



*Holland Park Pre-Prep
& Nursery*

Coronavirus Safety Measures Policy

Below is a series of measures HPPN will be taking to reduce the risks surrounding coronavirus within the nursery environment. These go beyond the measures advised by the government but are the measures we consider prudent in these times. Where the below measures are in contradiction to other policies held by HPPN, these measures take precedence until such time as advised by government that the risk has passed.

There will always be a balance between measures to protect the health of everybody coming to HPPN, regarding coronavirus, and the overall health and safety, as well as the emotional wellbeing, of the children, staff and parents. We will continue to monitor the advice available to us, as well as the effectiveness of the measures and adjust accordingly.

Department of Education Guidance

Below is a link to the guidance for parents regarding requirements.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

Drop-Offs and Collections

The nature of the nursery community means that parents' arrival times are generally spread out. We also know how difficult it is to arrive at a set time when you have young children! Therefore, we will not be specifying arrival times at this stage. On arrival at the nursery we ask you to follow the below guidelines:

- All drop-offs and collections will take place in the outside area at the front of the nursery. The only exception to this will be if a child is settling and a parent would like to help settle their child. In these circumstances we will arrange a set time for settling sessions to ensure no more than one parent is in each classroom at a time. **Parents and teachers should practise social distancing by remaining 2 metres apart at all times.**
- Parents are asked to contact their child(ren)'s class by WhatsApp on leaving home with their estimated time of arrival, so that the teachers can be prepared in order to reduce waiting times.
- Entrance codes will not be provided. Instead, families will need to ring the doorbell for the office. Only 3 parents will be allowed in the outside area



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at one time to ensure a 2 metre distance is maintained. A member of staff from your child's class will meet to do handover.

- **Only one adult from each family should enter the nursery site.**
- If there are already 3 parents in the outside area parents will be asked to wait outside the nursery (queuing 2 metres apart) and wait for a parent to leave before entering the site.
- Handover will be a shortened process to ensure reduced contact between staff and parents, and allow everybody to pick up and drop off as quickly as possible.
- HPPN is providing all parents with access to an app called Parent Portal, which gives information on meals, sleeps, nappies and some activities the children took part in, to replace the verbal handover.
- If parents have any queries they may send a WhatsApp message to the class phone which will be monitored. If there is any urgent information such as medicines this should be sent via email or telephone to the Office team (philip.culling@hpps.co.uk, kellie.antonazzo@hpps.co.uk; 020 7602 9066) as well as sent by WhatsApp to ensure the message is received.
- We highly recommend that families walk or cycle to nursery (or drive), and avoid public transport wherever possible. If public transport is required we ask that all adults following the government regulations regarding face coverings at all times, and recommend that hand sanitiser is carried to clean hands on entering and leaving the public transport.
- To assist with space while handovers are taking place outdoors, **all buggies/strollers must be taken home and not left at the nursery.** Children's scooters and bikes can remain in the available racks.
- Public Health England advises that routine temperature monitoring is not considered a reliable method of prevention, therefore the nursery will only take a temperature reading where they are concerned a child appears unwell on arriving at nursery.

We ask for your patience and co-operation with these adaptations to dropping off and collecting your child(ren) please.



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Nursery Environment

- From 20th July we are no longer required to have classroom “bubbles”. Wherever possible we will maintain separation between floors in terms of mealtimes, naps and staffing requirements, but will use this relaxing of restrictions to ensure transitions between classes take place as usual and ensure we are providing the best service possible to the children.
- HPPN’s classroom space requirements and EYFS ratios are considered by the DfE to already be appropriate for caring for children and no additional requirements are in place for this time.
- Children will be encouraged to spread out across the whole space available, including at mealtimes, during small group focus activities etc.
- All classrooms will be ventilated by opening up windows and doors (with security measures in place). This will be weather dependent.
- Children will be taught or reminded about the concept of “personal space” and will be asked to refrain from touching their faces or those of other children and staff. However, given the age of the children we cannot guarantee that they will not be in contact with each other.
- Soft toys will be primarily removed during this time, and the number of rugs and cushions in the classrooms is reduced. This will allow us to clean them on rotation daily while still providing a warm and inviting environment.
- Children are permitted to continue to bring a transitional toy for settling and comfort purposes. This will be kept away from the children when not in use. **No other toys should be brought in from home.**
- Classroom equipment and toys which are difficult to clean will be removed from circulation or will be placed out by staff for each session rather than readily available on shelves as usual. This is to control the items used so that the necessary level of cleaning can take place between sessions.
- Garden time will be timetabled and be limited to one floor at a time. Where this involves a class going through another classroom we will reduce the times this happens by timing garden times back to back (so one class enters as another leaves by the second door), and ensuring contact is limited and as separate as possible. Brief transitions through shared areas are considered to be low risk.



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- Resources will not be shared between classes unless absolutely required. Any shared garden equipment or items moved between classes will be cleaned between uses.
- No sand pit will be used at the nursery to reduce risk of contamination. Any water play is advised to take place in the class's own environment. Where it is in the garden, the water will be drained and the tray cleaned before the next class uses it.
- Playdough and cooking activities are limited to those where it can be ensured that hygiene levels are maintained.

