



## **Covid – 19 - Policy Override** **Review date 31<sup>st</sup> August 2020**

The staff and governors at Kingswood Nursery School recognise that during the Covid – 19 pandemic, some policies and protocols may not be appropriate to the needs of staff and pupils.

In line with the government's own approach we have produced this 'override' document which clarifies the need to deviate from policy at times in order to function in the current restrictions/requirements. This document is designed to cover the main areas but includes the caveat that some policies will need to be adapted as we move through this pandemic. As such, this does not cover all changes that may be necessary but supersedes other policies as needed.

### **Safeguarding**

The intention is that a DSP will be available on site each day (Bernice Jackson/Lisa Archer). In the event of illness/isolation etc, a DSP will be available by telephone. Alternatively, the school should consult the Consultation Hub **0300 123 4043**

An 'Appendix 5' has been added to our Child Protection policy which can be found on our website <http://kingswood.herts.sch.uk/download/child-protection-policy-appendix-5/>

Door security- guidelines on the opening of doors and windows for ventilation. In normal circumstances schools endeavour to keep doors closed to prevent people accessing the building. As there is a requirement to keep rooms well ventilated and to maximise outdoor space, we will allow doors and windows to be left open on the condition that the perimeter is secure. Gates will be manned during the staggered 'drop off' and 'pick up' times and will then be secured.

Registers – a new register has been made for each group. Parents have been asked to phone in if their child is absent and give an explanation as to the reason why. If school do not receive an explanation a member of staff will telephone to find out why the child is not in school.

### **Uniform**

Uniform is optional at Kingswood. The advice from the DfE is that children and staff wear fresh clothes each day and wash the clothes worn at school. Staff and pupils are expected to wear comfortable clothing ideal for lots of indoor and outdoor play.

As we will use outdoor spaces then we ask that children wear sunscreen. If the children are attending all day the parents can send in a named sunscreen to re-apply at lunchtime.

### **Health and Safety**

We aim to follow the Health and Safety policy and are continuing to do the necessary routine checks and procedures.

Daily indoor and outdoor checks, completed by the staff each day, will continue to be used.

Food hygiene- children will have snack in their designated group; rolling snack will not happen at this time to minimise the risk of children sharing cups and bowls.

Those children staying all day will have their packed lunch in their group, with the same group of staff.

PPE and First aid- The government has decided that PPE is not required for schools. We are required to risk assess certain close contacts and, as such, PPE will be used for delivering close contact first aid, changing soiled children. In the event of small bumps and scrapes the staff will take a low contact approach and may direct a child to hold an ice pack in place themselves. Staff will keep a first aid record sheet in each group/bubble to record any first aid incidents. Head bumps will still be notified to parents.

Cooking activities - in line with the aim of reducing the risk of contamination, cooking activities will not be part of the curriculum until further notice. Children will not be accessing playdough, sand, water or other malleable materials. Outdoor learning- groups of children all have their own designated areas to play in.

### **Cleaning and hygiene**

Toilets and sinks in nursery will be allocated for each group/bubble to reduce cross contamination. As directed many resources have been removed from each designated area, which will make cleaning easier. Nightly cleaning duties will be thorough and will ensure that all common touch points are included in the cleaning schedule. If the isolation unit should become infected (e.g. if a child is coughing and spluttering) then this should not be cleaned for 72 hours. A new isolation unit will be assigned.

### **Curriculum**

The focus initially will be to spend time enforcing safeguarding aspects of the new arrangements; hand-washing, nose wiping, areas children can access, how to move from one area to another, getting to know the children and staff in their group. Time will be spent on PSED to support our young children transitioning back into the setting. Staff are aware that there may be unexpected behaviour, e.g. children seeming more withdrawn, seeking reassurance or more attention than usual and will offer support to these children.

Child- initiated learning will promote independence, rebuild social skills and allow children to re-enact experiences encountered to support their wellbeing/learning & development.

### **Materials brought in from home**

Children are asked not to bring in any items from home other than a lunch box. Similarly, we will not allow any items from school to be sent home.

