

Coronavirus – Covid-19

Preventing and Managing Sickness, Including Outbreaks Risk Procedures and Risk Assessment

Version 2.22 updated to reflect Government guidance changes and legal requirement removal.

SECTION ONE: Core Control Measures

At Hove Village Day Nursery we have implemented the following **Core Control Measures**:

Control Measure	Notes/ Action	Responsibility	Review
Attendance of Children and Staff	<p>Advise Staff and parents/carers that they should:</p> <ul style="list-style-type: none"> Follow government guidance People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk) if they have COVID-19 symptoms. There is no longer a legal requirement for people with COVID-19 to self-isolate or get a test, however if they have any of the main symptoms of COVID-19, the NHS advice is still to stay at home and avoid contact with other people. <p>Therefore:</p> <ul style="list-style-type: none"> Staff and children with COVID-19 symptoms should stay at home (5 days for adults, 3 days for children) and avoid contact with other people. Where possible, staff should let people with whom they have been in close contact with know they may be symptomatic. If staff choose to pay for an LFD test and the results are negative they can return to work immediately. If they have symptoms but do not wish to test, they should stay away for 5 days. Children may also end their isolation early if parents wish to pay for an LFD test and the results are negative, they may return to Nursery immediately. If they have symptoms but do not wish to test they should stay away for 3 days. If staff live in the same household as someone with COVID-19 and are not symptomatic/unwell, are fully vaccinated, they do not need to self-isolate. However they are still advised to minimise contact with the person who has COVID-19, work from home if they able to do so, avoid contact with anyone who is higher risk of becoming severely unwell if they are infected with 	All staff, Families, Management.	

<p>Attendance of Children and Staff (continued)</p>	<p>COVID-19, limit close contact with other people outside their household, especially in crowded, enclosed or poorly ventilated spaces and wear a face covering in crowded, enclosed or poorly ventilated spaces and where they are in close contact with other people</p> <ul style="list-style-type: none"> • Children who live with someone who has COVID-19 can continue to attend the setting as normal (if not symptomatic or unwell) • Parents and staff are asked to inform the setting immediately of symptoms or the results of a positive test. • Information given to all parents/carers. Accessible leaflets, posters and online materials widely shared and visible. Consider contacting EMAS for support for parents with English as an additional language. <p>Parents and carers closely monitor children for signs of Covid-19 symptoms in line with guidance. N.B. Vaccines can cause a mild fever in children. This is a common and expected reaction and isolation is not required unless Covid-19 is suspected. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. Parents and carers should monitor side effects from a vaccination or teething, and if their child has a temperature or displays other symptoms, they should consider seeking medical advice before returning to the setting.</p> <ul style="list-style-type: none"> • Staff in EY settings are no longer expected to undertake twice weekly asymptomatic testing. 	<p>All staff, Families, Management.</p>	
<p>Contact Tracing of Positive Cases</p>	<ul style="list-style-type: none"> • From 24 February, routine contact tracing has ended. Contacts are no longer be required to self-isolate or advised to take daily tests. Instead, Government guidance sets out precautions that contacts can take to reduce risk to themselves and other people - and those testing positive for COVID-19 will be encouraged to inform their close contacts so that they can follow that guidance. • Local health teams continue to use contact tracing and provide context-specific advice where they assess this to be necessary as part of their role in managing infectious diseases. • Contact tracing by educational settings will no longer continue in most cases, unless advised otherwise by Public Health England. It is recommended settings keep a record of children and staff in each group, and any close contact that takes places between children and staff however contact tracing has now ended. 	<p>All staff, Families, Management.</p>	
<p>Vulnerable Adults and Children</p>	<ul style="list-style-type: none"> • Shielding advice has now been ended. All CEV or CV children should attend their setting unless they are one of a very small number of children under paediatric or other specialist care and have been advised by their GP or 	<p>All staff, Families, Management.</p>	

