

COVID 19 POLICY

A Parent's Guide to Covid-19.

Presented by, Cheshire Childcare Alliance Ltd.
(Formally known as Holiday Zone Ltd).



THE OUT OF SCHOOL PROVISION PUTTING THE KIDS FIRST

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Introduction.

Dear Parents, as government have School provisions open from the end Term. We are July 2020 at School.

In order that we we are planning minimise risks as reasonably health, safety and children, staff and families, remains our central priority, we are determined to make our setting as safe an environment as possible for everyone attending.



THE OUT OF SCHOOL PROVISION PUTTING THE KIDS FIRST.

you are aware, the given Out Of the opportunity to of this Summer opening on 20th Wilmslow Prep

can return safely, very carefully to far as is practicable. The wellbeing of our

A Working Document.

This is a working document and will be continually reviewed.

It is our intention to work collaboratively with everyone within our Holiday Zone community.

We value all contributions and share your concerns. Our fundamental aim is to present parents with a detailed overview of our policies and procedures, as we re-open Holiday Zone, providing clarity and guidance for our families.

To assist, we have been obtaining data from Local & National Government, our Partners at Citation, OOSA and the NDNA and wider respected sources, such as Unicef and the World Health Organisation.

If Parents would like us to expand on any of our policies, we are happy to deal with any queries directly via email. Many of our policies are available on-line via Citation and can be viewed in PDF format.

Coronavirus Policy Document.

Holiday Zone at recognises the importance of careful, advanced planning, to minimise risks as far as is reasonably practicable. The health, safety and wellbeing of our children, staff and families, remains our central priority.

What is a Coronavirus?

The World Health Organisation (WHO) defines Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments. WHO will continue to provide updated information as soon as clinical findings become available.

We have provided a link for parents here: https://www.who.int/health-topics/coronavirus#tab=tab_1

The World Health Organisation continues.... "COVID-19 is a viral infection similar to flu, spread from person to person by close contact. It typically causes fever and a cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics". Symptoms of coronavirus can include:

Cough

Sore throat

Fever

Tiredness

How Does Covid-19 Spread?

1. Infected people pass the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.
2. Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
3. Touching objects (eg door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.

How Does Covid-19 Affect Children?

The Department for Education & Public Health England state:

“Children are likely to become infected with coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild”.

Ref, UKGOV, May 2020:

[:https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19)

Unicef state:

“This is a new virus and we are still learning how it affects children or pregnant women. We know it is possible for people of any age to be infected and transmit the virus, although older people and/or those with pre-existing medical conditions seem more likely to develop serious illness.

There are reports of a rare but serious multisystem inflammatory syndrome affecting children and adolescents, possibly associated with COVID-19. However, it is not known for sure whether COVID-19 infection is triggering this condition.

Children who have these symptoms should seek medical care. Early diagnosis and treatment are critical, but initial reports suggest most cases responded well to anti-inflammatory treatment.

Children may be disproportionately affected by measures taken to control the COVID-19 outbreak, such as school closures and physical distancing measures. Special attention needs to be paid to prevent and minimize negative consequences for children as much as possible”

Ref Unicef May 2020:

<https://www.unicef.org/stories/novel-coronavirus-outbreak-what-parents-should-know>

Preventing the spread of infection.

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

1. Washing your hands often (for 20 seconds or longer) - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport.
2. Covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See **Catch it, Bin it, Kill it**, publications.
3. People who feel unwell should stay at home and should not attend work or any education or childcare setting.
4. Pupils, students, staff and visitors should wash their hands:
 - Before leaving home.
 - On arrival at Holiday Zone at Wilmslow Prep.
 - After using the toilet.
 - After outdoor play/walks.
 - Before food preparation.
 - Before eating any food, including snacks.
 - Before leaving Holiday Zone at Wilmslow Prep.

If hand washing facilities are not available alcohol-based hand sanitiser that contains at least 60% alcohol can be used.

5. Avoid touching your eyes, nose, and mouth with unwashed hands
6. Avoid close contact with people who are unwell
7. Clean and disinfect frequently touched objects and surfaces
8. Wearing appropriate PPE if supporting a child or colleague who has suspected or confirmed COVID-19 case.

Ref Public Health England May 2020:

<https://www.gov.uk/coronavirus>

How will we be managing risk?

