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2021 | 2022

Infection Control Policy and Procedures (including COVID-19)

tca presents its Infection Control arrangements and guidance (including COVID-19) for staff, children and parents/carers.

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Early Years Foundation Stage: Standards 3.44, 3.45, 3.46

At tca we promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread. We follow the health protection in schools and other childcare facilities guidance from GOV.UK, which sets out when and how long children need to be excluded from settings, when treatment/medication is required and where to get further advice from.

Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

tca follows the guidance below to prevent a virus or infection from spreading around the nursery. Our staff:

- Encourage all children to use tissues when coughing and sneezing to catch germs
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
- Develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy
- Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately
- Clean and sterilise all potties and changing mats before and after each use
- Clean toilets at least daily and check them throughout the day
- Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
- Clean all toys, equipment and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser, or through washing in the washing machine
- Wash or clean all equipment used by babies and toddlers as and when needed, including when the children have placed it in their mouth
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children
- Store toothbrushes (where applicable) hygienically to prevent cross-contamination
- Immediately clean and sterilise (where necessary) any dummy or bottle that falls on the floor or is picked up by another child
- Provide fresh clean individual bedding for children that is not used by any other child and wash weekly
- Ask parents/carers and visitors to remove all outdoor footwear, or use shoe covers, when entering rooms where children may be crawling or sitting on the floor
- Where applicable wear specific indoor shoes or slippers whilst inside the rooms and make sure that children wear them as well
- Follow the sickness and illness policy when children are ill to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are contagious.

In addition:

- The nursery manager retains the right of refusal of all children, parents/carers, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the nursery
- Parents/carers will be made aware of the need for these procedures in order for them to follow these guidelines whilst in the nursery
- Periodically each room in the nursery will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises
- In the event of an infection outbreak the nursery will, where appropriate, undertake a deep clean to ensure the spread of infection is contained
- We will follow any the Government health guidance, as well as legal advice and our information from our insurers on any national outbreak of a virus/ pandemic and keep parents informed of any course of action. Each specific circumstances will differ and to ensure we take the most appropriate action we will treat each case on an individual basis.

- In addition, where contagious outbreaks occur, tca will adopt government guidance for all visitors to minimise risk of further spreading the risk of infection
- The nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating.

Guidance for Parent/ Carers and Employees - COVID-19 Nursery Operating Procedures

These guidelines are intended to provide an assurance to our parents/carers and staff and provide guidelines and information regarding tca's COVID -19 procedures. These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers.

The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices. The nursery layout greatly assists our ability to create physical distance between groups of children into specific 'bubbles'.

Fundamental to our operations is the avoidance of contact with anyone who has symptoms, regular hand washing, regular cleaning of surfaces/resources and minimising contact between different staff/children within the nursery.

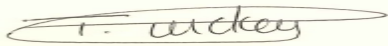
Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free, not been with other children/adults who have symptoms or have completed the required isolation period should attend the nursery. • All children will have their temperature checked by staff prior to entering nursery. • Any child showing symptoms must not attend following NHS and government self-isolation guidelines. • Any child who becomes unwell during nursery will be taken to an isolation room until they can be collected. The member of staff supervising them will be required to wear PPE. The child will not be able to attend following NHS and government self-isolation guidelines.
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Children will be organised into small groups or 'bubbles' or rooms dictated by occupancy. These small groups or 'bubbles' should not mix during the day. A robust key person system will support this. • Care routines including provision of meals, nappy changing and toileting will be within the space allocated to each 'bubble' wherever possible and carried out by the same member of staff wherever possible. Tables to be set up to facilitate social distancing and minimise the risk of children accidentally sharing items. • The use of communal internal spaces will be restricted as much as possible. • Visual reminders for children of social distancing rule. Marked areas on tables that are not to be used to encourage social distancing - e.g. during snack etc. Use certain colours/shapes on the floor to allow children to sit apart. Staff to model and remind children of distancing rules.

		<ul style="list-style-type: none"> • Outdoor spaces will be used as often as possible, by different 'bubbles' at different times of the day. • Outside play and fresh air to be encouraged as much as possible (within distancing and staffing regulations) toddler room and Pre-school room to use outside play area at different times. Babies to continue with daily walks into the community observing social distancing rules. Staff must not visit shops whilst out walking with children to avoid risks of cross contamination. • Distancing of beds/cots will be facilitated and sleeping arrangements reviewed to ensure that babies/children adhere to social distancing guidance and strict health and hygiene procedures at all times. • Stringent hand washing taking place. Reminding children of social distancing where possible - not cuddling, hand holding, sharing cups etc. Hygiene stations in all rooms. Tissues, hand wipes, bins, liquid soap, hand towels will be prominent in handwashing areas. Child-friendly posters. Circle times re hygiene each session • Children are not to bring in belongings from home unless needed for comforting • In the event of an accidents normal procedures will be followed with addition of the wearing of PPE
	Wellbeing and education	<ul style="list-style-type: none"> • Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue • Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time
Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend the nursery if they are symptom free, not living with anyone who has symptoms and have completed the required isolation period or achieved a negative test result in the event of them developing symptoms. • All staff will have their temperature checked prior to entering the nursery. • Staff must report any new symptoms to the manager immediately, they will be required to leave the nursery and self-isolate following NHS and government self-isolation guidelines. The nursery will receive a deep clean. • The number of staff in the nursery at any one time will be limited to only those required to care for the expected occupancy levels and manage the cleanliness of the environment and safety of the children on any given day
	Physical distancing/ grouping	<ul style="list-style-type: none"> • All staff will be require to sanitise their hands on entry to the building and regularly throughout the day. • Staff collecting children to wear gloves, dispose of them in bin outside entrance and disinfect door handle/keypad each use. • Wherever possible staff should remain with the small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups. . • Social distancing must be maintained during breaks and lunchtimes5 This may be achieved through a range of strategies including the

