Knighton Children’s Centre check list.

Name:

Setting:

|  |  |  |
| --- | --- | --- |
|  | Signed | Comments |
| **Staff to confirm:** |  |  |
| **Read, understood and signed the following new/updated policies:**   * **Arrival and collection** * **Toys and resources** * **Snack and meals** * **Nappy changing** * ***ADD IN ANY OTHER POLICIES THAT HAVE BEEN AMENDED/REVIEWED/UPDATED*** |  |  |
| **Read and understood the COVID19 risk assessment** |  |  |
| **Will change clothing on arrival at the setting and before leaving** |  |  |
| **Staff will minimize the number of contacts that children and adults have whilst ensuring children are kept safe and well cared for** |  |  |
| **If displaying symptoms, will notify the setting as soon as possible**   * **Will arrange for a test to be undertaken and self-isolate until results are returned** * **Will notify the setting of the result as soon as possible** * **If positive, will willingly support the government with their Test, Track and Trace initiative** |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Setting Risk Assessment COVID19**  **Location of setting Date of Revision of Risk Assessment:**  **Completed by:** | | | | | | |
| **Step 1**  **Potential hazards?** | **Step 2**  **Who might be harmed**  **and how?** | **Step 3**  **Action taken** | **Further action** | **Step 4**  **Implementation** | | |
| BY WHOM | BY WHEN | √ |
| **Collection and drop off of children** | Parents  Children  Staff  Spread of COVID19 | * Scheduled drop off/Collection * Signage to show 2metre distance   (Markings on the floor)   * Please see arrival and collection policy for further information   (annex A) | All actions to be reviewed weekly and an updated risk assessment to be produced weekly with any changes | Vicki James | 29th June |  |
| **Staff** | Parents  Children  Staff  Spread of COVID19 | * Staff to sign declaration/complete the Staff Checklist to confirm they will abide by current guidelines * Staff to wear clean clothes every day- uniform **does NOT need** to be worn. * Staff to be responsible for maintaining social distancing wherever possible * Staff to be assigned key worker groups of no more than 8, staff should stay with the same group of children wherever possible * We will, at all times, follow Public Health’s infection prevention control guidance for childcare settings   Staff to wash hands with soap and water for 20 seconds:   * on arrival at the setting * after use of the toilet * before and after eating * after returning indoors from outdoor play * after being in physical contact with other children * after sneezing or coughing | All actions to be reviewed weekly and an updated risk assessment to be produced with any changes | All Staff | On going |  |
| **Children** | Parents  Children  Staff  Spread of COVID19 | * Children to be kept in groups of no more than 8, these groups should not change wherever possible * Transition period offered to support children with the changes in the setting * Pupils encouraged to wear clean clothes every day. * Where possible, items that require staff to adjust, should be avoided, eg lace-up shoes.   Children to wash hands with soap and water for 20 seconds:   * on arrival at the setting * after use of the toilet * before and after eating * after returning indoors from outdoor play * after being in physical contact with other children * after sneezing or coughing | All actions to be reviewed weekly and an updated risk assessment to be produced weekly with any changes | All Staff | ongoing |  |
| **Setting Risk Assessment Date of Revision of Risk Assessment:**  **Activities** | | | | | | |
| **Step 1**  **Potential hazards?** | **Step 2**  **Who might be harmed**  **and how?** | **Step 3**  **Action taken** | **Further action** | **Step 4**  **Implementation** | | |
| BY WHOM | BY WHEN | √ |
