



## Handsworth Pre-School COVID-19 Management Plan – Information for Parents September 2021

### Scope

This Plan sets out how the Pre-School responds to the COVID-19 pandemic. It sets out the actions we take to reduce or minimise the risk of infection; what will happen should the Pre-School close; the arrangements for supporting children and families during closure; and the arrangements for reopening.

### Legislation and Guidance

The Pre-School follows closely:

- Government guidance – in particular (but not limited to) “Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak”
- Guidance issued by OFSTED and other national agencies
- Guidance issued by the Local Authority or local Public Health agencies
- Legislation relating to the pandemic specifically and to health and safety

This Plan reflects the guidance in place in January 2022. Government guidance can change rapidly. We will keep up to date - see Keeping in Touch, below.

### Contact with Others

#### Adults: Arrival and Home Time

- Please follow the one way system
- Please move through the Pre-School site maintaining distance from other adults/families
- If possible, one parent/carer per family to come on to the Pre-School site
- Staff are unable to have long conversations at the door, longer discussions may need to be specifically arranged
- Please maintain social distance from staff
- Pushchairs, scooters, bikes etc must be left outside the Pre-School hall.

**Face coverings:** we may ask you to wear a face covering for inside meetings or gatherings. The Pre-School has supplies of disposable face-masks, if necessary.

#### Children: Arrival and Home Time

Please leave your child at the Pre-School door. Staff will help them with their coats, bags etc.

Book bags should come in to Pre-School on the first day each week that your child attends and will be sent on your child's last day of attendance each week. Change bags will stay in the setting. They will be sent home for topping up as necessary.

Items coming into the Pre-School from home may be held for quarantine before they can be used within the setting. At the moment, this is at least 48 hours.

Transitional or settling in items (small toys etc) should be washable and small enough to be held in the hand. Over time, we will encourage children to leave these items in their bags.

Staff do not socially distance from children – if your child needs comfort or reassurance, they will receive it.

## Parents and Visitors

Parents and visitors are welcome at Pre-School.

All parents and visitors are asked to wash/sanitise their hands on arrival and departure; maintain social distance from staff and other children (as far as possible).

At present, parents visiting the setting are asked to take a lateral flow test before coming in and to wear a mask in the setting unless exempt.

Parents can come into the setting without prior testing, if asked by staff to support a child's health need and/or in an emergency.

**Stepping Up and Down:** subject to guidance, we may:

- introduce further controls to reduce contact between adults and children as advised at the time;
- limit the sharing of items between home/Pre-School;
- change arrival and drop off times;
- reduce or limit the numbers of children who can attend on any one day;
- introduce separate 'bubbles' of children within Pre-School;
- cancel special or group events;
- reduce or limit access inside the setting for parents and visitors.

## Hygiene, Cleaning and Ventilation

We have in place enhanced, regular cleaning of surfaces, resources and toys. We use widely available detergents. Please let us know in advance if your child has allergies or sensitivities to any of the ingredients in commonly available cleaning products.

**Hand hygiene:** children wash their hands regularly and at least:

- on arrival and at home time
- before and after snack time
- after going to the toilet
- after blowing their nose

## Respiratory Hygiene and Ventilation

Children are encouraged to 'catch' their coughs and sneezes in their elbows or hands.

Children are encouraged to use tissues to wipe their noses and to dispose of the tissue in a lidded bin.

Children are encouraged to wash their hands after wiping their nose or catching a cough/sneeze.

The Pre-School hall is well-ventilated. We keep the garden doors open for most of the session. If appropriate, we will also open the hall windows. The DfE-provided CO2 monitor is used daily.

