



## **Essential Policies & Procedures for the EYFS**

### **COVID-19 Updates**

#### **Safeguarding children, young people and vulnerable adults**

All staff will remain alert to any signs that during the current COVID-19 outbreak a child in their care is suffering from or likely to be suffering from harm. This includes signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

#### **The role of the key person and Settling-in policy**

During the COVID-19 outbreak some children will not have their usual key person due to staff absence or self-isolation. Where this is the case, the principles of the key person role are followed as closely as possible.

All staff will be trained to proficiently and safely administer medication and medical procedures for individual children if required. They will also adhere to the guidelines and procedures on caring for the individual needs of children with SEND, as detailed in their Health Care Plans.

During periods of lockdown it may not be possible to offer parents and children the usual settling-in sessions with parents in attendance. This will be discussed with individual families, and parents can choose to postpone their child's start date if preferred.

#### **Staffing**

During the COVID-19 outbreak, staff will be deployed as per the government guidance. Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the manager.

Parents and carers will not be allowed to enter the preschool building so all visits and settling-in sessions (if allowed at the time) will take place in the outdoor area where there is space to allow for social distancing. Visits will only be allowed based on the restrictions at the time, and will closely follow guidance from our Early Years Advisor.

### **Health and Safety Policy**

During the COVID-19 outbreak, any child showing symptoms, such as a high temperature; a new, continuous cough; loss of taste or smell, the following sequence of actions need to be taken:

- 1 Child presents with symptoms; parents are requested to collect child and seek diagnosis from GP or take further advice from NHS 111.
- 2 Child's parents are requested to inform setting of outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion even if no symptoms are present.
- 3 For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The manager will inform other relevant parties and retain a confidential record.
- 4 Acting on the advice of the local HPT, the setting will either:
  - close for a set period and undertake a deep clean
  - carry on as usual but also undertake a deep clean
- 5 If a notifiable disease is confirmed, staff must inform the manager immediately and Ofsted must be informed within 14 days. Cases of confirmed Coronavirus should be treated as a notifiable disease.
- 6 A deep clean is undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced and staff are vigilant to any further signs of infection.
- 7 The manager will continue to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.

### **Medicines Policy**

Parents should not bring children in who are unwell, not just with COVID-19 symptoms. Children who have been given Calpol or any other painkillers should not attend preschool as this can mask symptoms.

### **Food and drink**

Where food is provided, in circumstances where there is shortage of food supplies, it may be necessary to ask parents to supply a packed lunch. The following procedures must be followed:

- Hands are washed prior to being given food or drink.
- Staff who are eating with the children must role-model hygiene best practice.
- Tables are never overcrowded during mealtimes. Some social distancing is encouraged even though it is acknowledged that children will play in close proximity for the rest of the session.

### **Supervision of children on outings and visits - Suspended**

During the outbreak, trips and outings are suspended. Children will still have access to outdoor play and learning opportunities in the KGV playing fields, as long as social distancing measures are followed.

### **Non-Attendance of Children**

During periods of lockdown, parents may choose to keep children home from preschool, especially if other family members are shielding. Under current guidance (issued January 2021) we do not need to inform the council if funded children are absent for more than two weeks during lockdown. The manager will stay in regular contact with the parents of children who are staying home, and arrange a return date when appropriate.

Vulnerable children should be encouraged to attend the setting wherever possible. Absences of children who have a social worker should be made via the online form on the Surrey County Council website. We are not required to report the absence of children with an EHCP unless they have a social worker.

### **Promoting Positive Behaviour**

This is an unsettling time for young children. Practitioners should be alert to the emotional well-being of children who may be affected by the disruption to their normal routine. Where a child's behaviour gives cause for concern, practitioners will take into consideration the many factors that may be affecting them. This will be done in partnership with the child's parents/carers and the principles of this procedure are adhered to.

### **Provider Records**

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.