



*Holland Park Pre-Prep
& Nursery*

Coronavirus Safety Measures Policy

Below are 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 reopening. Younger children are being prioritised in the first phases of wider opening, for several reasons. Firstly, because there is moderately high scientific confidence in evidence suggesting younger children are less likely to become unwell if infected with coronavirus (COVID-19); and secondly because evidence shows the particularly detrimental impact which time spent out of education can have upon them. This is in line with other countries across Europe.

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

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 unlikely to settle on returning to HPPN initially and a parent would like to help resettle their child. In these circumstances we will arrange a rota for re-settling sessions to ensure no more than one parent is in each classroom at a time. These visits to the classroom will need to be short and just to provide initial reassurance rather than our normal settling policy. We would hope that this would only be necessary for children in Circle, District and Piccadilly Classes.



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- 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 to families. Instead, families will need to ring the doorbell for the office. There will be 3 spots in the outside area spaced 2 metres apart for parents to stand on. A member of the office team will be there to coordinate, and a staff member from your child's class will meet to do handover.
- Only one person from each family will be allowed to 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 as marked) 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 will be providing all parents with access to an app called Parent Portal, which will give you 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, Jessica.montgomery@hpps.co.uk; 0207 602 9066) as well as sent by WhatsApp to ensure the message is received.
- We highly recommend that all parents walk or cycle to nursery (or drive), and avoid public transport wherever possible. If public transport is required we advise that parents and over 2s use a face covering (unless suffering from breathing issues), and carry hand sanitiser to clean hands on entering and leaving the public transport.
- To assist with space while handovers are taking place outdoors, we ask that buggies are taken home and not left at the nursery. Children's scooters can remain in the available racks.
- All children will have their temperature taken with a non-contact forehead thermometer before they are allowed to be left at the nursery.



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

Nursery Environment

- HPPN's classroom space requirements and EYFS ratios are considered by the DfE to be appropriate for returning. The maximum children we are expecting in any one class is 12, and most are below this. This is in line with guidelines which state a maximum of 16.
- 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.
- Where two classes would normally join together for meals, naps or free play this will no longer take place; each class will have these separately.
- HPPN will be planning groupings of the children based around their key person; these will be used for mealtimes and small group activities to reduce the amount of time the class spends as a larger group and promote social distancing.
- 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 we will be reducing the number of rugs and cushions in the classrooms. 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.
- Classroom equipment and toys 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 cleaning can take place between sessions.



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- Garden time will be timetabled and be limited to one class 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.
- 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.

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 and toys regularly throughout the day with anti-bacterial spray. Anti-bacterial wipes will also be kept available for teachers at all times for quick and easy cleaning.
- Every Monday morning an external expert contractor will be deploying a decontamination treatment in the nursery to kill bacteria and viruses. This is a school-safe treatment which can help 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 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.
- Child-friendly hand sanitiser is also available for easy additional cleaning of hands, and to act as an additional layer of protection for younger children who may struggle to wash their hands to the required level.



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- Shoe coverings or indoor shoes must be strictly worn in the nursery building at all times. Outdoor shoes will have their soles dipped in an antibacterial cleaning solution on arrival at nursery as they may be transported to the outdoor area together in bags (particularly from the top floor).
- 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.

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 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 we will ask for them to be collected immediately. They will be kept in 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 111. If a test comes back positive, advice is that the child, other children in the class, and staff, should self-isolate for 14 days.

Staff

- Staff are asked to walk or cycle to nursery (or drive), and avoid public transport wherever possible. If public transport is required then staff are instructed to wear a face covering and carry hand sanitiser to clean hands. This is the same if staff choose to go to the shops during breaks. HPPN will provide staff with hand sanitiser refills from our stock held.
- Staff will be subject to the same rules on self-isolation and symptoms as children and parents.



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- 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 classrooms to reduce the risk of cross-contamination. This may not be possible in an emergency and for the protection of the staff and children.
- Staff will be expected to socially distance from staff in other classes, 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, whether whole team, smaller group or one-on-one meetings.
 - 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 wherever possible. Additionally a member of the management team has been allocated to each floor to provide any specific care required to reduce the number of different visitors to each area.
- Staff should change in to uniform on arriving at nursery, and out of uniform before leaving.

External Visitors

- All tours are cancelled until further notice. A virtual tour will be available on our website as an alternative for prospective parents.
- 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.
- No external teachers will be returning until September at the earliest. This includes piano lessons and extra-curricular classes normally provided, e.g. yoga, Bilingual Beats. Our own teachers will provide mindfulness exercises, music and physical activities to ensure the children still receive a varied curriculum.

Social Events/Trips



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- All in-person parent and staff social events are cancelled until further notice. Virtual social events may be carried out as an alternative.
- Sports Day is therefore cancelled at the end of term; classes will arrange races etc. in the garden which parents can attend virtually.
- The graduation ceremony for this year's final year will also be cancelled in its usual format and will take place virtually for parents to attend.
- No external trips are permitted this term. This is regretful but in line with the government advice at this time.

All policies are subject to guidance provided and will be reviewed on a regular basis for additional measures or easing of restrictions, at least weekly, and additionally if government advice changes.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>28th May 2020</i>	<i>Naomi Mason</i>	<i>4th June 2020</i>