



Returning to Whitsers Post Covid-19 Policy

Following the Government announcement in late May 2020 that early years settings can reopen to all children where local circumstances permit, Whitsers will reopen from Tuesday 2nd June 2020. At Whitsers in the first few weeks back following closure we will have a maximum of 8 children and 3 adults in attendance and will be open with reduced hours. The numbers are limited at this early stage as Whitsers feel it necessary to keep the children/staff in a small bubble as social distancing will be difficult with younger children to ensure the safety of both the children and the staff.

Whitsers will review the number of children that can attend the setting at the beginning of each month taken guidance from the government and also taking into account the availability of staff (which may change due to illness, self-isolating or shielding). The maximum number of children Whitsers will be permitted to have in the setting at any one time is 15. If we are able to increase the number of children permitted to attend we may have to consider staggered drop off and pick up times. Parents/carers have all had the chance to fill in a questionnaire to inform us when/if they wish their child to return to Whitsers and parents requesting a place from next month, will be contacted by the committee by email if they are in position to take in a larger number of children. If the demand for places exceeds the available places Whitsers is able to offer, the following criteria will be used to assign priority:

- Vulnerable children
- Critical workers
- Pre-school children
- Funded 2's
- Children with working parents
- Children of parents requiring childcare in order to return to work
- Any other children

Document Name	Revision Number	Revision Date
Returning to Whitsers Post Covid 19	1	23/06/2020



If children are not offered a place parents/carers can appeal the decision by emailing Whitsers Chair – whitserscommitteechair@gmail.com

Wherever possible Whitsers would encourage children to only attend one setting to reduce the risk of contracting/spreading the Covid virus. The exception to this is for critical workers if they can not secure a place for their child elsewhere.

Whitsers will make every effort to offer all sessions that have been requested. However due to the reduced opening hours & capacity, we do not expect to be able to offer each child any more than their usual hours.

If demand for any specific session exceeds availability, priority will be given as per the list above, whilst also taking into account total hours requested per week. It may be that each child will be restricted to only the funded hours they are eligible for i.e. 15 or 30 hr p/wk. Any sessions that have been allocated which are not covered by Funded Hours will be invoiced at our usual rate (currently £5.00 per hour). If 'Whitsers' is required to close in line with Government advice then a refund or credit of unused sessions that have been paid for will be offered wherever possible, at the discretion of the Committee but will be offered if as long as it is financially viable for 'Whitsers' to do so.

The daily running of the setting will remain unchanged and we will still follow the EYFS framework to continue to allow the children to learn and grow. There will be a few changes to ensure that all children, their families and the staff are kept safe throughout the session. The follow changes will be made to ensure social distancing is maintained.

- Staff will try to physically distance themselves from one another as much as possible.
- Parents/carers are unable to enter the building so therefore will be required to queue outside making sure they adhere to the social distancing marks on the pavement.
- During drop off and pick up time the parents/carers also need to be aware of maintaining the social distancing with other parents/carers by sticking to the two-meter rule.

Document Name	Revision Number	Revision Date
Returning to Whitsers Post Covid 19	1	23/06/2020



- Parents/carers are also asked to try to park away from the doors and other cars in order to provide more space for distancing.
- During the session we will encourage the children to socially distance at snack, lunch and circle time.
- We are aware that some children may be unsettled so if a child needs comfort from a member of staff during the session, please rest assured the staff will comfort them in the same way as we have done prior to Covid-19.
- All non-essential visitors and contractors will only be permitted into the building outside of Whitsers opening hours.
- There will be no face to face meetings with staff, parents or committee – these will be held via phone calls or video conferencing (e.g. Zoom)
- If parents would like to speak with staff members confidentially, they will be able to do so by arranging a phone call meeting or by email.
- The layout of the preschool room may be altered to ensure activities will be adequately spaced apart. Furniture and equipment will be placed so that free movement is possible.
- All paperwork will be handed over electronically in order to maintain social distancing.

To help the children settle back into Whitsers the staff have recorded a video of the change of environment and will talk them through how staff will greet them and take them from their parents at the door. Parents have been asked to speak to their child prior to their return about the changes that will be in place and how it will affect them.

In order to keep children safe whilst at Whitsers the following will be implemented

- Removal of all soft toys, cushions, dolls, dressing up clothes and any toys that can not be cleaned easily.
- Carpets will still be used but will be steam cleaned weekly.
- At snack time the same coloured cups and plates will be used and they will be cleaned after each use with Milton.

