



Guidance for attending - Dec 2021

By attending you agree to the following;

1. No adult or child will attend Honeycroft if they are **displaying any symptoms of coronavirus**. The main symptoms of COVID-19 are:
 - a high temperature
 - a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
 - a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

If your child has any of the main symptoms of COVID-19, even if they're mild:

- Get a PCR test (test that is sent to a lab) to check if they have COVID-19 as soon as possible.
 - Your child should stay at home and not have visitors (self-isolate) until you get the test result – they can only leave home to have the test. **To see who else needs to self-isolate** visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
2. Children will be dropped off and picked up from the main entrance,
 - Parent /carer will wait using the **2-meter marks** to support social-distancing
 - Parent / carers will **wear a face covering** where social distancing cannot be maintained
 - Children will be allocated a group **drop off time**. If you miss your allocated time, then you will need to wait until the other groups have entered the building first before your child can be admitted
 - Parent carers will be required to leave their child/ren at the **2-meter marker**
 - 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 arrange a PCR test
 3. If your **child will not be attending for any reason you should call or message, via Tapestry**, on the same day as usual, so we can track attendance and we know if any absences are Covid related or not
 4. **Children's bags** should include; a pair of in-door shoes / slippers to change into, a change of clothes, an extra cardigan or jumper, any nappies required and a jacket suitable for the weather, as all children will have time spent outdoors each session. All items should be clearly marked with your child's name. Nothing else is to be brought in from home please



5. 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
6. Children will be arranged into **smaller groups** via age with consistent staff members. Wherever possible, groups will not mix during the day and groups will stay two metres away as much as possible
7. Children will use the same area throughout the day, with a **cleaning of all areas** used at the end of the day. Each group will have time spent outdoors each session
8. Sharing of toys, resources and equipment will be reduced as much as possible. Any shared items and surfaces will be cleaned and disinfected frequently
9. **Staff will wear face shields** as follows;
 - When on the door greeting children and parents for drop off or pick up times
 - When meeting a visitor – by appointment only
 - When meeting with others for longer than 15 minutes and a 2-meter distance cannot be maintained
 - When working alongside others in one spot for longer than 15 minutes and a 2-meter distance cannot be maintained
10. **Visitors onsite** are kept to a minimum and will be informed in advance of the latest COVID-19 safety arrangements and guidelines which they will need to follow. This will include;
 - by appointment only
 - all visitors will agree to having their temperature taken on arrival
 - they will remain within social distancing guidance and wear a facemask / shield
 - any items or equipment used, e.g. pen to sign in, will be cleaned thoroughly after use, using antibacterial wipe

Delivery workers and suppliers will not enter the centre, instead food deliveries and other parcels will be drop-off at door and all essential maintenance and building work will be completed outside of operational hours, wherever possible
11. If a child begins to **show symptoms of coronavirus** through the session the following action will be taken;
 - a. The child is moved to a designated 'safe zone'
 - b. One adult to stay with the child. After any contact with someone unwell, staff must wash their hands thoroughly and the area around the person with symptoms should be cleaned with normal household disinfectant after they have left
 - c. The child to leave the building with parent/ care via the shortest route
 - d. The child should receive a PCR test and notify the setting of the result.
 - e. If the test is negative, then the child may return to the setting if no further symptoms remain. If the test is positive, then the child will need to self-isolate for 10 days.
 - f. The setting will notify Brighton & Hove Local Authority Education Department and to Ofsted.
 - g. Engage with the NHS Test & Trace procedure where a child or member of staff is symptomatic or has been diagnosed.



- h. Symptomatic child's household (including any siblings) should follow the PHE: Stay at home guidance
- i. Testing will be available for remaining staff and children.
- j. The Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus

12. **When to Self-Isolation.** There are now four exemptions from the requirement to self-isolate when a contact of a confirmed case:

- 1) Fully vaccinated adults: those who received an MHRA-approved vaccine in the UK vaccination programme, at least 14 days prior to contact with a positive case
- 2) Children and young people: those under the age of 18 years.
- 3) Clinical trial participants.
- 4) Medical exemptions: those who can evidence that they cannot be vaccinated for medical reasons.

Staff and children who are exempt from the requirement to self-isolate as a contact of a case are still required to seek a PCR test and are asked to not attend the setting until a negative result has been confirmed. Staff should then continue to complete daily LFT for a further 5 days.

If contacted as a close contact of a positive household case of the Omicron variant staff and children are required to self-isolate for full 10 days. As a result, the setting may need to close to a group of children if the staff to child ratios cannot be maintained due to staff having to self-isolate. Staff and children instructed to isolate by Test & Trace are legally required to notify their employer and isolate for the required period and are advised to seek a PCR test.

13. **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

14. Payment is expected as usual and parents are encouraged to use **bank transfer rather than cash**

Bank: Metro Bank
Account name: Honeycroft
Sort code: 23-05-80
Account number: 3973 3902
Reference: please use your child's name

15. This guidance will be updated as and when required to ensure any new risks identified are taken into consideration - **Thank you for your support**