**Garden Cottage Nursery Coronavirus Risk Assessment**

*Note: this document is in addition to the existing GCN risk assessment and does not replace it*

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| **Pick-up / drop off**  Children and Staff must take their temperature and ensure it is below 37.5 before arriving at the premises  To adhere to social distancing guidance, we have a staggered start and end of the school day. Children staying for teas have been asked to be picked up earlier where possible. Timings have been updated in the registers, but parents will call ahead if picking up earlier than expected.  Pick-up and drop off locations have changed to help encourage social distancing. Please leave the doors open where possible so that staff, parents, and children do not have to touch the handles  We have asked that one parent drop their child off at the door and must not enter the nursery. We have also asked that as of September 7th it is mandatory that the parent/carer dropping off/picking up must wear a face mask.  If parents wish to speak to you / Jane, please ask them to get in touch by email or phone  Sanitiser is present at all pick-up / drop off points. This must be used before entering the nursery. Staff to ensure these are topped up. Hand washing is a must and please ensure children and staff are doing this.  Brothers and sisters to be dropped off at the youngest room first then the other room following guidelines of where drop off is.  We are trying to minimise the number of items coming into the nursery to reduce the risk of any contamination. Items we have said parents can bring in are:     * A clearly named water bottle * A change of clothes in a clearly named bag (if the child is potty training) * A clearly named bottle of sun cream if the child can’t use what we have in the nursery * A comforter, but only if necessary * Reusable nappies in the clearly labelled bag   Please can staff leave bags, phones, and any other items in their cars. Please also make sure your cars are parked under the trees at the front of the nursery. |
| **Nursery rooms**  We have less children in each room/bubble. The bubbles are, Apple room, Garden room School, Peach Room, Sweetpeas and Snowdrops Apple room has a maximum.  At tea time’s the children are staying in their own bubble however, now the warmer weather is coming we are going to extend the children being allowed to join one another.  Staff and Children will stick in their bubbles to ensure there is no cross contamination across each of the groups  Registers will be as normal, and staff will walkie talkie when children arrive if in a different room. Please leave these in the map room at the end of each week so that we have a record of who did/didn’t come in each week.  We now have added Garden Room to the register (Apple Room Children)  To do a fire drill for the Children in Forest school. We have now had several drills. Which the children practiced and do really well.  Daily sheets will be provided for children and staff in Forest school & Walled Garden – these are now no longer needed as we are now using parenta.  Snuffle stations are set up with a sanitizer, box and tissues in each room. Please encourage the children to use them and make sure supplies are stocked up. Where possible, please encourage the children to wash their hands    Set out the toys and games at the beginning of each day that can be easily washed. We have removed soft toy’s that are harder to clean but please remove any further items that you feel fit into the ‘harder to clean’ category (we are now introducing dressing up clothing and certain soft toys that can be washed)  Clean room consistently and sanitize at the end of the day – as well as throughout the day. |
| **Welfare Staff and Child**  Please treat children as normal and be as positive as possible. We must be aware that some children might have lost loved ones with the virus. C and F have lost their Grandad  Loss of a Parent TM his Mummy has been sent the bereavement policy JD is allowing the mother to WhatsApp into the Nursery she has also now visited TM in the Nursery wearing full PPE staff happy with this. – this will be ongoing.  It has been recognised that children of nursery age will not be able to adhere to social distancing rules and indeed it is not desirable for children this young. By keeping the smaller class ‘bubbles’ and employing stringent cleaning and hygiene practices we are mitigating the risk of spread of infection  **Updates**  If anyone has symptoms of coronavirus (COVID-19), a high temperature, new and persistent cough or a loss of, or change in, their normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when the symptoms started. Or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken.  If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.  Parents should arrange a test for them as soon as possible to see if they have coronavirus (COVID-19). This can be done by visiting NHS.UK or contact NHS 119 via telephone if you do not have internet access. They and other fellow household members should self-isolate for 14 days.  If the child tests negative, they can return to nursery and the fellow household members can end their self-isolation subject to confirmation from local health protection professionals.  If the child tests negative but is unwell, they should not return to nursery until they are recovered.  If the child tests positive, NHS Test and Trace will speak directly to those that have been in contact with them to offer advice. This advice may be that the rest of their bubble within they nursery should be sent home and advised to self-isolate for 14 days. Household members should also self-isolate at home.  **Incidents and accidents must be reported by email so the Parent must email back nothing that we have sent it, we then will add to the incident book. As of July 23rd, we now are writing in the**  **Incident book and putting outside for parent to sign (please make sure parent /carer sanitizes hands before using pens).**  Please make JD aware if there is anything worrying you or you think there is anything else, we can do to help improve the safety and welfare of you and the children. Please contact her preferably by phone, email or walkie talkie  Sun cream must be applied by parents and us. Parents that need special sun cream have been asked to bring in a bottle with the child’s name clearly written on it  Please ensure the children are wearing hats if it is very sunny outside.  All children to be allowed Birthday day parties a birthday package is allowed in 72hrs before use cake is allowed on the day. Parent/Carers are allowed WhatsApp to join in for the cake on JD phone.  Please make sure all medical information and medication is with the children in your bubble  Clean room consistently and sanitize at the end of the day. Jai will clean as and when each room. – (jai also wears a mask when entering different rooms to help)  We practised a lock down and it was very successful each room has written an evaluation of what happened in each room outside area. Oct 20  Mental health and children’s welfare email sent to staff 7th Oct 20.  Shelley to do treasure baskets in each room for PSED keeping children happy and safe is everything. |
| **Garden Room**  Garden Room must be set-up with the necessary cleaning equipment, toys and first aid supplies – (this has now been put in place)  Please ensure you have done the Forest School training so that you are fully prepared ahead of returning back to nursery.  Garden Room will be using their own walkie talkie. |
| **Food and Sleep**  Children will be having breakfast at home including those arriving at 8am. We have cereal available if there is a child that is hungry and has not eaten. Please ensure you have easy access to this ahead of when we reopen on Monday, we will be having breakfast in the Nursery starting on the 7th September for all children starting at 8am  Zebedees will be providing lunch and the children will be eating in their bubbles. Jai will be will distributing the meals to each of the bubbles. Snowdrops and Sweetpeas 11.30am – 12 sleep time with comforters if necessary, Peach room 11.45am – sleepers in Sweetpeas (use gate end) with comforters if necessary Apple room 12midday - no sleepers –(ZF sleeps on the carpet for his little) Garden Room in Apple store for 12pm food at 12.10pm if tired please sleep in hammock. Garden Room will now be eating in Garden room – peach room now sleep in map room and have 3-4 sleepers a day  Staff will need to stay in their bubbles during their lunch break Staff We are keeping movement between rooms to a minimum and if we do walk through a room we must wear masks  GCN will be providing teas but we have asked children to go home as early as possible. Normal times now are applied |
| **PPE**  Government advice states that the use of PPE is not necessary for children or staff although it is at the discretion of the child / staff member if they do  All members of staff will have access to, masks aprons and gloves. Please notify JD if you are running out ASAP so more can be ordered. The masks are machine washable.  If wearing a mask with the children, please put on in front of them so they know who you are and it is not to frightening for them.  All staff are to wear masks when entering different rooms and when attending the office. |
| **Key Children**  The most important thing is the welfare and happiness of the children.  Please can staff in their groups find out where the children’s interest is from there key workers. Look at the next steps sheets and try and pick up from there. It will be the responsibility for staff to plan around the interests.  **New iPads & laptops will be in place so that you can use them to upload photos and observations of the children. Please refer to the email Philly sent out with training videos if you need to refresh yourselves. By the end of the first week please ensure you have uploaded a photo/observation of each child in your bubble.** |
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| **Prevention: a good check**  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 settings  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 groups where possible  6) where necessary, wear appropriate personal protective equipment (PPE)  Numbers 1 to 4 must be in place in all settings, all the time.  Number 5 must be properly considered, and settings must put in place measures that suit their circumstances.  Number 6 applies in all 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 setting community  9) contain any outbreak by following local health protection team advice  10) notify Ofsted  Numbers 7 to 10 must be followed in every case where they are relevant.  See link [Actions for early years and childcare providers during the coronavirus outbreak](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMTIsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDA3MjkuMjUwMDEzMjEiLCJ1cmwiOiJodHRwczovL3d3dy5nb3YudWsvZ292ZXJubWVudC9wdWJsaWNhdGlvbnMvY29yb25hdmlydXMtY292aWQtMTktZWFybHkteWVhcnMtYW5kLWNoaWxkY2FyZS1jbG9zdXJlcyJ9.LpapDMai8FWNfI9KNfp1qrS3HU53OzC5uM7APYNu3DU/s/842479236/br/81614173642-l) will explain in more depth. |

