

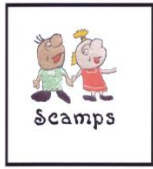
Little Scamps Covid-19 Procedures October 2020

To adhere to government guidance and for the safety of our staff, children and families, we have devised the following procedures for the Autumn Term.

To help ensure that the risk of virus spread is as low as possible:

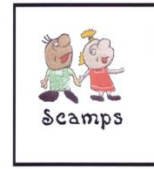
Parents will be expected to

- Complete and return the Scamps Covid-19 health declaration form.
- keep their child/ren at home if the children or anyone in the household are displaying any symptoms of coronavirus (COVID-19), e.g. high temperature, loss of taste and smell or cough COVID-19: guidance for households with possible coronavirus infection
- keep children at home if they have been given Calpol in the last 12 hours
- Inform Scamps if your child is unwell and will not be attending.
- collect their child/ren as soon as possible if they become unwell and we will keep them away from other children while waiting with a member of staff
- ensure effective hand washing takes place for all adults and children before and after collecting your child
- follow drop-off and pick-up protocols in place that minimise social distancing
- continue to limit social contacts in line with government guidelines
- ensure children have clean clothes daily. Please send your child in with a spare set of clothes in their bag? Their bag will remain at Scamps for the half term but any wet/soiled clothes will be returned that day. Please replenish the next day.
- Send in their child with a named water bottle.
- At the present time parents are unable to enter the building and will drop off at the main entrance door. Collection pick up will be from outside the building observing distancing while waiting outside. A member of staff will accompany your child to hand over at end of the session
- follow agreed staggered arrival times if necessary, as numbers increase, to avoid parents gathering together at the door or in the garden, and to enable you to collect children as quickly as possible
- leave buggies in allocated area (if possible)/or taken away from the setting
- We are asking that children do not bring in toys from home until further notice.
- To reduce the risk of virus transmission as much as possible, we ask that, where possible, you limit the number of settings your child/ children attend.
- **Parents wear a face mask at drop off and collection time. This will ensure it is safer when sharing information.**



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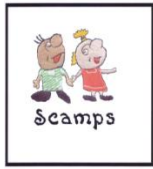


Scamps will

- carry out a risk assessment taking into account Government guidance
- follow the [Staying alert and safe \(social distancing\) - GOV.UK](#) guidance as fully as possible by organising children in smaller groups that are cared for by a consistent staff team and avoiding mixing with other groups of children
- promote the “catch it, bin it, kill it” strategy.
- **Staff will wear a face mask when receiving children and at collection time.**
- reorganise learning environments to ensure that children and staff can social distance more safely
- remove soft furnishings, soft toys and toys that are hard to clean
- clean equipment between times when different groups of children are using it and staff will ensure that multiple groups are not using equipment simultaneously
- ensure all staff have effective hand washing routines, fresh clothing/uniform each day
- staff travelling by public transport will be required to wear face coverings while travelling
- staff will avoid physical contact with each other and will have staggered break time
- ensure children are supervised to wash their hands when they arrive with soap and water for 20 seconds and repeat this frequently throughout the day
- avoid allowing toilet facilities to be used by large groups of children at the same time
- ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach with the children
- ensure the setting is well ventilated using natural ventilation (opening windows) or ventilation units
- utilise outdoor spaces as much as possible
- increase the cleaning of learning environment, equipment, toys and resources, e.g. cleaning door handles, taps, toilet flushes, handrails, bins emptied daily, plates and cutlery washed immediately after use
- as necessary as numbers increase, we may stagger snack times to ensure children are sat apart eating and avoid sharing/self-selecting food. The children will eat their snack on their own individual mat and individual plate of food.
- Malleable play such as play dough will be provided by all children having their individual named dough which will be kept in an individual container.
- restrict entry to the setting to children and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance)

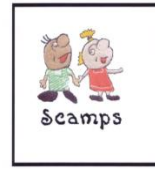
Children will

- be taught about COVID19 and personal hygiene in an age appropriate way (e.g. Coronavirus – A book for children <https://axelscheffler.com/books-for-older-children/coronavirus>)
- be encouraged to reduce social contact, by learning through play within their own small groups
- be encouraged not to touch their faces
- be encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste



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What parents can do at home

- talk to their children about coronavirus (COVID-19), social distancing and handwashing
- follow and support the Government guidance and procedures
- support the Scamps rules

Temporary/partial closure

There may be times when we must temporarily close Scamps, in full or in part. This could be due to a lack of available staffing or if advised to by Richmond Council or Public Health organisations to safeguard the children in our care.

If this does become necessary, we will inform you as soon as possible.

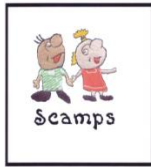
What we will do if a child shows symptoms of coronavirus:

- If your child is ill or is starting to develop symptoms, please do not send them in to Scamps.
- Scamps reserve the right to refuse admittance to any child from any family who are not following the Government guidelines or supporting the Scamps procedures.
- This refusal to admit a child may happen in person at the gate, and the period of non-admittance will be confirmed in writing within 24 hours of a verbal refusal.
- If your child shows any of the main symptoms of COVID-19 (new persistent cough/fever/loss of taste or smell) we will isolate them (ideally to a different room, but at least 2m away from the other children), phone you, and ask you to collect your child as soon as possible.
- Whilst we wait for you to arrive your child will be supervised by a member of staff, who will always remain at least 2m away from them if possible. (If this is not possible, the staff member will wear appropriate PPE as specified in government guidelines).
- Your household should then self-isolate according to current guidance, or until your child receives a negative test for COVID-19. Your child will not be allowed to return to Scamps until this has taken place.
- You can request a coronavirus test either through the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>) or via phone using the NHS 119 service.

Self-isolation guidance

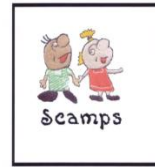
If any child or member of staff receive an official NHS covid19 POSITIVE test, then that child's bubble will be closed for 14 days. During those 14 days all children and staff from that bubble must self-isolate. They may come out of isolation early if they have an official NHS covid19 NEGATIVE test.

We expect all families to follow the current government guidance re: self-isolating if someone in the household is showing COVID-19 symptoms, has tested positive or has recently returned from



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certain other countries.

NHS information about when and how to self-isolate can be found here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Government information about international travel can be found here: <https://www.gov.uk/foreign-travel-advice>.

If your child will not be attending a session because they are ill or self-isolating, please let us know asap.

Please note

These procedures will be kept under constant review and will take into account current government guidance. We will evolve the procedures as we find out what works and what doesn't for the safety of staff and children.

All arrangements are subject to change depending on government guidance or a change in circumstances. If we make any significant changes to what is written here, we will inform you as soon as possible.

This is not an extensive list of procedures and further details are to be found in the government guidance

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

If you have any questions or concerns regarding Covid-19 please do not hesitate to contact me

Best wishes,

Debbie

Senior Manager, Little Scamps