



The Butterfly Rooms (Incorporating Woodlands) Ltd

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Limited by Guarantee

COVID-19 Response – Version 6.

In these exceptional circumstances we must all comply with the latest Government Guidance on Coronavirus (COVID-19).

This Safe Operating Procedure has been developed as a direct response to the Covid-19 pandemic of 2020 and take into account the UK government guidance for educational settings in England and the NHS signs and symptoms of Covid-19. These procedures are regularly updated in line with the UK government guidance.

These Safe Operating Procedures (SOP) are based on Public Health England and DFE guidance for Early Years settings and their key workers.

The Government have asked all Early Years settings to prepare to re-open from 1st June 2020 and this will have confirmed on 28th May and only if the 5 tests have been met. We have not closed through the pandemic and have remained open for the identified children in line with Government directive. We will be aiming to extend our offered places from 8th June 2020. We will be offering limited spaces as per the government priorities due to the new ratio requirements and floor space in addition to risk assessments.

Compassionate leadership is at the heart of this reopening and we will do everything we can to be honest, open and to communicate with you. There will be a lot of anxieties and we acknowledge that it is OK to feel worried and that COVID-19 and the lockdown has had an impact on everyone.

Everyone involved in the day to day running of the nurseries will receive appropriate instruction and training on how to operate under the terms of the Safe Operating Procedures.

We aim to work in partnership with parents and trust that everyone understands and follows these Safe Operating Procedures.

Coronavirus – COVID 19 – Government Guidance for Educational Settings

- Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others. Otherwise, those who are eligible or required to attend should attend education or work as normal
- If staff, young people or children become unwell on site with a new, continuous cough or a high temperature they must be sent home
- Clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products
- Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues
- For most people, coronavirus (COVID-19) will be a mild infection.
- Children are likely to become infected with coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild.

Detailed guidance or evidence supporting a procedure can be found on the Gov.co.uk website;

- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>
- <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>
- <https://dontforgetthebubbles.com/wp-content/uploads/2020/04/COVID-data-top-10.pdf>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Introduction

Early Years Settings play an essential role in society and we must make adaptations to the way we work to keep our children, parents, and staff team safe during this time. The fundamental principle of this guidance is to ensure we take as much precaution as we can to ensure the safety and protection of all. COVID-19 appears to affect young children less often and with less severity. The role of children in transmission is unclear, but the public health England guidance says it seems likely they do not play a significant role.

All current policies continue to be operated with the addition of the Covid-19 Operational Procedures.

Staged re-opening for small groups of children will allow us to provide safer environments for those attending enabling social distancing good practice to be implemented to the maximum capability in our sector and aid in the control of the rate of infection of the Covid-19 virus

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Assurance inspections

The purpose of these inspections is to:

- find out what it is like for children in their early years setting
- seek assurance that providers continue to meet requirements to remain on the Early Years Register and, if applicable, the Childcare Register

These inspections will result in a report that will give parents information and reassurance about what is happening in their child's setting. This is particularly important at a time when, due to the protective measures in place, parents are not entering settings as much as they usually do.

During these assurance inspections, providers must demonstrate how they:

- meet the learning and development requirements, if appropriate
- meet the safeguarding and welfare requirements
- develop and deliver the educational programmes, if appropriate
- identify children's starting points and ensure that children make progress in their learning and development, through effective planning, observation and assessment, if appropriate
- safeguard children
- work in partnership with parents, carers and others
- offer an inclusive service
- evaluate their service and strive for continuous improvement

Inspectors will find out how providers have addressed any actions and/or recommendations from the last inspection.

The assurance inspection will not result in a judgement of quality. But it will consider whether the setting continues to meet EYFS requirements. The inspection will therefore result in 1 of 3 possible outcomes:

- met
- not met with actions
- not met with enforcement

Risk Assessment

The risk of transmission of COVID-19 should be added to all new Nursery/Pre-school/Childminders risk assessments until these restrictions are lifted. If a planned activity or action could increase the risk of transmission, the activity should be avoided, or risks minimised to an acceptable level.

Attendance

- Children who are not displaying coronavirus symptoms are welcome to attend the setting if they meet the terms of our priority groups.
- All staff who are not displaying coronavirus symptoms will be expected to return as they are required to support the return of children. If a member of staff has symptoms at home a test will be required before the return to the setting (standard sick pay applies).
- Anyone who has experienced coronavirus symptoms must have completed the required isolation period and be symptom free or achieve a negative test result before returning to the setting.
- If a member of a household is unwell or isolating, all members of the household must isolate for the required period.
- Team members and parents are strongly advised to use the Government's Coronavirus Tracing App to help protect our community.
- Children and team members who are shielding (clinically extremely vulnerable) should not be attending the nursery at this time.
- Children and team members who are classed as clinically vulnerable should follow their medical advice.

