



EFGA (Childcare & Education)
Temporary Policy Amendments
Covid-19 Restrictions

Policy Title: Staff Absence

During the government restrictions in place due to the 2020 Coronavirus pandemic, the following amendments have been made to this policy. The existing policy remains in place unless contradicted, or superseded by this addendum.

- Staff should not attend work if they are:
 - Displaying symptoms of coronavirus
 - Have a member of their household with suspected or confirmed symptoms of coronavirus and should be isolating following government guidelines
 - Have been told to self-isolate by NHS test & trace.
- Staff should stay off work for the period of time outlined in the government guidance (see supporting documents)
- Staff should obtain an isolation note from <https://111.nhs.uk/isolation-note/>
- On their return to work staff should complete a return to work form with Covid-19 appendix

Where there are staff who are classed as, or live with someone who is 'clinically extremely vulnerable' a meeting will take place to discuss their situations and how best to support them. Any actions taken will be based on the government's latest guidance. A personal risk assessment may be put in place.

Where staff are currently on furlough under the Coronavirus Job Retention Scheme (CJRS) in line with the business needs, regular updates will be sent to staff along with an individual discussion prior to their return to work.

Supporting Documents:

- [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection- HM Government \(28th May 2020\)](#)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [NHS test and trace: how it works](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Planning guide for early years and childcare settings](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- Return to work form
- Return to work form appendix (Coronavirus)
- EFGA (Childcare & Education) Risk Assessment

Date adopted:	June 2020
Date for review:	September 2020



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This policy will remain in place whilst the government's 'Covid alert system' is at level 2 or above.

Policy Title: Learning & Development

During the government restrictions in place due to the 2020 Coronavirus pandemic, the following amendments have been made to this policy. The existing policy remains in place unless contradicted, or superseded by this addendum.

Due to the extended period the children have been absent from the setting there will be gaps in children's assessment information and their learning journeys. As children return to the setting:

- There will be a strong focus on children's personal, social and emotional development and re-establishing strong attachments, especially where there has been a change in key worker.
- Communication with parents will take place to establish children's learning journey during the setting closure and children's current interests.
- Time will be spent observing and assessing children's development and interests and planning appropriate next steps, which may include further consolidation of skills developed shortly before the lockdown period
- Where children have not received their two-year old progress check this will be documented accordingly and completed in line with the relevant government guidance.

Supporting Documents:

- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Early years foundation stage: coronavirus disapplications](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Planning guide for early years and childcare settings](#)
- EFGA (Childcare & Education) Risk Assessment
- Statutory Framework for the Early Years Foundation Stage
- EYFS: Coronavirus Disapplications – HM Government (28th April 2020)

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Date for review:	September 2020

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EFGA (Childcare & Education)
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Policy Title: Health & Safety

During the government restrictions in place due to the 2020 Coronavirus pandemic, the following amendments have been made to this policy. The existing policy remains in place unless contradicted, or superseded by this addendum.

A complete risk assessment has taken place prior to the wider reopening of the setting. The risk assessment directly addresses the risks associated with the Covid-19 pandemic and the control measures put in place to mitigate these risks.

The risk assessment will be regularly reviewed and updated in line with changes in government guidance, setting needs or updates from EFGA NI.

Any changes made will be communicated with those affected (e.g. staff, families, church leadership)

The risk assessment details:

- The appropriateness of social distancing and how bubbles will be introduced and adhered too
- The supply, use and monitoring of personal protective equipment (PPE) including face coverings
- How essential supplies will be ensured (including PPE, food, and cleaning materials)

A range of building checks were carried out prior to the wider reopening of the setting and have been documented on the risk assessment/action plan.

Coronavirus testing is available to all staff, children and their households in the event of displaying the symptoms of corona virus. A negative test will enable the person to return to the setting and for household isolation to end. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible and ensure isolation periods are followed for all staff and children affected.

Paediatric First Aid Training

Staff who require their first aid training to be updated and are unable to participate in first aid training may take advantage of the current extension to certificate dates. (Currently 30th September 2020) if refresher information is required in the short term, on line training may be used, but this does not replace the need for face to face training to be secured at the earliest opportunity, or extend the 30th September deadline.

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EFGA (Childcare & Education)
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Policy Title: Infection Control & Hygiene

During the government restrictions in place due to the 2020 Coronavirus pandemic, the following amendments have been made to this policy. The existing policy remains in place unless contradicted, or superseded by this addendum.