We have highlighted along with our partners at NDNA and Citation, three key Policy areas, in which we can all play a part in managing the risk to our Children, and prevent the spread of Covid-19 within our Holiday Zone community, these are:

Sharing of Information and Policies:

A Guide for Parents & Staff – Who should attend Holiday Zone what to do, should you think your child is showing symptoms of Covid-19, Collection and drop off protocols, etc.

Health & Safety Policy Review:

Regular Covid-19 updated Risk Assessments – Staff, Children, the Environment, Play Items, Travel, Food Delivery, Systems of work etc.

Hygiene Policy Review:

Review and updates of all Policy Documents – Covering Hygiene, Staff Hygiene Training, the relevance of PPE, Testing Guidance, Track and Trace etc.

Sharing of Information & Policies.

A Guide for Parents:

1. Who should be attending Holiday Zone?

Only children who are symptom free or have completed the required isolation period of 7-14 days following an illness will be allowed to attend Holiday Zone at Wilmslow Prep.

Temperatures will be taken each morning. Any children with a high temperature, at the school entrance will be returned to parent care, and asked to isolate for 7-14 days.

Children returning to Holiday Zone will complete a full health declaration to ensure everyone entering the setting is symptom free. Reasonably, will also require copies of any recent Covid test information, these records will be treated professionally in line with all GDPR guidance, and remain private.

2. What Should I do if my Child is unwell before attending Holiday Zone Wilmslow Prep?

We ask, if your child is unwell, please communicate any symptoms to us directly and immediately. Any child who becomes ill with a persistent and new cough or has a temperature above 37.5 degrees will be asked to be monitored from home for 7-14 days, in line with Government Policy advice, unless a negative test can be presented and documented.

Holiday Zone will remain open, but parents and staff will be informed, especially those in high-risk groups. The area in which this child has attended previously will be deep cleaned, and all staff and children within this working 'Bubble', requested to take at least 7 days leave, unless a negative test can be presented and documented.

3. What if my Child falls unwell at Holiday Zone?

At Holiday Zone, we will be conducting regular temperature checks throughout the day. If a child displays a temperature or any symptoms, parents will be called immediately, to collect the child as a matter of urgency.

PPE will be provided to staff dealing with the child, and the child will be isolated, preferably with their key worker, in full PPE. A member of the Management team will also be designated to deal with the situation, also wearing PPE.

We have designated the staff room as the isolated safe place. Obviously, every effort will be made to ensure, the child enjoys the remainder of the day with us, in terms of activities, and opportunity. However, parents, it is vital any children displaying symptoms are collected as quickly as possible, for the benefit of the wider Holiday Zone community.

Again, Holiday Zone will remain open, but parents and staff will be informed, especially those in high-risk groups. The room this child has attended previously will be deep cleaned, and all staff and children within this working 'Bubble', requested to take at least 7 days leave, unless a negative test can be presented and documented.

4. What to do if a case of COVID-19 is confirmed at Holiday Zone?

Holiday Zone will need to contact the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

An assessment of each childcare setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and staff will be based on this assessment.

The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice.

Advice on cleaning of communal areas such as playrooms and toilets will be given by the Health Protection Team.

If there is a confirmed case, a risk assessment will be undertaken by the manager with advice from the local Health Protection Team.

The bubble that has been affected will be required to close, all team and children within this bubble will be required to self-isolate for 14 days along with the other members of their household.

In most cases, closure of the whole setting will be unnecessary.

5. Testing and returning to the setting.

Clearly the government have made some advances in terms of testing, however guidance is changing regularly. Below is a link to the current Government Information and testing guidance:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Any child or adult at risk, or returning to the setting, should contact 111 and request a test at a local center or at home, this can also be done on-line.

Again, everyone returning will be required to complete an up-to-date health declaration, they will also be required to share test information with us, and a copy of the test result will be kept on file.

6. Drop off & Collection.

Upon arrival at Holiday Zone please follow the guidance displayed on the notice board, please ring the designated Holiday Zone bell and wait for the Manager. The manager will take all children's temperature before admission in to the building. All children will be required to wash hands upon entrance in to the setting. No parents or guardians will be allowed to enter the setting at any time.

