



Greenfields Nursery School and Children's Centre

Headteacher: Ellie Larkin

Health and Safety Guidance for re-
opening during the Covid-19 Pandemic

Greenfields Nursery School and Children's Centre has been open to a small number of children since 1st of June 2020 and from the 2nd September will be re-opening to all children. This document sets out the procedures and guidelines in place to reduce the transmission of Covid-19 between children, staff and parents while attending Greenfields Nursery School and Children's Centre.

This document has taken into account guidance issued by the government as outlined below as well as information from the LBE's Schools Human Resources and Schools Health and Safety. This is a live document and will be updated as and when further guidance is released.

Actions for early years and childcare providers during the coronavirus (Covid-19) outbreak

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for full opening: schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Further government guidance can be found at: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19> and on coronavirus information on [Ealing Grid for Learning](#)

Contents

Opening.....	4
System of controls	4
Prevention:.....	4
Response to any infection:	4
Children.....	4
Priority Groups.....	4
Group Sizes	4
Learning Environment.....	5
Home Visits – Over Three’s and Under Three’s.....	5
Home Visits – EIG	5
Induction Meetings for New Families.....	5
Settling In	5
Hygiene	6
Toilets.....	6
Arrival and Collection.....	6
Lunch and meals	7
Children who remain at home	8
Parents	8
Personal Protective Equipment (PPE).....	8
Cleaning.....	9
People that become unwell	9

Opening

Greenfields will re-open fully to children from Tuesday 2nd September and will return to full operational hours; Monday – Friday 8am-6pm.

System of controls

Greenfields will follow the system of controls below, as set out by the Department for Education;

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
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimise contact between groups where possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community
- 9) contain any outbreak by following local health protection team advice
- 10) notify Ofsted

Children

Priority Groups

In order to support a gradual and safe return to nursery and to ensure that all children, who need it, can access early years education, Greenfields will prioritise places for children entitled to government 2, 3 and 4 year old funding. Childcare admissions have been put temporarily on hold. The Senior Leadership Team (SLT) will keep this under review and will begin childcare admissions as soon as it is safe and reasonable to do so.

Group Sizes

On the 20th July the Department for Education (DfE) removed the requirement to keep children in small, consistent groups, allowing settings to return to normal group sizes. However it is still recommended to minimise the mixing of groups where possible.

At Greenfields children will initially be placed in age and sessional groups, as follows;

- 1) Three and four year old am and pm groups
- 2) Full time three and four year olds
- 3) Children under three
- 4) Early Intervention am and pm groups

Children will spend the majority of their sessions outdoors and garden spaces will be re-configured to ensure that groups do not come into contact with each other outside.

Learning Environment

In line with government guidance, resources in classrooms will be limited to those essential for each session. Soft toys and furnishings will be removed, and all resources used will be cleaned in between sessions.

Children will use malleable materials, including water play, within their groups but this will not be shared with other groups. Sand play will not be available.

Any resources that cannot be cleaned after the session will not be shared between groups, for example, each group of children will have their own set of reading books.

Greenfields resources, including books, will not be sent home during this initial phase of re-opening. This will be reviewed at half term when SLT will consider the re-opening of the nursery library.

Home Visits – Over Three's and Under Three's

Home visits will take place online via Zoom. Parents will be sent a letter in advance, explaining how to access the meeting.

Prior to the Zoom meeting the keyworker will carry out a doorstep visit at the child's home to say hello and give them a 'home learning bag'.

Home Visits – EIG

The parent and child will be invited into the centre for a one to one meeting with the EIG staff. Staff will meet with the parent and play with the child for a short time. The room will be cleaned thoroughly in between visits and where possible the visit will take place in the garden area.

Induction Meetings for New Families

Induction meetings will take place online via Zoom where parents can meet the Senior Team and key members of staff. The headteacher and deputy headteacher will talk parents through key information in the meeting.

Settling In

Returning children will have a staggered start between the 9th – 18th September. Parents will be contacted individually and given start dates. These children will be collected by their keyworker from their parents at the front door. If children are finding it difficult to separate from their parents, parents may be invited to join their child for a short time in the nursery garden.

From the 21st September new children will begin to settle in with the following procedures in place;

AM settling in sessions;

8.45 – 9.30 - 2 children and their parents (Same children from Mon-Fri)

9.45 – 10.30 - 2 children and their parents (Same children from Mon-Fri)

PM settling in sessions

12.45 – 1.30 – 2 children and their parents (Same children from Mon-Fri)

1.45 – 2.30 - 2 children and their parents (Same children from Mon-Fri)

This means that each week eight new children will start, parents will only be allowed to stay on site for the times specified above, once the children have begun to settle and the parents are able to leave them on their own their hours of attendance will be increased.