<p>Vulnerable Adults and Children (continued)</p>	<p>clinician not to attend. CEV children returning to a setting should have an Individual Risk Assessment in place.</p> <ul style="list-style-type: none"> • Clinically Extremely Vulnerable staff are advised to follow medical advice and latest government Guidance. CEV & CV staff and those who live with someone who is CEV will attend work subject to agreed Individual Risk Assessment in place/reviewed • Pregnant staff should follow the government guidance for pregnancy & be subject to individual risk assessments. They are advised to take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace, taking particular care when they are 28 weeks pregnant and beyond. Further advice is available from the Royal College of Gynaecologists. • If people with possible risk factors are concerned, settings discuss their concerns and explain the measures the setting is putting in place to reduce risks. Setting leaders should try as far as practically possible to accommodate additional measures. • Staff and the families of children who have been travelling abroad should follow the rules on arriving in England following international travel • Settings support and encourage vaccine take up and enable all staff who are eligible for a vaccination to attend booked vaccine appointments, where possible. 	<p>All staff, Families, Management</p>	
<p>Physical Distancing and Grouping</p>	<ul style="list-style-type: none"> • Adult: child ratios specified by the Early Years Foundation Stage are maintained • If required, attendance patterns are reviewed to allow for consistency of smaller groups of children and key staff where possible. • It is recommended settings keep a record of children and staff in each group, and any close contact that takes places between children and staff however contact tracing has now ended • Learning opportunities and time spent outdoors maximised. 	<p>All staff, Management</p>	
<p>Face Coverings</p>	<ul style="list-style-type: none"> • Face coverings are no longer a legal requirement; however, the government recommends they are still worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. • This applies in our settings at arrival and leaving times – we request that parents and carers still wear masks, but this is not mandatory. • In addition, if staff wish to still wear them in other circumstances (e.g., in staff-only areas), this will be supported 	<p>Families, All staff, Management</p>	
<p>Arrivals and Departures</p>	<ul style="list-style-type: none"> • Only one parent brings the child to the setting. 	<p>Families, All staff, Management</p>	

<p>Arrivals and Departures continued</p>	<ul style="list-style-type: none"> • Parents know that that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). • All adults and children clean their hands-on arrival at the setting. • Parents do not leave buggies, car seats and scooters at the setting. If they are essential, they must be left outside. • Staff to call a senior member of the team if parents are refusing to comply with COVID-19 policies. 	<p>Families, All staff, Management</p>	
<p>Travel to/from Setting</p>	<ul style="list-style-type: none"> • Parents and staff are made aware of recommendations on transport to and from childcare settings to reduce unnecessary travel on public transport where possible and avoid peak times. Where children, parents, carers and staff need to use public transport, they should follow Coronavirus (COVID-19): safer travel guidance for passengers - GOV.UK (www.gov.uk) • In order to reduce potential risk, colleagues are advised not to share cars/lifts. 	<p>Families, All staff, Management</p>	
<p>Alcohol-based Gel</p>	<ul style="list-style-type: none"> • Ensure dispenser is available in reception/entrance. • Ensure dispensers are available in each class. • Ensure dispensers are adequately full at the start of each day. • Ensure adequate stock levels. 	<p>All staff</p>	
<p>Tissues and Antibacterial Spray for each class</p>	<ul style="list-style-type: none"> • Ensure adequate stock levels of tissues and anti-bacterial spray are available • Replenish as needed • Staff to also self-replenish from stock 	<p>All staff</p>	
<p>Health and Hygiene</p>	<p>Inform parents of hygiene expectations and ask them to discuss with children:</p> <ul style="list-style-type: none"> • All adults and children clean their hands according to guidance on hand cleaning. • Handwashing facilities are available. Where a sink is not nearby an appropriate hand sanitiser is provided. • All adults and children clean their hands-on arrival at the setting, before and after eating, and after sneezing or coughing. • Help given to children who have trouble cleaning hands independently. • Good hygiene promoted - 'catch it, bin it, kill it' approach shared: children reminded not to put hands/fingers in mouth/nose/eyes. • Lidded bins for tissues emptied regularly throughout the day. • Spaces well ventilated using natural ventilation (opening windows) or ventilation units. • Doors propped open, where safe to do so to • Paper towels in bathrooms rather than hand dryers. 	<p>All staff, Families, Management.</p>	