| **Toys and resources** | Parents  Children  Staff  Spread of COVID19 | * Resource/Toy packs will be used on a rolling programme; key worker groups will access one pack at a time. * Packs will be left for a period of 72hours before being used by a different group of children * The setting will, at all times, follow Public Health’s Infection Prevention and control for childcare settings guidance for cleaning and sterilizing toys and equipment * Please see “Use of Toys and Resources Covid19 Policy” for additional information (annex B) | All actions to be reviewed weekly and an updated risk assessment to be produced weekly with any changes | All Staff | Ongoing |  |
| **Food and snacks** | Parents  Children  Staff  Spread of COVID19 | * Children will be served by their key worker staff member * Children will eat only with the children within their group of 8 * Please see “Snack and Meals Policy” for additional information   (Annex C)   * Children and staff will be expected to bring their own food into school to keep them going for the whole of the day * Children will need to bring fresh fruit snack and packed lunch and a filled, wipe-able, labelled water bottle every day they are in school. * Pupils to take all items, including packaging, home at the end of the day. * We will, at all times, follow Public Health’s infection prevention control guidance for childcare settings | All actions to be reviewed weekly and an updated risk assessment to be produced weekly with any changes |  |  |  |
| **Personal care e.g nappy changing** | Parents  Children  Staff  Spread of COVID19 | * Fresh gloves and aprons will be used * The changing station will be sanitized before and after use * The key worker staff member will be responsible for personal care of the children in their group * We will, at all times, following the Public Health’s infection prevention control guidance for childcare settings   See (Annex D) | All actions to be reviewed weekly and an updated risk assessment to be produced weekly with any changes |  |  |  |
| **Child/Staff displaying symptoms of COVID19 while attending the setting** | Parents  Children  Staff | Implementation of “Symptomatic individuals in the setting Procedure.”  (Annex E) | All actions to be reviewed weekly and an updated risk assessment to be produced weekly with any changes |  |  |  |
| **Visitors** | Parents  Staff  Children  Visitors | Over the period of Covid19, no visitors will be admitted into the setting.  If it is absolutely vital, they should only be admitted if social distancing and hand hygiene can be adhered too.  *\*Medical and health need would be considered vital\** | All actions to be reviewed weekly and an updated risk assessment to be produced weekly with any changes |  |  |  |
| **Waste disposal** | Parents  Staff  Children | Implementation of “Waste disposal Covid19 Policy”  (Annex F) | All actions to be reviewed weekly and an updated risk assessment to be produced weekly with any changes |  |  |  |
| **Children attending more than one provider** | Parents  Staff  Children | Over this period, to limit the amount of potential cross-contamination, we will not be allowing children who have attended another setting to access our provision | All actions to be reviewed weekly and an updated risk assessment to be produced weekly with any changes |  |  |  |
| **Spread of Covid19 – high touch areas** | Children  Staff | * Use of COVID cleaning schedule to include high frequency cleaning of high touch areas including but not limited to: * Door handles/Push buttons * Toilets * Pens * Doorbells * Light switch * Hand dryers – push button * Tables & Chairs * ICT equipment * Cupboards * Containers * Fridge/Freezer handles * Mobiles, phones * Washbasins/Taps * Equipment * Handrails | All actions to be reviewed weekly and an updated risk assessment to be produced weekly with any changes | Ongoing | Cleaning staff (KG)  And setting staff |  |