### **Parents and Visitors on Site**

Parents are not permitted on site at present. In an emergency/unforeseen situation a parent should use the main front door and may only enter 1 adult at a time. Parents cannot change the times we have allocated for drop of or pick up. Children being dropped off at school must be left at the front gate and are asked to not wait around. 2 metre distance signage has been placed on the outside fence and parents should not allow their child to go and play with another child as they may not be in the same group. If staff need to contact parents, then they will do so by phone or email. If you wish to contact a staff member then please email school at [admin@kingswood.herts.sch.uk](mailto:admin@kingswood.herts.sch.uk) or telephone the school to leave a message.

### **Social Distancing**

It is accepted that 2m social distancing cannot be maintained for early years. The children will be working in small groups/bubbles and are assigned certain staff. Where there is a cross-over of groups using the same area resources will be washed in between to reduce cross-contamination. It has been clearly explained to parents that the children will not be social distancing within their group and that the two groups in the nursery classroom will be sharing the same toilets. Staff have been advised of the same information.

### **Dealing with someone who is unwell or showing symptoms of Covid – 19**

Anyone who begins to display coronavirus symptoms while in the setting should be sent home immediately and follow government guidelines on [what to do if you or someone in your household develops symptoms](#).

If a child is waiting to be collected, they should be separated from their group and isolated with one member of staff if this is possible. **(The isolation pod will be the wraparound in the nursery classroom)**  
The staff member who is staying with the child should wear:

- facemask

- gloves
- an apron
- a face-shield (in case of splashing from coughing or sneezing)

School will respond in line with the [guidance on protective measures in education and childcare settings](#) and [guidance on using PPE in education, childcare and children's social care settings](#).

Once the child or member of staff has left the setting, school will follow [Cleaning of non-healthcare settings](#) to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely.

**Testing for coronavirus:** (guidance is available about getting tested)

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>

- All staff and children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.
- Where the child or staff member **tests negative**, they can return to their setting and the fellow household members can end their self-isolation. If the child or staff member **tests positive**, the rest of their immediate group within their setting should be sent home and advised to self-isolate for 14 days. We will have to make a decision as to whether to close the whole school, or just either Nursery or Pre-School, dependent upon how much mixing between groups we feel there has been.
- As part of the national test and trace programme, launched on 28/05/20, if other cases are detected within the setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise settings on the most appropriate action to take. In some cases, a larger group may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

### **Launch of the NHS Test and Trace service – 28/05/20 – details from DfE**

The new NHS Test and Trace service has launched today and will form a central part of the government's coronavirus recovery strategy.

Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace and will need to share information about their recent interactions.

People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus.

Further information on the NHS Test and Trace service can be found here:

<https://www.gov.uk/government/news/government-launches-nhs-test-and-trace-service>

Guidance on the NHS Test and Trace service for employers, businesses and workers can be found here:

<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

Guidance on how the NHS Test and Trace works can be found here:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Public Health England has published guidance that explains what you should do if the NHS Test and Trace service notifies you that you are a contact of a person who has tested positive for coronavirus and you do not live with that person.

The guidance can be found here:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

### **Playground/Outside Play**

Children are encouraged to use outside spaces as much as possible. Each of the groups has a designated outdoor area.

### **Complaints**

School has a 'Complaints' policy on our website which can be accessed here:

<http://kingswood.herts.sch.uk/download/comments-compliments-and-complaints-july-2019/>

If you have a concern about anything school does, or if you wish to make a complaint, you can do this by telephone, in person or in writing (by letter or email). We hope that most complaints can be settled quickly and informally, either by putting matters right or by giving you an explanation. If there is something you are not happy about, or you don't understand why we are doing something in a particular way, please come in and discuss it with one of the staff members who is looking after your child. If the member of staff you speak to in the first instance is unable to attempt to resolve the matter, you should make an appointment with the Headteacher.

If you are unhappy with any incident, please consider whether it is the school's issue or one of guidelines that we have no choice but to follow. Please consider that staff are working in less than ideal circumstances. We aim to resolve any issues as best possible.

### **Behaviour**

The school's behaviour policy remains our guide but some situations may need to be addressed differently. As examples, children spitting, biting or refusing to maintain distancing guidelines between groups, would need to be addressed in a more serious manner and may not be permitted in school if the risk to others is greater.

Other situations may occur which will be dealt with. The behaviour of children at Kingswood is generally excellent, and we are not anticipating this to change, once the new guidelines to learn and follow are understood by all children.

**Issued 28<sup>th</sup> May 2020**