



Emergency Pandemic COVID-19 Policy - updated September 2021

This policy outlines the nature of the current COVID-19 / Corona virus pandemic and what Magdalene Preschool are doing to stem infection within our setting. How we are supporting families, children and staff during this time.

We are taking advice from the Department of Education, Early Years Croydon, The World Health organisation and Gov.uk and Public Health England

- We shall ensure that all members of our Preschool community are kept informed as appropriate, with a particular emphasis on the communication to parents and employees through the website and text message as well as messages on our information board with the latest advice given by the government and information regarding preschool.
- Management will have regular meetings to discuss daily issues regarding children and staff being off due to self-isolation.
- Manager and deputy to keep in constant contact with Early Years Croydon regarding funding and keeping updated on any developments regarding the pandemic and any new guidance.

Keeping preschool open

In the event that staff are unable to be at work due to having contracted the COVID-19 virus, other staff members will do their best to cover wherever possible. Magdalene preschool will endeavour to stay open for our normal hours, however this may not be possible due to staff ratio's. Parents will be updated if preschool needs to close early due to not enough staff. It is a safeguarding issue if child to teacher ratios are not correct. Magdalene preschool will aim to stay open throughout this pandemic to support children and working families – unless instructed to close by the Department of Education or Public Health England.

Lateness during the pandemic

When children arrive late, it means we cannot get started with our full curriculum and the children are being constantly interrupted by staff having to answer the doorbell for late arrivals. This is not only very disruptive for the children who are already at preschool but the children who arrive late are missing out on their full learning and development opportunities.

Persistent lateness and absence is an indicator of safeguarding concerns and our designated safeguarding officer will contact families this may apply too. We are here to support all our families and addressing lateness is part of duty of care and forms a part of our safeguarding responsibility

Visitors to the setting

- New perspective parents will be allowed to visit the setting. All visits must be pre-arranged with the manager. Visitors must socially distance and wear a mask.
- Outside agencies will be allowed into the setting from 1st June but must adhere to social distancing, wearing a mask and sanitizing their hands while on site.

Cleanliness and Hygiene

Our risk assessment has been updated as of 1st September 2021 and all systems of control are being fully adhered to.

All members of staff will endeavour to keep cleanliness and hygiene to a maximum by:

- Staff to daily deep clean the toilets and kitchen hall and toys at the end of each day.
- Staff to clean toilets after every use.
- To spray and clean all work surfaces and door handles throughout the day.
- To make sure staff and children are regularly washing hands.
- Encourage staff and children to sneeze into a tissue and bin it or sneeze into elbow.

- Parents to encourage children to wash hands regularly.
- Parents to ensure their child is ready with their bags on their backs to enter preschool and sanitize their hands as soon as they enter the setting.

Staffing

All staff working at Magdalene preschool have been double vaccinated.

All staff now test themselves using a rapid antigen test twice a week. If a test shows a positive result, the staff member must go to a test centre to get a PCR test.

If a member of staff is unable to work due to having tested positive for the COVID-19 virus they will receive full pay for 2 weeks.

All other members of staff who have been fully vaccinated will be asked to perform a PCR test so they can attend work.

If Magdalene preschool is closed by the Department of Education or Public Health England and preschool is still receiving funding from Croydon Early Years, staff will receive full pay or may be furloughed.

Funding

We are directly funded by Croydon council for 3 and 4 year olds.

Fee's for non-funded children/Lunch club/extra hours

If the setting is told to close due to a national lockdown all fee's will be reduced by 50% as good will gesture.

In the event that the setting stays open during a national lockdown, all fee's should be paid in full whether you choose to send your child or not – you are paying for the place not your child's attendance. Fee's remain the same regardless of absence.

Parents and Children

It is important that parents work in partnership with preschool during these uncertain times, parents must stick to the temporary measures. Parents will be

asked to leave if they do not abide by the social distancing rules and the other rules preschool have implemented to keep everyone safe *

Please text or phone to let us know if your child or a member of your household displays symptoms of COVID-19.

If a child or member of staff is showing signs of covid-19 you are entitled to be tested, please follow the link below.

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Do not bring your child to preschool if they are unwell, we will send them home.

More information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

There is relevant official up to date information around the setting and on our website www.magdalenepreschool.com regarding this pandemic.

*If a parent does not comply with preschool rules put in place due to the pandemic, they will receive a verbal warning. If this is ignored, they will receive a written warning. If this is ignored, they will receive a letter asking them to leave without notice and their child will be taken off the register.