COVID-19 Operating Procedures

Little Monsters Day Nursery

1. Statement of Intent

Little Monsters Day Nursery is committed to providing a safe, healthy, and supportive environment for children, families, and staff.

These procedures are designed to reduce the risk of COVID-19 transmission and are informed by guidance from Public Health England and the Department for Education. They support the Early Years Foundation Stage (EYFS) safeguarding and welfare requirements.

2. Aims

We aim to:

- Minimise the risk of infection within the setting
- Protect children, staff, parents, and visitors
- Promote good hygiene and health practices
- Maintain high-quality care and education
- Ensure compliance with public health and Ofsted guidance

3. Attendance and Health Monitoring

3.1 Children

- Only children who are symptom-free or who have completed the required isolation period may attend the setting.
- Children displaying symptoms will not be admitted.
- Temperature checks may be carried out where appropriate.
- Any child who becomes unwell during the day will be isolated and parents contacted immediately.

3.2 Staff

- Staff must not attend work if they have symptoms, are required to self-isolate, or have not completed isolation.
- Staff may be required to undertake temperature checks on arrival.
- Staffing levels are managed to reduce unnecessary contact.

4. Grouping and Organisation

- Children are organised into small, consistent groups where possible.
- Sleeping arrangements, including beds and cots, are spaced appropriately.
- Group movement within the setting is minimised to reduce contact.

5. Children's Wellbeing and Education

- Practitioners support children to understand hygiene practices in age-appropriate ways, including handwashing and respiratory hygiene.
- Emotional wellbeing is prioritised.
- Staff recognise the impact of COVID-19 on children and provide reassurance and support.
- Key person relationships are maintained to promote security and attachment.

6. Workforce Management

6.1 Physical Distancing

- Staff maintain appropriate physical distance where possible.
- Unnecessary close contact between staff members is avoided.
- Meetings are held remotely where appropriate.

6.2 Training

- All staff receive regular training on infection prevention and control.
- Staff are informed of updated risk assessments and procedures.
- Training is reinforced through supervision and staff meetings.

7. Parents and Carers

7.1 Drop-Off and Collection

- Only symptom-free parents/carers may enter the premises.
- Drop-off and collection are managed to reduce congestion.
- Staggered times may be implemented where necessary.
- Parents are encouraged to remain outside the building.

7.2 Communication

- Parents receive clear, regular communication about safety measures.
- Information is shared through newsletters, emails, and notices.
- Parents are encouraged to raise concerns promptly.

8. Visitors

- Visitors are restricted to essential professionals only.
- All visitors must follow infection control procedures.
- Records of visitors are maintained for tracing purposes where required.

9. Hygiene, Health, and Safety

9.1 Hand Hygiene

- All children and staff sanitise hands on arrival.
- Regular handwashing is promoted throughout the day.
- Handwashing routines are embedded into daily practice.

9.2 Cleaning and Disinfection

- A thorough daily cleaning schedule is in place.
- Frequently touched surfaces are cleaned regularly.
- Toys, equipment, and learning resources are sanitised daily.
- Toilets and wash areas are disinfected frequently.

9.3 Waste Disposal

- Used tissues are disposed of immediately in lidded bins.
- Waste is removed safely and hygienically.

9.4 Laundry

- Towels, bedding, and personal items are not shared.
- Laundry is washed at appropriate temperatures.

9.5 Risk Assessments

- All activities are risk assessed in line with COVID-19 guidance.
- Risk assessments are reviewed regularly.

9.6 Personal Protective Equipment (PPE)

- PPE is used in line with government guidance.
- PPE continues to be worn for intimate care, first aid, and cleaning.
- Staff are trained in the correct use and disposal of PPE.

10. Premises and Resources

10.1 Resources and Equipment

- Children are discouraged from bringing items from home unless essential.
- Essential items are cleaned on arrival.
- Learning resources are cleaned at the end of each session.
- Staff equipment and stationery are allocated individually where possible.

10.2 Environment

- Rooms are well ventilated where possible.
- Furniture is arranged to promote safe movement.
- Outdoor play is encouraged when appropriate.

11. Responding to Suspected or Confirmed Cases

- Any suspected cases are managed in line with public health guidance.
- Parents and staff are informed when required.
- Areas are deep cleaned following a confirmed case.
- The setting cooperates fully with health authorities.

12. Monitoring and Review

- Procedures are monitored by management.
- Guidance is reviewed regularly.
- Policies are updated in line with government and Ofsted requirements.

13. Policy Adoption

This policy was adopted by: **Little Monsters Day Nursery**

Date: _____

Review Date: _____

Signed: _____

Role: Manager / Owner