

# **BARKHAM PRE-SCHOOL**

**Barkham Village Hall, Church Lane, Barkham, Wokingham,  
Berkshire RG40 4PL. Tel: 07493 010077, or 0118-9760750 (Hall)**

**Registered Charity No. 1026028**

Supervisor: Sarah Horsgood



## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.

## **Coronavirus Policy**

### **Policy statement**

We believe that the health and safety of children is of paramount importance. We believe that in preparing for September opening, we shall do our best to reduce risks posed to children, families and staff when coming into contact with each other.

### **September reopening**

We shall be offering care for all children who wish to return to setting. We are aware some families may not want to return just yet, for which they shall not be penalised and their place shall be held. We ask parents who are concerned about returning to speak to our supervisor to discuss.

### **Reduced hours**

We shall be offering reduced hours to begin with for September opening due to the hall being used for other users, and the responsibility of cleaning is down to each hall user. To ensure a safe, clean and welcoming environment, we shall be reducing our hours to begin with as safety is our priority. No parent shall be charged for these reduced hours. We apologise in advance for any inconvenience caused, but hope you understand that safety of the children comes first. Our opening hours will be

Tuesdays 9am – 12pm, or until 2pm

Wednesdays 9am – 12pm, or until 2pm

Thursdays 9am – 12pm, or until 2pm

Fridays 9am – 12pm, or until 2pm

## **Working groups**

As per government guidelines, the need for 'bubbles' in early years settings has been dropped, with the view that children are to stay separated where possible. With this in mind, all children will be entering into their keyworker groups, and carrying out activities in close proximity in these groups. These are not bubbles, so the children in different groups will mix during free play. **This means in light of a positive test results, all children may be asked to isolate, not just their key worker group.**

## **Cleaning**

As per government guidelines, cleaning and promoting good hygiene is paramount.

All used surfaces will be cleaned frequently, including door handles, tables and surfaces in reach of children. Resources will be limited and rotated for 72 hours or thoroughly cleaned daily if used in between these hours. All 'messy' play will be cleaned or disposed of daily.

As the hall will now be open to other hall users, all hall users are responsible for cleaning the building in between users. With this in mind, our staff team shall be working hard to clean the building thoroughly before use (as we cannot ensure it has been done to our standards) and cleaning thoroughly after use DAILY, after packing away and cleaning our own equipment. Please bear with us whilst we get used to this.

## **Social distancing**

Parents shall be asked to drop off within a 20 min window and pick up within a 10 min window to staff at the door to avoid many people outside the building at one time.

Our current timings are:

Drop off between 9am – 9.20am

Morning pick up between 11.50am -12 pm

Afternoon pick up between 1.50pm-2pm

These are subject to change depending on cleaning and hall requirements, but as much notice will be given as possible.

As per government guidelines, we shall not be allowing parents in the hall unless deemed necessary. At drop off/pick up we ask parents to socially distance themselves all the time staying 2m apart and to wear a face covering where medically able. When a child is need emotional support, a staff member can support the child from the driveway/outside, or the parent may enter the building ensuring they support their child only, and stay at least 2

metres away from other children and staff in setting. The parent will also have to wash their hands upon entering.

Staff and children SHALL NOT be socially distancing inside preschool. For the emotional and mental support children need, especially at this time we believe this is more important to children.

## **PPE**

It is advised that the emotional and mental health of children comes first. With this in mind, all staff shall and children will wear clean clothes each day and washing hands upon entering the setting. Staff shall not be wearing masks inside preschool, unless advised to do so. We advised all staff and children to remove their clothing when they arrive home to be cleaned before next use. Staff shall continue to use PPE when carrying out personal hygiene.

## **Risk assessments**

Staff shall work to guidelines set out in our September reopening risk assessment, outlining details of PPE, personal hygiene, and cleaning in between sessions. Resources shall be reduced to limit items and all storage units shall be cleaned after each session. Where possible, resources shall not be used again for at least 72 hours, or thoroughly cleaned if before this time.

**By agreeing to this policy, staff and parents are aware that risks are reduced but not eliminated for children in setting. The setting cannot be held responsible for a child or family for contracting COVID 19 or other such related illnesses.**

## **Symptoms of Illness**

Anyone showing symptoms of COVID 19 or such illnesses as described on the NHS website, shall be asked to isolate for 10 days. (If your child becomes unwell/has temperature during their time with us we shall be asking you to collect them as soon as possible). This is for the protection of everyone returning into the preschool setting. Staff shall be required to do the same. People can return prior to the isolation period once a negative test results have been issued and seen by the supervisor, and the child/staff member is well enough to return.

## **Testing for COVID 19**

If anyone has been in the setting and has **tested positive** for COVID 19, anyone who has been in contact with that person/child shall need to isolate for 10 days, or longer if they develop symptoms. **Although testing is not compulsory, we stronger recommend**

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**testing to ensure the safety and wellbeing of others in the setting as well as their families.**

As we are working as one larger group, **everyone** in the preschool shall need to isolate for 10 days should someone in the setting have a positive result.

**All positive tests in setting need to be reported to RIDDOR as outlined in their Coronavirus guidelines.**

### **Legal framework**

- Management of Health and Safety at Work Regulations (1999)

### **Further guidance**

- Five Steps to Risk Assessment (HSE 2011)
- Dynamic Risk Management (Pre-school Learning Alliance 2017)

This policy was adopted by	Barkham Preschool	<i>(name of provider)</i>
On	January 2021	<i>(date)</i>
Date to be reviewed	March 2021	<i>(date)</i>
Signed on behalf of the provider	Sdhorsgood	
Name of signatory	Sarah Horsgood	
Role of signatory (e.g. chair, director or owner)	Supervisor	