Document Name	Revision Number	Revision Date
Returning to Whitsers Post Covid 19	1	23/06/2020



- Lunch boxes will be placed on the same shelf in the fridge each day and contents removed from the lunch box and placed on plates when the food is ready to be consumed.
- The pre-school staff will prepare the snack, wearing PPE (apron and gloves) and it will be served pre-plated.
- Ensure stringent cleaning processes for all food preparation areas, tables and chairs
- Children will not be allowed to bring book bags into the setting and no artwork will be sent home until further notice.
- Children will not be allowed to bring in toys from home.
- Extra hand washing routines will be encouraged throughout the session and incorporated in activities.
- Playing in the sand is prohibited.
- Tissues station are in place around the setting & children are encouraged to catch it and bin it as part of our normal daily routine.
- All bins are emptied regularly and disinfected.
- Doors open where possible to ensure good ventilation.
- Cleaning will be maintained daily by a designated member of the setting staff, paying particular attention to high touch areas:
 - Taps and washing facilities
 - Toilet flush and seat
 - Door handles and push plates
 - All areas used for eating including tables and chairs
 - Bins
 - Telephone
 - Tablets and telephone
 - Printer
 - Keyboards

Document Name	Revision Number	Revision Date
Returning to Whitsers Post Covid 19	1	23/06/2020



At Whitsers we will implement the following practical measures to reduce the risk of transmission of the virus

- “Authorised staff only “posters displayed on main hall doors
- Markers on floor on path in carpark, 2 metre reminders
- All staff are aware of symptoms of COVID-19 and know how to respond:
 1. *HIGH TEMPERATURE*
 2. *A NEW CONTINUOUS COUGH*
 3. *LOSS OR CHANGE IN SENSE OF SMELL*
- Adults and children displaying symptoms or have had symptoms in the last 7 days are not permitted to enter the building and will need to self-isolate for 7 days, posters will be displayed at entrance to hall.
- On the child’s arrival at the setting the parents will be asked if the child is in good health, if we suspect that this is not the case, or we have concerns we will take their temperature. If the child has any symptoms, they will be sent away to self-isolate.
- If a child displays symptoms whilst in the setting, they will be taken by a member of staff to an isolation area (main hall) whilst waiting for collection. These children will then have to be off preschool for 7 days and arrange to have a test.
- Staff to wear PPE if they can’t adhere to 2 metre rule, when dealing with an ill child
- Clean isolation area thoroughly, wearing PPE
- Staff, children and their household to have the COVID -19 test if needed
- If a staff member or child tests positive for COVID-19, the rest of the bubble/group will be sent home to self-isolate for 14 days and ‘Whitsers’ may have to close temporarily
- If there is a suspected case, a deep clean is necessary &/or the playroom will be secured for 72 hours
- Staff to maintain social distancing rules where possible
- Extra hand washing routines will be encouraged throughout the session and incorporated in activities
- A deep clean was carried out at the preschool and the memorial hall before our return, all equipment was cleaned with Milton and disinfectant spray

Document Name	Revision Number	Revision Date
Returning to Whitsers Post Covid 19	1	23/06/2020



- A plentiful supply of disinfectant spray & cleaning materials is permanently available throughout the setting & any additional cleaning on an ad hoc basis is encouraged
- Only disposable paper towels will be used, as there are no on-site laundry facilities.
- Additional cleaning to all surfaces will be carried out before the children arrive & when they have all left the setting.
- Cleaning tick list to be completed before and after session
- COSHH cleaning list and risk assessment updated
- Parents will be encouraged not to bring in toys or other items from home. This will be communicated as part of their return email and reminded when their child arrives.
- Staff to wear preschool uniform and remove when they get home and wash, ready for next session

At Whitsers we will use PPE in the setting in line with government guidance and the local authority will be supplying PPE for use if a child develops symptoms. Staff will be trained in the safe way of removing PPE. During nappy changing or cleaning up bodily fluids, staff will wear aprons, gloves and a mask. Whitsers will ensure they have a good supply of aprons, disposable gloves and masks. At all other times the recommended handwashing and hygiene regime will be used.

Document Name	Revision Number	Revision Date
Returning to Whitsers Post Covid 19	1	23/06/2020