Upon Collection please ring the designated Holiday Zone bell and wait for the Manager who will come and acknowledge your arrival and then bring your children to the door.

7. What should I bring to Holiday Zone?

Children and Parents are not permitted to bring their own play items to Holiday Zone. Children are not permitted to bring in their normal Cloth bags, all bags must be plastic, as these can be easily sanitised. The bag should only contain clothes, which will remain on site, topped up as necessary, with their name on. Children are permitted to bring a coat to Holiday Zone. We cannot accept any other items including medication from home environments at this time. Please could all packed lunches be provided in a clearly named plastic bag which can be disposed of at the end of Lunch, no plastic boxes to be used.

8. Staff attending Holiday Zone.

Staff will only attend Holiday Zone if they are symptom free, have completed the required isolation period or achieved a negative test result.

Staff members temperatures will be taken on arrival and a return to work questionnaire must be completed by all returning staff.

Holiday Zone will limit the number of staff in the setting at any one time to only those required to care for the occupancy levels on any given day.

9. Child Physical Distancing Measures.

All children will be separated into their own age related bubbles with friends and family members, bubbles will be split into groups of 10 with one designated member of staff . These 'Bubbles', will maintain a 2-meter distance from other 'Bubbles', as much as reasonably possible.

Every effort will be made to ensure these 'Bubbles' do not mix, no matter the day, or Holiday Zone population size. However, we are a child focused setting, and we will always have the child's mental and social needs in firm view at all times.

The children will mix in their 'Bubbles', of no more than ten. These Bubbles will reflect, the child's age, level of progression, social and family circumstances, where relevant.

10. Regulating movements within Holiday Zone.

Signs will be displayed throughout the setting, and on the front door, these are to be respected. Nobody is to enter the setting unless authorised to do so by Management. The exceptions being, Children and Educators. Further guidance:

- No visitors allowed into the settings during opening hours. .
- Small team rooms closed for anything other than food and drink prep, storage of bags/belongings, team can use the staff room limited to two staff members at one time.

11. Movements between 'Bubbles'.

From time to time it may become necessary for Management to move between 'Bubbles'. For this to happen safely and prevent cross contamination between groups, Management will wear full PPE. To include, plastic apron, gloves, and when relevant only, a face mask. Management will respect all social distancing and Hygiene protocols at all time, especially when moving between 'Bubbles'. PPE will be changed between 'Bubbles' and disposed of safely.

These same protocols will be used, when welcoming children at the front door, as necessary.

12. Child Wellbeing and Education.

All children will be supported in age appropriate ways, to aid them in their understanding of self, and the steps the they can take to keep themselves safe including regular hand washing and sneezing into a tissue, and disposal of tissues.

Regular hand washing and temperature checks will be supervised by children's 'key workers' and all staff.

We will continue to provide, a child centered fun filled day of activities, which will reflect the limitations brought by Covid-19. However, our activities, will remain imaginative, creative and exciting, with in the moment planning, with wider learning opportunities.

The children will be encouraged to spend time in play, exploring and investigating. They will also spend time, within their 'Bubbles', outside whenever possible.

Children are not permitted to bring their own play items to Holiday Zone.

Children are not permitted to bring in our normal cloth bags, all bags must be plastic, and contain only clothes, which will remain on site, topped up as necessary.

Children are permitted to bring a coat to Holiday Zone. We cannot accept any other items including medication from home environments.

13. Visitors.

As stated, people's attendance to the setting will be restricted to children and staff as far as practically possible.

Visitors will not be permitted within the setting. If essential visits are required, for maintenance of the building for example, this will be outside of the usual Holiday Zone operating hours, and the same Health Screening will apply to all visits.

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14. Travel & Trips.

Wherever possible staff and parents should travel to Holiday Zone alone, using their own transport.

If public transport is necessary, current guidance on the use of public transport must be followed.

Trips out of the setting will not be permitted at this time. However, in line with all other policies, this will be reviewed regularly, and parents consulted.

If any staff, children or families have returned from a high-risk area, will be asked to self-isolate. Please use government guidance for current definition, which can be found here:

<https://www.gov.uk/government/news/covid-19-essential-travel-guidance>

This is important, as we believe this guidance maybe changing weekly, even daily, in weeks and months to come.