As detailed in the risk assessment, in order to support enhanced infection control & hygiene measures in the setting during this time we will:

- Implement enhanced hand washing procedures for all including more frequent handwashing at key points, e.g. on arrival, before & after food, after sneezing or coughing
- Encourage staff and, where age/stage appropriate, children not to touch their mouth, eyes and nose
- Ensure good respiratory hygiene through the use of the 'catch it, bin it, kill it' approach.
- Children will be supported to implement these measures where they are unable to do so independently.
- Include learning about good hygiene measures as part of our learning and development cycle.
- Clean frequently touched surfaces and resources in line with government guidance
- Use natural ventilation in settings where able, balancing this with the safety and security of the children.
- Communicate with staff and families to ensure that those showing symptoms, or who are isolating do not come to the setting.
- Introducing and maintaining the 'bubble' approach to reduce contact between large numbers of people. Staff from different bubbles will be encouraged to maintain social distancing outside of their bubbles.
- Ensure play equipment is appropriately cleaned between groups of children using it and that multiple groups do not use it simultaneously.
- Staff who begin to display symptoms will be sent home immediately
- Children who begin to display symptoms in the setting will be moved to a separate room and the procedures in the risk assessment will be followed.
- The setting will be regularly cleaned following government guidance and the risk assessment that is in place.

Temperature Testing

Routine temperature testing is not recommended as a reliable method for identifying coronavirus. Parents and employees should follow the NHS guidelines and, in particular, evidence of a high temperature and/or new continuous cough. Parents and employees have all signed a covid declaration.

Covid-19 Testing

Anyone connected with the nursery who displays symptoms of coronavirus will be encouraged to obtain a Covid-19 test and to share the results with the setting & following the guidance from NHS test & trace.

Travelling to the setting

All those connected with the setting will be encouraged to travel by car or to walk or to cycle to the setting. Procedures for those who have to use public transport are detailed in the risk assessment.



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Policy Title: Safeguarding

During the government restrictions in place due to the 2020 Coronavirus pandemic, the following amendments have been made to this policy. The existing policy remains in place unless contradicted, or superseded by this addendum.

The safeguarding of children and staff remains of the highest priority during this time and, where at all possible, normal practices and procedures will be maintained. In circumstances where this is not possible:

- A designated safeguarding lead or deputy designated safeguarding lead will always be contactable by the setting. In exceptional circumstances, this may include designated safeguarding lead cover by the nominated individual, but this will be agreed in advance of the cover being required.
- Staff must continue to follow normal recording and reporting arrangements for highlighting safeguarding concerns. If the relevant DSL/DDSL is not on the premises at the time, the information may be emailed to the DSL, but must be sent to a setting/EFGA email address and the sent message must be deleted from the sender's email system.
- The setting manager will note and share any changes in recording and reporting procedures communicated by the relevant local authority department.
- Children already known to local social care agencies may require amendments to their current plans; this should be done in consultation with all relevant people and agencies.
- Any recruitment of new staff will follow the existing safer recruitment policy, the only changes being:
 - Interviews may take place virtually (for example via zoom)
 - Documentation proving identity and/or qualifications may be emailed to the setting/Nominated individual, with original copies seen by the setting on the first visit.
- Induction of new staff will continue but an altered induction plan may be required and will be discussed with the staff member of a case-by-case basis.
- Where safeguarding training is required and face-to-face training is not available, on line training will be sort in the short term and face-to-face training booked at the earliest opportunity.

Supporting Documents:

- EFGA (Childcare & Education) Risk Assessment
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Early years foundation stage: coronavirus disapplications](#)
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Policy Title: Sickness & Illness

During the government restrictions in place due to the 2020 Coronavirus pandemic, the following amendments have been made to this policy. The existing policy remains in place unless contradicted, or superseded by this addendum.

If anyone becomes unwell whilst at nursery with a new, continuous cough or a high temperature:

- We will contact their parent/carer immediately for the child to be taken home
- Whilst the child is awaiting collection the procedures in the risk assessment will be followed and the spaces cleaned after they have left.
- Any members of staff who have supported a child displaying symptoms does not need to leave the premises, unless they themselves are showing symptoms. Hands should be washed thoroughly and PPE appropriately disposed of before returning to their bubble.
- In an emergency staff will call a manager and 999 if they are seriously ill, injured or their life is at risk.
- The family will be encouraged to obtain a test for all of those showing symptoms. The result of the test will determine if isolation needs to continue, or if the child can return to the setting. They and their household must follow government guidance on testing and isolation.
 - Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
 - Where the child, young person or staff member tests positive, advice should be sought from the local authority, public health England and/or NHS trace and track as to whether any further isolation is required.

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- [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection- HM Government \(28th May 2020\)](#)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
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Policy Title: Visits and Outings

During the government restrictions in place due to the 2020 Coronavirus pandemic, the following amendments have been made to this policy. The existing policy remains in place unless contradicted, or superseded by this addendum.

The majority of trips and visits outside of the setting will not take place during this period. However: Short visits and walks in the local area may be carried out if:

- Access to outside space is limited in the setting
- There is a local area that children can have safe access to that is away from other members of the public and social distancing can be maintained with those not part of the bubble
- Only one bubble participates at a time
- Sufficient bubble staff are available
- A risk assessment is created/amended for each visit
- Specific parental permission is obtained for children to undertake these visits under the current circumstances.

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