**Annex A**

**Arrival and Collection Policy/Procedure**

**All staff and children will wash hands on arrival to the setting, before and after all activities, when moving from outdoors to indoors, before and after all meals and before leaving the premises.**

ARRIVAL

1. Parent/Carer will drop their child off at the setting main entrance via the gates by the sports centre prompt to the time for which they have been allocated. During the period of Covid19 and in line with current guidance, children should only be dropped off by members of their own household.
2. If other parents in attendance, parents are asked to keep a 2meter distance between themselves and any other parents or staff **please refer to signs.**
3. Upon arrival parents will be asked to sign the child in.
4. Parents to be encouraged to provide their own pen for signing/ single use pens (if not pens to be sanitized after use)
5. When signing in the child, parents are confirming that their child is not displaying any Covid19 Symptoms.
6. Children will be asked to bring their own belongings in and place on own peg, please note only essential items should be brought to the setting **no personal toys to be brought in**, if at all possible, these belongings should be brought in on the first day and left until the last day the child attends.
7. Upon arrival you should inform staff of any significant issues and update your location of work for the day, should it have changed from the originally stated location.

COLLECTION

1. Parents must give the names of all persons authorised to collect their child on the contract form. Only persons named on this form living in the same household as the child will be able to take the child from the setting. During the period of Covid19 and in line with current guidance, children should only be collected by members of their own household.
2. Parent/Carer will collect their child from the main entrance prompt to the time for which they have been allocated.
3. If other parents in attendance, parents are asked to keep a 2meter distance between themselves and any other parents or staff **please refer to signs.**
4. Upon collection parents will be asked to sign the child out.
5. Parents to encouraged to provide their own pen for signing/ single use pens (to be sanitized after use)
6. Children’s belongings will be sent out with them if necessary for collection
7. Upon collection staff will inform parents of any significant issues
8. A password system can be put in place if required ie someone different collecting child.

Should you or any of the named emergency contacts be unable to collect your child, please inform the setting as soon as possible. Arrangements will then be made to ensure your child is cared for.

**Annex B**

**Use of toys and resources – COVID19**

Play with sand, water, plasticine/play dough and cookery and other messy play activities will be restricted and will only be offered if we are able to meet the guidance around hygiene and cleaning in the [Infection Prevention and Control for Childcare Settings Guidance](https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/). If we are unable to meet the guidance, we will not offer these activities.

Activities will not involve contact between children. Equipment, toys and surfaces, including those across all areas of the setting such as toilets, sinks, taps and changing areas, tables and handles will be cleaned and disinfected frequently in line with [Infection Prevention and Control for Childcare Settings Guidance](https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/).

Soft toys and resources which are difficult to clean will not be available to children.

Outdoor play equipment and entrance gates will be cleaned and disinfected frequently.

For the prevention of the spread of Covid19; toys and resources will be put into packs and allocated to one group of children at a time.

Each resource pack, once used by a group of children, will be cleaned, sterilised and stored for a 72hour period before being used by different group of children.

**Annex C**

**Food & Snack handling Policy**

**FOOD HANDLING**

We have a responsibility to maintain high levels of hygiene and health and safety with respect to food.

We will follow the infection prevention control guidance detailed in the link below:

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/>

Staff will be responsible for serving the children within their group. Children will only eat with the other children in their assigned group.

All employees, paid or voluntary, who handle food, have a responsibility to:

* Hands should be washed for 20 seconds with soap and water to maintain a high standard of personal hygiene while preparing and serving food;
* All staff serving food will wear gloves, hand will be washed before putting on the gloves and removal of gloves.
* The area of which food is consumed will be sanitised before and after use, if possible, different groups of children will have their own designated eating area.
* Lunchboxes must be provided. Parents are asked to use a hard-plastic box that can be sanitized on arrival at the setting.
* All uneaten food and packaging must be sent back home.
* Parents should provide food in containers/packaging that their children can open easily by themselves.

**Annex D**

**NAPPY CHANGING POLICY**

**The Rights of the Child**

Ensuring that the setting supports children with their physical needs is an essential part of respecting the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

Article 2: The Convention applies to everyone whatever their race, religion, abilities, whatever they think or say and whatever type of family they come from.

Article 12: Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.

Article 16: Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.

Article 27: Children have a right to a standard of living that is good enough to meet their physical and mental needs.

We will follow the infection prevention control guidance detailed in the link below:

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/>

**Code of Practice**

*Over this period, wherever possible, we ask that parents supply a week’s supply of nappies, wipes, creams etc. These will then be stored in an individual box for each child*

If a child attending the Setting continues to be in a nappy, the Staff member assigned to the childwill:

* change the child’s nappy at regular intervals, and at any other times when the child has a wet or soiled nappy.
* ensure that the nappy changing activity is a quiet, relaxing and positive experience for the child.
* care for the child in a warm and respectful manner at all times and specifically, in the context of this policy, during nappy changing activity.
* ensure a suitable area and appropriate hygiene materials are available for the nappy changing activity.

**Procedure**

* Collect all necessary materials before commencing the nappy changing.
* Wear a fresh apron before commencing the nappy changing.
* Wear fresh gloves when changing the nappy of each individual child. Hands will be washed for 20 seconds with soap and water before putting on the gloves and removal of gloves
* Sanitize the changing area before each child
* Place blue paper covering on the changing mat.
* During nappy changing, never leave the child on its own on the changing mat, even if the child is secured with suitable safety harness.
* Place the wet/dirty nappy in a plastic bag, and then in the appropriate bin
* Place the cleaning materials and dirty gloves in a plastic bag, and then in the appropriate bin. Please refer to waste disposal policy.
* Wash hands thoroughly.
* Return the child to the room.
* Return to the nappy changing station in order to clean the area thoroughly, using appropriate disinfectant/anti-bacterial solutions, and dry the station with paper towels.
* Wash hands immediately following the cleaning process.
* Store all materials and leave the station tidy and clean.
* Record the nappy change on the child’s daily record.

