

Whitley Lodge Under Fives

Safe Operating Procedures

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Reviewed 23/7/20

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 Public Health England 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 ensure distancing between identified key groups and 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 must have completed the required isolation period and be symptom free, not be living with someone who is displaying the symptoms or achieve a negative test result before returning to playgroup. If a member of a household is unwell or isolating, all members of the household must isolate for the required period. Staff members and parents are strongly advised to engage with the NHS Test and Trace service if they are contacted, to help protect our community when available. Parents and carers are encouraged to limit the number of settings their child attends.

Drop off and collection of children

In line with DFE guidelines to minimise traffic in playgroup, parents are asked to drop off and collect their children from the door into the cloakroom and not to enter playgroup. Parents waiting to drop off and collect are asked to maintain social distancing by standing at least 2 metres apart at all times and to avoid 'gatherings' in the playground. To minimise physical interaction, only key information will be shared on handover. The daily feedback sheet will be displayed in the outside notice board. If a child is in the accident book the collecting parent will be informed verbally and followed up by an email which they will be asked to reply to. The staff member and parents should maintain physical distancing as much as practically possible.

Travel

Wherever possible staff members and families should travel to playgroup alone, using their own transport or by foot or bicycle. If public transport is necessary, current guidance on the use of public transport must be followed.

Implementing social distancing

Social distancing within playgroup is not possible. Parents/carers (where applicable) to apply sun tan lotion before child arrives

Staff lunch

Social distancing (2 metres) must be maintained at staff lunch breaks. Staff members are encouraged to avoid high traffic areas such as local shops or cafés during their lunchbreak.

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

An enhanced cleaning schedule must be implemented. Toilets, touch points, shared resources and hand washing facilities must be cleaned and sanitised regularly. A thorough clean will be completed between playgroup sessions. The manager/deputy must be responsible for validating/recording cleaning schedules.

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. An outdoor hand washing station is in place. 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.

Uniform

In line with [infection prevention and control guidance](#) it is best practice to change in and out of uniform at work if traveling on public transport.

Uniforms/personal clothing worn at playgroup should be washed after each use. Washing uniforms with detergent in a normal wash is effective at reducing the risk of transmission. If a staff member has come into contact with a person presenting coronavirus symptoms, the uniform should be washed at a higher temperature for longer.

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.

Resources

Play equipment in communal areas (e.g. outdoor play area) should be sanitized between groups. Soft furnishings and resources with intricate parts that are difficult to clean should be removed from the classroom. Playdough, sand and water play will not be used during the pandemic.

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 completed outside of session times

During these measures, visitors from outside agencies such as Speech and Language should only be conducted on-line via Microsoft Teams, Zoom etc.

Parents visits

Prospective parent viewings and tours will try to be accommodated where practicable, out of hours, one family at a time potentially in empty spaces e.g. outside play area.

Meetings

No physical group meetings e.g. toddlers/ committee meetings should take place in playgroup, staff meetings can be held where social distancing rules can be observed in full. All group meetings e.g. committee meetings 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, including conducting interviews and inductions online.

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 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 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 decides they want to wear a mask, or where they are 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, testing & tracing

From 1st June all staff members, children, parents, and members of their households are eligible for a COVID-19 test, should they display coronavirus symptoms. Tests are available via a Gov.online portal.

Any suspected or confirmed case of coronavirus must be reported to the manager/deputy as soon as possible. If a positive result is confirmed the rest of the group, staff and other groups who had been in attendance with the child/adult will be advised to isolate for 14 days.

Positive tests will be reported to Public Health England and Ofsted by the manager/deputy. It may be necessary to make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if a member of staff is diagnosed with coronavirus and there is reasonable evidence that it was caused by exposure at work.

Advice for parents during coronavirus

Whilst coronavirus is infectious to children it is rarely serious. If your child is unwell it is likely to be a non-coronavirus illness, rather than coronavirus itself.

