

## Daubeney & Sebright Children's Centre COVID-19 Procedures

### 1. Risk Assessment

This has been carried out by Senior Managers in response to COVID-19 and the headings align with the centre risk assessment. It is the responsibility of all staff to familiarise themselves with procedures. We also ask that any issues seen going forward are flagged up to Senior Management.

### 2. Fire Safety

- In the event of a fire, getting out of the building takes precedence over social distancing guidelines. The bullet points will make you aware of our updated procedure:
- Use the same pathway as in original fire safety procedures to exit the building as well as use both sides of the stairwells
- Fire Marshalls to check toilets, staff room, training room and consultation to ensure that all persons have left the building
- All registers to be taken to assembly point to check evacuation
- A fire drill will be carried out by termly
- To minimise areas being high-touch surfaces, doors will be propped open by door stops during the day unless they are fire doors or rooms where children are being cared for. At the beginning of the day, adults need to place a door stop to open their rooms and at the end of the day remove them.
- ***In the event of a fire, adults need to remove the door stop and close the door behind them.***

### 3. First Aid and children

- Each room will have a first aid bag, PPE, accident and incident book is available in all rooms where children are being cared for.
- Intimate care will continue as before. PPE must be worn when providing intimate care (aprons, gloves and masks) and disposed of immediately after use in nappy bins provided.
- If any calls need to be made home (as per regular first aid procedures - head bump, etc), childcare practitioners staff should liaise with reception staff so that they can be aware that a parent might be coming in or calling to enquire about their child.
- If any first aid bag becomes low on any supplies to inform room senior or senior manager on site.

### 4. Escalation of First Aid

- If the child or member of staff cannot be treated, or if an adult suspects any COVID-19 symptoms, then they need to notify senior manager on site, contact the parents and wait in the isolation room until the child is picked up by their parent/carer. Adults must wear full PPE at all times while waiting in the isolation with the child/ren or another adult displaying symptom. If a child is vomiting, please maintain a distance of at least two metres. Staff need to stay up to date with COVID-19 symptoms, as per [Stay at home guidance](#).

- If adults suspect COVID-19 symptoms of themselves, Senior Management must be informed immediately and they will be sent home to self-isolate for at least 10 full days, they will be requested to take a lateral flow test and if this test is positive then they will need to do a full PCR test. If following this the person tests positive, then Senior Management must be informed immediately and all members of the bubble will be sent home to self-isolate for 10 full days, however this is dependant on last point of direct contact with the infected adult. Other household members of that pod do not need to self-isolate unless they subsequently develop symptoms.

## 5. Signage and Markings

- Signage is displayed around the centre and outside the gates to encourage children, staff and parents to keep socially distant and maintain good hand and respiratory hygiene.
- Signs are posted outside the centre reminding parents of drop off/pick up procedures, building access, etc. Adults who are not staff will not have access to the building for meetings unless pre-arranged.
- Signs will be around the centre to remind of health and safety and hygiene, including by the toilets. In staff communal areas there are capacity limits displayed, it is the staff's responsibility to adhere to social distancing when within shared space. In communal areas, it is the staff's responsibility to maintain social distancing and good hand and respiratory hygiene. Face covering should be worn in all communal spaces in the centre unless exempt.
- Before and after children use the play structures, they will need to sanitise their hands. Sanitiser pumps are available through the centre.

## 6. Centre Site

- The cleaning company are aware of high contact surfaces and these will be cleaned more often each day (doors, bin lids, desks, chairs, sinks, toilets, light switches, bannisters). In addition, items that pupils use on a daily basis will need to be cleaned. Extra cleaning and janitorial materials are in stock, as well as a higher volume of soap. Hand sanitiser, extra tissues as well as PPE is available for staff use

## 7. Staff and pupils who are clinically extremely vulnerable and clinically vulnerable

- Individual risk assessments will be completed for some members of staff (e.g. pregnant and previously shielding).

## 8. Use of Public Transport by Staff and Pupils

- Staff are encouraged to avoid public transport wherever possible when travelling to/from work. If staff use public transport, as per government guidance, they need to wear a face covering/mask unless medically exempt.

## 9. Drop off and Pick up procedures

- Children to wait in main reception for room practitioner to come and pick them up
- We have requested that parents wear a face covering at drop off and pick up and up to a maximum of 3 adults in main reception at any one time.
- As per government guidance, children in early years settings do not need to wear face coverings (see [Schools Coronavirus Operational Guidance](#))

**Parents are not allowed into the main Children's Centre unless they have made a prior arrangement with management**

- All adults and this includes building and maintenance operatives entering the main children's centre building will need to undergo a health triage, have their temperature taken and be asked to wear a face covering at all times unless exempt for medical reasons.

## 10. Minimising Contact, Social Distancing and Keeping Safe

- As per government guidance we are working to minimise contact between individuals
- Adults will be wearing face coverings (unless medically exempt) in situations where social distancing between adults is not possible (see [Schools Coronavirus Operational Guidance](#) page 12)
- All communal areas of the centre are clearly labelled with capacity limits
- Staff members will be able to take a Lateral Flow Test twice a week as an extra level of safety and control

## 11. Face Coverings

- Children are not required to wear face coverings whilst in the centre
- In communal areas (i.e. corridor, staff room) anytime social distancing between adults is not possible, staff must wear a face covering unless medically exempt
- You should only remove your face covering in communal areas if you are eating or drinking.

## 12. Ventilation

- Ventilation is part of the systems of control and one of the factors in keeping safe
- It is important to ensure rooms where children are cared for are well ventilated and a comfortable teaching environment is maintained
- Opening windows: in cooler weather windows should be opened just enough to provide constant background ventilation and ***opened fully during breaks to purge the air in the space***

## 13. Hand and Respiratory Hygiene:

- All staff, children and visitors need to use hand sanitiser when entering or exiting the centre
- All children are encouraged to wash their hands
- Additional hand sanitiser dispensers are located throughout the centre
- Children and staff will be expected to follow good hand and respiratory hygiene practices and be supported to do so where needed
- ***If the water ever stops working during the day, senior management must be notified immediately.***

## 14. Communal Spaces

- It is the staff's responsibility to adhere to social distancing when within shared spaces. In the staff room there will be sanitisation spray. It is the responsibility of staff to sanitise items that they are to use, themselves. Please also sanitise communal items (i.e. hot water tank handle) after use. Any shared kitchen items (cups, spoons, etc) that are used must be washed, dried and put away.
- When using computers staff to ensure that they sanitise keyboards, telephone handset and surrounding desk space after use.