**Annex E**

**Symptomatic individuals in the setting – Procedure**

**If a child shows symptoms of COVID-19 while in a childcare setting**

**We will:**

* Contact the parent/carer immediately and ask that the child is collected and taken home. Provide guidance to the parents that they should seek a test for their child.

* Until the child is collected, we will move the child away from other children and care for them separately with appropriate adult supervision
* If it is not possible to isolate the child, we will move them to an area which is at least 2 metres away from other children. We will open a window for ventilation.
* Disposable gloves, apron and a fluid-resistant surgical mask will be worn if the child requires personal care or close contact.
* 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 will also be worn.
* If a child needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible.
* The areas where the child suspected of having COVID-19 has been, including toilets, will be cleaned and disinfected.
* Gloves and aprons will be used when cleaning the areas where a child suspected of having COVID-19 has been.
* Staff will wash their hands thoroughly for 20 seconds after any contact with the child who is unwell and where possible should change into clean clothing.
* Should there be a delay in the parent collecting a symptomatic child, we will contact the local environmental health officer via your local council’s website.
* We will inform the Powys Childcare Team if there is a suspected case – [covid19earlyyearscc@powys.gov.uk](mailto:covid19earlyyearscc@powys.gov.uk)

**If a staff member shows symptoms of COVID-19 while in a childcare setting**

* They will leave the setting immediately
* Provide guidance to the staff that they should seek a test.
* Additional staff will be called if necessary
* The areas where the staff member suspected of having COVID-19 has been, including toilets, will be cleaned and disinfected.
* Gloves and aprons will be used when cleaning the areas where an individual suspected of having COVID-19 has been.
* Staff will wash their hands thoroughly for 20 seconds after any contact with the symptomatic individual who is unwell and where possible should change into clean clothing.
* We will inform the Powys Childcare Team if there is a suspected case – [covid19earlyyearscc@powys.gov.uk](mailto:covid19earlyyearscc@powys.gov.uk)
* The following guidance for decontamination will be followed

**Decontamination following a symptomatic individual:**

* The staff member(s) who has helped someone who was taken unwell, do not need to go home unless they develop symptoms (new continuous cough, high temperature, loss of smell or taste) themselves.
* Normal cleaning of the setting will take place as set out in Infection Prevention and Control Guidance for Childcare Settings.
* Additional cleaning and disinfecting will be undertaken of areas that a symptomatic individual has come into contact with.

*With the exception of public areas where a symptomatic individual has passed through and spent minimal time and are not visibly contaminated with body fluids.*

* All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected in accordance with the Infection Prevention and Control Guidance for Childcare Settings once the individual has moved from the area.
* These surfaces include:
* objects which are visibly contaminated with body fluids
* all potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells
* The clothes of staff and children who have come into contact with a symptomatic child should be washed on a hot wash in accordance with the guidance on contaminated laundry in Infection Prevention and Control Guidance for Childcare Settings.
* All parents will be notified of any incident where their child may have come in contact with a symptomatic individual, they will be provided with guidance on the hot washing of their child’s clothes.
* Staff keep a change of clothes in the setting.

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/>

**Annex F**

**Waste disposal - Covid19**

**General waste**

* Disposable single use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose.
* Nappies should be disposed of in the usual manner
* Disposable gloves, aprons, paper towels, blue roll etc should be disposed of promptly in a separate double bagged waste bin and disposed of safely.
* Used tissue should be disposed of promptly in a separate double bagged waste bin and disposed of safely.
* Bins should be emptied, cleaned and disinfected regularly throughout the day.

**Potential contaminated waste**

* Waste from areas where possible cases of COVID-19 have been should be disposed of in accordance with the Infection Prevention and Control for Childcare Settings Guidance.
* Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
* If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange or purple clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.