Whilst it is extremely important to follow Government advice to stay at home during this period, it can be confusing to know what to do when your child is unwell or injured. Remember that NHS 111, GPs and hospitals are still providing the same safe care that they have always done. Here is some advice to help:



RED

If your child has any of the following:

- Becomes pale, mottled and feels abnormally cold to the touch
- Has pauses in their breathing (apnoeas), has an irregular breathing pattern or starts **grunting**
- Severe difficulty in breathing becoming agitated or unresponsive
- Is going blue round the lips
- Has a fit/seizure
- Becomes extremely distressed (crying inconsolably despite distraction), confused, very lethargic (difficult to wake) or unresponsive
- Develops a rash that does not disappear with pressure (the 'Glass test')
- Has testicular pain, especially in teenage boys

You need urgent help:

Go to the nearest A&E department or phone 999



AMBER

If your child has any of the following:

- Is finding it hard to breathe including drawing in of the muscles below their lower ribs, at their neck or between their ribs (**recession**) or **head bobbing**
- Seems dehydrated (dry mouth, sunken eyes, no tears, drowsy or passing less urine than usual)
- Is becoming drowsy (excessively sleepy) or irritable (unable to settle them with toys, TV, food or picking up) - especially if they remain drowsy or irritable despite their fever coming down
- Has extreme shivering or complains of muscle pain
- Babies under 3 months of age with a temperature above 38°C / 100.4°F
- Infants 3-6 months of age with a temperature above 39°C / 102.2°F
- For all infants and children with a fever above 38°C for more than 5 days
- Is getting worse or if you are worried
- Has persistent vomiting and/or persistent severe abdominal pain
- Has blood in their poo or wee
- Any limb injury causing reduced movement, persistent pain or head injury causing persistent crying or drowsiness

You need to contact a doctor or nurse today.

Please ring your GP surgery or call NHS 111 - dial 111

The NHS is working for you. However, we recognise during the current coronavirus crisis at peak times, access to a health care professional may be delayed. If symptoms persist for 4 hours or more and you have not been able to speak to either a GP or 111, then take your child to the nearest A&E



GREEN

If none of the above features are present

- You can continue to provide your child care at home. Information is also available on NHS Choices
- Additional advice is available to families for coping with crying of well babies. 
- Additional advice is available for children with complex health needs and disabilities.

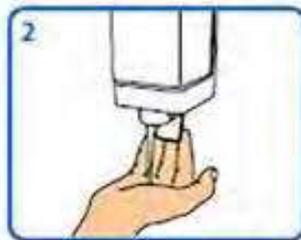
Self care

Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 - dial 111

Hand-washing technique with soap and water



1 Wet hands with water



2 Apply enough soap to cover all hand surfaces



3 Rub hands palm to palm



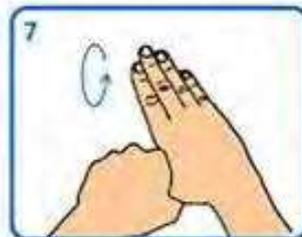
4 Rub back of each hand with palm of other hand with fingers interlaced



5 Rub palm to palm with fingers interlaced



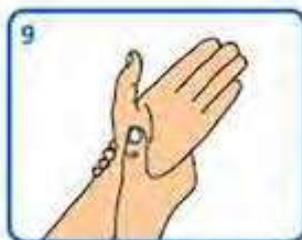
6 Rub with back of fingers to opposing palms with fingers interlocked



7 Rub each thumb clasped in opposite hand using a rotational movement



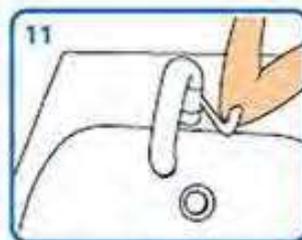
8 Rub tips of fingers in opposite palm in a circular motion



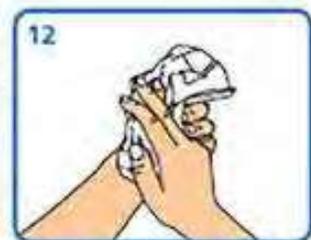
9 Rub each wrist with opposite hand



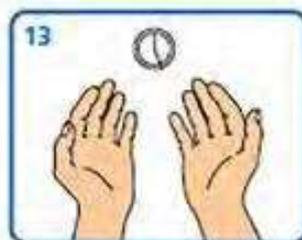
10 Rinse hands with water



11 Use elbow to turn off tap



12 Dry thoroughly with a single-use towel



13 Hand washing should take 15-30 seconds