**Stepping Up and Stepping Down:** the Pre-School will follow changes in guidance. Measures may include:

- Restricting or reducing the range and choice of resources available each day
- Limiting numbers of children who can access resources, to allow for cleaning
- Rotating groups of children in areas of play, to allow for cleaning
- Removing hard to clean items and restricting access to sensory, tactile etc play, to allow for cleaning/quarantine
- Changing Pre-School hours to allow for enhanced cleaning
- Introducing new hygiene practices

## Testing, Self Isolation and Managing Suspected or Confirmed cases of COVID-19

### COVID-19 Symptoms

A high temperature  
A new, continuous cough  
Changes to sense of smell/taste

If your child is unwell with any illness:

- Keep them at home
- Telephone the Pre-School on the first day of their absence
- Test them for COVID-19, if appropriate

We may not admit your child to Pre-School if we do not think they are well enough to attend or if they have symptoms, or what we think may be symptoms, of COVID-19.

If your child is poorly during the session you will be telephoned and asked to come and collect them. Please make sure you/your child's carer can be contacted during session hours.

If your child has symptoms of COVID-19, of what staff believe could be symptoms of COVID-19, we will take your child away from other children and, if it is safe to do so, take them into the office space until you arrive. Staff are advised to remain at least two meters away from a child with symptoms. If this is not possible, or if your child needs support or comfort, staff have to wear personal protective equipment.

Adults who are unwell should not come on to the Pre-School site. Any individual (adult or child) who has tested positive for COVID-19 must not come onto the Pre-School site.

### COVID-19 Testing

Details of the test sites in Waltham Forest, and how to obtain home lateral flow tests, can be found here: [Covid-19 testing | Waltham Forest Council](#)

**Positive tests:** your child must:

- Start self-isolation
- You (parent/carers) must contact NHS Test and Trace (**telephone 119**) and follow their advice/guidance
- You must inform the Pre-School of the positive test result as soon as possible

Your child will not be admitted to Pre-School before their period of self-isolation is complete. Your child may take a lateral flow test on day 5 and day 6 of their isolation. If both tests taken 24 hours apart are negative, your child may return to Pre-School on day 6. If you are unable to test your child, they must complete 10 days isolation, returning to Pre-School on day 11. Children must not have a raised temperature and must be well enough to return to Pre-School. If your child returns, and we do not think they are well enough, we will call you and ask you to collect your child.

**Positive tests within your household:** if you, another household member or a close contact tests positive, please call NHS Test and Trace and follow their advice. Children do not need to isolate if a household member or close contact tests positive. It is recommended that children under 5 take a PCR test if a household member is positive.

### Actions in Response to a Positive Test Result within Pre-School

Pre-School will:

- Inform the relevant statutory agencies that a positive test has been recorded. This includes (but may not be limited to): the DFE, OFSTED, the Local Authority and the local Public Health Authority

- Engage with NHS Test and Trace, as appropriate
- Undertake any further steps required by law, guidance or advice from statutory agencies at the time.

We take confidentiality very seriously. We will only pass on the information required by the national agencies. In general, individuals are not identified unless we are required to do so.

**Quarantine – International Travel:** please follow the national requirements for quarantine and testing following international travel. We will not admit a child to Pre-School if they are within the required quarantine period following travel.

**Please contact us** if you think you may suffer financial difficulties or will be unable to go food shopping during periods of self-isolation. You may be eligible for financial support through the local authority and/or we may be able to refer you to the local food bank/other agencies.

**Stepping Up and Stepping Down:** the Pre-School will follow the guidance and law in place at the time, and will amend procedures in light of changes nationally and locally.

### Pre-School Closure and Reopening

The Pre-School may close when:

- Staff:child ratio cannot be maintained (see also 'Partial or Restricted Opening' below)
- We are advised to do so by local agencies
- We are required to do so by Government

We aim to remain open as far as possible and when required/enabled to do so by Government. This include during periods of restriction or lockdown in schools/other services.

