

Plume Avenue Nursery Policies - Adjustments to procedures due to Covid-19

1.2 - Safeguarding Children Policy : To ensure all staff are aware of the additional issues that may be brought on by the Covid-19 situation, with specific regard to the behaviours of children who have had to be part of an isolated family unit for significant periods.

1.2.1 - Intruder Policy : All normal procedures remain if an intruder is found inside the building, with the addition that any staff needing to approach the intruder wear a face covering. If the intruder is found in the garden area, they are not to be brought inside the building but to follow all other policy procedures. Other staff if safe to do so will lead all children from the garden back inside the building.

1.2.2 - Mobile phone / Camera Policy : To minimise risk of cross contamination, camera use will be limited to one member of staff having control over the camera and picture taking. This staff member should check with colleagues to see if there are any specific key children photos required. Cameras to be sprayed with disinfectant after each use.

1.2.3 - Outside Play Policy : As all access to the nursery must be through the side gate into the paddock area it is imperative that the gates are either supervised during drop off and pick up periods and remain locked throughout the whole session. Play is restricted to the smaller garden area with barriers to encourage the children to stay away from the other part of the garden. Some use of the other side of the garden takes place by small church groups across the week - they provide nursery with appropriate notice and will ensure the gates remain closed during these periods. All other usual checks are in place.

1.2.4 - Whistle Blowing Policy : No changes relevant to Covid-19.

1.2.5 - Visitor Policy : Currently under Covid-19 guidelines Plume Avenue Nursery is not allowing visitors access to the building during play sessions EXCEPT those required by health professionals following appropriate PPE guidelines. Prospective families are invited to the setting after play sessions and are shown round by a member of the management team. All toys are sprayed with disinfectant after each play session so that visiting children can play with them if they wish, and are subsequently re-sprayed after they have left.

1.2.6 - Collection Policy : Under current Covid-19 guidelines collections are made from the outside area. Parents / Carers are asked to wait at the gate while a member of staff brings the child and their belongings to them. To avoid cross contamination, a member of the management team will complete the daily register on the collector's behalf. All other procedures regarding who is able to collect are followed.

1.3 - Looked After Child Policy : No changes relevant to Covid-19.

1.4 - Confidentiality Policy : Under Covid-19 guidelines confidentiality must be maintained with regard to tests and results. Plume Avenue Nursery will follow good practice and make it known should a positive test be returned but will not identify the specific individual (or family).

1.4.1 - Social Networking Policy : Staff must not 'like', 'retweet' or in any other way publicise information through their social media accounts regarding the ongoing pandemic that may be deemed as false or inaccurate. Doing so may result in disciplinary action.

1.5 - Information Sharing Policy : No changes relevant to Covid-19 (if unsure to contact Family Operations Hub / LADO for further advice).

1.6 - Uncollected Child Policy : No changes relevant to Covid-19.

1.7 - Missing Child Policy : No changes relevant to Covid-19.

1.8 - Outings & Visits Policy : During the current situation Plume Avenue Nursery have no plans to make any outings or visits. Should there be a need to vacate the nursery, all appropriate measures will be taken in accordance with our Fire & Evacuation procedures.



1.9 - Physical Environment & Security of Premises : At this present time nursery have no access to the front of the church buildings. There is no access to the nursery through the front doors, with nursery staff and children entering through the garden (paddock) area and the rear door. All external gates are locked after staff have arrived and are locked throughout the day, only opened (and supervised) when children arrive or leave. Additional keys have been provided to nursery for the side gate, paddock padlock and rear door.

1.10 - Complaints Policy : No changes relevant to Covid-19.

1.11 - Equality & Diversity Policy : We have understanding that certain ethnic groups or children with SEN/CAN may be at increased risk from the Covid-19 virus. We endeavour to make all appropriate adjustments to enable staff, parents/carers and children to continue to access the nursery during this time.

1.12 - SEN/CAN Policy : Private discussions with parents / carers may need to take place by telephone or online due to currently being unable to welcome visitors into the nursery building. All other practices remain the same.

1.12.1 - IDP SLCN Statement : No changes relevant to Covid-19.

1.12.2 - SEND Local Offer : Access to SEND Operations Team is currently limited to telephone calls and email. Visits to the setting are not available and access to additional support via cluster groups will take place online via Microsoft Teams / Zoom etc. Visits to the setting by health (OT, Physio, Health visitors etc) will be organised on a case by case basis and will only be arranged if the matter cannot be dealt with remotely.

1.13 - Behaviour Management Policy : While there are no changes to the policy or our procedures for dealing with unacceptable / inappropriate behaviour, we are aware that children may have more difficulty in dealing with the nursery environment having been away from this environment for so long. We also appreciate that children of this age group have very little understanding of social distancing so must ensure they take alternative measures such as encouraging hand washing and personal hygiene.

