

Cookham, Maidenhead and Cookham Nursery School Federation
Cookham Nursery School
September 2020 Returning to School Protocol and Procedures

In line with the Department for Education's instruction, it is our plan that all children, will return to Nursery in the autumn term as scheduled.

Tuesday 1st and Wednesday 2nd September 2020 – Nursery closed for staff INSET days

Thursday 3rd – Monday 7th September 2020 – New children and parent meet the key person

Tuesday 8th September 2020 – New children visit the Nursery for a familiarisation session

Wednesday 9th September 2020 – Existing children return

Thursday 10th September 2020 – New children staggered entry begins from today

While coronavirus (COVID-19) remains in the community, this means making judgements at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children. Our planning for all children to return to Nursery is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

“We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based Nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- staff maintaining distance from pupils and other staff as much as possible”

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will further embed so that children who did not attend in the summer term will themselves adopt the measures as well.

All protocol and procedures are aligned to the Risk Assessment of Schools document (appendix 1) that has been produced using a LA-approved template following 'Guidance for full opening: schools'

(<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance->

[for-full-opening-schools#introduction](#)). It is a legal requirement to review and update the previous risk assessment.

“The following plan outlines relevant detail from the Government’s guidance with further detail about how Cookham Nursery School will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can’t negate them entirely.”

All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances...The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

Within the Government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how Cookham Nursery School has made them appropriate to our specific context and circumstance.

“System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.”

Numbers 7-9 above may require school to share child/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Section 1: Public health advice to minimise coronavirus (Covid-19) risks.

Systems of control	Action
<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend Nursery</p>	<p>If a member of staff, child, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 10 days, they are not to attend Nursery. The symptoms have been communicated with all members of the Nursery community on multiple occasions and will be shared again before the autumn term.</p> <p>Symptoms are:</p> <ul style="list-style-type: none"> • Raised temperature – this means you feel hot to touch; and/or • New, continuous cough – this means coughing a lot more for an hour or 3 or more coughing episodes in 24 hours; and/or • Loss of/or change to sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal or and/or • Loss of sense of smell. <p>If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned with Protect+ solution (or bleach) and the children/adults will wash their hands thoroughly for 20 seconds.</p> <p>In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both rooms (waiting and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.</p> <p>The designated isolation spaces/toilets are as follows;</p> <ul style="list-style-type: none"> • Work room • disabled toilet <p>The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, the health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

	<ul style="list-style-type: none"> • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home.</p> <p>Cases of COVID-19 should be reported to the Thames Valley Health Protection Team Public on: 03442253861. If matter is not urgent email: TVPHE@phe.gov.uk</p>
<p>Prevention</p> <p>2. Clean hands thoroughly more often than usual.</p>	<p>Adults and children are to wash their hands on the following occasions:</p> <ul style="list-style-type: none"> - Entry to Nursery - Before and after snack - Before and after lunch (if applicable) - Before leaving Nursery - Anytime that they visit the toilet or cough/sneeze in to their hands. <p>Additional hand sanitiser pumps have been purchased for staff and adult visitors and are out of the children’s reach. They are stationed in each classroom as well as additional hand sanitisers at appropriate points in Nursery i.e. the reception desk for visitors and staff upon arrival and the office areas for increased hygiene as a ‘pinch point’ in the Nursery.</p> <p>Where children are struggling to wash independently they will receive support from an adult.</p> <p>If a child cannot appropriately wash their hands, then skin friendly skin cleaning wipes can be used as an alternative.</p> <p>Hand hygiene protocols will be revisited on a daily basis so the children will receive ongoing reminders about the expectations of practices and protocols in Nursery. They will be established as part of our culture and behaviour expectations. Parents will be asked to reinforce this at home.</p>
<p>Prevention</p> <p>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p>	<p>Children will be reminded regularly of the posters around Nursery that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the lidded bins in each classroom and their hands must be cleaned afterwards. Parents will be asked to reinforce this at home.</p>
<p>Prevention</p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>At the end of each session adults will disinfect and clean tables, door handles and light switches.</p> <p>Toilets will need to be regularly monitored to ensure that children wash their hands after going to the toilet and that the toilets are clean. Toilets are to be cleaned at the end of each session.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>

Prevention

5. Minimise contact between individuals and maintain social distancing wherever possible.

The DfE guidance reads as follows:

"In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups."