Birthday Parties:

All children to be allowed Birthday parties a birthday package is allowed in 72hrs before use cake is allowed on the day. Parent/Carers are allowed WhatsApp to join in for the cake on JDs phone.

Now we have Rapid testing in the nursery for each member of staff see emails for reporting and use.

If you have not received your unique organisation number (UON) for ordering new coronavirus (COVID-19) test kits you can [look it up using your unique reference number (URN) or your UK provider reference number (UKPRN)](https://organisation-number-lookup.test-for-coronavirus.service.gov.uk/) or by calling the Test and Trace helpdesk on 119. – this is our OFSTED number located on the calendar.

From Thursday 1 April, all CEV children should attend early years provision, school, college, wraparound childcare and out-of-school settings, unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend. – we do not currently have any children that are CEV.

From tomorrow, NHS Test and Trace is reintroducing confirmatory PCR testing for positive LFD tests conducted at all assisted testing sites, including schools and colleges. This means that all staff, pupils and students who get a positive LFD test, whether at home or supervised at their school or college, should get a confirmatory PCR. The PCR test should be booked immediately either [online](https://www.gov.uk/get-coronavirus-test?utm_source=30%20March%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19) or by calling 119 and should be undertaken within 2 days. Staff, students and pupils who had a positive LFD test result, and their close contacts and other members of their household, should self-isolate immediately in line with [NHS Test and Trace guidance](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works?utm_source=30%20March%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19) and while awaiting the PCR result. If the PCR test is negative, it overrides the LFD test and the staff member, pupil or student can return to school or college, and their close contacts can end their self-isolation. – from the DFE on the 30th of March

## Contact tracing over May half-term

Schools and colleges continue to play an important role in contact tracing for pupils, students and staff. We recognise the challenges of this responsibility during holidays, but this remains vitally important in the continued national effort to limit the spread of the virus. Where pupils, students or staff test positive for COVID-19 during half-term, having developed symptoms more than 2 days since being in school or college, no action is needed. Staff, young people, parents and carers should follow contact tracing instructions provided by NHS Test and Trace. However, where pupils, students or staff test positive having developed symptoms within 2 days of being in school or college, you are asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school or college. – we have disclosed this on our newsletter parents do still need to let us know.

27-05-2021 – Now staff get tested twice a week we have been more relaxed with bubbles with Staff being able to help in different rooms. we do take small bubbles from rooms and play outside at forest schools and playgrounds. This is nice for children to know other children and staff especially in transition times. We are continuing with parents wearing mask at drop off and pick up times and we are also continuing with the birthday parties. We are still showing parents around the nursery especially outside and when the children are out of the classrooms. They have to sanitize and wear a mask whilst walking around. We also sent out an email to all parents with the link to where they could collect free test from which a lot of parents have replied to say how useful it is. From the children’s point of view, we are still being very positive and focusing on there wellbeing and mental health (as well as staff).

We as a nursery feel strongly there has been many benefits out of something that is so negative. One being the staff have had far more training than they would have done in normal circumstances because we have had online zoom calls meaning the staff have not had to travel to courses and courses have been shorter so less time away from the children. It is also cost effective. We have found drop off far more positive for the children when drop off is quick; the children understand they are being dropped off and get confused if parents stay for any longer than a quick kiss and goodbye. Also, from a transition point of view to schools, we have had more connection with the schools via phone calls, emails, the visits are taking place and are positive as ever. Teachers have been really keen to know the children they are going to receive from us.. We are keeping the sanitizing stations at every entrance which are regularly filled up.

We have had two cases of coronavirus within the nursery over the last 16 months. One was a staff member who had a positive and negative – we chose to close the bubble as we could not take the risk of it being positive. We closed the bubble, the staff, and children self-isolated for 10 days. Also, a child who does one morning his dad had a positive test and he then tested positive a day after. So, we had to close that bubble and one member of staff had to isolate. We informed the Department of education, OFSTED, local authorities and let them know what action we took, and we were taking.

All Staff and Parents have been incredibly supportive of the Nursery a true credit to the community.

## Sports days

Sports days can go ahead. In line with the rest of the system of controls, pupils and students must remain in their bubbles, and early years children should remain in their consistent groups as is usual for your setting. Sports equipment should be regularly cleaned throughout the event.    
 Spectators must adhere to current social distancing requirements. Where events take place outdoors, spectators can gather in separate groups of up to 30 – the legal gathering limit. Multiple groups of 30 are permitted.

## Leavers events

## Currently, you should avoid hosting large group gatherings indoors for more than one bubble (or in early years more than one consistent group), such as assemblies or mass worship. The [schools COVID-19 operational guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance?utm_source=15%20June%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#history) states that children should be kept in separate, independent groups (for example, their bubbles). The [early years guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=15%20June%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#history) states you should minimise contact between groups within settings (for example, keeping children in consistent groups). The [FE guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25?utm_source=15%20June%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#history) also has advice on how to group students.

## Outdoor events are generally lower risk. Once you have undertaken a risk assessment and planned your event in line with your system of controls, you may consider an outdoor event (for example a leavers’ celebration or prom) that caters for more than one bubble or consistent group, as long as the groups continue to be kept separate.

Any parents attending outdoor events must adhere to current social distancing requirements. Where outdoors spectators can gather in groups of up to 30 – the legal gathering limit. Multiple groups of 30 are permitted.

## Transitional and open days

You should complete thorough risk assessments before running transitional, taster and open days in your setting, to ensure that they are run in line with your system of controls and align with the advice contained within the guidance for your setting and the [roadmap out of lockdown](https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary#step-3---not-before-17-may?utm_source=15%20June%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#history).