		<p>staggering of breaks and subdivision of spaces allocated to team breaks where possible. Rotas will support this where appropriate, e.g. shorter working days</p> <ul style="list-style-type: none"> • Staff members should avoid all physical contact with each other; phones to be used rather than face to face contact • Staff to plan activities re materials/resources needed and prepare before start of the session. • Wherever possible, meetings and training sessions will be through virtual conferencing. Where this is not possible, social distancing guidelines will be implemented.
	Cross contamination	<ul style="list-style-type: none"> • Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. • Staff to regularly clean toys and equipment in rooms, following use during a session and prior to the building closing or new children/ staff arriving. • Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Antibacterial hand gel to be provided in reception, bathrooms and all rooms to be used as necessary. All surfaces to be disinfected as used. • Employees/children to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. • Staff to be encouraged where possible to walk, cycle to work. Staff/ families using public transport should be reminded of social distancing rules and the need for face coverings to be worn.
	Training	<ul style="list-style-type: none"> • All staff members will receive appropriate inductions into the workplace and training on current infection control and the standard operating procedures. Inductions will take place in small groups to cover risk assessments and changes to practice during the COVID19 outbreak will be covered.
	Wellbeing	<ul style="list-style-type: none"> • Staff will receive a thorough induction prior to return to work • Staff will have the opportunity to air any concerns with their manager
Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child • Where possible only 1 adult per family to drop off and pick up children. • To ensure social distancing is met, adults dropping off/collecting children, are not to enter the nursery. • Staff in PPE will escort children into nursery. Children will need to carry their own belongings. Start/finish times will need to be strictly adhered to 8am and 6pm. • When parents are waiting to drop off or collect their child, physical distancing should be maintained (Floor markings and signage will assist this) • Prospective parents may view the nursery either via a virtual tour or a pre- arranged meeting when the nursery is closed. All adults and children accessing the building will be required to sanitise their hands prior to doing so. • Provision for parents to enter the building for settling in new children will be under review and in line with government guidance.

		<ul style="list-style-type: none"> Parents will not be allowed to store their prams on site for the duration of their sessions. Any items left outside are at the owner's risk.
	Communications	<ul style="list-style-type: none"> Parents will receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves, the policy and risk assessment will be communicated to parents prior to the child attending the nursery.
Visitors	Visits	<ul style="list-style-type: none"> Attendance to the nursery will be restricted to children and staff as far as practically possible and visitors will not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual nursery operational hours wherever possible.
Hygiene	Waste disposal	<ul style="list-style-type: none"> All waste must be disposed of in accordance with the COVID19 government guidance for early years, this includes double bagging and storing some waste for 72 hours before disposal in the usual way. Used tissues must be binned immediately and bins emptied regularly during the day
	Laundry	<ul style="list-style-type: none"> All items within the nursery requiring laundering must be washed at a high temperature. Items such as towels, flannels and bedding will not be shared by children
	Risk assessment	<ul style="list-style-type: none"> All activity must be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils
	PPE	<ul style="list-style-type: none"> Government guidance is that PPE is not required for general use in early years' settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing, the administration of first aid and when serving food.
Premises	Building	<ul style="list-style-type: none"> Health & Safety checks/ Room Risk Assessments should be conducted prior to opening daily. Windows and or doors are to be kept open where possible (and not impacting on children's safety) to ensure good air flow and ventilation
	Resources	<ul style="list-style-type: none"> Children should not be permitted to bring items from home into the nursery unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival. Parent will be asked to supply an unopened bag of nappies that can be disinfected on arrival. They can be informed as these need replenishing. All resources required for play and learning experiences of children should be regularly washed and/or sterilized Equipment used by staff such as stationery, tablets etc. should be allocated to individual staff members where possible and cleaned regularly
	Fire drill/ evacuations	<ul style="list-style-type: none"> Children and staff to use designated exits and assemble in their bubbles outside at the assembly point until it is declared safe.
	Lockdown	<ul style="list-style-type: none"> Routine as per procedure but ensuring, where possible, social distancing in lockdown room, bearing in mind it may be stressful for children
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> The nursery will ensure an adequate supply of essential supplies are in place to minimise the impact of any shortages of supplies. The nursery

		<p>will not be able to operate without essential supplies required for ensuring infection control</p> <ul style="list-style-type: none"> • Management to monitor the usage of PPE to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the nursery. When stocks are low, other options may be considered, such as the use of disposable/washable tabards. These items will be washed at a high temperature and separate to any other nursery washing. • In the case that the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.
	Deliveries	<ul style="list-style-type: none"> • Deliveries to be left with reception, using intercom to communicate. All items (including milk) to be disinfected by staff wearing gloves before bringing in to nursery.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>January 2021</i>		<i>January 2022</i>