Health and Hygiene continued	<ul style="list-style-type: none"> Cleanliness habits reinforced through games, songs, visuals, adult support and repetition. 	All staff, Families, Management.	
Temperature Checks	<ul style="list-style-type: none"> Anyone that has had a high temperature (even with a negative test result) they must stay away from the Nursery setting until they have felt well and symptom-free for 24 hours. 	All staff, Families, Management.	
Sickness at the Setting	<p>Covid-19 sickness procedure.</p> <p>Adult:</p> <ul style="list-style-type: none"> If a member of staff fell ill (displaying signs of Covid-19) whilst at the setting they would return home immediately and arrange a test. If a member of staff is required to self-isolate, this is for a period of 10 days, however, individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to the nursery from day 6. Public Health also recommend that staff continue to take daily LFD tests on day 7-10 even if they have ended their isolation early following 2 negative LFD tests. If any of the test results are positive, the staff member should isolate and should wait 24 hours before taking the next LFD test. Those who end their self-isolation period before 10 full days are also strongly advised to: <ul style="list-style-type: none"> limit close contact with other people outside their household, especially in crowded, enclosed or poorly ventilated spaces work from home if they are able to wear a face covering in crowded, enclosed or poorly ventilated spaces and where they are in close contact with other people limit contact with anyone who is at higher risk of severe illness if infected with COVID-19 (including not visiting those in care homes or hospitals) <p>This advice should be followed until 10 full days from when their self-isolation period started. Settings should consider whether these conditions can be met, and if they cannot, it is recommended that the staff member carry out the full 10 days isolation period</p> <p>Child:</p> <p>A procedure is in place to be followed if a child began to show symptoms of coronavirus. This includes:</p> <ul style="list-style-type: none"> The child being moved to a designated 'safe zone' One adult to stay with the child 	All staff, Families, Management.	

<p>Sickness at the Setting continued</p>	<ul style="list-style-type: none"> • The child to leave the building with parent/ care via the shortest route • If the child tests PCR positive, they will be required to self-isolate for a period of 10 days, however, Individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to the nursery from day 6. If LFD tests are not carried out, children should isolate for the full 10 days • Public Health also recommend that people continue to take daily LFD tests on day 7-10 even if they have ended their isolation early following 2 negative LFD tests. If any of the test results are positive, the staff member should isolate and should wait 24 hours before taking the next LFD test. • Those who end their self-isolation period before 10 full days are also strongly advised to: <ul style="list-style-type: none"> ○ limit close contact with other people outside their household, especially in crowded, enclosed or poorly ventilated spaces ○ wear a face covering in crowded, enclosed or poorly ventilated spaces and where they are in close contact with other people ○ limit contact with anyone who is at higher risk of severe illness if infected with COVID-19 (including not visiting those in care homes or hospitals) <p>This advice should be followed until 10 full days from when their self-isolation period started. Settings should consider whether these conditions can be met, and if they cannot, it is recommended that they carry out the full 10 days isolation period</p> <ul style="list-style-type: none"> • If the child has had a high temperature (even with a negative test result) they must stay away from the Nursery setting until they have felt well and symptom-free for 24 hours. • Settings should not request evidence of negative test results or other medical evidence before welcoming children back after a period of self-isolation, however if a parent or carer insists on a child attending the setting, and the setting has concerns that the child has not fully recovered or completed the full isolation period, the setting can take the decision to refuse the child if, in their reasonable judgement, it is necessary to protect their children and staff from possible infection with coronavirus Any such decision would need to be carefully considered in the light of all the circumstances and current public health advice 	<p>All staff, Families, Management.</p>	
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<p>Sickness at the Setting continued</p>	<p>Personal Protective Equipment</p> <ul style="list-style-type: none"> • A face mask will be worn by the supervising adult if two metres cannot be maintained with the child. If contact or personal care for the child is necessary, gloves, an apron and a face mask will 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 will also be worn. • Additional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government advice • The Nursery will no longer contact close contacts if a child/staff member tests positive for Covid-19 – this will now be done by Test & Trace (unless advised otherwise by Public Health England). • The Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus <p>Consider the following:</p> <ul style="list-style-type: none"> • Ensuring a duplicate PPE kit, including a face mask is available and accessible • Any implications of the 'safe zone' being left unused for 72 hours before deep cleaning. (The 'safe zone' is the Reception area of the nursery). • Any affected PPE will be double bagged in clinical waste bags and stored outside in the unused court area for no less than 72 hours before disposal in an appropriate bin. 	<p>All staff, Families, Management.</p>	
<p>Local outbreak within setting <i>(5 or more confirmed cases within 10 days)</i></p>	<p>We are aware of and follow the <u>Contingency Framework</u> for managing local outbreaks of COVID-19 and the thresholds used as an indication for when to seek public health advice. For most education and childcare settings, these include:</p> <ul style="list-style-type: none"> • A higher than previously experienced and/or rapidly increasing number of staff or pupil absences due to COVID-19 infection • Evidence of severe disease due to COVID-19, for example if a child or staff member is admitted to hospital due to COVID-19 • A cluster of cases where there are concerns about the health needs of vulnerable staff or children within the affected group. • If necessary, we will seek advice and support from BHCC Early Years team and Local Public Health Team. • We will follow any additional local measures/restrictions recommended by the local authority (BHCC), Director of Public Health and/or local Health Protection Team (as part of their local outbreak management responsibilities). <p>Procedures in place for local Outbreak Management considerations to include:</p>	<p>Management</p>	

