



## Coronavirus Policy

At what is a very worrying time for us all, I understand that keeping our children and families safe is our highest priority. I have therefore outlined below the procedures to be followed in my setting for the protection of everyone involved. These procedures will remain in place whilst the Coronavirus Pandemic remains a threat to our health and society, and until the UK government advises on any further relaxation of protective measures.

**Please support me in implementing these measures in the interests of safety for all children and families I provide care for, myself, and my own family.**

### Drop off and Collection

- Organised drop off and collection times will be set for all families so as to reduce the likelihood of families arriving or leaving the setting at the same time, therefore minimising contact between households.
- Parents or other family members will be asked not to enter the setting. Children will be dropped off and collected at the door. Having set drop off and collection times will allow me to anticipate children's arrival and also ensure they are ready to leave at collection time.
- Children's shoes will be taken off at the door. Parents will be asked to provide slippers or spare shoes that will be kept at the setting.
- I will help all children to wash their hands on arrival, as well as before leaving the setting to go home.

### Hygiene

- Children will be helped to wash and dry their hands regularly throughout the day including after using the toilet, playing outside or touching animals, and before eating any meals or snacks. I will regularly talk to children about why washing our hands is important to prevent the spread of germs and infection. I display a hand washing poster in my washroom.
- I will provide liquid soap and disposable paper towels in the washroom to enable children to wash and dry their hands properly. The waste bin is emptied daily.
- I will ensure tissues are available throughout the setting and encourage children to use them to catch coughs and sneezes. I will teach them the importance of putting dirty tissues in the bin to prevent the spread of germs.
- I will ensure my **Hygiene Policy** is strictly adhered to and introduce further measures to clean surfaces that are touched frequently such as toys, books, tables, chairs, doors, sinks, toilets, light switches and bannisters, more regularly than normal.
- When working with babies and young children I will follow my **Nappy and Toilet Training Policy** and ensure strict hygiene procedures are followed at all times.
- Parents will be asked to provide 2-3 spare changes or sets of clothes for their child which will be kept in a bag at the setting. Any soiled clothing will be double bagged and given to parents to be washed at home.

- I will request that no toys are brought into the setting from home with the exception of comforters / snuggle toys that will be kept in a named, sealed plastic bag to be used only at nap times.
- Each child will have their own travel cot and bedding set for nap times which will be washed weekly and changed immediately if soiled.
- I will remove all unnecessary soft furnishings and cushions during minded hours.
- All soft toys and toys with small intricate parts which are more difficult to clean will be removed and stored away.
- Activities that involve the sharing of malleable or messy play materials such as sand, foam or play dough will be avoided, unless I can provide each child with their own tools and individual amount of material that can be disposed of after play.
- I will ensure good ventilation within the setting by keeping windows open where possible and not closing doors for small rooms.
- I will provide children with their own cup or water bottle and their own cutlery to be used at meal times. All crockery and cutlery will be cleaned with general purpose detergent and dried thoroughly before being stored for re-use.
- Parents are still required to provide babies with their own formula and/or milk. Older children's parents still have the choice to provide their child's own packed lunches if they wish to. Parents will be asked to provide suitable containers that can be wiped down with diluted bleach solution or alcohol wipes for storage. Parents are asked to ensure all fruit and vegetables are washed before being put in lunch boxes.

