



## **Guidance for attending nursery sessions UPDATE 09/10/20**

By attending you agree to the following;

1. No adult or child will attend Honeycroft if they are displaying any symptoms of coronavirus;
  - a. high temperature
  - b. a new, continuous cough
  - c. a loss of, or change to, your sense of smell or taste

However mild, you should self-isolate for at least 10 days (14 days for household) from when the symptoms started and not return until a negative test result has been received or the self-isolation period has finished.

2. Children will be dropped off and picked up from the main entrance
  - a. Children will be allocated a group drop off time. If you miss your allocated drop off time then you will need to wait until the other groups have entered the building
  - b. Only one adult will drop off and pick up from each family
  - c. Parent /carer will wait using the 2-meter marks to support social-distancing
  - d. Parent / carers will not gather at the entrance or enter Honeycroft (unless they have a pre-arranged appointment, which will be conducted safely follow separate guidance)
  - e. Parent carers will be required to leave their child/ren at the 2-meter marker
  - f. On arrival children will have their temperature taken and will wash their hands before they join their group. If a temperature reading of 37.8 degrees or higher is recorded, then the child will not be able to enter the building and parents should follow the self-isolation guidance or organise a test and receive a negative result before they can return.
3. No scooters, bikes, pushchairs, prams etc. will be left on site without prior arrangements
4. Children will be provided with all snacks and, for those booked in for lunch, a hot lunch as usual. If your child requires a milk alternative, then please send this in clearly labelled
5. Children should be sent in with as little as possible. Children's bag to include a pair of in-door shoes / slippers to change into, a change of clothes, any nappies required and a jacket suitable for the weather. All items should be clearly marked with your child's name. Nothing else is to be brought in from home



6. Children will be encouraged to wash their hands regularly throughout the day but especially before and after eating, when going to and coming in from the garden, when taking part in messy activities and if they sneeze or cough into their hands
7. Children will be allocated into smaller group with consistent staff members. Initially, groups will not mix during the day, or on subsequent days and groups will stay two metres away as much as possible. Moving forward we hope to set up 'buddy groups' with two smaller groups mixing together across two play zones each afternoon. This will not take place until a full risk assessment has been completed and only if current guidance permits
8. Children will use the same area throughout the day, with a thorough cleaning of all areas at the end of the day. Each group will have time spent outdoors each session
9. Sharing of toys, resources and equipment will be reduced as much as possible by remaining in groups. And any shared items and surfaces will be cleaned and disinfected frequently. All soft toys & soft furnishings have been removed from the space until further notice
10. If a child begins to show symptoms of coronavirus through the session the following action will be taken;
  - a. The child will be moved to a designated 'safe zone'
  - b. One adult will stay with the child using the 'isolation pack' available including required PPE
  - c. The child will leave the building with parent/ care via the shortest route
  - d. The child will not be able to return to the setting until 10 days (14 days for the household) or until a negative test result has been obtained
  - e. Additional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government advice
  - f. If the effected child tests positive for Covid-19 the setting will call the Department for Education Covid helpline for support and guidance. The following people will be required to self-isolate for 14 days;
    - children who shared a bubble with the case during their infectious period
    - friendship groups who are known to have had definite face to face contact with them during their infectious period
    - staff members who have had close contact with the case during the infectious period

These contacts must self-isolate for the full 14 days, even if they test negative within this period. This is because they can develop the infection at any point up to day 14 (the incubation period for COVID-19). If they are not experiencing symptoms, but



have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken.

- g. The Confidentiality Policy will be followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus
  - h. Settings must ensure that staff members and parents/carers understand that they will need to be ready and willing to:
    - i. book a test if they are displaying symptoms. All children can be tested, including children under 5
    - ii. provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
    - iii. self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms
  - i. Honeycroft will contain any outbreak by following local health protection team advice and notify Ofsted
11. Tapestry will be used to communicate how your child's day has been by completing the care diary daily. It will also be used for communicating with parents and requesting information or to sign any accident or administered medication forms. Parents/carers can add comments or updates to share information as required. Please speak to someone if you need help to access your child's Tapestry account
12. No paper invoices, newsletters or letters will be issued at this time, instead they will be emailed to parents. Parents/carers can communicate with administrative staff via email and can request additional copies of materials should they need to
13. Wherever possible payments should be made online via bank transfer using the following information rather than in cash.

**Unity Trust Bank**

**Account name:** Honeycroft

**Account number:** 20 18 56 62

**Sort Code:** 60-83-01

**Reference:** please use your child's name

14. This guidance will be updated as and when required to ensure any new risks identified are taken into consideration

Thank you for your support