The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. Cookham Nursery School will do everything it can to maintain this whilst still delivering a broad and balanced curriculum.

Usual home visits and an induction session for new children in September as part of transition can no longer occur. Children and one member of their family will therefore be invited into Nursery to meet their key person and have a tour around the Nursery.

Grouping the Children

There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Due to the nature of free flow play and the Nursery sessions on offer Cookham Nursery school will form one whole Nursery 'bubble'.

We will operate a mainly free flow system where children choose the activities, indoors or outdoors, that they wish to engage in. Larger key person group times will be suspended until it is considered safe to reintroduce them. Practitioners will carry out smaller group sessions during free flow play rotating children's participation.

Within the Government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case.

All teachers and other staff can operate across the whole Nursery in order to facilitate the delivery of the curriculum.

Measures within the classroom

Adults are to encourage children to maintain a distance between one another whilst inside by consideration of the placement of resources, furniture. and reduce the amount of time that they are in face-to-face or very close contact with one another e.g. ring games etc.

Measures elsewhere

Use of the staff room should be minimal. The staff room will remain open to adults, however strict social distancing must be in place and where possible.

Office staff can social distance as they work and should wipe down key boards, phone, tables etc. after their shift.

Measures for arriving at and leaving Nursery (inc. break/lunch times)

The start and end time of Nursery will be:

Early Drop: 8.15am

30 hours: Mon, Tues, Weds, Thurs, 8.45am – 3.30pm; Fri – 8.45- 11.45am

Morning only: 8.45am – 11.45am

Afternoon only: 12.30pm – 3.30pm

2.5 day Mon – Weds : Mon & Tues 8.45am – 3.30 pm and Weds 8.45am – 11.45am

2.5 days Weds – Fri: Weds 12.30pm – 3.30pm; Thurs & Fri – 8.45am – 3.30pm

Optional lunch club: If not attended morning session arrive at 11.45am; if attended morning session collect at 12.30pm

Staggering collection will ensure that the adults and children on site can distance appropriately.

Parents are to be encouraged to walk to Nursery where possible and only one parent should accompany the child. Ideally the child and parents should say goodbye at the garden gate. If children cycle or scooter to Nursery, then the parent should take these back home with them.

Children will be dropped off at the garden gate where a staff member will be present to assist. Parents have been asked to socially distance and queue along the path. Parents will not be permitted access into the Nursery garden unless children are unsettled on separation (see later). Parents have been asked to:

- Observe 2-meter rule when queuing at drop off or collection time
- Adults are not to enter the garden area. Parents to drop children off at gate where staff member will assist.
- Parents must not arrive early or late to avoid gathering at the entrance gate.
- Parents should communicate via email or phone or pass on messages at the Nursery gate. Staff are happy to speak to parents if this arranged in advance.

There will be a 'soft' collection time from 3.15pm when the garden gate will be opened and parents can begin to collect their children. This will prevent a gathering of adults at the gate area at collection time. Parents will be asked to follow a one way system through the garden and out of Roman Lea.

The Nursery office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email.

Face coverings that children are wearing when they arrive at their setting must be removed by the parent and taken home with them.

Other considerations

Transition – children attending Nursery for the first time may become upset on separation from their parent/carer. We feel that in order to maintain the child's well-being and to help them settle quicker one parent/carer of an unsettled child will be able to stay with them for a short period of time in the garden. We advise that parents talk to children about how they will separate from them e.g. do one activity, say good bye and leave to ensure that children are fully prepared for this. Parents should then exit through the garden gate taking themselves out of the child's sight as quickly as possible. If a child remains unsettled Nursery will call parents and arrange an earlier collection time. If a child is finding transitioning into Nursery difficult the key person will agree a specific plan of action with the child's parents.