## **Social Distancing**

- I will try, as much as is reasonably practical to do so, to keep children at a distance from one another through discouraging activities that involve touching, close contact or the sharing of equipment or resources, for example holding hands, close contact games, face painting or sharing fancy dress costumes.
- I will encourage all families to follow social distancing guidance, avoiding contact with other households and maintaining the 2-meter rule as much as possible.
- Where parents have jobs, like my own, where close or physical contact with other is unavoidable, I expect them to act responsibly in following health and safety guidance at work to minimise any risks involved.
- To avoid coming into contact with other individuals, children will not be taken on outings/places where contact with others is very likely or numbers high. We may go to places such as the beach or the woods where up-to-date social distancing rules can be maintained and at such times (e.g. early morning) where there is likely to be fewer people. However, such trips will not take place if I consider the risk to be too high, and children will be allowed out in the enclosed garden for fresh air and exercise.
- I will try to make use of my outdoor space and the garden as much as possible. Activities outdoors will more easily allow for distance between children whilst providing opportunities for fresh air and exercise.
- **Where children are to be dropped off or collected from school or nursery, I will contact the school or nursery to determine their drop off and collection procedures and speak with parents to agree a safe procedure that can be followed.**

## Illness and Infection

- I will ask all families to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) should a child, parent or any other member of their household display symptoms or discover that they have been in close contact with a confirmed case of coronavirus. **Please do not attend my setting.**  
*Your child will not be able to attend my setting for the duration of the recommended isolation period. As per my fees policy, full fees will still apply during this absence.*
- In addition to adhering strictly to this guidance along with my **Illness Policy** I will also request that for children to be kept at home for 7 days, even if they are displaying only minor symptoms that would normally be associated with a cough and cold. *Again, as per my fees policy, full fees will still apply during this absence.*
- If I, or anyone else within my household display symptoms or come into contact with a confirmed case of coronavirus, government advice will be followed. I will notify families immediately and close my setting for the duration of the isolation period. *As per my fees policy, no fees will be charged during this time as I am unable to provide care. In the event of closure, I will try my best to assist parents and carers in finding alternative temporary childcare arrangements.*

## Emotional Support

- I will work with families in whatever way I can to support and reassure them through this difficult period.
- I encourage parents to share any concerns and speak to me in confidence if required. It is understandable that parents may feel worried about the safety of their child and family and may be dealing with these anxieties on top of work and financial pressures.
- I will do whatever I can to reassure children and help them to feel at ease. It is understandable that children may be a little unsettled if they have been at home with their parents for a number of weeks and some may need extra support to settle back into routine.
- I will take time to listen to children and talk to them about any worries they might have using words that they will understand.

## Communication

- With social distancing measures in place, it may not always be possible to chat with parents about their child's day during set drop off and collection times. I will therefore try to use digital methods for communication as much as possible to keep parents informed.
- I will use Text Messages / Emails / WhatsApp to provide daily reports to parents regarding activities, development progress and their child's general wellbeing.
- I will also use these digital methods to keep parents informed of any other important information or any changes to my setting procedures.
- For the time being, only essential paper documents that require a signature such as accident / incident or consent forms will be given home with the child at collection time to be returned to the setting on the next day of attendance. **Please take extra care with documents containing personal details or confidential information.**

## Hours, Fees and Attendance

- Hours of care for all children will resume as per the conditions agreed in our childcare contract.

- If you would prefer to keep your child at home in the present circumstances, or require less hours of care at this time than agreed in our contract, please let me know as soon as possible. Full fees will be charged for hours of attendance and for non-attendance where no alternative arrangement has been previously agreed. *A retainer fee may be required in order to and reserve your child's place and to ensure the sustainability of my business.*
- Should you require additional hours of care for your child until schools reopen fully, please discuss this with me as I may be able to assist so long as I adhere to Ofsted / Care Inspectorate ratio guidelines. *Additional hours will be charged at the overtime rate as detailed in our contract.*

Please be aware that your childcare place is at risk if payments are not kept up to date. If you have any concerns regarding payment or the terms of our childcare contract, please do not hesitate to discuss them with me.

**Failure to follow government advice, official health guidelines, or refusing to support me with implementing the protective measures outlined in this policy will be taken very seriously and may result in the immediate termination of our childcare contract.**

I will continue to keep up to date with the latest government and health advice and where necessary update procedures and notify families of any changes.

If you have any questions regarding coronavirus management procedures within my setting, please do not hesitate to discuss them with me.