<p>Local outbreak within setting <i>(5 or more confirmed cases within 10 days)</i> continued</p>	<ul style="list-style-type: none"> • Informing DfE Helpline DfE (call helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case), and contacting publichealth@brighton-hove.gv.uk • If we think we may need to close the setting, we will contact the DfE Helpline first to discuss the public health perspective. • Review of setting's Covid-19 RA and arrangements and any additional controls required. • Communications to staff and parents/carers on any changes etc. • Provision of wellbeing support. • Induction/updates for all to explain the latest site COVID-19 RA, required controls and safety arrangements. 	<p>Management</p>	
<p>PPE</p>	<ul style="list-style-type: none"> • An adequate supply of essential supplies is available. • A monitoring system for PPE and cleaning supplies ensures that a supply of stock is available to all who require 	<p>All staff, Management.</p>	
<p>Nappy changing and hazardous waste removal</p>	<ul style="list-style-type: none"> • Children whose care routinely already involves the use of some PPE due to their intimate care needs continue to receive their care in the same way. • Guidance in the setting's current H& S procedure is followed for nappy changing. • Additional government guidance is followed on waste removal 	<p>All staff.</p>	
<p>Reducing Contact-Point Activities</p>	<p>Ensuring extremely high hygiene for any:</p> <ul style="list-style-type: none"> • Food making / tasting <p>Other</p> <ul style="list-style-type: none"> • No shaking hands with children/visitors • No shared cups in class. • Disposable cups may be used once. 	<p>All staff, Management.</p>	
<p>Daily Absence Monitoring for Children and Staff</p>	<ul style="list-style-type: none"> • Report no. of absences (stating symptoms) for each class to the Directors immediately should absentees be displaying any signs of Covid-19. 	<p>Management.</p>	
<p>Absence Policy</p>	<ul style="list-style-type: none"> • Review required time-period of absence for ill children or staff and increase if necessary. This will be at least to the minimum standard following guidance from the Department of Health (e.g., 48 hrs clear of sickness) 	<p>Management.</p>	
<p>Cleaning</p>	<ul style="list-style-type: none"> • Meet with cleaning staff to review cleaning arrangements and make any necessary changes. • Increase focus cleaning on touch points and tables • Daily cleaning of classrooms (already in place). • Where any part of the premises has been closed, ensure all required H&S checks are carried out before reopening to staff and children. • Surfaces that children touch, such as toys, books, tables, chairs, doors, sinks, toilets, cleaned more regularly than normal using standard detergents. (If standard detergents become unavailable, bleach can be used where COSHH risk assessment demonstrates it is safe to use) 	<p>Cleaning Team, Management.</p>	