We also believe high-risk locations will not be limited to just overseas, and could including areas of the UK, in weeks and months to come, as the track and trace app is implemented.

All staff, children and families returning from high-risk locations, until further notice, will be asked to stay away from Holiday Zone for 14 days from their date of return, in line with current Government guidance.

15. NHS Track & Trace Application:

As a child focused, socially responsible setting we believe the NHS Track & Trace App, could play an important part in the fight against the virus, and indeed keeping our children safe.

Reasonably, we'd like all parents to consider the use of this app, as we all play our part in protecting our Holiday Zone Community.

We understand the privacy arguments and respect them. Obviously, the decision to use the App remains a personal choice, however our organisation will be supportive.

In terms of contact tracing, the definition of a contact includes:

- Any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes).
- Talking with or being coughed on for any length of time while the individual is symptomatic.
- Anyone who has cleaned up any bodily fluids of the individual.
- Close friendship groups.
- Any child or staff member living in the same household as a confirmed case.

Contacts which are considered cases and defined as such, will be treated as follows:

- Children and Staff will be asked to self-isolate at home for 7-14 days from the last time they had contact with the confirmed case and follow the home isolation guidance.
- They will be actively followed up by the Health Protection Team.
- If they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment.
- If they become unwell with cough, fever or shortness of breath they will be tested for COVID-19.
- If they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19.
- If they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection.

Ref: Public Health England, May 2020.

NHS Track & Trace App: <https://digital.nhs.uk/services/nhs-app>

16. Fire Safety and Covid-19

Our current Fire Safety document, will remain, last updated in February 2020.

However, all social distancing measures will now be implemented respected as part of any fire drills. Staff and Child Bubbles will remain consistent throughout these events.

Staff will also receive updated training via Citation in respect of this new guidance.

Management leaders will also ensure these drills are completed before re-opening and on the first week of opening.

A Guide for Staff.

On returning to the Holiday Zone, reasonably, all staff will be subject to the same guidance given to parents and children. However, they will also be subject to further guidance, to include:

1. Weekly Covid-19 Training and re Training to include but not limited to:
 - Regular hygiene training and updates.
 - Health & safety training, including conducting specific risk assessments, in relation to Covid-19, and how best to monitor levels of risk.
 - Conducting temperature checks and controls.
 - How to minimise risk, and Infection controls.
 - Personal contact controls, working effectively as a team, in 'Bubbles'.
 - Cleaning, equipment and working environments effectively.
2. **On Thursday 16th all staff members will be coming back to Holiday Zone and will have training on the new policies and procedures, ready for our return.** They will benefit from one to one session's with Management, access to Citation documentation and online training, as we prepare to welcome our children back.
3. The management role will be to review and monitor staff and their interactions with the children on a daily basis, as before. However, greater emphasis will be placed on Hygiene and Health & Safety issues relevant to Covid-19. Staff will receive regular one to one session's, and re training whenever necessary.
4. PPE, staff will be trained on its relevance, how best to store it, stock levels, and how best and when to use it.
5. They will be given regular training updates via staff email, from Citation, management will also be conducting regular spot quizzes with staff, to ensure knowledge is up-to-date, and best practice is always evident.
6. Staff will also be encouraged to live responsible lives outside the Holiday Zone setting, where possible, minimising risks, and ensuring the wellbeing of our children.
7. During these unprecedented times, it may become relevant for staff to work over-time, and/or flexible hours, especially during periods of sick leave.

Holiday Zone has a large pool of staff, thanks to our wider childcare commitments, this should ensure continuity of service. If new staff members are introduced to the setting, from our other venues, these staff will be introduced to parents and children in advance, they will also be subject to all the same screening and policies as other team members.

8. Fire Safety re training, and Fire Drill training meeting on the 16th. You are then required to deliver a Fire evacuation Drill within 'Bubbles', on the first week back, which will be conducted as a team, with Management feedback to follow.

Health & Safety Policy Review.

We now look to our Health & Safety Policies, as our second area of control. As many of you will know, we use a company called 'Citation', link below, to assist us in our Health & Safety Policies and reviews. <https://www.citation.co.uk/>

Holiday Zone is visited regularly by the team, and inspections made, they work with our management to ensure we are providing a safe and healthy working environment for our staff, and a child focused, safe place to learn for your children. Since February, the team at Citation have been working with us on Covid-19, and its control.