This means that traditional transitional and open days are unlikely to be feasible this academic year, but we are keen not to restrict individual settings from designing events which maintain the integrity of bubbles or consistent groups, and adhere to the system of controls in place.

## Singing

If you are planning an indoor or outdoor face-to-face performance in front of a live audience, you should continue to follow the latest [performing arts guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts), and the guidance on [delivering outdoor events](https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19). Registered early years settings, schools and colleges are, however, exempt from the requirement to limit group numbers to 6 for singing indoors. – from the DFE on the 15/06/21

Dear all,

First and foremost, We are very sorry to announce since the Government’s announcement last night we are now limiting the Sports day, Summer Concert and Leavers Party to just one parent. We are trying very hard to accommodate everyone and complying with what we can do and I am really sorry if this is to change again as we are trying to read the small print and understand the changes. We will need all parents/carers to wear a mask at certain times, there will be bubbles of 6 and we have benches that parents will be able to sit on. When sitting at the table you will not need to wear a mask but how ever if you move from your bench you will need to put your mask on. There will be hand sanitizer at the gate, outside the toilets and hand sanitizing stations around the walled garden. Please do still feel free to bring a picnic and drinks as you would. All timings will be the same and children will still be having a BBQ for lunch. Hopefully, we will be able to have an amazing day. Please let us know of any comments or concerns.

Lastly, if all parents could join staff in taking a lateral flow test before arriving on the Friday i.e. Thursday evening or Friday morning thank you.

You can order a box to your home address through this link. <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

Many thanks

Jane. – 15/06/21 sent to Parents attending the day.

Sent 18th July

Dear Parents,

Thank you all so much for working with us during what has been a very difficult year and a half. We are really looking forward to ‘Freedom Day’ on 19th July, but in practice, there are little changes for us until 16th August, as this is when self-isolation is due to end for ‘close contacts’. We are following closely the guidance produced by DfE, so would just ask you to be patient with us. We are cautious that cases may increase between 19th July and 16th August and in the event of a confirmed case during this time, we will have to close rooms and ask those in them to self-isolate.

There is no vaccine for small children that is currently recommended, and there are very few, if any, symptoms amongst young children who test positive for Covid-19. The vast majority of the staff have had or are in the process of having, their vaccinations, but the next few weeks could be tricky as Government guidance may seem contradictory. Whilst we embrace a relaxing of guidelines, and we are no longer obliged to operate in bubbles, we do still have to follow Test and Trace alerts and we have to adhere to self-isolation. **We would therefore like to confirm that there will be no immediate changes to our policies and procedures and his will be reviewed as we move forward.** Really, I just wanted to take this opportunity to thank you all for your patience and a chance to just ask you to be patient a little longer. We don’t want to be over-zealous, however we are still bound by the DfE Guidance and must put the safety of the children, families and staff first. I hope you enjoy the rest of the weekend and this beautiful weather.

Best wishes, Jane

18th August 2021 - Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of a positive COVID-19 case and any of the following apply:

* they are fully vaccinated.
* they are below the age of 18 years 6 months
* they have taken part in or are currently part of an approved COVID-19 vaccine trial
* they are not able to get vaccinated for medical reasons

Face coverings are no longer recommended for staff and visitors in corridors or communal areas.

All staff will be updated with email of the new guidelines risk assessments like having open windows and doors as much as possible children to be outdoors as well.

STAFF update 18th September 21

Dear All I feel I need to update you on the new guideline, we have families that are with covid and have opted to keep their children home even though they do not have to this is their choice. I also have a family that wants to send their child in and I have no option but to support them in doing so. Mum and Child are both negative and doing tests every day again they don’t have to do this either but I am happy they are they are also going to do a Covid test today. Mum is sorry but she has to work she has taken so much time off and she could lose her job. **Help with the risk** I feel we need to keep windows and doors open as much as possible in the rooms and let the children be out as much as possible. Hand washing and doing our hands is going to be really important Children should do their hands at the door before coming in as we should as well if we need more hand stations please ask. **Government guidelines are** Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 or are a close contact of a positive COVID-19 case and any of the following apply: they are fully vaccinated. They are below the age of 18 years 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons. Thank you if you are concerned, please let me know and we can see what we can do to help. Many Thanks Jane

Making sure open doors windows children outside more. Hand sanitizer

Up date

Sent 27th Sept 2021

Just to make sure that we are compliant and have everything in place. Making sure that we have our stations so the children and staff can do their hands before entering the Nursery all rooms are responsible. Again, if anyone has **concerns** please let me know. This is around us and is happening.

Update

8th November 2021

All Parents who have been invited in have had LFT tests confirmed negative before they have made their visit.

The Nursery is happy parents who do not enter the buildings may not wear a mask. Any parent or non-employee of Garden Cottage Nursery will be asked to wear a mask.