<p>Cleaning (continued)</p>	<ul style="list-style-type: none"> • Toys that have been mouthed by babies and young children are disinfected immediately. • Sharing of toys, resources and equipment reduced as much as possible. Any shared items and surfaces cleaned and disinfected frequently. • For individual and very frequently used equipment such as pens and pencils, staff should have their own items. • Preparations for deep cleans if necessary (steam cleaners and commercial fogging machine are used bi-weekly, or more frequently if required). • Outside equipment cleaned between groups of children using it. • Multiple groups do not use items simultaneously. • Children should limit what they bring each day to essentials such as lunch boxes, hats and coats, books, comforters. • Towels, flannels, and bedding are not shared by children • Soft toys that are hard to clean removed & soft furnishings removed or if not possible, covered with a washable covering. • Non-essential items removed where there is space to store them elsewhere. • Malleable materials supervised closely on a small scale and replaced throughout session. • Hands cleaned thoroughly before and after use. • Settings to be treated twice a week with a food-safe disinfectant using a fogger machine. • Steam cleaners to be used daily on surfaces, where appropriate to do so. • Resources that are shared between groups, such as sports and art equipment should be cleaned frequently and meticulously and/or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups. 	<p>Cleaning Team, Management.</p>	
<p>Additional Daily Touch-Point Cleaning</p>	<ul style="list-style-type: none"> • Handles and rails to be cleaned at mid points during the day 	<p>All staff, Cleaning Team, Management.</p>	
<p>Reception Areas, Offices and Staff Rooms</p>	<ul style="list-style-type: none"> • Reception areas are clear and clutter free. • Rotas in place for access to staffrooms and offices to adhere to distancing. • All tables, keyboards, desks, chair arms and telephones to be cleaned before and after use, between shifts, and at the end of the day with antibacterial wipes. • Staff to have allocated phones and desks wherever possible. • Workstations positioned to give two metre distance. • Limit use of high-touch items such as printers • Reducing the number of people staff have contact with where possible 	<p>All staff, Cleaning Team, Management.</p>	

Reception Areas, Offices and Staff Rooms continued	<ul style="list-style-type: none"> • Arranging desks so that staff work back-to-back/side by side rather than face to face 	All staff, Cleaning Team, Management.	
Nursery Visitors and Site Users	<ul style="list-style-type: none"> • No non-essential visitors can access the setting. • Specialists, therapists, clinicians and other support staff for SEND children will provide interventions as usual. They, as well as other professionals or other temporary staff, can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role. • Essential delivery workers and suppliers are informed not to enter the setting if they are displaying any symptoms of coronavirus: • Food deliveries arranged to maintain hygiene and social distancing advice, with outdoor drop-off when possible. • All essential maintenance and building work are completed outside of operational hours. • If contractors must visit the premises they are informed of health and safety procedures. Any items used, e.g., pen to sign in, must be cleaned thoroughly. • Compulsory handwashing / use of gel before entering Nursery. • Inform visitors of new requirements and risk of suspension of use. • Visitors/Site Users to inform us of any suspected or confirmed cases. • Any family attending a pre-booked individual tour or meeting (where this cannot take place online) must complete a Covid-19 Declaration beforehand. • Only one adult per family may attend the pre-booked tour. • Masks must be put on before entering the building and social distancing rules will apply. • On entering the building, families must remove outdoor shoes and coats and thoroughly sanitise their hands. • In order to limit surface contact, children must either be in a carrier or holding their parent's hands at all times. • Tours will only be conducted on the quietest days and times in order to limit contact with current Nursery attendees. • Staff leading the tours will wear full PPE. • Tours will last a maximum of 10 minutes in order to minimise the time spent within the building. 	Visitors / Site Users, All staff, Management.	
Nursery Tours	<ul style="list-style-type: none"> • Masks must be put on before entering the building and social distancing rules will apply. • On entering the building, families are advised to thoroughly sanitise their hands. 	Visitors, All Staff, Management.	

Nursery Tours continued	<ul style="list-style-type: none"> Tours will only be conducted on the quietest days and times in order to limit contact with current Nursery attendees. 	Visitors, All Staff, Management.	
Support for Families Affected by Covid-19	<ul style="list-style-type: none"> Communicate to parents and staff to contact Nursery if they require support Regular contact with affected families and staff – wellbeing checks 	All staff, Management.	
Confirmation of Current/Future Foreign Travel Arrangements for Staff and Children	<ul style="list-style-type: none"> Staff and the families of children who have been travelling abroad should follow the rules on arriving in England following international travel, as set out in red, amber and green list rules for entering England. Individuals arriving in England from red list countries must follow the red list rules. 	Families, All staff, Management.	

SECTION TWO: Further Key Actions

Should the Coronavirus-Covid19 situation escalate, the following Key Actions may be implemented:

Specific Issue	Actions (including communications)	Responsibility	Notes
<p>Shortage of Staff</p>	<ul style="list-style-type: none"> • All Paediatric First Aid and Designated Safeguarding Lead requirements are to be met • Staff to notify manager as early as possible if they or any member of their household are presenting Covid-19 symptoms and to follow NHS/111 isolation/medical advice. (Currently people presenting symptoms are required to self-isolate for 10 days, however, individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to the nursery from day 6.) • Manager to establish daily supervision levels and to ensure staffing requirements are met. Inform Ofsted and the Family Information Service if the setting needs to close. • Manager to ensure that there are adequate paediatric first aiders in-line with HSE guidance, certificates extension periods and changes to paediatric first aid requirements under EYFS. See Paediatric First Aid risk assessment for further guidance • Manager to check first aid cover each day • Ensure trained staff available to support children with additional needs. 	<p>Management</p>	

Shortage of Support Staff continued	<ul style="list-style-type: none"> Supply / Prioritise most needy children / classes with remaining staff 	Management	
Kitchen shutdown	<ul style="list-style-type: none"> Parents to provide packed lunches 	Families Management	
Site/Cleaning Team shortage	<ul style="list-style-type: none"> Arrange alternative cover 	Management	
Administration Team shortage	<ul style="list-style-type: none"> Arrange alternative cover Inform parents not to phone unless in an emergency but to use email 	Management	

SECTION THREE: Other Areas of Risk Assessment

Other areas of Risk Assessment are broken down into the following categories:

1. Wellbeing	2. Communication	3. Emergency Evacuation Procedures
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Significant Foreseeable Hazards	Who is at risk?	Current Control Measures	What Additional Controls Will Be Implemented?
1.1. Staff Wellbeing	Staff are worried and feel stressed because of the pandemic and fear of the risk of infection.	<ul style="list-style-type: none"> • Staff made aware of the measures in place to reduce infection and involved with these, as specified in the RA. • Staff can raise concerns/implement additional measures. • Rotas are in place to stagger staff arrival, departure and the use of staff rooms and offices to maintain distancing. • Staff have access to free e-Learning on Infection Control • Staff meetings taking place remotely via video or audio link. • CPD and training accessed via eLearning when possible. • Ensure changes of working practices do not lead to staff missing out on regular breaks 	<p>Consider the following:</p> <ul style="list-style-type: none"> • How to allocate time to discover and support staff's individual worries or concerns. • How to think together about what challenges might be ahead and what support individuals and the team might need. • How to ensure staff carrying out the 'Additional Support' role for a child with complex needs are well supported both practically and emotionally • Increase the frequency of supervision for vulnerable staff. • Appointing a Mental Health First Aider in the setting - <i>Michaela Oldfield</i>. • Keep in contact with staff who are not working according to best practice advice via Family and email. • The government have compiled a list of mental health resources for staff, parents, carers and children: https://dfemedia.blog.gov.uk/2021/02/01/mental-health-resources-for-children-parents-carers-and-school-staff/
1.2 Children's Wellbeing	Children anxious about returning or impact of lockdown	<ul style="list-style-type: none"> • Stagger children's re-start dates and times. • Children already attending the setting will not be present for the first settle of new children. • Encourage updates from home, via phone, current online systems or a 'More About Me' form. 	<p>Consider the following:</p> <ul style="list-style-type: none"> • Devising a virtual tour of the setting to share with children and families • Sending photos of key people and the altered environment to families for them to talk about before children start • The government have compiled a list of mental health resources for staff, parents, carers and

