



COVID-19 Policy

This revised COVID Policy builds on our previous Policy, and is based on the latest government guidance documents, including:

- Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak, updated on 22nd December 2020:
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>
- COVID-19: cleaning in non-healthcare settings outside the home, updated on 16th October 2020:
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- What to do if a pupil is displaying symptoms of coronavirus (COVID-19)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf

In this Policy, we quote key aspects of the UK Government guidance, as well as including our own responses to this guidance as it applies to our setting, where in some areas we go above and beyond the government guidance suggested.

Our Policy, and accompanying risk assessment, are based around Public Health England's "System of Controls", building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced for children and staff.

The 'system of controls' provides a set of principles that when followed will effectively minimise risks. This system however cannot be a 'one size fits all' approach, and as leaders of a school, we are asked to make informed judgments about how to balance delivering high quality care and education with the measures needed to manage risk.

In summary the System of Controls is separated into Prevention (Points 1 – 6) and Response to any Infection (Points 7 – 10). The information below goes through these points and our response to each:

Prevention:

1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings:

- If anyone in the setting has symptoms of coronavirus (COVID-19): a high temperature, which we measure as 37.5°C or higher), a new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), they should self-isolate for at least 10 days from when their symptoms started. Adults or children should in this case book a test, and keep the setting informed of the results.
- If anyone tests positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken.

- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision. Ideally, a window should be opened for ventilation. PPE should be worn or a distance of 2m maintained.
- 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.
- 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.
- Public Health England (PHE) is clear that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).
- **OUR EXTRA STEP:** We ask for families' support in taking this one step further. If your child is ill in any way, and this includes the beginning of a cold, we would ask that they stay at home where possible; the reason for this is that the symptoms of a cold, particularly for children, often become the symptoms of COVID-19, which spread rapidly around the setting. We are aiming to avoid a rapid spread of colds, then coughs or temperatures, which would result in an enforced and unnecessary self-isolation.

2) Clean hands thoroughly more often than usual:

We will ensure that teachers and children clean their hands regularly, including:

- When they arrive at the setting
- Before and after eating
- After using the bathroom
- At key moments through the day
- **OUR EXTRA STEP:** We will ensure that all children are familiar with the NHS Hand Washing Song, and sings the song where needed to learn the correct approach to washing hands. We also encourage all children to keep their nails short to increase the effectiveness of handwashing.

3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach:

The 'catch it, bin it, kill it' approach, in other words covering coughs and sneezes with a tissue, then throwing the tissue in a bin, continues to be very important. We will ensure we have tissues and bins easily available to support children and staff to implement this routine.

- **OUR EXTRA STEP 1:** We will employ additional hand washing after any contact with germs from coughing, sneezing and runny noses. We will teach children how to blow and clean their noses effectively.
- **OUR EXTRA STEP 2:** We will ensure constant ventilation in the classroom without using air conditioning systems. We will focus on outdoor and forest school learning as much as possible.



4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach:

- We will reduce soft furnishings to make cleaning easier.
- We will increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.
- PHE Guidance is that frequently touched surfaces should be wiped down at least twice a day, which is particularly important in bathrooms and communal kitchens. We will clean surfaces according to a strict schedule during the day each day.
- When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.
- It is very unlikely that COVID-19 is transmitted through food. However, as a matter of [good hygiene practice](#), anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so.
- OUR EXTRA STEP: We will continue to clean the entire school each night, in addition to our daytime routines. We will aim to use environmentally friendly cleaning products that are also non-toxic to children with us.

5) Minimise contact where possible:

- While this is important as much as is feasible, early years settings are no longer required to arrange children and staff in small, consistent groups, and can return to normal group sizes. We will therefore not be employing a “bubble” structure as we did during re-opening, and children and teachers can mix within the classroom as normal.
- OUR EXTRA STEP 1: We ask parents to limit the number of activities and classes their child attends with close contact with other children, particularly indoor classes, and to show caution to ensure that all activities have a comprehensive risk assessment in place.
- OUR EXTRA STEP 2: We ask families to bring their own clearly identifiable and clearly labelled water bottle that their child can use throughout the time with us. This reduces the risk of handling and using cups and glasses that children could in theory confuse between each other. Parents are welcome to bring their own snack if their child has a preference, or we will now also prepare snacks at school.
- OUR EXTRA STEP 3: We will continue not to have non-essential visitors to school. This includes parents who will need to remain in the outside space, and to work closely with the team when it comes to ensuring a happy transition experience for each child. School tours will be held out of hours, outside the school building, or on a virtual basis. We will only conduct visits where it is essential to the education, health and wellbeing of a child. All non-urgent maintenance will be carried out when children are not present. Staff will not attend external events such as conferences, face-to-face training and information exchange visits to other schools until further notice, and instead are making the most of online technology.

6) Where necessary, wear appropriate personal protective equipment (PPE):



- The majority of staff in early years settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including where an individual child becomes ill with coronavirus (COVID-19) symptoms while at a setting, and only then if a distance of 2 metres cannot be maintained.
- OUR EXTRA STEP: While we do not wear face coverings inside the classroom unless explicitly advised by Government or NHS officials, we ask parents to wear face coverings when dropping off or picking up their children.

Response to any infection:

7) Engage with the NHS Test and Trace process:

As a school, all parents and team members must understand that they will need to be ready and willing to:

- [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.
- 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

Tests can be booked online through the NHS website, or ordered by telephone via NHS 119. Essential workers, which includes anyone involved in education or childcare, have [priority access to testing](#).

We ask that parents inform us 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 and return to school. 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
- If someone tests positive, they should follow [COVID-19: guidance for households with possible coronavirus infection](#) and should 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 at least 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 10 days.

8) Manage confirmed cases of coronavirus (COVID-19) amongst the setting community:

- For confirmed cases of COVID-19, we will call our local health protection team. Based on the advice of that team, settings should send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.



- Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.
- OUR EXTRA STEP: If the school closes for a short period due to an outbreak, we will resume remote learning including daily Zoom calls and home learning packs.

9) Contain any outbreak by following local health protection team advice:

In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a group. If settings are implementing the controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.

10) Notify Ofsted:

Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels.

Our contact if we do have a positive case of COVID-19 is:

PHE North West London Health Protection Team,

61 Colindale Avenue,

London, NW9 5EQ

Phone: 020 3326 1658

Coronavirus Response Cell, telephone: 0300 303 0450 or email: LCRC@phe.gov.uk

We wanted to write a final note on Emotional Wellbeing. While this is a challenging time, and a time that will feel quite different to a child's normal routine, our commitment is to ensure that it will be a happy time for children with us. We aim to implement all changes "behind the scenes" so that children will feel as much as possible that they are back to school as normal. We also commit to returning to school with an acceptance of the level of risk that that entails, and an acceptance that we are managing that risk as much as possible. With that acceptance, we then will make sure that any concern or anxiety is managed outside of school, so that children experience a confident and relaxed learning environment. Similarly, we ask parents to return to school with confidence that they are managing risks to the appropriate level at this point in time, and to ensure that children do not pick up on any concern that we may privately feel.

If you have any questions regarding this Policy, or its implementation over time, please don't hesitate to talk to a member of the team.

Date: January 1st 2021