

Covid-19 Addendum to Policies and Procedures

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](#)

Policy	Addendum
<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 self-isolate for 14 days (A longer period than the government recommends, which is to increase the safety of families and the nursery staff) and/or if a family member has symptoms then they should also isolate for 14 days. Further information can be found 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>Staff members are asked to send in an isolation note 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>Staff should also not attend if they have symptoms, or are self-isolating.</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 style="text-align: center;">Admissions</p>	<p>Children who are symptom free 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 COVID-19 guidance.</p> <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</p>

Policy	Addendum
	<p>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 book a PCR test or self-isolate for 14 days.</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 HSE.</p> <p><i>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. If a child does refuse food/drink at nursery we will inform parents in the usual way and ask parents to monitor this alongside any other coronavirus symptoms.</i></p>
<p>Arrivals and departures</p>	<ul style="list-style-type: none"> • We will work together with you to ensure your child can be welcomed and settled by a familiar adult. • Only parents who are symptom free will be able to drop off or collect their child • All parent/carers are asked to follow safe social distancing when dropping and collecting children. There will be safe distancing markings outside of the setting to show these • We will require proof of test results should you be tested for COVID -19 before allowing your child back into nursery after the isolation period. <p>We will also continue to keep you up to date as government guidelines change and we review our practice.</p>

Policy	Addendum
Bereavement	<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 are upset and why this person is no longer around.</p> <p>We will signpost to the relevant agencies should further support be required.</p>
Critical incident	<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>
Early Learning Opportunities Statement	<p>There will be a strong focus on personal, social and emotional development and 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>
Equipment and Resources	<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>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>

Policy	Addendum
<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: A full risk assessment has been carried out and shared with staff and parents. 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>Personal hygiene: Frequent hand cleaning and good respiratory hygiene practices; regular cleaning of the setting, and minimising contact, where possible.</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>PPE will also be worn by staff caring for a sick child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs.) This includes a specific type of mask and eye shield. Where appropriate staff will be provided with adequate training on the use of PPE.</p>

Policy	Addendum
	<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. All staff will carry out a LFTs twice weekly. 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>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. 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

Policy	Addendum
	<p>hands are covered</p> <ul style="list-style-type: none"> • 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 (including surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks; wiping down toilets after each use, light switches) • 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 • Minimise contact and mixing as much as possible • Ensure play equipment is appropriately cleaned between each session <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, and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting.</p> <p>We will work with staff and families where testing is required to arrange for this as soon as possible and ensure</p>

Policy	Addendum
	<p>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. The child will be cared for in the cloak room, separate from the other children and the staff member will, in these cases, wear a face covering to minimise the spread of infection.</p> <p>Travelling to nursery – Parents, children and young people are encouraged to travel by car, walk or cycle where possible and avoid public transport at peak times. Further information and posters can be found at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884507/pssenger-guidance-infographic-document.pdf</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>If anyone becomes unwell whilst at nursery, we will contact their parent/carer immediately and they will be sent home. Due to the nature of Covid-19, a key symptom of which is a high temperature, non-prescribed medication will not be administrated unless in emergency situations (with prior permission).</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, permissions will be requested.</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. However, due to some issues with supply, there may be some changes to the set menus on offer. We will communicate any changes to you.</p>

Policy	Addendum
	<p>Fresh drinking water is always available and accessible, and we will ensure that bottles are cleaned after each use and not shared.</p> <p>Children will be supervised at all times when eating/drinking, to ensure that they do not share cup/utensils or food. Children will continue to use their own personal water bottle to prevent cross contamination.</p>
Online Safety	<p>We will continue to follow our online safety policy.</p> <p>If we use online platforms, such as Zoom, 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. We will also ensure that we set up a secure log-in using a standard username and password or SAML single sign-on, with secured schedule meetings, that require a 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>
Parents and Carers as Partners	<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. Staff will maintain safe distancing when sharing information about your child's day. We may contact you via phone or video conferencing to discuss any other matters rather than face-to-face. We will continue to keep in touch with any families and children not yet returning to nursery, and keep sending through home learning ideas.</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>

Policy	Addendum
<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>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.)</p>
<p>Safe and healthy nursery</p> <p>Further support is available in the health and safety factsheet at www.ndna.org.uk/factsheets</p>	<p>We will follow our safe and healthy nursery policy with the following additional procedures:</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>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>

Policy	Addendum
Safe and respectful care	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 area where possible. This will still be in line with our safeguarding policy.
Safeguarding Children	We will continue to follow our comprehensive safeguarding policy and procedure. 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
Settling In	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. Any new families will be asked to sign a health declaration to confirm the child or no one in the family has any symptoms of coronavirus.
Sickness and Illness	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. Whilst the child is awaiting collection they will be moved to the cloakroom where they can be isolated, with appropriate adult supervision (ensuring safeguarding and PPE procedures are met.) Ideally, a window will be opened for ventilation. Where it is not possible to isolate them, they will be moved to an area which is at least two metres away from other people. They will be comforted and reassured whilst waiting for collection, as per our usual policy. If they need to go to the bathroom while waiting to be collected, it will be cleaned and disinfected, using standard cleaning products, before being used by anyone else.

Policy	Addendum
	<p>PPE will be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs.)</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 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> <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 14 days. 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.</p> <p>Where the child or staff member tests negative, they can return to their setting.</p> <p>In these cases all information will be recorded on an incident form or Covid-19 record form.</p>

Policy	Addendum
<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>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>Where possible, meetings and training sessions should be conducted through virtual conferencing.</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 and that they are not displaying any symptoms of coronavirus. They will be asked to sign a declaration form. The supervision of visitor's policy will be followed in these cases.</p> <p>Suppliers 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>

Policy	Addendum
	Where essential visitors e.g. building maintenance, are required these will be made outside of the usual nursery operational hours where possible.
Transition	<p>For any children going to school: We will work together with all schools that children are going to and attempt to do all we can to help ease this transition, including making up school packs with photos of the teachers and building; reading stories, engaging in role play, setting up video calls, meetings and where possible visits. We will also work with parents to try to alleviate any worries and anxieties..</p> <p>Children attending another early years provider: A virtual meeting will take place where children attend another setting or childminder to discuss possible options during this time.</p>
Volunteers	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.
Well-being in the nursery	<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 to nursery and give children the emotional support they need at this time.</p> <p>Please also refer to the bereavement policy.</p>

Policy	Addendum
<p>Well-being for staff</p>	<p>The manager is very conscious of the well-being of all staff during the pandemic. 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. Staff workloads will be carefully managed during this time with the emphasis on playing with the children; settling them in, offering lots of support and reassurance.</p>

Further support

- 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](#)