We continue to ask parents of children displaying any symptoms of Covid such as high temperature or continuous cough to have a LFT or PCR test done before the child returns to nursery.

We have asked parents to pick up and drop off with wearing masks and made this mandatory 19.11.2021

1.12.2021

We have asked children that have been sent home with high temperatures and coughs for PCR tests which have all come back negative. All have been happy to comply.

1.12.2021

We are doing our nativity outside asking parents to wear masks and take lateral flows before.

December 2021

We have now added a CO2 detector in each room for staff to check air flow making sure that the rooms are below 1500.

The new variant OMICRON covid 19

We are still running the Nursery as normal and keeping life for the children as happy as can be.

We update parents and Staff as much as possible. Risk assessment

As of the 3rd of Dec 2021

Parents to notify Nursery with any positive Covid cases, if child is negative after PCR test, then they are allowed in. Staff living with any partner family should also keep the Nursery informed if a case should be positive and again if PCR test is negative then the member can come to work.

Cluster of cases we would follow the DFS and inform LA. Ofsted. Carrie on and make Bubbles and make sure hand sanitizing inform parents and reintroduce procedures.

Information sent out in weekly newsletter.

DFE – 09.12.2021

School attendance remains mandatory, and all the usual rules continue to apply. Enabling children and young people to attend their education setting regularly continues to be a national priority. As usual, schools are able to grant leaves of absence for pupils in exceptional circumstances.

Settings are strongly encouraged to ask parents, guardians and other visitors to take a lateral flow device (LFD) test before entering the setting.

## Isolation

All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will continue to be required to self-isolate and asked to book a PCR test.

The Government plans to introduce Daily Contact Testing as soon as possible as an alternative to self-isolation for contacts of positive Omicron cases who are fully vaccinated or under the age of 18 years and 6 months.

January 2022 –

The nursery is open 29th, 30th and 31st. We will be asking all staff to do a PCR before returning for the 4th of July.

Outbreak Plan December the 9th December 2021.

Prevent.

Staff are testing twice a week and holidays as well. All staff sanitize hands before entering the nursery and wearing masks between rooms.

All staff making sure that the children cough/sneeze into their elbows not their hands. Making sure the Snuffle stations are always filled with hand sanitizer, tissues, and a bin. Bins must be emptied daily. Soap is always filled, and paper towels are always available.

Children –

Parents – We are asking and reminding parents that masks are mandatory unless exempt. We ask for them and their children sanitize before entering the nursery. We will ask children to be tested if they have a high temperature and a cough.

What to do if we have a case and a cluster of cases.

Following on from our risk assessments above.

Staff who are double jabbed and children will only have to isolate if contacted by track and trace as a person in contact with someone with the Omicron B – **this is now changed.**

Testing twice a week and during holidays

Instead of self-isolating, those who are double jabbed and under 18s identified as close contacts of positive coronavirus (COVID-19) cases are advised to get a free polymerase chain reaction (PCR) test as soon as possible

As double-jabbed people identified as close contacts are still at risk of being infected, people are advised to consider other precautions such as wearing a face covering in enclosed spaces, and limit contact with other people, especially with anyone who is clinically extremely vulnerable. They will not be required to self-isolate while they wait for the results of the PCR test.

If you are unvaccinated and If you have been informed by NHS Test and Trace that you are a contact of a person who has had a positive test result for COVID-19, you must stay at home and self-isolate. Your isolation period includes the date of your last contact with the person who had a positive test result for COVID-19 and the next 10 full days.

9th December 2021

Emailed all staff about lateral flows. These are mandatory and everyone needs to send results in.

10.12.2021

Today we had a staff member test positive. She was last in on Wednesday 8th and had a lateral flow on the Wednesday morning. She started feeling unwell Wednesday evening and did a lateral flow on Thursday 9th which came back positive. She went for a PCR with the result coming back positive on 10.12.2021. We have let the local authority, OFSTED, parents and the department of education know.

We have asked close contact staff members to go for PCR over the weekend and to continue doing lateral flows which are mandatory.

14.12.2021

Today we got conformation from a parent their child has tested positive for coronavirus from PCR. She was last in on Thursday 9th December and had a positive lateral flow on Friday the 10th after developing symptoms on Thursday evening.

We now have Lucy isolating for 10 days as she is following government guidelines after being in close contact with a positive child being unvaccinated.

14.12.2021

Our OFSTED notification - We have had a child Test positive for Coronavirus.

She was last in the setting on Thursday 9th December. She did a lateral flow on the Thursday morning and started having Symptoms Thursday evening. She did a lateral flow test Friday afternoon to which came back positive. She did a PCR test on Monday 13th December which has also come back positive. We now have one un-vaccinated staff member isolation as she was in contact with the child and will not be returning for 10 days from Thursday 9th December. All parents have been notified, the Department of Education and Local Authority. This is three cases we have had in the last ten days. All three are not connected.

