

Site Operating Procedures for reopening OOSC during COVID 19

The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices. The design of our setting as a relatively small community for childcare on non-domestic premises and further subdivided rooms, greatly assists our ability to create physical distance between groups and place children into specific groups.

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> • Only children in the groups identified by the Government who are permitted to return to school can use the setting. Only children who are symptom free or have completed the required isolation period should attend the setting.
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Wherever possible children will be organised into small groups, mirroring those at school, and should not mix during the session. Where possible children will be kept in the group they are in during the session. • Care routines including provision of snacks and toileting should be within the space allocated to each group wherever possible. • The use of communal internal spaces should be restricted as much as possible. • Outdoor spaces should be used by different groups at different times of the day.
	Wellbeing and education	<ul style="list-style-type: none"> • Children should be 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, coughing into the elbow etc. • Children should be supported to understand the changes and challenges they may be encountering because of Covid-19. Staff need to ensure they are aware of children's attachments and their need for emotional support at this time.
Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend the setting if they are symptom free, have completed the required isolation period or achieved a negative test result. • Consideration will be given to limiting the number of staff in the setting at any one time to only those required to care for the expected occupancy levels on any given day. <p>Staff not to wear the same clothes/uniform 2 days in a row.</p>
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Wherever possible staff should remain with the small group of children who they are allocated to and not come into contact with other groups. • Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible. This is relevant to

		<p>Reception children.</p> <ul style="list-style-type: none"> • Social distancing must be maintained snack. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Staff members should only make drinks for themselves. • Where possible, meetings and training sessions should be conducted through virtual conferencing.
	Training	<ul style="list-style-type: none"> • All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating. Virtual College, NDNA, Flick, Noodle Now.
Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible. • Arrange drop off and pick up at the setting entrance to avoid parents entering the setting unnecessarily. • When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area • Consider allowing parents to enter the setting for the purpose of settling if not doing so would cause a child distress. The staff should consider measures to minimise contact between the parent and other children and staff members.
	Communications	<ul style="list-style-type: none"> • Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves <p>Letters to Parents/Carers should be emailed. No paper letters given to be taken home.</p>
Visitors	Visits	<ul style="list-style-type: none"> • Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual operational hours where possible.
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to the nursery alone, using their own transport • If public transport is necessary, current guidance on the use of public transport

		<p>must be followed</p> <ul style="list-style-type: none"> • Parents should be encouraged to ensure they do not leave travel accessories including bikes, scooters etc inside the setting premises, but rather in identified external areas if necessary. • Outings from the setting into the local community should be restricted unless the setting has no or very limited outside space in which case outings to open spaces which do not include mixing with members of the general public could be considered.
Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival/leaving the setting. • Children and staff members should be encouraged to wash their hands frequently.
	Cleaning	<ul style="list-style-type: none"> • An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment. • Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly.
	Waste disposal	<ul style="list-style-type: none"> • All waste must be disposed of in a hygienic and safe manner. • Tissues must be disposed of immediately.
	Laundry	<ul style="list-style-type: none"> • All items within the setting requiring laundering must be washed in line with NHS laundry guidelines. • Items such as towels must not be shared by children.
	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.
	PPE	<ul style="list-style-type: none"> • Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for the administration of first aid. • Staff choosing to wear a face mask must be trained in safe use of PPE.
Premises	Building	<ul style="list-style-type: none"> • Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks. Toilets to be flushed and taps left to run for a period of time to

		<p>flush through pipes.</p> <ul style="list-style-type: none"> • Keep windows open where possible to ensure ventilation.
	Resources	<ul style="list-style-type: none"> • Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival. • All resources required for play and learning experiences of children should be regularly washed and/or sterilised. Junk Modelling to be stored for 72 hours before use. Drawings, paintings, and models made by children are not to be taken home. • Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly. <p>Laptops, Xbox and Wii consoles and controls disinfected after every use.</p>
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> • The setting should ensure an adequate supply of essential supplies and 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 ensuring infection control. • 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. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other washing. • In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.
Responding to a suspected case		<ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance • Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or ideally an outdoor area. If possible, a window should be opened for ventilation. • The staff member responsible for the child during this time should be a staff member from their group wherever possible. The manager may consider suitable PPE for this staff member. • The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours

		<ul style="list-style-type: none"> • The person responsible for cleaning the area should wear appropriate PPE • In the event of a staff member developing suspected coronavirus symptoms whilst working at the Club, they should return home immediately and isolate at home in line with the NHS guidance. <p>All relevant authorities must be informed if the parent confirms that their child received results of a positive test.</p>
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These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers.