

COVID-19 Addendum Review to Bright Bees Policies and Procedures (for September 2020 implementation)

All changes between May 2020 addendum and this September 2020 version can be found in blue bold font.

The following information has been gathered from the latest Government documents:

- [**Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings**](#) – last updated 1 June
- [**Actions for early years and childcare providers during the coronavirus outbreak**](#) - last updated 27 July

It has also been informed by Guidance for Early Years Settings - COVID-19 Site Operating Procedures.

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<p>Absence Management Procedure (example)</p>	<p>The absence management policy remains in place with the additional requirements:</p> <p>Exclusion periods: any staff member with symptoms of coronavirus will be asked to follow government isolation guidelines, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19): www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Staff members are asked to send in an isolation note as proof to stay off work because of coronavirus rather than a GP note. These are available from https://111.nhs.uk/isolation-note/</p> <p>Staff should also not attend if they have symptoms, or are self-isolating, due to symptoms in their household.</p> <p>Return to work: all staff will be asked to complete a health declaration form on their return to work and after any episodes of illness to state that they are now fit and well, have no other symptoms and have isolated for the timescales set by the Government.</p> <p>Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and staff that live in a household with someone who is extremely vulnerable. From 1 August, the government will pause shielding unless the transmission of COVID-19 in the community starts to rise significantly. Providers need to look at these cases on a one-to-one basis with affected staff and seek legal support where required. Further information can be found at: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>

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	<p>Annual leave: all annual leave including any not taken in holiday period 2019/20 will be documented in the usual way and discussed at supervisions as to when this can be taken, following government and HR guidelines.</p> <p>Coronavirus Job Retention Scheme (CJRS): where applicable discussion will take place individually with staff that have been furloughed, about when they will return in line with the business needs. Some staff may return on the flexible furlough scheme until the end of October when the scheme is currently planned to end.</p>
<p>Admissions (example)</p>	<p><i>It is advised that settings develop their admissions policy/form and then ask parents sign up to this.</i></p> <p>Children who are symptom free or have completed the required isolation period, can attend nursery. Families are asked to inform nursery if they, the child or anyone in their household has any symptoms and to follow the COVID-19 guidance.</p> <p>Children that have been classed as clinically extremely vulnerable, due to pre-existing medical conditions, may return to nursery from 1 August. These will need to be reviewed on a case by case basis with thorough risk assessments in place.</p> <p>We will provide parents with clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves.</p> <p>If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow COVID-19 guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>

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	<p>(Please also see sickness policy addendum).</p> <p>When a child develops symptoms compatible with coronavirus, they should be sent home. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.</p> <p>Settings should ask parents, carers and staff to inform them immediately of the results of the test:</p> <p>If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.</p> <p>if someone tests positive, they should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>Positive tests will be reported to Ofsted.</p> <p>If settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, settings may have an outbreak, and must contact their local health protection team who will be able to advise if additional action is required.</p>

Policy	Addendum required
	<p>Information regarding the symptom of coronavirus a loss of, or change in, your normal sense of taste or smell (anosmia) – It will be very difficult to recognise this symptom in young children and they often go off food and drink for many reasons including when teething. It is advised that if a child does refuse food/drink at nursery you inform parents in the usual way and ask them to monitor this alongside any other coronavirus symptoms.</p>
<p>Arrivals and departures (example)</p>	<ul style="list-style-type: none"> • Asking families to have one designated adult to carry out the drop off and collection of their child to minimise the number of adults attending the setting. We will work together with you to ensure your child can be welcomed and settled by a familiar adult. This may involve having a safe space outdoors where key children are dropped off/collected around the same time and then transferred to their base room together. • Key staff will have registers, so attendance can be marked immediately on entry • Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child • All parent/carers are asked to follow safe social distancing when dropping and collecting children. There will be safe distancing markings outside of the setting to show these • Giving an allocated drop off and collection time to each parent and ask that you meet these set times, as this will allow us to be able to monitor the amount of adults dropping off and collecting at one time; and to make sure that the familiar adult, from the setting, is able to collect the child from the adult dropping them off. The process for these times will also be shared, including protocols for minimising adult-to-adult contact • There may be some changes to where you drop off your child, for example the door directly outside your child’s base room. These instructions will be clearly communicated to you in writing and safety will be maintained. <p>Further information will be communicated to all parents in the usual ways prior to the start date.</p>

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	<p>We will also continue to keep you up to date as government guidelines change and we review our practice.</p>
<p>Bereavement (example)</p>	<p>We recognise that children and their families may have experienced grief and loss of close family members, or friends, during the pandemic. We understand that this is not only a difficult time for families, but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person is no longer around.</p> <p>We will aim to meet with each family virtually prior to coming back to the setting, to discuss any bereavements that may have happened during the lockdown period and work with them to support the child the best we can.</p> <p>We will also signpost to other agencies should further support be required.</p>
<p>Caring for Babies and Toddlers (example)</p>	<p>This policy will continue to be in place with the following additions:</p> <ul style="list-style-type: none"> • Increased frequency of cleaning; toys sterilised after use, any toys/equipment/resources that cannot be easily cleaned e.g. soft toys may not be used during this time (as per risk assessment) • Use of PPE will be used for nappies, toilet accidents etc. Staff required to use PPE will be provided with adequate training. • There will be safe distancing of bed/cots (where possible) and children will be positioned away from each other during sleep times. Bedding and sheets will be washed daily in line with NHS laundry guidelines • Items such as towels, flannels and bedding will not be shared by children • Meal times may be staggered to allow for smaller groups • Children will be supervised at all times when eating/drinking and staff will ensure that they do not share cups/utensils or food • Personalised cups will be used to prevent cross contamination

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	<ul style="list-style-type: none"> • Outdoor shoes will be removed inside • Parents are not permitted to leave travel accessories including buggies, car seats, and scooters in the setting.
Child registration form	<p>Individual settings should review each registration form and make any amends as deemed necessary. Emergency contacts will be regularly reviewed and a process in place for what to do if parents cannot be contacted.</p> <p>All contact details need to be reviewed to ensure that they are all correct.</p>
Critical incident (example)	<p>The nursery will follow the critical incident policy for national outbreaks of infection/health pandemics.</p> <p>In addition, it will continue to follow all government guidelines regarding COVID -19 and keep staff and parents up to date with any changes. This includes following any procedures if the virus spread across the setting and/or the infection rates were to increase again as well as any local restrictions. Further information can be found at www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p>
Early Learning Opportunities Statement (example)	<p>There will be some gaps in children’s assessment records due to the lockdown period. As children settle back in to nursery there will be a strong focus on personal, social and emotional development and re-establishing strong attachments.</p> <p>We will spend time observing and assessing children’s development, working with parents to find out current interests and plan appropriate next steps.</p> <p>Children that have not had a two-year old progress check will be planned in due course. All information and</p>

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	<p>reasons for any delays will be documented.</p> <p>Ofsted are currently pausing routine inspections until January 2021.</p>
<p>Equipment and Resources (example)</p>	<p>We will carry out more frequent cleaning of toys and resources (at least twice daily and where children have explored anything with their mouths).</p> <p>Equipment and resources that cannot be easily cleaned, for example soft toys, may not be put out during this time (as per our risk assessment). Any unnecessary items in rooms will be stored elsewhere, where possible.</p> <p>Children will be discouraged from bringing items from home into the setting unless it is absolutely essential for their well-being. Where this is the case items should be appropriately cleaned upon arrival.</p>
<p>Family Friendly Policy (example)</p>	<p>We will continue to monitor advice regarding any pregnant members of staff returning to work, in these cases we will ensure specific risk assessments are in place.</p>
<p>Health and safety (example)</p> <p>Further support is available in the health and safety factsheet at www.ndna.org.uk/factsheets</p>	<p>Risk assessment: We will carry out and continue to review our COVID-19 risk assessment (see example risk assessment form at www.ndna.org.uk/reopening-after-coronavirus). This assessment directly addresses risks associated with coronavirus (COVID-19), so that the right measures can be put in place to control those risks for children, their families and staff.</p> <p>We will consult all employees on health and safety, and so they are best placed to understand the risks in nursery.</p> <p>Legionnaires check (<i>applicable where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns</i>): Appropriate health and safety checks will be conducted prior to reopening including legionnaires checks.</p>

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	<p>Social distancing: The early years sector know that unlike older children and adults, babies and young children cannot be expected to remain two metres apart from each other and staff. The government guidelines acknowledges this through advising grouping measures that are in place. Although there is no longer a requirement to keep children in ‘bubbles’, addendums to policies and procedures have been put in place to help minimise the risk of infection through avoiding contact with anyone with symptoms, frequent hand cleaning and good respiratory hygiene practices; regular cleaning of settings, minimising contact and mixing of different rooms/age groups, where possible.</p> <p>Lifts: (where applicable) will be avoided other than where essential.</p> <p>COSHH assessment: We will ensure that a COSHH assessment is completed for any intended use of bleach and disinfectant products used on site.</p> <p>Personal protective equipment (PPE): Government guidance is that PPE is not required for general use in early year’s settings to protect against COVID- 19 transmission. PPE will be continued to be worn as normal for nappy changing and the administration of paediatric first aid. PPE will also be worn by staff caring for a sick child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs.) This includes a specific type of mask and eye shield. Where appropriate staff will be provided with adequate training on the use of PPE.</p> <p>Face covering: During everyday practice, staff and children will not be asked to wear face coverings as per the government guidelines.</p> <p>Essential supplies: We will ensure an adequate supply of essential supplies by ordering in advance. 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 the management of infection control.</p>

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	<p>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.</p> <p>In case the supply of food is interrupted, procedures will be implemented to ensure appropriate and sufficient food alternatives are sourced, and normal food safety, and hygiene, processes are followed.</p> <p>Coronavirus testing: We will ensure that we follow the NHS Test and Trace process and contact our local PHE health protection team, where applicable. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • Book a test if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit • 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 • Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms. <p>Settings should ask parents, carers and staff to inform them immediately of the results of the test: If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.</p>

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	<p>if someone tests positive, they should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>Further information can be found at: www.hse.gov.uk/news/coronavirus.htm</p>
<p>Infection control (example)</p>	<p>We will continue to implement our infection control policy, through maintaining high hygiene standards and reducing the chances of infection being spread.</p> <p>In addition to this we will:</p> <ul style="list-style-type: none"> • Implement robust handwashing routines with extra stations, where possible. Hands will be washed thoroughly for 20 seconds with running water and soap, and dried thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered • Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing • Encourage staff and, where age/stage appropriate, children not to touch their mouth, eyes and nose (consider face washing with children where appropriate) • Ensure good respiratory hygiene - use a tissue or elbow to cough or sneeze and use bins for tissue waste; promoting the 'catch it, bin it, kill it' approach for all staff and children • Ensure that help is available for children who have trouble cleaning their hands independently • Encourage young children to learn and practise these habits through games, songs and repetition • Ensure that lidded bins for tissues are emptied throughout the day • Clean frequently touched surfaces often using standard products, such as detergents and bleach (including surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks; wiping

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	<p>down toilets after each use, light switches, bannisters)</p> <ul style="list-style-type: none"> • Where possible, ensure spaces are well ventilated using natural ventilation (opening windows) or ventilation units • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Take steps to ensure symptomatic individuals do not attend nursery • Minimise contact and mixing as much as possible (such as by staggered break/meal times and keeping different rooms and ages of children separate where possible) • Ensure play equipment is appropriately cleaned between groups of children using it and that multiple groups do not use it simultaneously. <p>Children’s temperatures Routine testing of children’s temperatures will not take place as per government guidelines. We remind parents and staff to follow national advice on Covid-19 symptoms. We ask all staff and parents to follow government advice if anyone in their household displays any symptoms. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If a child has a high temperature whilst at nursery, parents will be called immediately. The child will be cared for in a separate room from the other children and the staff member will, in these cases, wear a face covering to minimise the spread of infection.</p> <p>Travelling to nursery – Parents, children and young people are encouraged to travel by car, walk or cycle where possible and avoid public transport at peak times. Further information and posters can be found at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884507/pasenger-guidance-infographic-document.pdf</p>

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Intimate Care (example)	We will continue to ensure that all children’s intimate care routines are met following safe practices, as stipulated in the health and safety and infection control policies, including the use of PPE.
Medication (example)	<p>If anyone becomes unwell whilst at nursery, we will contact their parent/carer immediately and they will be sent home. Due to the nature of Covid-19, a key symptom of which is a high temperature, we will risk assess whether or not we prescribe non-prescribed medication based on individual cases and emergency situations (with prior permission).</p> <p>Prescribed medication will be reviewed on a case-by-case basis, taking into account the reason for the medication and the safety for the child and member of staff administrating it. For this, online permissions will be requested where possible.</p>
Nutrition and Mealtimes (example)	<p>We are committed to offering children healthy, nutritious and balanced meals and snacks which meet individual needs and requirements, and we will continue to follow this policy.</p> <p>Fresh drinking water is always available and accessible, and we will ensure that cups are cleaned after each use and not shared.</p> <p>Meal times may be staggered to allow for smaller groups of children to eat at any one time, this may mean that your child will eat slightly earlier/later than usual. Again any changes will be communicated to you in the usual way. Children will be supervised at all times when eating/drinking, to ensure that they do not share cup/utensils or food. Personalised cups will be used to prevent cross contamination.</p>
Online Safety (example)	<p>We will continue to follow our online safety policy.</p> <p>Where we are still using online platforms, such as Zoom, to engage with children, staff and parents, we will</p>

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	<p>ensure that we have permission to contact them through this way detailing how it is used, for example if recorded, as required.</p> <p>We will also ensure that we set up a secure log-in using a standard username and password or SAML single sign-on, with secured schedule meetings, that require a password.</p> <p>We will continue to share information with parents about online safety and direct them to resources recommended by the government such as e-bug and PHE schools resources.</p>
Outdoor play (example)	<p>We may need to stagger time outdoors to allow for smaller groups of children going out to play at any one time.</p> <p>Beaumont Leys and Netherhall: Small groups of children will be taken outside on short walks away from the general public, where possible, and maintaining social distancing from others. Hands will be washed on return to the nursery.</p> <p>Outdoor equipment will only be used where we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</p>
Parents and Carers as Partners (example)	<p>There will be some amendments needed to this policy as we minimise the time parents spend at the nursery. We will communicate via telephone, email and our usual online channels and ask you to do the same to share information about your child. Staff will maintain safe distancing when sharing information about your child's day. We may contact you via phone or video conferencing to discuss any other matters rather than face-to-face.</p>

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	<p>We will continue to keep in touch with any families and children not yet returning to nursery, and keep sending through home learning ideas.</p> <p>Nursery events/parent evenings will not take place in the nursery during this time and we will keep you updated as government guidelines change. Where possible, they may take place electronically for example, via video conferencing.</p>
<p>Parent terms and conditions (example)</p>	<p>There may be some changes made to your terms and conditions and information regarding this will be communicated to you.</p> <p>In particular we would like to draw parent’s attention to Clause 11.2, as a reminder.</p> <p>11.2: If the Child is suffering from a communicable illness, he/she should not be brought to the nursery until such time as the infection has cleared. A full copy of our infection control policy is available from the nursery manager. Please refer to the illness/communicable disease list, supplied in your information, on minimum periods of exclusion from the nursery.</p> <p>This includes the signs and symptoms of COVID-19. NDNA’s legal team are currently reviewing clause 7, charges and payment in line with the Competition and Markets Authority (CMA) findings.</p>
<p>Permissions</p>	<p>It is advised that you share and discuss permissions again with parents and ensure these are up to date – circumstances may have changed, for example they may no longer want their child to go off the premises etc.</p> <p>Where children are still not returning and you are continuing to keep in touch via video calls, you may decide to gain written permission for how you are using this.</p>

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<p>Promoting positive behaviour (example)</p>	<p>The behaviour policy remains in place and will be followed. However, it is acknowledged that children have experienced big changes during this pandemic and this could result in changes to their behaviour. This will be monitored and the policy will be reviewed in line with this, where required.</p>
<p>Quality of provision (example)</p>	<p>The Early Years Foundation Stage (EYFS) sets the standards that schools and childcare settings must meet for the learning, development and care of children from birth to 5 years old. We will use reasonable endeavours to deliver the learning and development requirements, as far as possible, in the current circumstances and ensure we follow the Early Years Foundation Stage: Coronavirus Disapplication's where required. Further information can be found at: www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>The long end date of the legislative changes is shown in the regulations as 25 September 2020, but these will be reviewed on a monthly basis and disapplications, and modifications, may be lifted earlier. For instance, if government advice on self-isolation and social distancing is amended.</p> <p>As part of our quality practice, we will carry out more frequent cleaning of toys and resources (at least twice daily and if children have put these in their mouths.)</p> <p>We still want to provide children with a wide range of activities and experiences and will risk assess if and how we can provide activities such as water, sand and playdough minimising the spread of germs e.g. presenting in individual trays.</p>
<p>Safe and healthy nursery (example)</p> <p>Further support is available in the health and</p>	<p>We will follow our safe and healthy nursery policy with the following additional procedures:</p> <p>Personal hygiene: Staff are reminded to ensure personal hygiene at all times, including washing hands as they enter the building and periodically throughout the day (see infection control policy addendum.)</p> <p>Cleaning: Staff are asked to support the continued cleaning of the nursery throughout the day e.g. toilets, wiping</p>

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<p>safety factsheet at www.ndna.org.uk/factsheets</p>	<p>light switches, kitchen areas.</p> <p>Staff breaks: All staff breaks will be staggered to minimise the number staff in the staff room at one time and ensure social distancing. Staff are encouraged to stay in at break times, where possible.</p> <p>Use of offices: Staff will be asked to stagger the use of the office to limit occupancy. All equipment e.g. mouse and keyboards, are to be cleaned after each use.</p> <p>Staff equipment: Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members, where possible, and cleaned regularly.</p> <p>Uniform: Staff are asked to wear a clean uniform each day.</p> <p>Travelling to work: Staff are encouraged to drive alone, walk or cycle to work and avoid public transport at peak times, where possible. We will advise staff of the guidance on precautionary measures to be taken when travelling using public transport.</p> <p>Essential supplies: We will ensure an adequate supply of essential supplies by ordering in advance and have contingency plans 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.</p>
<p>Safe and respectful care (example)</p>	<p>We will continue to follow this procedure with the exception of when a child is ill. We will follow the sickness and illness addendum, which advises to care for the child in an isolated room with the door closed, where possible. This will still be in line with our safeguarding policy.</p>
<p>Safeguarding Children (example)</p>	<p>We will continue to follow our comprehensive safeguarding policy and procedure.</p> <p>In addition, we will follow the specific government Covid-19 safeguarding in schools document: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</p>

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<p>School collection policy (example)</p>	<p>Where applicable, we will work with schools regarding any after school provision that is offered and, where possible, this service will be suspended during this time. If the service does resume, the procedure will be reviewed in line with government guidelines.</p>
<p>Settling In (example)</p>	<p><i>The following information is provided only as a guide and will depend on your nursery and individual children and families. After time off children will feel different about returning, some children will be really excited and may not need any settling in, whereas other children will have separation anxiety and be quite upset/distressed on their return. Nurseries need to try and find a suitable balance that ensures social distancing from adults but meets children’s individual emotional needs and ensure they feel settled once again at nursery. The following information has just been provided as a guide and it is important that nurseries reflect on their own practice, building layouts, rooms and develop their policy and procedure from that.</i></p> <p>We will work with all families that are new or have not attended the setting for several months to arrange suitable settling times. These may include video calls to begin with, to minimise the time spent in the setting. Setting visits may be planned based on individual needs, taking in to account the age/stage of development and how the child feels about returning.</p> <p>Where settling visits are required, different options will be considered such as:</p> <ul style="list-style-type: none"> • Virtual show rounds • Online video calls • Set times for example first thing in a morning or early evening when other children are not present • Settling visits outdoors • Shorter sessions to begin with building up to the full session <p>Most of the information for new children/children returning will be gathered over the telephone to limit the time spent in the setting.</p>

Policy	Addendum required
	<p>Any new families will be asked to sign a health declaration to confirm the child or no one in the family has any symptoms of coronavirus.</p>
<p>Sickness and Illness (example)</p>	<p>If anyone becomes unwell whilst at nursery with a new, continuous cough or a high temperature, we will contact their parent/carer immediately. The child will be sent home and advised to follow the COVID-19: Guidance for households with possible coronavirus infection.</p> <p>Whilst the child is awaiting collection they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child, and with appropriate adult supervision (ensuring safeguarding and PPE procedures are met.)</p> <p>Ideally, a window will be opened for ventilation. Where it is not possible to isolate them, they will be moved to an area which is at least two metres away from other people. They will be comforted and reassured whilst waiting for collection, as per our usual policy.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected, using standard cleaning products, before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs.) In an emergency staff will call a manager and 999 if they are seriously ill, injured or their life is at risk.</p> <p>Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic</p>

Policy	Addendum required
	<p>person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings outside the home guidance.</p> <p>In these cases all information will be recorded on an incident form or COVID-19 record form (see NDNA's Sickness and Illness policy).</p>
<p>Special Educational Needs and Disabilities (SEND) (example)</p>	<p>Vulnerable children continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (for children with education health and care (EHC) plans this will be informed by a risk assessment approach.)</p> <p>Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions, have been advised to shield may attend nursery from 1 August. This will need to be reviewed on a case by case basis with a risk assessment put in place.</p> <p>Due to the lockdown and as per the Early Years Foundation Stage: coronavirus disapplications adjustment, the EYFS two-year-old progress check requirement may mean that some progress checks are delayed. These will take place as soon as is reasonably practical and any areas where a child's progress is less than expected, we will put a plan in place with activities and strategies to address any concerns.</p> <p>Assessment for all children will take place gradually over the next few months with a strong focus on re-settling children. Strategies and support will be put in place for any children with noticeable gaps in development progress.</p>

Policy	Addendum required
<p>Staff development and Training (example)</p>	<p>The training records of all staff members will be checked and any expired mandatory training that is required (including safeguarding, paediatric first aid, food hygiene) will be planned as soon as possible.</p> <p>Where possible, meetings and training sessions should be conducted through virtual conferencing.</p> <p>All staff members will receive appropriate instructions, and training, in the policy and procedure addendums; infection control, the standard operating procedures and risk assessments within which they will be operating.</p>
<p>Supervisions (example)</p> <p>See COVID–19 supervision template form at www.ndna.org.uk/reopening-after-coronavirus</p>	<p>Staff will all have a supervision/review meeting prior to returning to work, this may take place over the phone or video call.</p> <p>Regular supervision/review meetings will then take place to monitor staff well-being and any concerns during this time.</p>
<p>Supervision of Visitors (example)</p>	<p>Attendance to the setting will be restricted to children and staff where practicable. In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child’s EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they should closely follow the protective measures in the setting, and the number of attendances should be kept to a minimum. Where possible to do so, social distancing should be maintained.</p> <p>Other visitors will only be allowed to enter where prior permission has been granted and that they are not displaying any symptoms of coronavirus. They will be asked to sign a declaration form. The supervision of visitor’s policy will be followed in these cases.</p> <p>Suppliers such as food deliveries will be asked not to enter the nursery but to make other arrangements, for</p>

Policy	Addendum required
	<p>example to ring the bell and leave the delivery at the door. Where essential visitors e.g. building maintenance, are required these will be made outside of the usual nursery operational hours where possible.</p>
<p>Transition (example)</p> <p>See separation anxiety factsheets and starting school factsheets at www.ndna.org.uk/factsheets</p>	<p>Moving rooms: Where possible children will return to the room in which they left and settle back in there to relieve any separation anxiety. Any room transitions will be based on individual needs based on the child's age/stage of development, length of time they have had away from nursery and how their key person, and parent, feels they will respond to any further changes.</p> <p>For any children going to school: We will work together with all schools that children are going to and attempt to do all we can to help ease this transition, including making up school packs with photos of the teachers and building; reading stories, engaging in role play, setting up video calls, meetings and where possible visits. We will also work with parents to try to alleviate any worries and anxieties. This may mean working with the schools to extend the starting date.</p> <p>Any children moving from another setting that they have attended during the lockdown (key worker children): In these cases, with parental permission, we will attempt to speak to the childcare provider that the child has attended to discuss interests, development and next steps.</p> <p>Children attending another early years provider: A virtual meeting will take place where children attend another setting or childminder to discuss possible options during this time; where possible this will be discouraged and ways will be explored for them to stay with just one provider to minimise risks.</p>
<p>Visits and outings (example)</p>	<p>We may take small groups of children to outdoor public spaces, for example parks, provided that our risk assessment demonstrates that we can stay two metres away from other people wherever possible. This is restricted to small groups and in line with government guidelines.</p>

Policy	Addendum required
<p>Volunteers (example)</p>	<p>Although we appreciate the support and value volunteers offer to our nursery, we have decided that during the pandemic period we will not be permitting volunteers in the nursery to care and support the children at this time. This is because we are trying to limit the number of people in nursery at any one time. We will review this in line with Government policy and updates, and review accordingly.</p> <p><i>Nurseries may however decide to use volunteers to help support with the cleaning of the setting (all safety checks would be in place and volunteers policy followed in these cases).</i></p>
<p>Well-being in the nursery (example)</p>	<p>Children are 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. Staff will help them to understand the changes and challenges they may have/be encountering as a result of Covid-19 through play, discussions and stories.</p> <p>Staff are aware of the importance of attachments and that some children may experience separation anxieties during this time. They will work with parents to ensure they help to ease the transition back to nursery and give children the emotional support they need at this time.</p> <p>Please also refer to the bereavement policy.</p>
<p>Well-being for staff (example)</p>	<p>Managers/leaders are very conscious of the well-being of all staff during the pandemic and now the worries as they return to caring for children. Regular meetings/supervisions will be planned to support staff. Discussions will take place around the need for flexible working practices in a way that promotes good work-life balance and supports the nursery business.</p> <p>Having a good communication policy and, sharing plans and risk assessments will help to manage anxieties about returning to work. Staff workloads will be carefully managed during this time with the emphasis on playing with the children; settling them back in, offering lots of support and reassurance.</p>

Policy	Addendum required
Young Worker/students Policy (example)	Where applicable we will arrange one-to-one meetings (virtually where possible) with young workers, students, apprentices and training providers regarding a return date. These may be deferred to later in the year depending on individual circumstances and nursery requirements.

Further support

- NDNA members can download the full set of NDNA example policies and procedures at www.ndna.org.uk/memberhub
- A hard copy can be purchased from the NDNA website at www.ndna.org.uk/policies-and-procedures
- Practitioner factsheet for COVID-19 support can be found at www.ndna.org.uk/factsheets
- Manager factsheet for COVID-19 support can be found at www.ndna.org.uk/factsheets
- For any further support, training, publications and quality improvement products you can view the [Training & Development Brochure](#)

COVID-19 Government links include:

- Guidance on [implementing protective measures in education and childcare settings](#)
- Guidance on [critical workers](#)
- Guidance for [vulnerable children and young people](#)
- Guidance on [Ofsted's response to coronavirus \(COVID-19\)](#)
- Guidance on the [Coronavirus Job Retention Scheme](#)
- Guidance on the [early years foundation stage \(EYFS\) disapplications](#)
- Guidance on [use of free early education entitlements funding](#)
- [information on welcoming more children back to education from 1 June](#)
- Guidance on [safe working in settings](#)