Other professionals - Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them.

Contractors - Where contractors can attend outside of Nursery hours they should. If that is not possible, they should follow all procedures as determined by the Nursery.

A record of all visitors must be kept to support NHS Test and Trace.

Children should not bring anything additional from home although a transition object will be allowed in exceptional circumstances. Named book bags are permitted to allow children to take pictures and creations home. Books/storybags/chatterpacks will not be shared until further notice.

Prevention

6. Where necessary, wear appropriate personal protective equipment (PPE).

PPE should be worn where an individual is presenting with coronavirus symptoms.

The PPE available in Nursery for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:

- Face masks
- Aprons
- Gloves of various sizes
- Face shields (limited quantities)

<p>Response to any infection</p> <p>7. Engage with NHS Test and Trace.</p>	<p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.</p> <p>Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response.</p> <p>If Nursery thinks that the family of the symptomatic child/adult is unlikely to book a test appropriately, we will provide a home testing kit. We should receive these before the start of the autumn term and they will be stored in the Headteacher's office. Given the potential low numbers of kits, they will only be issued with the agreement of a First Aider at Work and/or the most senior member of staff present on that day.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to Nursery assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines as advised by the NHS Test and Trace.</p>
<p>Response to any infection</p> <p>8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p>	<p>In respect of non-urgent matters Nursery should contact the local health protection team via: TVPHE@phe.gov.uk</p> <p>Cases of COVID-19 should be reported to the Thames Valley Health Protection Team Public on: 03442253861.</p> <p>Nursery must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m - 2m for more than 15 minutes); travelling in a small vehicle with the infected person.</p> <p>The admin team will prepare a report that shows the contact details of each member to support the contact tracers.</p> <p>Nursery will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult.</p> <p>Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the child shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform Nursery immediately and isolate for at least 10 days from the onset of symptoms.</p> <p>Cookham Nursery School will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.</p>
<p>Response to any infection</p> <p>9. Contain any outbreak by following local health protection team advice.</p>	<p>Keep in contact with our health protection team.</p> <p>If Nursery has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a Nursery closure.</p> <p>Testing will focus on those attending in the affected sessions, then the remainder of Nursery if required.</p>

Section 2: School operations

Aspect of school	Action
<p>Attendance</p> <p>We believe that it is best for the children's well-being, educational outcomes and wider development to attend Nursery regularly.</p>	<p>Attendance expectations</p> <p>We will communicate the necessity of attending Nursery to parents.</p> <p>Nursery will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-Covid and any absence will be followed up. We ask that parents call Nursery on the child's first day of absence.</p> <p>Where attendance is low or sporadic the Co-Headteacher will speak to parents to ascertain reasons and agree a plan to improve attendance.</p> <p>Children who are shielding or self-isolating</p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. Cookham Nursery School will support those parents through dialogue and Health Visiting advice.</p> <p>Pupils and families who are anxious about return to Nursery</p> <p>If parents of children with significant risk factors are concerned, we will provide an opportunity to discuss the safety at Nursery and the procedures in place in an attempt to provide reassurance – this could be via a Teams/Zoom meeting.</p>
<p>School Workforce</p>	<p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <p>Cookham Nursery School has planned to follow the full measures within the guidance, therefore staff will return to the workplace as normal.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend Nursery as normal as well.</p> <p>Staff taking leave</p> <p>The government has set a requirement that people returning from some countries will be required to quarantine for 14 days.</p> <p>Where staff are required to quarantine after returning from holidays, they need to understand that any period of absence is not authorised given that they are knowingly becoming absent from work. No home-working role is available to those adults therefore staff would be determined as being absent without leave. Unpaid leave may be granted in exceptional circumstances at the discretion of the Governing Body. For example: if guidance on travel corridors changes after arrival in destination.</p>
<p>Safeguarding</p>	<p>All existing pre-Covid safeguarding measures will return as normal. We need to understand that some 'older' children will require a longer settling in period due to a prolonged absence from Nursery and that anxiety may be communicating in children's behaviour.</p>
<p>Snack time</p>	<p>Children will continue to access snack. Children to bring in their own healthy snack in their named book bag and bring in a named bottle of water which will be kept in their group area. Hand washing prior to snack as per usual regime.</p>
<p>Lunch Club</p>	<p>Children should put their lunchbox on the trolley and access it independently. Lunch Club staff will continue to support staff in the supervision of lunch club. The indoor lunch club space will need to be cleaned both before and after use.</p>