If the Pre-School closes:

- We will advise you of our period of closure/reopening as promptly as possible.
- We will advise you of arrangements for supporting your child during closure.
- We aim to provide support for children through:
  - Shared resources online using the closed parent Facebook Group, Tapestry and/or email
  - Keeping in touch with their Key Person<sup>1</sup>
  - Providing additional/tailored resources if a child has an Education, Health and Care Plan (EHCP), is supported by children's social services or we think would benefit from additional support

#### **Partial or Restricted Opening:**

In order to keep the Pre-School open, there may be times when we are only able to take restricted numbers or groups of children; or offer limited hours/sessions. This may occur during periods of high staff absence or subject to other local or national conditions.

Where the Pre-School plans to operate with restricted numbers, hours or other actions, we will inform you of arrangements as promptly as possible.

Where attendance numbers are restricted, decisions on places that can be offered will be made by the Pre-School Leader and in line with guidance at the time.

Partial or restricted openings will be temporary measures, with a planned return to full opening as promptly as possible. If the Pre-School is likely to operate with restricted opening for extended periods we will offer support to children who cannot or do not attend.

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<sup>1</sup> Subject to staff illness

**Fee Paying Children:**

You will be offered a refund for fees paid for sessions missed if the Pre-School closes or due to restricted opening.

**Re-opening:**

We will inform you of arrangements for the full reopening Pre-School as promptly as possible. Arrangements will follow the guidance at the time. If the Pre-School has been fully closed, it may reopen partially, or offer phased return in line with guidance at the time.

Additional support that has been offered to children will conclude once the Pre-School reopens fully.

**Parents who choose to keep their child at home:**

We understand that some parents may choose to keep their child at home during times of high infection rates and/or during lockdowns even if the setting remains open. The Pre-School will provide support for children staying at home during these times.

You can choose to return your child to Pre-School, in line with their usual days of attendance, at any point whilst the Pre-School remains open. If the Pre-School is operating restricted opening, you can choose to return your child at any point in line with their allocated sessions.

If you chose to keep your child at home during periods of national/local restrictions, the expectation is that they will return to Pre-School no later than the lifting of the restrictions. If you choose to continue to keep your child at home after restrictions are lifted, they may be removed from the Register. Such cases will be taken on an individual basis and are subject to discussion with the Pre-School, Local Authority funding arrangements (if applicable) and exceptional family circumstances.

**Fee-paying children:** fees are chargeable if you choose to keep your child at home when the Pre-School is open.

**Supporting Children who Return to Pre-School after extended absences**

We recognise that some children may need additional support when they return to Pre-School after extended periods of absence due to COVID. We will:

- Ask you if there is any additional support you think your child may need. This may include concerns about your child's behaviour or development during the period; or changes in family circumstances such as hospitalisations, bereavement etc.
- Focus on supporting your child to re-settle to Pre-School routines
- Focus on supporting your child's personal, social and emotional development; and their language and communication as appropriate
- Review your child's progress and development on their return and talk to you about any concerns
- Plan activities to support your child's ongoing development
- Talk to your child about their experiences and help them understand their emotions
- Take any other steps necessary to support your child, in discussion with your

**Keeping In Touch**

We aim to keep parents in touch with arrangements to manage/respond to the COVID-19 pandemic. We do this by:

- Telephone
- Newsletters and letters
- The closed Facebook group
- Email and text
- Tapestry
- Information published on the Pre-School's website

Parents are asked to:

- Keep their contact details up to date and tell us if/when they change
- Ensure that a contact is available during session time, should we need to call when a child is poorly
- Note and follow our arrangements for keeping safe
- Engage with NHS Test and Trace
- Let us know if they fall into any 'eligible' categories for additional support etc in line with guidance at the time
- Engage with the Pre-Schools social media as set out above

Parents should inform us promptly if:

- Their child tests positive for COVID
- Their child is absent for any reason
- They are quarantining following international travel
- Family circumstances change

This Plan is kept under review and is updated in line with national and local guidance and our own developing practice at Pre-School.

This Plan is supported by a COVID-19 risk assessment, which is reviewed regularly by staff and is shared with the Chair and named officers of the Parent Committee.