From Wednesday 15th December 2021

## Daily testing of close contacts for COVID-19 – updated guidance for schools

From today, adults who are fully vaccinated and all children and young people aged between 5 to 18 years and 6 months identified as a close contact of someone with COVID-19, are strongly advised to take a lateral flow device (LFD) test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.

We have now updated the [schools COVID-19 operational guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=14%20December%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19) and will shortly update other sector guidance documents to reflect this. Updated frequently asked questions will also available soon on the [early years and primary schools document sharing platform](https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54?utm_source=14%20December%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19), and the [secondary schools and colleges document sharing platform](https://drive.google.com/drive/folders/1jYv0MjFyIIbzgPn_1S10OuRgfrj_b5_P?utm_source=14%20December%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19).

Daily testing of close contacts of COVID-19 will help make education and childcare settings safer and help keep children and young people in face-to-face education.

For anyone who is in close contact with anyone with covid 19 and not vaccinated will have to isolate for 10/7 as of Jan2022 days and have a PCR

**If we have a case staff or child, we have to report this to:**

Department of education phone number – 03700002288

Ofsted website - <https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business>

Local authority -

All parents were sent – what parents and carers what need to know about attending nurseries and colleges from the DFE.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak> - Please do read as there is important information on coronavirus.

<https://www.gov.uk/guidance/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19> - a very useful link for parents also sent.

DFE email 16.12.2021

## Reminder for all education and childcare settings to review and update contingency plans before January return. The [contingency framework](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings?utm_source=16%20December%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19) describes the principles for managing local outbreaks of COVID-19 in education and childcare settings. It covers types of measures that you should be prepared for. It also sets out thresholds for managing COVID-19 cases and when you should consider seeking public health advice.

All education and childcare settings should already have their own contingency plans (sometimes called outbreak management plans) describing what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to introduce any measures described in the contingency framework to help break chains of transmission.

COVID-19 resilience and planning is now more important than ever. As set out previously, you do not need to reformat your existing contingency plans to specific templates, but your contingency plans should be reviewed and updated ready for the January return.

## Department for Education COVID-19 helpline – Christmas opening hours

The [Department for Education COVID-19 helpline](https://www.gov.uk/contact-dfe?utm_source=16%20December%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19) and the UK Health Security Agency (UKHSA) Advice Service, (formally the Public Health England (PHE) Advice Service) will be available over the Christmas holidays to answer any questions you have about COVID-19 relating to education and childcare settings and children’s social care.

Phone: 0800 046 8687

Opening hours:  
24 December – 10am to 4pm  
25 to 28 December – Closed  
29 to 30 December – 8am to 6pm  
31 December – 10am to 4pm  
1 to 2 January – Closed  
3 January – 10am to 4pm

Until 24 December, the helpline opening hours are:  
Monday to Friday from 8am to 6pm  
Saturday and Sunday from 10am to 6pm

## Daily testing for close contacts of COVID-19

People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.

Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the [stay at home: guidance for households with possible or confirmed COVID-19 infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection?utm_source=2%20January%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19).

From the 11th of January.

The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following 2 negative lateral flow tests taken 24 hours apart. The first Lateral flow test should not be taken before the sixth day.

People who are A-symptomatic do not need to do a PCR test after a positive test on a lateral flow and isolation starts instantly from the day of first positive lateral flow.

## UKHSA advice service opening hours

The UKHSA advice service (for information and advice on dealing with outbreaks in settings) opening hours have changed. The advice service is available between 8am and 4pm Monday to Friday and 10am to 4pm Saturday and Sunday.

If you think you have an outbreak of COVID-19 at your setting and need help taking action, please call the helpline on 0800 046 8687 (during these hours) and press option 1, then option 1 again.

11th December

There is no change to the guidance for unvaccinated contacts of positive COVID-19 cases, who are still required to self-isolate for 10 full days after their date of exposure to the virus.

11th of December

Today we had a staff member test positive for Covid 19. She was last in on the 10th of January for the morning shift of 8.30 - 12.30 with a negative lateral flow. She then tested today 11.1.2022 with a positive lateral flow.

We have let the local authority, OFSTED, parents, and the department of education know. We have asked staff (ashleigh, Charlotte S and Chloe) who was with her on Monday to do lateral flows every day for the next 7 Days.

11th of December

After reporting our coronavirus case we had an email from the DFE with an update.

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Hello Jane,  
As discussed please see the below contact information for the Department for Education’s Coronavirus helpline;  
Opening times: 8am to 6pm (Monday to Friday) 10am to 4pm (Saturday and Sunday).  
Contact number : 0800 046 8687  
Email: [dfe.coronavirushelpline@education.gov.uk](mailto:dfe.coronavirushelpline@education.gov.uk)  
Thank you,  
Dfe National Helpline

We have had cases of children testing positive over Christmas period and were not within the nursery for at least 10 days.

