return. Each class will have its only quarantined library book box.</b></li> <li>• Parents will be made aware that we will not force the children to social distance from each other whilst at nursery.</li> </ul>		
Office and reception				<ul style="list-style-type: none"> <li>• Parents are not permitted in the building including the school office.</li> <li>• Only essential and authorised visitors allowed into school building</li> <li>• Communal pens removed</li> </ul>	Parents/visitors/staff	

					<ul style="list-style-type: none"> <li>Office to sign visitors in and out</li> </ul>		
Staffing requirements	Staff availability to deal with emergencies				<ul style="list-style-type: none"> <li>A Designated person on site or reachable at all times</li> <li>Staff paediatric first aid and safeguarding training to be updated September 2020</li> <li>Premises on call for each school</li> <li>One person to be at reception</li> </ul>	SLT complete staff rotas	
Learning spaces and learning groups	Children (and adults) pass the communicable diseases including COVID-19 onto each other.	Adults/children	H	M	<p>Guidance of ratios will continue to be adhered to however it is expected that group sizes on a day to day basis will be well within ratios as full attendance is not expected</p> <ul style="list-style-type: none"> <li>If waiting list is necessary Admission Criteria is as follows: <ul style="list-style-type: none"> <li>1. Critical workers</li> <li>Children with social workers</li> <li>Children with EHCP</li> <li>Children identified as vulnerable (Early Help)</li> <li>Children aged 3 and 4 transferring to primary school in September 2021</li> <li>Children of families where parents are unable to work from home</li> <li>Children aged 3</li> <li>Children aged 2</li> </ul> </li> <li>Each learning group will have one designated indoor and outdoor area. Groups should not mix or come into contact with each other during the day.</li> </ul>	Staff/children	

					<ul style="list-style-type: none"> <li>• At Nell Gwynn because of opening up an additional classroom staff will need to progress from one class through hall to staff area.</li> <li>• Two groups at Nell Gwynn will need to use same toilet facilities in hall. Staff need to work with children to encourage them to return to base class ASAP. These toilets will be cleaned regularly throughout the day.</li> <li>• At AB the AM children will have two classrooms will share and outside space. The PM children will share two different classrooms and outside space. The full-time children and staff will their own classroom and outside space.</li> <li>• Equipment/resources used by one group cannot be used by another group that day.</li> <li>• Outside learning will be prioritised at all times as this reduces transmission risk.</li> <li>• In wet/cold weather adults will, where possible, used covered areas outside rather than classrooms and use appropriate wet weather clothing.</li> <li>• Where possible, children are seated during lunch times, the staff will aim for the children to be as far apart as is practically possible.</li> </ul>		
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					<ul style="list-style-type: none"> <li>All windows are opened at the beginning of the day (Small adult toilets with poor ventilation are closed) Indoor spaces should be well ventilated with open windows and doors, including in toilet areas. (The virus can be most concentrated in unventilated areas.)</li> </ul> <p>Children to be read age appropriate books about how to keep safe during coronavirus.</p> <p><a href="file:///C:/Users/lpound/AppData/Local/Microsoft/Windows/INetCache/IE/OBP73NR2/Coronavirus-booklet-for-children.pdf">file:///C:/Users/lpound/AppData/Local/Microsoft/Windows/INetCache/IE/OBP73NR2/Coronavirus-booklet-for-children.pdf</a></p> <ul style="list-style-type: none"> <li>Adults to model positive social distancing when playing.</li> <li>Where the situation will not affect the children's emotional needs staff can suggest alternatives for touching each other. E.g. waving or Makaton signing.</li> <li>During the session, when possible, play next to the child or on a different level so as to lessen the amount of face to face contact.</li> </ul>		
Nappy changing and toileting	Children and adults pass the communicable diseases including COVID-19 to each other.	Adults/ children	M	H	<ul style="list-style-type: none"> <li>Staff to work with families on toilet training children as soon as they are ready. New families starting nursery have been encouraged to work with their child on toilet training over the summer holiday.</li> <li>Children to independently use the toilet and change their own clothes if they are able. Children to wash their hands.</li> <li>toilets/taps to be cleaned often afterwards with antibacterial spray.</li> <li>Where children need help with changing clothes, nappies or</li> </ul>	Staff	