Cleaning

- Our usual stringent cleaning will take place with an updated checklist to monitor cleanliness throughout the day.
- Additional routine cleaning will be taking place throughout the day. Staff will be cleaning and disinfecting the high volume areas regularly throughout the day with anti-bacterial spray or hot soapy water. High volume areas include, but are not limited to, door handles, handrails, tabletops, play equipment and toys, electronic devices and toilets. The garden equipment should be wiped down between each class group.
- Anti-bacterial wipes are available for teachers at all times for quick and easy cleaning.
- Every Monday morning an external expert contractor is deploying a decontamination treatment in the nursery to kill bacteria and viruses. This is a school-safe treatment which helps to reduce the risks.

Hygiene

- Thorough handwashing with antibacterial soap will take place regularly for the recommended 20 seconds. This is particularly the case (but not limited to) on arrival at the Nursery, after being outside, before and after snacks and meals, after using the toilet, after blowing nose (and disposing of the tissue in the bin).
- Handwashing will be supervised by a teacher, and we will continue to teach the children about the appropriate handwashing method.



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- Child-friendly hand sanitiser is also available for easy additional cleaning of hands. Use of hand sanitiser must always be supervised to prevent ingestion.
- Teachers will continue to promote “catch it, bin it, kill it” and will assist young children to ensure that they do it correctly.
- Shoe coverings or indoor shoes must be worn in the classrooms at all times.
- **All children must provide spare clothes (clearly labelled) in a clearly marked bag. All items coming to nursery must be clearly labelled so that we can ensure children’s items are kept for them alone.**
- All meals will be served by a member of staff and given to the children individually. While we normally encourage independence and serving of their own food, during this time we will be stopping this practice.
- Each classroom does have its own toilets available in our nursery; however it is not required that each group uses separate toilets so the children can use toilets in other areas where necessary. Toilets should be regularly cleaned throughout the day.

Health

- We ask that all our parents and staff strictly follow the government guidelines regarding isolation and the symptoms of coronavirus. If your child or anyone in your household or support bubble has a high temperature, persistent dry cough or altered sense of taste or smell, you must self-isolate for the recommended time, or until the symptomatic person has had a negative coronavirus test result.
- If a child becomes symptomatic at HPPN they must be collected immediately. The child will be moved to the Staff Room with a member of staff while they await collection and cleaning of the classroom area will immediately commence. The DfE recommends that the member of staff providing the child with care wears PPE (including face mask, apron and gloves). This will be followed, but handled with sensitivity so as to reduce the potential upset to an unwell child. Wherever possible the member of staff looking after the child will be their keyperson.
- Advice from the government states that children or staff with symptoms can be tested for coronavirus by calling 119. If a test comes back positive, advice is that the child, other children and staff in the class must self-isolate for 14 days.



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- Please see the separate Coronavirus Infection Procedure for further information.

Social Events/Trips

- All in-person parent social events are cancelled until further notice. Where possible we will arrange for parents to meet with new teachers in person.
- Class trips are permitted from September. Where we are able to provide external trips an enhanced risk assessment will take place to ensure the group are able to remain socially distanced from others in public.

Breakfast and After-School Clubs

- Breakfast and After School Clubs are able to resume in September subject to availability and demand.

Attending Multiple Settings

- It is advised that children and staff limit the number of settings they attend. Parents and staff must inform us if they are attending more than one nursery or club.

Staff

- If public transport is required we ask that all staff follow the requirement to wear face coverings at all times, and we recommend that hand sanitiser is carried to clean hands on entering and leaving the public transport. HPPN will provide staff with hand sanitiser refills from our stock held.
- It is currently mandatory for face coverings to be worn in shops. All staff are expected to follow these guidelines at all times, and will be required to sign an updated Code of Conduct to confirm they are following the regulations.
- Staff will be subject to the same rules on self-isolation and symptoms as children and parents.
- Wherever possible temporary staff will be drawn from our staff bank rather than an external agency. Wherever possible the staff bank members are allocated to particular floors to reduce the risk of cross-contamination. This may not be possible in an emergency and for the protection of the staff and children. All staff bank and agency staff are required to inform us of any other locations they work in.



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- Staff will be expected to socially distance from staff on other floors, and non-teaching staff, wherever possible.
 - Three rooms have been allocated for breaks, one for each floor. These are large enough that staff can socially distance by sitting 2 metres apart during breaks.
 - Meals and laundry will be left in the corridor area for collection by classrooms/office team to avoid staff from the ground floor and first floor needing to walk through classrooms or visit the kitchen.
 - Any non-contact time or training required will be completed at home to reduce the time staff are in the nursery.
 - All staff meetings will be held virtually or socially distanced in the nursery garden.
 - Non-teaching staff may be required to visit classrooms due to the nature of their responsibilities, but 2 metres should be kept between staff members.
- Staff should change in to uniform on arriving at nursery, and out of uniform before leaving.

External Visitors

- All physical tours during working hours are cancelled until further notice. A virtual tour is available on our website as an alternative for prospective parents and virtual meetings are held. If a physical tour of the environment is required due to a child starting soon these are carried out socially distanced with the Headmistress at the weekend. This enables cleaning to take place before children and staff re-enter the building.
- Deliveries will be socially distanced, and only be for essential items to ensure the smooth running of the nursery.
- Only essential external maintenance staff will be allowed in the nursery; no cosmetic work will take place during this time. Our on site maintenance team will observe social distancing rules when visiting any classroom.
- External teachers will be returning in September, following social distancing restrictions. This includes piano lessons and extra-curricular classes normally provided, e.g. yoga, Bilingual Beats and Little Foxes.



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This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>21st August 2020</i>	<i>Naomi Mason</i>	<i>1st September 2020</i>