

Whitley Lodge Under Fives

Safe Operating Procedures

Contents

Introduction	2
Attendance	2
Drop off/collection of children	2
Sun tan lotion	2
Hygiene and safety	2
Cleaning	2
Hand washing	2
Risk Assessment	2
Items brought from home	2
Visitors	3
Parents visits	3
Meetings	3
Interviews	3
A child displaying symptoms	3
A staff member displaying symptoms	3
PPE Equipment	3
Reporting	4

Reviewed 25/4/22

Introduction

In these exceptional circumstances we must all comply with the latest Government Guidance on Coronavirus (COVID-19).

These Safe Operating Procedures (SOP) are based on UK Health Security Agency and DFE guidance. This SOP supports our more detailed Epidemic and Pandemic policy.

Playgroups play an essential role in society and we must make adaptations to the way we work to keep our children, parents and staff safe during this time. The fundamental principle of these procedures is to implement enhanced hygiene practices.

Attendance

Children and staff members who are not displaying coronavirus symptoms are welcome to attend playgroup. Anyone who has experienced coronavirus symptoms should complete the recommended isolation period and be symptom free or achieve a negative test result before returning to playgroup.

Drop off and collection of children

Parents are asked to drop off and collect their children from the door into the cloakroom and not to enter playgroup. The daily feedback sheet will be displayed in the outside notice board.

Sun tan lotion

Parents/carers (where applicable) to apply sun tan lotion before child arrives

Hygiene & Safety

Good hygiene and cleaning practices significantly reduce the spread and transmission of the coronavirus. Enhanced hygiene and cleaning practices must be implemented, rigorously followed, and validated

Cleaning

Enhanced cleaning must be implemented. A thorough clean will be completed between playgroup sessions.

Hand washing

The rate of handwashing must be significantly increased. All staff must wash their hands with soap and water upon each arrival to playgroup and children should be encouraged to do the same. Adequate supplies of soap and paper towels are provided. Hand sanitizer should only be used in areas where hand washing facilities with soap, water and paper towels cannot be provided. Hand sanitizer is not required after hand washing with soap and water. A hand sanitizer station will be provided for visitors to use.

Risk Assessment

The risk of transmission of COVID-19 should be added to all new playgroup risk assessments until these restrictions are lifted. If a planned activity or action could increase the risk of transmission, the activity should be avoided.

Items brought from home

Families should be discouraged from bringing items from home into playgroup however if they do they should be put in their child's bag on their peg.

Visitors

Attendance in to playgroup should be restricted to children and staff as far as practically possible. No visitors allowed into playgroup unless it is essential maintenance/Speech and Language team.

Visitors from outside agencies, where practicable, should be encouraged to take place on-line via Microsoft Teams/Zoom etc

Parents visits

Prospective parent viewings and tours will try to be accommodated where practicable, out of hours, when there are less people in the classroom. Visits to take place outdoors with a limited amount of people allowed in the classroom at any time.

Meetings

No physical group meetings e.g. committee meetings should take place in playgroup, these should take place via Zoom where possible.

Interviews

In the unlikely event we need to recruit new employees or use supply or agency, we will adhere to all necessary safety precautions.

Responding to a person displaying symptoms of COVID-19

A child displaying symptoms

In the event of a child developing suspected coronavirus symptoms whilst attending playgroup, they should be collected as soon as possible and isolate at home in line with the recommendation in current Government guidance.

Whilst waiting for a parent/carer to collect the child, they should be isolated from others in the cloakroom. If possible, the door should be opened for ventilation. The staff member most closely associated with their care should care for them on a 1:1 basis. Personal Protective Equipment (PPE) is available for the member of staff.

If the child becomes very unwell, it may be necessary to call 111 or 999. Normal procedures on child illness must be observed. Targeted and enhanced cleaning should then take place in the areas of playgroup the child had accessed.

Staff member displaying symptoms

In the event of a staff member developing coronavirus symptoms whilst attending playgroup, they should leave playgroup as soon as possible and isolate at home in line with the recommendation in current Government guidance. If they are unable to travel alone, they should wait in the cloakroom. If possible, the door should be opened for ventilation.

Targeted and enhanced cleaning should then take place in the areas of playgroup the member of staff had accessed.

PPE Equipment

Government guidance is that PPE is not required for general use in playgroup to protect against COVID19 transmission. Changing habits, cleaning and hygiene are the most effective measures in controlling the spread of the virus. Gloves and aprons should continue to be worn as normal for nappy changing and the administration of first aid. Appropriate PPE will however be available in a small number of cases to operate safely.

Full PPE will be made available if a staff member is required to care for a child displaying coronavirus symptoms or when deep cleaning after any person has displayed coronavirus symptoms.

PPE should be disposed of safely after use and the equipment replenished.

Reporting

Any suspected or confirmed case of coronavirus must be reported to the manager/deputy as soon as possible.