Drop off and collection of children

- To minimise traffic in the setting, parents are asked to drop off and collect their children at the main entrance and not to enter the premises unless absolutely necessary and directed to by a member of the team.
- Should you require a meeting with us this will be done by Zoom.
- Parents waiting to drop off and collect are asked to maintain social distancing by standing at least 2 meters apart in a safe area.
- An identified team member will be responsible for arranging handovers with parents. This may not be the usual Key Person for a child. To minimise physical interaction, only key information will be shared on handover with more detailed handover information added to by phone call or zoom meeting if deemed necessary. The team member and parents should maintain physical distancing as much as practically possible.
- We ask that **one** authorised person collects the child only.

Parents

Please do not attend our setting if you or a member of your family has a confirmed case of Covid-19 (follow the government guidance before attending our setting). If you develop the symptoms of Covid-19 please

either ensure you take a test and are cleared as negative or have followed the Government guidance on self-isolating (if you are the first in your household with symptoms you should self-isolate for 10 days and your child and anyone else in your household self-isolate for 10 days, if another household member develops symptoms they are to self-isolate for 10 days from onset of symptoms) before attending our settings

We will be asking brief risk assessment questions on entry.

Preventing the spread of Infection & 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. The identified practices below are recognised as an effective way to support the suppression of the virus and reduce the rate of infection of Covid-19.

1. Wash your hands with hot soapy water for 20 seconds regularly throughout each day
2. Wash your hands as soon as you get home
3. Cover your mouth and nose with a tissue when you cough or sneeze
4. Put used tissues in the bin immediately and wash your hands
5. Do not touch your face if your hands are not clean

Cleaning

An enhanced cleaning schedule must be implemented. Communal areas, toilets, touch points, shared resources and hand washing facilities must be cleaned and sanitised regularly. Claire Gilliam will be responsible for validating and recording cleaning schedules.

Hand washing

The rate of handwashing must be significantly increased. All team members must wash their hands with soap and water upon each arrival to the nursery and children should be encouraged to do the same. Adequate supplies of soap and paper towels are provided at identified hand-wash stations. 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.

Hand sanitizer will be provided in the lobby of the nursery with all visitors required to use it.

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

PPE Equipment

Government guidance is that PPE is not required for general use in nurseries to protect against COVID-19 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.
- A PPE box is available if a team member is 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 team members, children, parents, and members of their households are eligible for a COVID-19 test, should they display coronavirus symptoms.
- Any suspected or confirmed case of coronavirus must be reported to the Nursery Manager as soon as possible. If a positive result is confirmed the rest of the key group/bubble group/room will be

advised to isolate for 14 days. Positive tests will be reported to Public Health England by the nursery manager.

- It may be necessary to make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if a team member is diagnosed with coronavirus and there is reasonable evidence that it was caused by exposure at work.

PPE Box Contents:

1. Face Mask
2. Eye protection/visor
3. Disposable gloves
4. Disposable aprons
5. Tissues
6. Hand sanitizer
7. Wipes

Temperature & Symptom monitoring

Routine temperature testing is not advised as a reliable method for identifying coronavirus. Parents and team members should follow the national advice on the kind of symptoms to look out for that might be due to coronavirus:

- A high temperature (feel hot to touch on chest or back)
- A new continuous cough (coughing a lot more than usual)
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything or things smell and taste different to normal

The World Health Organisation (WHO) has also advised that whilst RARE, we should also be aware of potential conditions potentially linked to Covid19 in young children such as Kawasaki disease and paediatrics shock syndrome. Symptoms to look out for include;

- Fever
- Inflammation (swelling and redness of hands and feet, lymph nodes and neck)
- Hypotension
- Prolonged abdominal pain
- Skin rash
- Bloodshot eyes, red lips and tongue
- Racing heart

A Child Displaying Symptoms

- In the event of a child developing suspected coronavirus symptoms whilst attending nursery, they should be collected as soon as possible and isolate at home in line with NHS guidance.
- Whilst waiting for a parent/carer to collect the child, they should be isolated from others in a previously identified room or area.
- If possible, a window should be opened for ventilation.
- Personal Protective Equipment (PPE) is available for the team member if they feel it is appropriate. 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 the nursery the child had accessed.

If our services become unavailable due to restrictions, legislation and law in place in within the U.K. due to COVID -19, then full fees will not be charged but a retainer of 50%. The reason for charging the retainer fee, is to enable the setting to pay fixed overheads enabling them to provide the space once the service is available .

A Team member displaying symptoms

- In the event of a team member developing coronavirus symptoms whilst attending nursery, they should leave the bubble they are in, must not cross any other bubbles, go directly to a rapid test centre (if they do not drive this will be arranged by the setting) then isolate at home in line with NHS guidance until results are in. Rapid test sites have very prompt turn around times helping to protect all setting users.
- If they are unable to travel alone, they should wait in a previously identified room or area. If possible, a window should be opened for ventilation.
- Targeted and enhanced cleaning should then take place in the areas of the nursery the team member had accessed.

Staff members will be paid in line with company sickness policy for any absence due to COVID-19 legislation. We realise this comes with a huge financial impact and the setting will aim to support where possible.