					<p>using the toilet, and the 1 metre+ rule cannot be observed, adults to wear appropriate PPE (including gloves, apron, fluid resistant surgical mask and visor).</p> <ul style="list-style-type: none"> <li>• Nappies to be changed from the side or from the head end to prevent urine/faeces being projected onto clothing/PPE.</li> <li>• Support in toileting/changing should not be at child level so that adults are not face to face with children, but adults should stand so that they are at a different height.</li> <li>• Where children are prone to biting and/or spitting due to SEN or other reasons, an individual risk assessment will be drawn up for that child before a decision is made about whether to admit them under the new arrangements.</li> <li>• Nappies (and PPE) to be disposed of in the usual way (in yellow bins).</li> <li>• Adults to clean area with anti-bacterial spray and wash hands thoroughly.</li> </ul>		
Maintain good hand hygiene and good respiratory hygiene	Spreading and picking up Covid-19.	Adults/children	M	M	<ul style="list-style-type: none"> <li>• Ongoing frequent thorough handwashing with soap for at least 20 seconds, making sure all areas of the hands are washed and hands are dried with a paper towel. This should happen regularly throughout the day. Children could be taught this with a song to help them remember. Children should be helped to wash their hands properly if they need it.</li> <li>• Thorough handwashing (as above) before and after food, after using the toilet and after sneezing/coughing/touching their face.</li> <li>• Alcohol hand gel to be available at all times when washing with soap is not possible.</li> </ul>	Staff	

					<ul style="list-style-type: none"> <li>• All coughs and sneezes should be caught in a tissue (or in the elbow if there is no tissue) and thrown away in the bin - 'Catch it, bin it, kill it' - and then hands are to be washed.</li> <li>• Children (and adults) actively encouraged not to touch their faces.</li> <li>• Children encouraged to walk from place to place singing a song which reminds them to keep their hands safe, (perhaps something funny, e.g. hands on bottoms)</li> <li>• All staff should carry alcohol hand gel and tissues with them where appropriate.</li> </ul>		
Snack and drinking water	Children and adults pass the communicable diseases including COVID-19 to each other.	Adults/ children	M	M	<ul style="list-style-type: none"> <li>• Kitchen staff to prepare lunch cutting fruit and making toast, etc. There is no self-service form central shared <b>plate lunch time staff to divide lunch onto individual plate for child.</b></li> <li>• Children use disposable paper cups for water if available. If not, plastic cups can be used and washed afterwards in hot soapy water.</li> </ul>	Staff	
Lunch time and food preparation	Children and adults pass the communicable diseases including COVID-19 to each other.	Adults/ children	M	M	<ul style="list-style-type: none"> <li>• All food safety and hygiene standards to be maintained in the kitchen.</li> <li>• All suppliers to adhere to strict hygiene and social distancing standards.</li> <li>• Hands to be washed by children and adults before and after lunch (and during lunch if children touch their faces, cough, sneeze, etc).</li> <li>• Staff team to have lunch with children, a break will then be organised.</li> <li>• Adults in each learning space to distribute the food to each</li> </ul>	Staff	

