



Acorns operating plan - COVID-19 – September 2020

These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers.

The fundamental principle of this guidance is to;

- ✘ **Ensure appropriate Social Distancing Measures Followed within the setting, and during dropping off and collecting.**
- ✘ **Plan and carry out effective cleaning of the areas of the setting and shared resources**
- ✘ **Reduce the spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors**
- ✘ **Follow specific procedures if a Site User Becomes Unwell, develops symptoms or has a positive test**
- ✘ **Ensure proper Hand Washing/Personal Hygiene are in place and appropriate PPE is available and used.**
- ✘ **Providing safe and hygienic Setting Activities**

Focus	Area	Recommendations
Children	Health of children	<ul style="list-style-type: none"> • Only children who are completely symptom free or have completed the required isolation period should attend • Any child who seems to be unwell or who has a raised temperature will not be admitted. • We will risk assess children's health with health questionnaires for parents of returning children • At the start of sessions staff will check all children. If there is any doubt at all as to their wellness, they will not be admitted into the setting. • Children will wash their hands at regular intervals and will clean their hands with sanitiser on arrival, after lunch, after coughing or sneezing etc. • No child will be admitted if they have had to take any painkillers for any reason. We expect that parents will be totally honest with us. Parents sign a declaration to say that they agree to all our safety guidelines.
	Physical distancing and grouping	<ul style="list-style-type: none"> • All children are now able to attend. This means that across each day there will be 24 children, over the week approx. 42, and 5 adults. • Adults will explain to children at an age appropriate level that they must try to avoid touching each other and adults, where possible. • At mealtimes, children will be seated 1m apart and eat in 2 sittings of 12. • It is understood that under 5s are not able to socially distance, but staff will support social distancing by reminders and avoiding activities which promote being in close proximity. • Children won't be allowed into small areas such as the cloakroom. One adult at a time will use the cloakroom and support children in the bathroom
	Well being and education	<ul style="list-style-type: none"> • Children will be supported in age-appropriate ways to keep themselves clean and safe. • Staff will support children in their emotional well-being and aware of children's mental health needs. • Staff will aim to stand behind or next to children when talking to them. Comfort will be given where possible by back rubbing. If a child is hurt, staff will offer cuddles, but avoid face to face and wear aprons if possible. • Children and staff will be reminded not to touch their mouth, nose and eyes.
Staff	Attendance	<ul style="list-style-type: none"> • Any adult with symptoms will be sent home to isolate • Staff returning to work will complete a questionnaire • Staff will wear PPE which will be provided. This is described below.
	Physical grouping and distancing	<ul style="list-style-type: none"> • The lowest number of staff will work at any one time. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions should be conducted through virtual conferencing • If any adult is tested positive for Covid 19, it is likely that Acorns will have to close, as it highly likely that all staff will need to isolate. Parents will be informed of this.
	Training	<ul style="list-style-type: none"> • All staff, including cover staff, will be provided with full training on safety procedures to be followed.

Parents	Physical distancing	<ul style="list-style-type: none"> Parents will only be allowed to drop off children if they are symptom free. If parents are unwell, they will be advised to keep children at home to isolate with them. Parents will be told that they must collect and drop off on their own eg. Only one parent. Drop off and pick up will be outside the gate. Parents will be reminded to stay 2m apart by lines on the ground. Drop offs and collections will be staggered so that the minimum number of parents arrive at the same time. Parents have been informed of times.
	Communication	<ul style="list-style-type: none"> Parents will receive clear communication regarding the role they play in the safe operating procedure and will sign to agree to it. Parents will receive a copy of a parent adapted version of this document.
Travel and Visits	Education	<ul style="list-style-type: none"> During this period, children will not go on visits in the community and we will not have any visitors into the setting. Work which needs doing in the building eg. Emptying hygiene bin, will be done under careful control, with contractors following school procedure.
Hygiene health and safety	PPE	<ul style="list-style-type: none"> Staff will wear plastic visors, aprons and gloves when necessary. They may choose to wear masks which will be cleaned or replaced regularly.
	Hand washing	<ul style="list-style-type: none"> Sanitizer is available at all times (risk assessed). Tissues are always available. Hands will be washed regularly, but always before handling food and drink, and after attending to children's hygiene needs.
	Cleaning	<ul style="list-style-type: none"> Cleaning will be carried out regularly. Staff will note which resources have been used. Resources will be reduced in number. A checklist and cleaning schedule have been created for indoors, outside and the bathroom. All touch points eg. Handles, bin lids, light switches will be cleaned regularly.
	Waste disposal and laundry	<ul style="list-style-type: none"> All waste which may be infectious and PPE will be put into bags and disposed of in the nappy bin. As many fabric resources as possible will be removed, but any which can't be will be washed at 60 degrees with sanitiser after use.
	Risk assessment	<ul style="list-style-type: none"> All activity should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials, and the suspension of the sharing of food and utensils. The use of the sandpit will be risk assessed but advice is that it should not be used. We will continue to discuss and update our risk assessments regularly.
Premises	Buildings	<ul style="list-style-type: none"> We will Keep windows open where possible to ensure ventilation
	Resources	<ul style="list-style-type: none"> Children are not permitted to bring items from home unless absolutely essential for their well-being. Any items will be cleaned upon arrival. Resources required for play and learning experiences of children should be regularly washed/sterilised. Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members and cleaned regularly
Responding to a suspected Covid 19 case		<p>In the event of a <u>child</u> developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolated at home in line with the NHS guidance</p> <ul style="list-style-type: none"> Whilst waiting for the child to be collected they will stay in the cloakroom, isolated from others. Windows will be opened for ventilation The area should be thoroughly cleaned, immediately if the area cannot be left unvisited. If the area can be left unvisited, cleaned after 72 hours. The person responsible for cleaning the area should wear appropriate PPE Any child/adult with a suspected case of Covid will be advised to have a test done at the earliest opportunity and should not return until they have tested negative. <p>THE LATEST GUIDANCE WILL BE CHECKED TO ENSURE THAT THE CORRECT PROCEDURE IS FOLLOWED.</p> <p>Adults; In the event of a staff member developing suspected coronavirus symptoms whilst working, they should immediately leave. Then they should isolate at home in line with the NHS guidance. They should organise to be tested.</p> <ul style="list-style-type: none"> Bilton Grange School management will be informed of any positive case as soon as it is diagnosed. They should also be informed if symptoms are identified. Any child or adult who the infected adult has worked with should be informed as soon as possible. If it is likely that the adult has worked with children or another child whilst being infected, it may be considered that Acorns should close for deep cleaning and staff/child quarantining. If more than 2 cases of Covid are confirmed, we will contact PHE for guidance on closure. <p>Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice COVID-19: guidance for households with possible coronavirus infection guidance</p>