Implementing social distancing

A level of physical interaction within nurseries is unavoidable.

The key to reducing the risk of coronavirus transmission is to maintain small groups and minimise physical interaction between these groups.

It is very difficult to avoid a level of physical interaction with young children and it is important to have their wellbeing at the centre of everything we do. If a child is in need of a hug, then it would not be fair to deny this.

To help with social distancing the children will be grouped in small groups (a bubble) with a practitioner and this group will work alongside a buddy group to ensure that an adult is always available. Social distancing will also apply to coat pegs, seating arrangements and sleeping.

Homebase rooms & Key Groups

Wherever possible children and team should remain within their home base room groups. Merging rooms during the day should be avoided. Team members covering across different rooms should be avoided wherever possible.

Mealtimes

- Children will eat in their base rooms and bubble groups.
- All children will be asked to bring their own packed lunch provided in a plastic container
- No food will be eaten from shared containers or platters
- Children will need to bring in their own named drinking cup that we can wash at intervals each day
- Drinks will be offered at 30-minute intervals instead of cups being at children's level to avoid accidental sharing of cups and cross contamination

Wrap Around Care

We must follow the Government guidelines. All wrap around care suspended until 18/01 review.

Communal spaces & outdoor classrooms

Children should only access communal spaces such as gardens and in their home base room groups unless an appropriate distance can be maintained between groups. Most toilet/ changing facilities are in home base

rooms. In the case a toileting area is communal the home base groups should access these separately and more regular cleaning implemented.

Resources

Equipment and resources that cannot be cleaned easily should be removed or minimised.

Children still need to have access to resources usually provided and will endeavour to provide as many resources as we possibly can, these will be reduced considerably as we will be preventing the risk of cross contamination as much as is practicably possible.

Play equipment in communal areas (e.g. outdoor classrooms) should be sanitized between groups. Soft furnishings and resources with intricate parts that are difficult to clean should be removed from home base rooms. If sand and water play resources are to be used by more than one group, the sand and water should be changed after each group and container sanitized. We will make use of natural resources that can be found for free in the environment and disposed of each day.

Items brought from home

Families will be discouraged to bring items from home into the nursery.

Comforters are permissible if not having them would cause a child distress, but strict hygiene measures will need to be in place for these. This must be discussed with us ahead of the child returning to the setting.

Settling in sessions

Parents may enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. Primarily, the use of phone and video calls to reassure children and parents is encouraged.

If permitted to enter parents should minimise their movement around the nursery and only enter the room their child will be attending.

Parents should minimise their interaction with other children and team members.

Travel to nursery

Wherever possible team members and families should travel to the nursery alone, using their own transport. If it is necessary to share transport, journeys should be taken with the same individuals with the minimum number of people at one time. If public transport is necessary, current guidance on the use of public transport must be followed. Face coverings are advised on public transport to help protect others.

Team breaks

Social distancing (2 meters) must be maintained in team rooms. Lunch breaks should be divided into smaller breaks throughout the day to minimise the number of team in the team room at one time (E.g. 15 min, 30 min, 15 min or 15 min x 4). Team members are encouraged to take a break off site or in a separated garden area if possible but should avoid high traffic areas such as local shops or cafés. If team members live near to the nursery, they may choose to take their break at home.

Cross Site Working

Cross site working should be avoided wherever possible. Relief/Bank team members should work at their 'home nursery' and not work across multiple sites unless specifically requested to.

Fire drills and Emergency Practice

If we have to respond to a fire or emergency lockdown, we will continue to do so following safe distancing measures where possible. The safety and well-being of children and staff will come as our first priority in this situation

Visitors

During these measures, visitors should be limited to visit only during times when children are not attending. Interactions with support workers and other agencies should be conducted using virtual meeting sources. Stay & Play sessions,

Preparing for School Workshops, Educational visitors, and student placements must be postponed until restrictions are lifted.

Nursery views and tours

Prospective parent views and tours should be conducted using virtual tours where possible or strictly by appointment only and only when adherence to hygiene measures are agreed and meeting apps. Managers should continue try providing a virtual tour and encourage interaction between prospective parents and key persons.

Visitors & Meetings

Attendance in the nursery should be restricted to children and team as far as practically possible. All meetings and interactions should continue but by using virtual meeting sources rather than inviting visitors into the nursery.

Meetings

All meeting will be conducted virtually until further notice.

In the matter of an emergency a physical group meeting taking place should be done so adhering to social distancing and safety measures.

Interviews

Recruitment is hold at this present time and no interviews are to take place.

Uniform

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

11 <https://www.nhs.uk/common-health-questions/infections/can-clothes-and-towels-spread-germs/>

12 <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

13 <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

14 <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

Nursery Laundry

Nursery laundry continues to be collected by The Professional Nursery Kitchen and washed by industrial machines with specialist detergents, in line with NHS laundry standards. Ensure the laundry bag is not overfilled and is securely tied before collection.

Everyone is strongly encouraged to use the Governments Coronavirus tracing app to help protect our whole community.

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