<p>1.2 Children's Wellbeing continued</p>	<p>Children anxious about returning or impact of lockdown</p>	<ul style="list-style-type: none"> • Find out about each child's experience of lockdown including positives, negatives, any experiences of separation and loss, anxiety about returning, confusion, bereavement. Update information on SEND (Special Educational Needs), health and learning, with high priority given to wellbeing. • Plan for welcoming each child and settling them back personally, linking to specific needs and special interests. • Reintroduce the child's Key Person, where possible. • Follow guidance on supporting children's mental health and wellbeing during the coronavirus pandemic 	<p>children: https://dfemedia.blog.gov.uk/2021/02/01/mental-health-resources-for-children-parents-carers-and-school-staff/</p>
<p>2.1 Staff not up to date with PHE/Government/DfE and BHCC advice/guidance</p>	<p>Staff or children may risk exposure to virus if staff are not aware of relevant guidance</p>	<ul style="list-style-type: none"> • Managers to read, review and share PHE (Public Health)/DfE (Department for Education)/Government information and advice from BHCC (Brighton and Hove City Council) ensuring all staff are kept up to date, including emails from the Council & government guidance • Designated staff member to check for Government / Council guidance changes daily and notify managers of any significant changes • Emergency procedures to be regularly updated and shared with all staff following any updated guidance • Agreed methods of communication – e.g., email, Family, staff contact numbers, text alerts, line manager contact and support etc. • All staff to ensure that nursery have an up-to-date mobile number • Managers have updated contact list for all members of staff 	<ul style="list-style-type: none"> • Consider whether any staff members may have language or literacy issues – how will you ensure that key information is shared and understood?

<p>2.2 Staff Home Working</p>	<p>Staff may be injured as they are not used to working at home and have limited equipment Staff may be injured as they are not used to working at home and have limited equipment</p>	<ul style="list-style-type: none"> • Ensure that staff have access to DSE equipment if needed, e.g., separate mouse and keyboard for laptop, or chair. • Staff have access to BHCC information and wellbeing support • Develop local guidance regarding expectations for working from home. • Enable regular check-ins with home-working staff. 	
<p>3.1 Staff and children unable to evacuate the building safety</p>	<p>Injury to children or staff</p>	<ul style="list-style-type: none"> • In case of fire or fire alarm activation, everyone to use their nearest available exit route, even if a one-way system has been developed for day-to-day attendance • If the recommended social distancing between different groups, in corridors and assembly points is not achievable, settings should manage this to ensure the greatest separation available is utilised • Any doors in the setting that are heavily used may be held open using 'dorgards' or magnetic catches linked to the fire alarm to enable them to close when the alarm activates. Fire resisting doors should not be held open by using wedges or other equipment • Staff to be informed of all changes to the fire evacuation procedures (if any changes have taken place) A fire drill is recommended, to practise the old/new routes • PEEPs (Personal Emergency Evacuation Plans) that may be in place for children or staff who need assistance in evacuating the building should be reviewed, to ensure that they still function with any new arrangements or staffing changes 	

SECTION FOUR: Key Guidance and Useful Information

Key Government Guidance:

- [Coronavirus Covid-19](#)
- [People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](#)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](#)
- [Covid-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
- [Every Mind Matters - NHS \(www.nhs.uk\)](#)
- [Covid-19: cleaning in non-healthcare settings](#)
- [Coronavirus \(Covid-19\): safer travel guidance for passengers](#)
- [Handwashing Advice](#)

Other Useful Guidance:

- [Brighton & Hove City Council supporting your wellbeing](#)
- [ACAS: Coronavirus advice for employers and employees](#)
- [Infection control training from virtual college](#)