

Wenvoe Playgroup CIO - COVID-19 Policy and Procedure

This document has been written following the advice of Public Health Wales and The Welsh Government, relating to the recent virus in circulation known as Coronavirus. This is to be read in line with our group policies:

- Health & Safety
- Health & Hygiene
- Infection control
- Medication & Asthma
- Nappy
- Vomit & Body Fluid Spill
- Risk Assessment
- Privacy Policy

Risk Assessment

For daily activities and equipment, risk assessments will be carried out in the usual way including social distancing as far as reasonably possible.

Here at Wenvoe Playgroup, we will support the Welsh Government's advice on 2m distancing for all adults. We will support social distancing for children, by creating groups of children within the Government's National Minimum Standards.

Breakfast children who attend Reception and Year 1 at Gwenfo School, will be grouped in the large hall as 1 group, keeping some of their equipment separate to others. Where this cannot be done, we will clean the equipment with disinfectant prior to other groups accessing this equipment.

Playgroup and Nursery children's breakfast will be operated in the smaller room known as the annexe, where we operate for all children in our Playgroup group from 9am.

Government guidelines say that there are no specific reason why different groups of children should not share toilets. Here at the Playgroup, we will ensure that all toilets and areas are disinfected between groups.

All cutlery, plates, cups and drink dispensers will be cleaned, Milton dipped and rinsed to avoid spreading the virus.

All paper waste from handwashing and tissues will be put into the bins, then double bagged and removed daily by staff at the end of the day.

Children are to bring their own lunch boxes, with easily accessible food, as not to be handled by staff where possible (however; we are here to help, should they need it).

Windows in the Kitchen, Annexe and Toilet area will be open for ventilation.

Free flow to all areas will be available, which will allow staff to socially distance from one another as far as reasonably possible. Staff will be deployed via the means of our daily rota to support 2m distancing from each other. Where a child is unwell and 2 staff are required to support the child, PPE is to be worn and both staff must wear a facemask and a visor.

PPE is available for staff as per our policies and procedures with the use of facemasks and visors to protect staff when nappy changing and to support with body fluid spills such as vomit or bleeding.

The school are happy that children wear their uniform to Playgroup and across to school or nursery class, however; here at Playgroup we request that clean uniform is to be worn each day. Children are requested to carry a spare set of clothing in their bag, for un-foreseen events such as illness or mishaps e.g., spilling food or drink.

For children who attend Gwenfo Nursery, Playgroup are seen as their extended bubble. This means that we can continue to care for all children who attend Gwenfo Nursery and Playgroup children as part of that extended bubble.

Should a Nursery Child/Staff or Playgroup Child/Staff have a positive Covid-19 test, then the Playgroup will liaise with Ms Starke the school head and PHW with regard to isolation/closure and CIW will be notified (Please read our Privacy Notice). All Playgroup families will be notified by email.

It is natural for children in our care to be affectionate to others and look for reassurance from members of staff. Therefore; 2m distancing is difficult between staff and the children. Staff will continue to support your Children's needs and offer support in all areas, offering comfort to those upset and a cuddle to those who need one.

No children are to be sent into the provision unwell, or showing signs of Covid-19.

Symptoms are:

- High temperature
- Continuous cough
- Loss of taste or smell

As parents we expect you to take your Child's temperature to ensure your child is well.

If Covid-19 is suspected, then the person or young child should begin self-isolating for 10 days and request a test online.

- Arranging an antigen test <https://www.gov.uk/get-coronavirus-test>

Tel: 119 (between 7am – 11pm)

Tel: 18001 119 (speech or hearing difficulties) If your Child has a positive test then please notify the group immediately. Those who attend Nursery should also contact Gwenfo School 02920593225 who can support those attending nursery.

If you, or a member of your household show symptoms, then please keep your child at home and start the 10-day isolation from the following day that you noticed your symptoms. If you receive a positive test within your household, then please let the group know immediately by;

- **phone - 02920597494 or txt: 07859 907976 Opening hours only**
- **email out of hours and continue self-isolating.**

Staff who are unwell, and show symptoms will also be advised to stay at home.

All staff have access to Covid-19 Self-Test Kits (LFD). Staff will test twice weekly, Sunday & Wednesday of each week. The results are to be recorded within 24 hours to NHS by individual staff. If a member of staff receives a positive test then the member of staff is to record & report the test immediately online and/or by telephoning 119 and advise the Person In Charge at group. NHS will advise on the action to take.

Should staff or children test positive for COVID-19, Public Health Wales will be notified immediately, CIW will be informed and the group will self-isolate for 10 days, due to the close contact at group. Gwenfo school will also be informed.

All families will be notified by email of closure and kept up-dated with group information a.s.a.p. Please ensure we have your correct email address on file.

A notice will also be placed on Facebook and our website.

PHW WILL ADVISE THE GROUP AND NURSERY OF STEPS TO TAKE.

If we are advised to close the group by Welsh Government TTP OR CIW, then fees will continue to be paid for sessions missed in the days that we are forced to close up to 10 working days/two weeks.

Visitors at the group will be required to leave a contact telephone number and this number will be passed to Track, Trace and Protect if requested.

Everyone entering the Playgroup will be required to sanitise their hands at the front door.

Visitors will be kept to a minimum and on a need only basis. All visitors will need to sanitise their hands, on entry to group and if staying in the group, they will need to proceed to the toilet areas where they can wash and dry their hands.

We ask that one parent only 'drop off' and 'pick up' to minimise contact. We ask that parents respect the 2m distance from other parents whilst dropping off and picking up daily and wear a face covering.

Children will be supported by staff at the front door. **Should you feel that your child will need settling by yourself, then please arrive ten minutes later than the start time.**

Extra hand washing will be introduced. We will all follow the 20 second rule (usually with our song) and will all wash our hands;

- On arrival
- Prior to and after eating
- When coming in from outside play
- After using the toilet
- After using a tissue

Staff are requested to bring to work, spare clothes to change into, in the event that a child becomes unwell with suspected Covid-19. Staff will be required where possible to change into these clothes once the Child has been collected by the parent following the removal of PPE and washing hands for to the 20 second rule. Once changed, the member of staff will wash their hands prior to returning to the playroom.

Where a Child is taken ill, the 1st Emergency contact will be contacted (on your contract forms) and we expect your child to be collected immediately. Please ensure you keep your contact numbers up to date with us.

No child will be left alone and staff caring for your child will comfort them (although as previously mentioned, with the use of PPE)

Key principle for all in our provision: Our health and well-being come first.

This Policy and Procedure will be reviewed weekly and if changes are made, we will inform everyone via a written flyer/email to prompt you to our website.

This Policy and Procedure was passed for use In Wenvoe Playgroup CIO

ON: 01st March 2021

Sandra Morgan (Person In Charge)

Sandra

PHW – Public Health Wales

TTP – Trace, Test, Protect.

CIO – Charity Incorporated Organisation

PPE – Personal Protective Equipment

CIW – Care Inspectorate Wales

LFD – Lateral Flow Device