Citation send our staff daily tasks via their online training portal 'Atlas', this portal can be reviewed by management. Ensuring the staff are receiving and engaging with the best possible and most recent Health & Safety advice in relation to Covid-19.

Below is a snapshot of the information available currently on 'Citation and NDNA', for our team to engage with:

RA1358 (V.15.05.2020)
[Covid Secure Risk Assessment - Nurseries & Early Years Provisions](#)
RA1352 (V.15.05.2020)
[Covid Secure Risk Assessment - Office Spaces / Contact Centres](#)
RA1353 (V.15.05.2020)
[Covid Secure Risk Assessment - Work In Other Peoples Homes](#)
RA1356 (V.15.05.2020)
[Covid Secure Risk Assessment - Working In Or From a Vehicle](#)
RA1360 (20.05.2020).
[Covid Secure Risk Assessment - Care Provisions](#)
Coronavirus Policy, COVID-19
[COVID-19: Q&A HR advice 28 February 2020](#)
Coronavirus, COVID-19, HR advice on coronavirus, HR advice on COVID-19
[COVID-19: Q&A HR advice 5 May 2020](#)
Coronavirus, COVID-19, HR advice on coronavirus, HR advice on COVID-19
[COVID-19: Q&A HS advice 28 February 2020](#)
Coronavirus, COVID-19, H&S advice on coronavirus, H&S advice on COVID-19
[COVID-19: Q&A HS advice 5 April 2020](#)
Coronavirus, COVID-19, H&S advice on coronavirus, H&S advice on COVID-19
[COVID-19: Q&A HS advice 7 May 2020](#)
Coronavirus, COVID-19, H&S advice on coronavirus, H&S advice on COVID-19
[General Guidance letter to staff advice 7 May 2020](#)
[Corona virus: Health and Safety back to business guide -issue 1 15.05.2020](#)
[Corona virus: Social distancing & face masks 10 May 2020](#)
[Covid-19: Social distancing: Site checklist 11 May 2020](#)

Atlas Policy Reviews:

[31/03/20- Biting Policy](#)
[07/04/20- Prevent and Radicalisation Policy](#)
[22/04/20- Updated Covid 19 Admissions Policy](#)
[30/04/20- Alcohol and Substance Misuse](#)
[04/05/20- Updated Covid 19 Arrivals and Departure Policy](#)
[11/05/20- Promoting Positive Behaviour Policy](#)
[27/05/20- Updated Covid 19 Milk Preparation and Bottle Feeding Policy](#)
[28/05/20- 'Return to the Garden', COVID 19 Operating Policy](#)
[28/05/20- Updated COVID 19 Fire Safety Policy](#)
[28/05/20- Updated COVID 19 Goods Handling Policy](#)

This snapshot should provide parents with some clarity and certainty, that we are making every effort to ensure our setting, our staff and management team is ready to receive your children.

***A copy of our site risk assessment including all Covid-19 specific elements, any training material and booklets, can be sent to parents on request.**

Hygiene Policy Review.

Cleaning Routines.

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place. However, in areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

1. All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution each day, this includes all door handles, number pads on doors, door release buttons, light switches, key boards/ mouse, telephones, office desks, printers, phone, money safe, banisters, children's chairs.
2. Disposable cleaning cloths will be used throughout Holiday Zone, for example blue roll for cleaning hard surfaces and disposable mop heads.
3. Toys will be rotated each day and sterilised between uses to prevent cross contamination between children who attend on different days. The toys available will be toys that can be cleaned effectively, and resources will be limited to enable rotation.
4. Toys that are difficult to clean, such as toys with lots of fiddly parts, soft toys and the wooden blocks will not be available at this time.

Other Hygiene Changes.

1. Visitors will no longer be visiting the setting.
2. Baking activities will also be stopped for the time being.
3. Display posters and information to promote infection control.
4. Ensure that adequate supplies of cleaning materials are available within the setting.
5. Dispose of waste promptly and hygienically.
6. The introduction of regular weekend deep cleaning, of equipment and all learning settings.

Hand Washing Routines.