While settling in, parents will stay with their children in the garden, where this is not possible, for example, when it is raining, the following procedures will be followed;

- Parents will be asked to confirm that they do not have symptoms of Covid-19 and they do not live with anyone that has symptoms of Covid-19
- Parents will be asked to wash hands on entering the building
- Parents will be asked to wear a face covering
- Parents will be asked to social distance from staff and other children

Hygiene

Staff and children will wash their hands with soap and water; on arrival to nursery for at least twenty seconds, before eating any food, after sneezing and coughing and at regular intervals throughout the session.

Children will be encouraged to not touch their face or mouth and to use a tissue or their elbow to sneeze or cough into.

All tissues will be disposed of in a closed bin and bins will be emptied at the end of each session.

To ensure the continued smooth running of the nursery any child that has any type of illness (other than Coronavirus Covid-19) must not return to nursery for at least 48 hours. This is to limit the risk of any illness being transmitted between children and staff.

Toilets

Each group of children will have their own toilets which will be cleaned thoroughly in between each session.

Arrival and Collection

To limit potential contact of parents and children on arrival and collection there will be a staggered arrival time.

Group	Room	Arrival	Collection
Full time three and four year old children	Golf House	8.20am	3.30pm
AM EIG	EIG	8.20am	11.10am
Am three and four year old children	Piazza	8.30am	11.15am
Am children under three	Under three's	8.40am	11.30am
PM EIG	EIG	12.15pm	3.05pm
PM three and four year old children	Piazza	12.30pm	3.10pm
PM children under three	Under three's	12.40pm	3.20pm

Children attending childcare can continue to drop off and collect to suit their working patterns but are requested to avoid dropping off and collecting at the busiest times of the day which are;

8.20am – 8.50am

11.15am – 11.40pm

12.30pm – 12.50pm

3.10pm – 3.40pm

Parents will not be permitted to enter the building. Staff will be ready to collect the children as soon as they arrive to avoid parents and children waiting in large groups for their session to begin. **Parents and children must not arrive before or after their given arrival time.** If parents arrive early they will be asked to wait in the park with their child and if they arrive late they may have to wait until other groups have been admitted before their child can be collected by a member of staff.

The outside path will be clearly marked with distancing reminders so that parents who do have to wait can wait a safe distance apart.

Parents and children will enter the site via the usual pedestrian entrance and will exit via the car park. Signage will be displayed to make clear the entrance, exits and routes for walking.

Lunch and meals

Breakfast, lunch and tea will continue to be provided for children attending full time. These will be eaten in the room where the children are based.

All children will be provided with a snack of fruit, milk/water. Children will all sit down at the same time to eat and will have individual portions of fruit to avoid cross contamination.

Children who remain at home

Children who are unable to attend because they or a member of their household has coronavirus symptoms will be supported with home learning activities via our website and with weekly phone calls from their keyworker.

Parents

In order to reduce the risk of transmission parents will not be allowed in the building, except for when initially settling in their child (see settling in procedures). Children will be collected from the parent by the classroom staff at the front entrance and taken to their classrooms.

To reduce the number of people on site, only **one parent** should escort their child to nursery and if possible, siblings should also not attend the site.

Parents are asked to wear a face covering when dropping off and collecting their children.

If parents want to talk to classroom staff, they will need to wait at the end of the session until all other parents have left the site. Members of the senior leadership team will be available to talk to parents at the beginning and end of each session.

Personal Protective Equipment (PPE)

DfE advice regarding PPE is as follows;

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of two metres from others. PPE is only needed in a very small number of cases including:

- *children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.*
- *if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of two metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a*

risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

DfE advice regarding face coverings is as follows:

The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering.

In particular, schools that teach years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.

In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

Based on the above advice face coverings will not be worn in classrooms, however staff can choose to wear face coverings in the staff room or other non-teaching contexts around the building if they wish to do so and are advised to do so if social distancing is not possible.

Cleaning

Greenfields will follow government guidance for cleaning during the coronavirus pandemic with all classrooms being cleaned thoroughly each day and in between sessions. Frequent contact areas will be cleaned regularly by staff, this will include, classroom tables, bathroom facilities, door handles, light switches etc.

People that become unwell

If anyone becomes unwell on site with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they will be sent home and advised to book a Covid-19 test online through the NHS testing and tracing for coronavirus

website. The symptomatic child or adult and their household must isolate until they receive the test results.

If a child is awaiting collection, they will be moved, to the Headteacher's office where they can be isolated behind a closed door, with appropriate adult supervision. Ideally, a window should be opened for ventilation.

If the child needs to go to the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection.

If a child becomes seriously ill or injured or their life is at risk, Greenfields staff will call 999 before informing the parents.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. Staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell and all areas where the unwell person has been will be cleaned immediately.

Parents must inform Greenfields as soon as they receive the test results by calling 020 8813 8079.

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. 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 stop self-isolating.

If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to nursery only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or loss of smell or taste can last for several weeks once the infection has gone. The 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 14 days.