13th January 2022

Our OFSTED notification - We have had a child Test positive for Coronavirus.

We have had a child test positive a day after being within the nursery. She attended the 10th and 11th January 2022 doing two negative lateral flows and did a test on Wednesday 12th January 2022. She has symptoms and has been asked to do a test on day 6 and 7 so make sure she is clear before returning to nursery. All parents have been notified, the Department of Education and Local Authority.

Friday 14th January 2022

## Changes to the self-isolation period for those who test positive for COVID-19

From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.

The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be [reported to NHS Test and Trace](https://www.gov.uk/report-covid19-result?utm_source=14%20January%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19).

If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.

Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.

Monday 17th January 2022

## Changes to the self-isolation period for those who test positive for COVID-19

This change came into effect in England on Monday 17 January and applies to all positive cases, regardless of vaccination status.

People who are self-isolating with COVID-19 have the option to reduce their isolation period after 5 full days if they test negative with an LFD test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.

The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be [reported to NHS Test and Trace](https://www.gov.uk/report-covid19-result?utm_source=18%20January%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19).

If the result of either test is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.

The new rules also apply to people who are already isolating – so if someone was already isolating before Monday 17 January, they can take LFD tests on day 5 and 6 and if they are both negative and they have no temperature they can end their isolation.

Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10-day period of self-isolation.

20th January 2022

Updated guidance to align with the Plan B announcement on Wednesday 19 January 2022. This includes the removal of the recommendation to wear face coverings in communal areas from 27 January. Additional guidance has also been added on staff deployment and staff shortages, EYFS flexibilities, prioritising early years places and reporting COVID cases to Ofsted.

## [Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=f9e7b482-1f54-4a22-a082-920c2d1d934f&utm_content=immediately)

21st January 2022

Today we had a staff member test positive for coronavirus on the 21st of January 2022. She did a lateral flow on Wednesday 19th which was negative and woke up on the 21st with a sore throat. She will now isolate until she has two negative lateral flows after day 5.

Today we have had two children confirmed positive. One was last in the nursery on Tuesday and the other was last in on Thursday. They both have had positive lateral flows. All parents have been notified, as well as the Department of Education and Local Authority.

22nd January 2022

We have had a staff member with a positive case of Coronavirus. She was last in the setting Thursday 20th January 2022 with doing a negative lateral flow and Tested positive on Saturday the 22nd following a PCR which was taken on Friday the 21st January . She will isolate until she has two negative lateral flows from day 5. We have not had any confirmed cases since.

**All staff should still be testing twice a week and sending their results to Jane**

1. **Positive lateral flow test (no symptoms)**
   1. Record the test results at <https://www.gov.uk/report-covid19-result>
   2. You will receive an email confirming your isolation period and giving you guidance. Please forward this to me
   3. Call Jane and let her know
   4. **Day Zero is the date of the test** and you count up from there to work out isolation
   5. On Day 5 and Day 6 you should take a test and if both are negative you are able to go out/ return to work **on** **Day 6.** Please take your test in the morning if it’s a work day, so you can come back if you  are well
   6. If those tests are positive, you should keep testing daily until you get consecutive negative tests over two days.
   7. Isolation ends on Day 10 regardless of your test results as you are no longer deemed to be infectious, UNLESS you still have a temperature
   8. As long as you are well, you can go out/ return to work on Day 11

1. **Positive lateral flow test AND symptoms**
   1. Record the test results at <https://www.gov.uk/report-covid19-result>
   2. You will receive an email confirming your isolation period and giving you guidance. Please forward this to me
   3. If you have symptoms, you must book in for a PCR test. Symptoms are much more varied, so if you are unwell, get a PCR test
   4. Call Jane and let her know
   5. Forward the PCR test results to me when you get them
   6. **Day Zero is the date of the lateral flow test OR the first day of symptoms** and you count up from there to work out isolation
   7. On Day 5 and Day 6 you should take a test and if both are negative you are able to go out/ return to work **on Day 6**
   8. If those tests are positive, you should keep testing daily until you get two consecutive negative tests over two days
   9. Isolation ends on Day 10 regardless of your test results as you are no longer deemed to be infectious, UNLESS you still have a temperature
   10. As long as you are well, you can go out/ return to work on Day 11

The benefits of a PCR test are that you have a record that you’ve had Covid and when we can travel again, you may find that helps you / saves you on testing.