To ensure the staff, children, and visitors are washing their hands in line with the current guidelines the following will be put in place:

- On arrival to Holiday Zone all staff and managers will wash their hands in the entrance hall.
- On arrival all children will be asked to wash their hands in the music room sink.
- Team's should wash their own hands before supporting a child to wash theirs.

- During the day children and staff will wash their hands after going to the toilet, before meals or snacks, and when arriving back from the garden. This should ensure Children are washing their hands roughly every 90 minutes.
- Educators should wash hands before putting on any PPE.
- All children will wash their hands with soap and water, and for at least twenty seconds, including lower wrist area and in-between fingers.
- Signage will go into all handwashing.

- Staff must wash their hands before preparing or serving food even if wearing gloves.

Personal Protective Equipment (PPE).

In line with recommendations from the DfE and PHE PPE will be worn as follows:

In the event of a child or team member showing symptoms of COVID-19 during the day the person supporting this person will need to wear a disposable apron, disposable gloves, a disposable face mask (Three ply) and a face shield.

Members of the team handling food items will be required to wear a disposable apron. Their sleeves should be rolled to their elbow position to allow good handwashing before food is served and consumed.

Closure.

The latest advice is that closing individual settings is of limited benefit in stopping the spread of the disease. However, there may be some occasions when we will have to consider temporarily closing Holiday Zone because we have too few unaffected staff to run sessions safely. If this occurs the manager will contact our local Early Years Service for further support and guidance.

Holiday Zone will also have to close if advised to do so by the local authority or as a result of changes to Government Policy, in the interest of safeguarding the children in our care.

In the event of closure, the manager will notify parents or carers as soon as possible. The manager will also inform the local Early Years or Childcare service as well as other relevant parties, eg feeder schools, other users of shared premises, etc. The manager will also notify Ofsted of the closure.

Advance planning.

In preparation for dealing with a pandemic disease, Holiday Zone will ensure that all contact details for staff, children and parents are up to date.

We will prepare letters of notification for parents and staff, so that they can be distributed immediately if an outbreak occurs.

We will endeavour to build a bank of relief or supply staff who are able to provide cover should staffing levels fall below the required legal minimums. Any relief staff will be DBS checked at the time of joining our team, so that they are legally able to work with children should the situation arise.

Holiday Zone will regularly update its information regarding pandemic diseases, by checking the latest guidance from Public Health England and the local authority and will inform parents and staff of any changes to our emergency plans.

Guidance to assist professionals.

As COVID-19 has only been recently identified, guidance to support professionals is regularly being updated or published. Up-to-date advice can be found through the following links

Coronavirus (COVID-19): latest information and advice:

<https://www.gov.uk/coronavirus>

Guidance for educational settings:

<https://www.gov.uk/coronavirus/education-and-childcare>

Guidance for parents:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

Guidance for employers and business:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Useful contacts:

Early Years or Childcare Service: Carol Sharples 07979460655

Ofsted: 0300 123 1231

Health Protection Team (HPT): 03442250562 option 1 out of hours call 0514344819

This policy was adopted by: Holiday Zone	Dated: 11/02/2020 Reviewed: 14/07/2020
To be reviewed: 14/08/2020	Signed: Maxine Hornby (Manager). Signed: Darren Reynolds (Owner). Signed: Natalie Reynolds (Owner).

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.44].

Operating Policy Review.

What follows is our Covid-19 operating policy guidance for Staff and Parents, this was adapted from a recent publication sent by the NDNA, following consultation with Government. **Parents may wish to use this as a quick reference guide.**

Covid-19 Operating Policy Review.

Reviewed: 14/07/2020

By: Darren & Natalie Reynolds & Maxine Hornby.