					<p>child.</p> <ul style="list-style-type: none"> <li>• Adults and children to sit at least 1 metre apart where possible.</li> <li>• Tables to be wiped down with antibacterial spray before and after lunch.</li> <li>• Staff to use designated space and toilets for breaks.</li> </ul>		
Cleaning frequently touched surfaces	Communicable diseases including COVID-19 remaining on surfaces.	Adults/children	H	M	<ul style="list-style-type: none"> <li>• Cleaners have a clear plan of what, when and how they need to clean.</li> <li>• All surfaces, including tables, doors, floors, shelves, chairs, door plates, green buttons, etc need to be frequently cleaned throughout the day with soap and water and antibacterial spray and the cloths are to be disposed of in the yellow bin.</li> <li>• There needs to be adequate cleaning resources in each learning space - cloths, detergent, soap, anti-bacterial spray, gloves, paper towels and tissues - and these need to be topped up as and when needed.</li> <li>• As the virus remains on non-porous surfaces for longer (e.g. metal/glass), these need to be cleaned more often.</li> <li>• It is important that cleaning is always done with a wet soapy cloth (and not a dry one, as this can disperse the virus) and the cloth can then be disposed of.</li> <li>• Cleaners to be on duty throughout the day to clean the frequently touched surfaces often, including cleaning the toilets and sinks.</li> </ul>	Staff/cleaners	
Cleaning learning spaces	Communicable diseases including COVID-19 remaining on surfaces, toys or the floor in the	Adults/children	M	M	<ul style="list-style-type: none"> <li>• All areas where children play should be monitored and recorded so that staff or cleaners know where and what to clean throughout and at the end of the day.</li> </ul>	Staff/cleaners	

	room. Picking up the communicable diseases including COVID-19 whilst cleaning.				<ul style="list-style-type: none"> <li>• Cleaners to be on duty throughout the day to clean the learning spaces as well as staff being vigilant.</li> <li>• Bins (inside and outside) to be emptied when needed - especially at the end of each day and lunchtime.</li> <li>• Staff and cleaners to be aware that the virus can last for longer on non-porous surfaces (up to 6 days) whereas it lasts for up to 6 hours on other surfaces, such as fabrics.</li> <li>• Cleaners to wear PPE to clean the room and use the correct cleaning products.</li> <li>• All cloths to be disposed of in the yellow bin after cleaning and cloths and mops be changed regularly to prevent cross-contamination.</li> <li>• Rooms to be cleaned thoroughly at the end of the day/session.</li> <li>• Staff to leave learning spaces at the end of the day to allow cleaners to clean and should not re-enter these spaces once they are clean.</li> <li>• Rooms to be cleaned from the far end systematically so that there is no need to go back into an area that has already been cleaned.</li> <li>• Where possible shoes should be wiped down with disinfectant when leaving that area.</li> </ul>		
Cleaning toys and equipment	Communicable diseases including COVID-19 on toys and equipment that could be spread to children or adults.	Adults/ children	M	M	<ul style="list-style-type: none"> <li>• All toys and equipment that is used throughout the day should be monitored, so that it can be cleaned throughout the day and especially at the end of the day. Class resources including bike handles, pens, small construction equipment to be cleansed by teaching staff all other areas by cleaners</li> </ul>	Staff/ cleaners	