	Lunch club staff will also be required to wipe door handles, commonly used surfaces and toilet seats with standard products.
<i>Estates</i>	<p>The usual pre-term building checks and annual risk assessments will be completed by the Nursery team prior to children starting Nursery in September 2020.</p> <p>Practitioners need to ensure that classrooms have good ventilation (open windows and doors).</p>
<i>Educational Visits</i>	No Nursery trips will be planned in the foreseeable future.

Section 3: Curriculum, behaviour and pastoral support

Aspect of school	Action
<p>Curriculum expectations</p> <p>All children receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of the next stage in their educational journey.</p> <p>The curriculum remains broad, ambitious and follows the children's interests.</p>	<ul style="list-style-type: none"> • Planning in the moment focusing on the prime areas of learning: communication and language, personal, social and emotional development (PSED) and physical development • Focus on supporting the emotional and social well-being of children. • Spend as much time as is needed on re-establishing routines and feelings of emotional security as children need to feel emotionally secure before being able to learn effectively. • Ensuring that the communication with parents / carers is prioritised and is consistent so that the Nursery responds appropriately and the staff team know about each child's individual needs. • Short, small group time sessions e.g. bucket, story time, rhyme time during free flow play rather than longer and larger group times • Talking with their key person about the lovely things they have done at home – refer to photos, emails and calls from parents. • Staff will need to re-establish rules, expectations and routines in a positive way.
<p>Use of school learning environments & resources</p>	<ul style="list-style-type: none"> • Unnecessary items in classrooms should be removed and stored elsewhere in the Nursery. • Remove many soft toys and those resources that are harder to clean. • Doors propped-open, and rooms need to be well ventilated. Windows open. • No trikes or wheeled toys etc. • On occasions malleable material e.g. playdough will be on offer but will be remade on each occasion. • Rotate resources on a weekly basis where possible and clean at regular intervals. Resources rotated out of use will not be used for 72 hours. • Children can freely access climbing equipment. Metal surfaces to be wiped down at the end of each session.
<p>Music</p>	<p>Given that there could be an additional risk of infection in environments where children and adults are singing and chanting these activities should only be done in small groups and children need to be side-by-side and not facing one another. The adult should be at least a metre away from the children at the front.</p>
<p>Physical activity in Nursery</p>	<p>Children should have continuous access to the outdoor areas and provision in these areas should promote learning in all aspects of the EYFS.</p>
<p>Children's wellbeing and support</p>	<p>The team will ensure that appropriate materials are on hand to support children's wellbeing. The staff team will provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.</p>
<p>Behaviour expectations</p>	<p>Continue to follow current Behaviour Policy. Children returning back to Nursery will need to be re-accustomed to expectations, rules and routines – READY, RESPECTFUL, SAFE Staff being prepared for the behaviours linked to children having an unsettled period. Their response to these is crucial. Usual transition/ settling in strategies for the beginning of the year.</p>

PHE South East Health Protection Team:

Guidance for Childcare and Educational Settings in the Management of COVID-19

Version 2.0 Date 5/08/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Thames Valley Health Protection Team on 03442253861 (08449670083 out of hours). If the matter is not urgent you can also email TVPHE@phe.gov.uk

GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance

TESTING: Visit nhs.uk/ask-for-a-coronavirus-test