31 January 2022

Where you have a positive case within your setting, you must still notify [Ofsted](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDMsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMTEwMDYuNDY5NjUyNTEiLCJ1cmwiOiJodHRwczovL3d3dy5nb3YudWsvZ3VpZGFuY2UvdGVsbC1vZnN0ZWQtaWYteW91LWhhdmUtYS1jb3ZpZC0xOS1pbmNpZGVudC1hdC15b3VyLWNoaWxkY2FyZS1idXNpbmVzcyNob3ctdG8tcmVwb3J0LWEtY292aWQtMTktaW5jaWRlbnQtYXQteW91ci1jaGlsZGNhcmUifQ.ulVwYqrl-Kynhsu-dKq38ZUvYRlmGRo6CpdzvGE00bQ/s/543074133/br/113450558657-l) and read the [Settings Outbreak Pack](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDQsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMTEwMDYuNDY5NjUyNTEiLCJ1cmwiOiJodHRwczovL2NvbnRlbnQuZ292ZGVsaXZlcnkuY29tL2F0dGFjaG1lbnRzL1VLV1NDQy8yMDIxLzA5LzE1L2ZpbGVfYXR0YWNobWVudHMvMTkzNTM1Ny9QSEVTRUVkdWNhdGlvbmFsU2V0dGluZ3NPdXRicmVha1BhY2tWMDYuMDAucGRmIn0.1XcaK7IFMWEJPKfaHXmqDI_rGKYHFmVifGecHOdH8FM/s/543074133/br/113450558657-l) to identify the steps you need to take. If, having read the guidance, you need additional support, please contact the Department for Education (0800 046 8687), the local Health Protection Team ([ICC.SurreySussex@phe.gov.uk](mailto:ICC.SurreySussex@phe.gov.uk)) or email the setting support inbox in your area to request support from an Early Years and Childcare Adviser.

If you have a number of cases within your setting, you may be contacted by Public Health to offer you support and guidance.

Please continue to inform the Family Information Service (FIS) via email ([family.info.service@westsussex.gov.uk](mailto:family.info.service@westsussex.gov.uk)) if you are considering limiting the number of places you can offer children or if you may need to close your provision for a short period of time. As is usual for emergency closures, any Free Entitlement hours that families are unable to access for their child during a period of closure, settings are expected to offer these hours at another time wherever possible. You must contact the FIS to discuss the circumstances and anticipated length of closure.

Further information about this announcement can be found in our Early Years Broadcast here: [Click here](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDEsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMTEwMDYuNDY5NjUyNTEiLCJ1cmwiOiJodHRwczovL2NvbnRlbnQuZ292ZGVsaXZlcnkuY29tL2FjY291bnRzL1VLV1NDQy9idWxsZXRpbnMvMmY2MmJjYiJ9.CrnGXaMEFl5S1Od5UgEkm0gR1Zfsh7fYy_Rqcybi9yA/s/543074133/br/113450558657-l)

**1st February 2022**

We have had a child test positive for coronavirus. He was last in the setting on Friday the 28th with a negative lateral flow test. He started to show Symptoms on Sunday 30th, booked a PCR for Monday and had a positive PCR result on Tuesday the 1st February. All parents have been notified, as well as the Department of Education and OFSTED.

**15th February 2022**

We have had a child test positive for coronavirus. She was last in the setting on the 15th January 2022 and tested positive on a lateral flow on 15th January 2022 in the evening. She had no symptoms whilst within the nursery but when she got home she started to show symptoms. All parents have been notified and the Department of Education. She will isolate until she has two negative lateral flows from day 5.

21st February 2022 Change made from Ofsted and GOV.​UK  
Confirm that from 21 February registered providers no longer have to notify us of COVID-19 cases. As of 21 February 2022, you do not need to tell Ofsted if there is a confirmed case of COVID-19 at your nursery, childminder business or other day care.

24th February 2022

A question air via walkie talkie was sent around to staff to ask what they would like to do regarding testing and face masks and LF tests from the 24th February and come back to me independently or as a room

This is sent to all

RISK ASSESTMENT 24th February 2022.

**Before entering The Nursery**

Children Parents Carers and Staff **MUST** sanitize their hands before entering. No masks at drop off unless needed by the individual visiting. For now, face masks for visitors and settling in inside should be warn but this is being discussed and we all need to feel comfortable.

Snuffle stations are set up with a sanitizer, box, and tissues in each room. Please encourage the children to use them and make sure supplies are stocked up. Where possible, please encourage the children to wash their hands. Children to be encouraged to sneeze and cough in their elbow.

Co2 monitors All room must monitor the reeding 800ppm -1500ppm doors, windows must be open if it goes above 1500 to have good ventilation. Playing outside when possible and is safe for the children and Staff to do so.

Cleaning and monitoring the classrooms as normal is a must and washing toys in the dish washer from time-to-time door handles etc. Limited toys have worked so well so we will continue to put out only what is needed Less is more the children have benefited with this. On areas of equipment such as tables door handles sides

If there is an outbreak of Covid19 we might go back to testing with LF tests but will work with the LA about this.