				<ul style="list-style-type: none"> <li>• Natural materials, soft furnishings, soft toys, and hard-to-clean toys should be stored and not made available for the children to use. All plastic/metal toys that have been used or are near to the children should be washed in hot soapy water throughout the day, but especially at the end of the day. This includes books covered in plastic or plasticised paper.</li> <li>• All pencils, pens, scissors, etc that are used, should be washed with warm soapy water after use - if this is available in a bowl, the children could learn to wipe them down after using them.</li> <li>• <b>Climbing structures are in bubbles and wiped frequently throughout the day.</b></li> <li>• <b>Large blocks in outside area at Ann Bernadt to be used in a rotation ensuring time to quarantine.</b></li> <li>• Individual learning groups should be kept completely separate, meaning that the toys and equipment that they use should also be kept separate. All toys and equipment should be thoroughly cleaned between different groups using them, and multiple groups should not use any equipment together.</li> <li>• Computer stations will be allocated antibacterial wipes which should be use to clean the keyboard, mouse and any other high touch areas after each use.</li> </ul>		
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Child vomiting	Child is unwell and could potentially spread the illness.	Adults/ children	H	M	<ul style="list-style-type: none"> <li>• The sick child should go home at the earliest opportunity. Child with symptoms should be removed from the group and taken to designated area until they can be picked up. Staff member to remain with child at a distance.</li> <li>• Any child who develops a temperature should go home at the earliest opportunity be tested for Covid-19 and isolate at home</li> <li>• Any area contaminated by vomiting should be deep cleaned.</li> <li>• Vomit should be removed using powder - leaving the powder on and using red designated equipment to remove and dispose.</li> <li>• Toys/furniture/etc that the child has touched should be cleaned as above.</li> <li>• Adults to wear PPE when dealing with the child and the vomit - gloves, apron, mask and possibly eye protection.</li> </ul>	Staff	
Children with SEND	Children and adults pass the communicable diseases including COVID-19 to each other.	Adults/ children	M	M	<ul style="list-style-type: none"> <li>• Children with SEND, should be encouraged to be at nursery. However, these children may need a personal risk assessment if the above measures cannot be adhered to because of their particular needs.</li> </ul>	Staff	
Cross contamination at home	Staff taking COVID 19 into their home when returning from work		M	M	<ul style="list-style-type: none"> <li>• Staff take off clothes on arrival home and place in washing machine, have a wash and wash hair, dry with a clean towel and place towel in the washing machine, put washing on.</li> <li>• Please note: Covid-19 being on clothes is low risk however if you have been in close contact with children and carrying out intimate care, or travelling on public transport you may wish to follow the above procedure.</li> </ul>		

Emotional and Social needs of children/ staff and families	Increased risk of safeguarding issues because of the Coronavirus crisis	Adults/children	M	H	<ul style="list-style-type: none"> <li>The nursery will review our behaviour management / emotional support policies in light of the new need for social distancing and in order to meet the needs of children who may have experienced or be experiencing trauma caused by the pandemic and lock down.</li> <li>Practitioners will explore new ways of supporting and helping children and families in the new, socially distanced 'normal'</li> <li>A DSL will be available either in person or on the phone to help staff follow up and respond to any safeguarding concerns that may arise</li> <li>Safeguarding forms to be completed digitally via email, to ensure less exposure for staff and DSL. More information to follow</li> <li>Staff to continue to be informed of and encouraged to use the local authority free well-being service if needed.</li> <li>Staff to be able to request 'check in' chats with heads of school whenever needed.</li> </ul>	Staff/children/parents
Catering	Coronavirus being passed on by catering team	Adult/children			<ul style="list-style-type: none"> <li>School kitchens can continue to operate but must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> </ul>	
Disclaimer	Children developing Covid 19		na	na	<ul style="list-style-type: none"> <li>Parents to sign agreement/disclaimer</li> <li>I understand that as a parent/carer, I need to follow the most up to date guidance with regard to keeping safe to reduce the risks of transmission of the virus (and other illnesses).</li> <li>I will wear a face mask when dropping off and picking up.</li> <li>I understand that the adults working in the school will try</li> </ul>	Staff children

				<p>to maintain common sense in terms of social distancing whilst working with the children; however, they are caring for children and therefore are likely to work in close proximity with them (less than 1 metre).</p> <ul style="list-style-type: none"> <li>• I understand that my child will not be forced to social distance from other children, however I am aware that staff will be working with children in age appropriate ways to help them learn how to do this when suitable.</li> <li>• I understand that whilst the school will endeavor to regularly clean the areas used, will engage in frequent hand washing, will ask staff to abide by rules for clothing/showering etc., that they are unable to guarantee a virus-free school.</li> <li>• I understand that my child will be washing their hands frequently during the time they are in the school. I will shower/bath my child, including washing their hair, when they get home (to reduce the risk of transmission).</li> <li>• I understand that school is not a risk-free environment regarding COVID 19 but that all staff have worked to reduce risk as much as possible to keep my child safe.</li> </ul>		
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SIGNED BY: LYNNE COOPER (EXECUTIVE HEAD)

DATE: SEPTEMBER 2020

REVIEW DATE: UPDATE AS REQUIRED