1.14 - General Health Hygiene & Safety Policy : See also Plume Avenue Nursery Covid-19 re-opening plan & Risk Assessment.

1.15 - Administering Medicine Policy : Under the current situation we are trying to avoid as much paperwork as possible, however, any documentation with regard to health and medication will still need to be completed. The nursery currently has no use of a refrigerator and therefore cannot store any medication that needs to be kept in such an environment. While all our usual procedures with regard to medication still apply, we would ask parents / carers whether attending nursery whilst on any medication is the wisest choice in this current situation, but would not prevent them from attending. We do ask that children are not given Calpol or other liquid paracetamol to lower temperatures as this may disguise Covid-19 symptoms.

1.16 - Allergies Sickness & Infection : See also Plume Avenue Nursery Covid-19 re-opening plan, risk assessment and policies 1.14 & 1.15.

1.17 - Nappy Changing Policy : Under current guidelines practitioners changing nappies or supporting other toileting needs may choose to wear a face-covering if they so choose. Gloves should still be worn as before. Wet clothing will be returned to parents / carers in a tied 'nappy bag' but any soiled underwear will be disposed of. The nappy changing area / toilets will be wiped with disinfectant after each use.

1.18 - No Smoking Policy : No changes relevant to Covid-19.

1.19 - Food & Drink Policy : At this time we have no access to the church kitchen. We are therefore unable to provide snacks (fresh fruit, vegetables etc) and request that parents/carers put something extra in the child's lunchbox. At snack time children are able to choose something from their lunchbox and have this in the 'green' room or in the garden area. They do not have to sit at a table but are encouraged to remain in the same place whilst eating / drinking.



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Nursery are unable at this time to refrigerate food. Families are requested to provide a drink for their child in a named bottle - which can be refilled with water at nursery if required. We are not providing access to a 'drink station' as before to ensure there is no cross-contamination but do have cups and water available if required - in sight of the children but out of their reach.

1.20 - First Aid Policy : See also Plume Avenue Nursery Covid-19 re-opening plan & Risk Assessment.

2.1 - Staffing & Employment Policy : No changes relevant to Covid-19.

2.1.1 - DBS (Disclosure Barring Service) Policy : No changes relevant to Covid-19.

2.2 - Induction Policy : No changes relevant to Covid-19.

2.3 - Student Placement Policy : No changes relevant to Covid-19.

3.1 - Risk Assessment : See Plume Avenue Nursery re-opening Risk Assessment documentation.

3.2 - Fire & Evacuation Procedure ; Nursery currently has agreed no access to the front part of the church building. However, in the event of a fire or other reason to evacuate the building, exiting via the front doors of the church will be used, only if necessary for the safety of children, staff and any visitors.

3.3 - Recording Reporting Accidents & Incidents : No changes relevant to Covid-19 other than any incidents / concerns regarding children, parents or staff being tested for / contracting the virus will be entered in the incident book.

3.4 - Use of Kitchen Policy : In the current situation, and in agreement with the church, the nursery does not have access to the kitchen. We will not be providing snack, or have the facility to store food / medication as the refrigerators have been turned off.

3.5 - Equipment & Resources Policy : Under current regulations we have had to make some changes to what equipment and resources will be available to the children throughout the play sessions. All malleable materials (play-doh, sand etc) will not be used, nor will any soft furnishings such as bean bags or cushions. Please see Covid-19 Risk Assessment for further information. (This document is a 'working document' and is updated as required.)

4.1 - Admissions Policy : No changes relevant to Covid-19.

4.3 - Settling In Policy : Under current guidelines we are restricting access to the inside of the nursery. As such, settling (if required) must take place in the garden area. We encourage new starters to attend our quieter sessions and try to ensure their keyperson is available to greet them and then accompany the child through the first stages of separating their main carer. We are strongly recommending that children make short 'settling' visits prior to their official start date to hopefully reduce the difficulties that may arise from longer sessions later on.

4.5 - Planning for Learning & Development : No changes relevant to Covid-19.

4.6 - Parental Involvement Policy : We aim to ensure our parental involvement is maintained by email and through the online learning journals as we have currently lost the opportunity for parents / carers to come into the building. If necessary a member of the management team or keyperson is able to come outside to talk to parents who have something they wish to discuss but this is subject to availability of staff / staff ratios and ability to social distance. (From October half-term nursery will be moving from Tapestry to Family)

5.0 - General Data Protection Regulation : Addition will show regard to confidentiality relating to any child / parent / staff member who may be directly affected by Covid-19, whether that be isolating / tested and awaiting result or having a positive result.

5.1 - Recording Information - Children : No changes relevant to Covid-19.



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5.2 - Recording Information - Provider : No changes relevant to Covid-19.

6.1 - Payment of Fees : Where appropriate and where nursery will not be overly affected financially, to be more flexible with payment of fees.



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