Focus	Area of consideration	Action
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Children	Attendance	<p>Only children who are symptom free or have completed the required isolation period will be allowed to attend the setting.</p> <p>Temperatures will be taken each morning at the first gate. Any children with a high temperature will be sent home.</p> <p>Parents will complete a return to Holiday Zone health questionnaire to ensure anyone entering the setting is symptom free.</p> <p>Holiday Zone will request test results from Parents, when necessary.</p>
	Physical distancing / grouping	<p>All children will be separated into their own bubbles with family and friends of no more than 10 children. These 'Bubbles', will maintain a 2-meter distance from other 'Bubbles', as much as reasonably possible.</p> <p>Every effort will be made to ensure these 'Bubbles' do not mix, no matter the day, or Holiday Zone population size. However, we are a child focused setting, and we will always have the child's mental and social needs in firm view at all times.</p> <p>Within the setting, the children will mix in their 'Bubbles', of no more than ten. These Bubbles will reflect, the child's age, level of progression, social and family circumstances, where relevant.</p>
Children	Wellbeing and education	<p>All children will be supported in age appropriate ways, to aid them in their understanding of self, and the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue, and disposal of tissues.</p> <p>Regular hand washing and temperature checks will be supervised by children's 'key workers' and all staff.</p> <p>We will continue to provide, child centred activities, which will reflect the limitations brought by Covid-19. However, our curriculum, will remain imaginative, creative and exciting, with in the moment planning, with wider learning opportunities.</p> <p>The children will be encouraged to spend time in play, exploring and investigating. They will also spend time, within their 'Bubbles', outside whenever possible.</p> <p>Children are not permitted to bring their own play items into Holiday Zone.</p> <p>Children are not permitted to bring in the normal Cloth bags, all bags must be plastic, and contain only clothes, which will remain on site, topped up as necessary.</p> <p>Children are permitted to bring a coat to Holiday Zone.</p> <p>We cannot accept any other items including medication from home environments.</p>

Educators	Attendance	<p>Staff will only attend Holiday Zone if they are symptom free, have completed the required isolation period or achieved a negative test result.</p> <p>Staff members temperatures will be taken on arrival and a return to work health questionnaire must be completed by all returning staff.</p> <p>Holiday Zone will limit the number of staff in the setting at any one time to only those required to care for the occupancy levels on any given day.</p>
Educators	Physical distancing/ grouping	<p>Wherever possible staff will remain within their allocated bubble and not come into contact with the other bubbles, children or working environments.</p> <p>Social distancing will remain during break times. Breaks will be staggered to ensure no more than 2 staff are in the staff room at one time. Staff are encouraged to be flexible and pragmatic in terms of breaks, during this difficult period.</p> <p>Staff members are to avoid physical contact with one another at all times.</p> <p>Staff are encouraged to clean after themselves and commit to professional hygiene standards at all time.</p> <p>The Team will work within an allocated group and not be moved around the setting to provide cover. This may mean that one bubble requires the Team to work overtime to cover the ratio even when other rooms have spare.</p> <p>In emergencies (for example a staff member is sent home ill) the setting ratios may need to be met across a site not in an individual bubble, in such an incident a risk assessment will be conducted to ensure children are safeguarded.</p>
Educators	Training	<p>Staff will complete infection control training through Citation.</p> <p>Staff will read and fully understand all new operating procedures before returning to work.</p> <p>Staff will participate in a return to work interview, which will include a Covid-19 quiz.</p> <p>They will then undergo a full Covid-19 induction with their room leader before starting work.</p> <p>Staff coming back to work on 20th July will be required to attend Holiday Zone for Training on July 15th.</p>
Parents	Physical distancing	<p>No parent is allowed entrance in to the setting, unless granted access by the Management team.</p>

		Children will be brought to the parent by either a member of Management or their child's key worker.
Visitors	Visits	Attendance to the setting will be restricted to children and staff as far as practically possible. Visitors will not be permitted to the setting unless essential. When essential visits are required this will be outside of the usual Holiday Zone operating hours.
Travel	Travel associated with settings operations	Wherever possible staff and parents should travel to Holiday Zone alone, using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed.
Hygiene and Health and safety	Hand Washing	All children, must wash their hands when entering the setting. Children will be supported to wash their hands frequently throughout the day
	Cleaning	There will be an enhanced cleaning schedule implemented throughout the settings. Toys within the room will be limited and washed each evening. The staff room will be cleaned following each use. Key touch areas such as handles will be cleaned regularly throughout the day.
	Waste disposal	Tissues will be disposed of immediately and children supported to wash their hands. All waste will be disposed of in an hygienic manner.
	Risk Assessment	There will be no learning experiences involving materials which are not easily washable. Malleable play materials will not be available.
	PPE	Government guidance is that PPE is not required for general use in the early years settings to protect against COVID-19 transmission. We will continue to wear PPE for the administration of first aid and during mealtimes. Or as required should a suspected case be diagnosed.