

COVID-19 Site Operating Procedures

Example Guidance for Families

These guidelines have been written using the exemplary Site Operating Procedures issued by the Kent Early Years & Childcare Service. They aim to assist early years group settings in sharing their site operating procedures with all families, including those who may be considering the setting for future childcare.

Arrivals and Departures

- One adult from the family's or child/ren's household should drop off or pick up their child.
- Staggered drop off and pick up times may be introduced.
- Drop off and pick up will take place at the dedicated entrance to avoid anyone entering the premises unnecessarily.
- If you must queue, please where possible ensure you maintain a 2m distance from other families as indicated by the distance markers.
- Children will be refused entry if they are presenting symptoms on arrival, or if a family member is isolating due to a suspected case.

Wellbeing and Education

- Staff will continue to provide emotional support in line with children's individual needs.
- The curriculum will continue to be based on your child/ren's individual needs and stage of development.

Resources and Belongings

- Children are not to bring items from home; please telephone the setting to discuss if you feel your child needs comforters to support their emotional needs.
- Travel accessories such as buggies, car seats and scooters cannot be left at the setting premises.

Symptomatic Staff / child

- Children and staff should only attend if they and their families are symptom free or have completed the required isolation period.
- If a child/staff member starts to display symptoms they will be sent home to self-isolate for 7 days (their household members should self-isolate for 14 days).
- Parents and carers will be asked to use the NHS test and trace process and to inform the setting immediately of the results.
- If a child/staff member tests positive for COVID-19, all families will be informed and all those who have been in close contact with the child/staff member will be sent home and advised to self-isolate for 14 days.
- If your child becomes symptomatic, you will need to collect them as soon as possible.
- Any symptomatic child will be isolated where possible from the remaining group of children until they are collected.
- A familiar staff member will stay with your child until they are collected, they may be required to wear additional PPE such as gloves, apron, a face mask and protective visor as required.
- The area used for isolating children will be thoroughly cleaned.

Hygiene, Health and Safety

- All children and staff will wash hands upon arrival.
- Children and staff will wash hands frequently throughout the day.
- Tissue stations will be set up throughout the nursery.

Cleanliness

- An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment.
- A nursery deep clean will be completed should any COVID-19 cases be confirmed.
- Communal areas, touch points and washing facilities will be cleaned and sanitised regularly.

This information has been provided by The Education People,
Kent County Council's Education Services Company