



Staff and Parent Handbook

Safety Procedures during the Coronavirus Pandemic

1st September 2021

Safety Measures being implemented to reduce risk of Covid-19

To ensure that FRS Kindergarten remains as safe as possible for the returning children and their teachers, we will continue to implement measures, which will require the cooperation of all parents, teachers and children. We realise that some of these measures will cause inconvenience, but safety is paramount and we will rely on these measures being fully adhered to in order to remain safe and stay open.

The main symptoms of coronavirus are:

A high temperature – above 37.8 degrees

A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes within 24 hours

A loss or change to sense of smell or taste – this means you cannot smell or taste anything, or things smell or taste different to normal

Other symptoms include:

Fatigue, Sore Throat, Headache, Muscle Pain, Shortness of Breath or Chest Tightness

Do not bring your child to nursery if either they or anyone in the household is displaying symptoms of coronavirus or if your child is unwell for any other reason.

Please contact the kindergarten by sending an email by **7.30 am at the latest.**

Should a member of staff at Kindergarten be symptomatic, you will be notified by email asap.

Your child will still be able to attend Kindergarten if they are well unless told otherwise by our local Public Health team / test and trace or if we are unable to find a supply teacher to cover.

Getting ready for Kindergarten

- All children should come to nursery dressed in kindergarten uniform, wearing a Kindergarten t-shirt or sweatshirt. It is important that they come dressed in **clean clothes every day**.
- Please ensure that your child has **appropriately-sized named spare clothes** bag which will remain on your child's peg at nursery.
- Your child will be spending a significant part of their day outside. Please make sure we have **named wellies or outdoor shoes/boots** which fit your child and that your child has an appropriate jacket with a hood.
- Please bring a named water bottle and fruit snack in a box or bag which can be wiped down, if needed. This will be returned to you daily. It is helpful to keep your child's lunch in a separate container. Please provide cutlery and crockery at this time.
- **Please bring a box of tissues.**

Travelling to Kindergarten

- Parents and staff should be mindful when travelling on public transport to and from nursery.
- On arrival at kindergarten all staff and volunteers will be expected to wash and dry their hands thoroughly for 20 seconds.
- Staff mobile phones should be wiped down and stored securely in the red box in the administrator's office during Kindergarten hours. Lockers are available in the staff toilet for the storage of larger personal items.

Security

- Security guards will be on site from 8.15am until 5.00pm on Monday to Thursday and from 8.15am until 12.30pm on Fridays.
- There will be two security guards present until 3pm, with one security guard present for the extended afternoon session.
- The guards will be briefed on arrangements for drop-off and collection and will be told if any parent has been asked to collect a child during kindergarten hours, or if a parent has requested an early collection.
- Please respect social distancing with the security guards and follow their instructions at all times.

- The security guards will have access to PPE should they require it when social distancing is not possible. When entering and leaving the building, the security guards will be asked to wash hands or use hand sanitiser.
- The security guards will notify the headteacher should any items be delivered on site. Staff are asked to refrain from using the kindergarten address for personal items to be delivered at this time.
- Teachers will be given walkie talkies to enable them to stay in contact with the headteacher, security staff and one another. Walkie-talkies should always be taken to the garden.

Visitors on site

- External visitors to the site will continue to be strictly limited during nursery hours, although some Synagogue activities such as Bridge Club, will resume.
- There will be a sign-in sheet and hand sanitiser available to visitors. We ask all visitors to respect the two-metre rule and wear face masks when on-site whether outdoors or indoors.
- The FRS Operations team is continuing to work on-site. Members of the wider FRS staff and clergy team and key lay leaders will continue to use the offices upstairs on an adhoc basis. Certain services and Youth and Education activities will be running on the weekends and evenings in line with Government Guidance.
- The kitchen will be used by all staff with the kindergarten staff using their dedicated area.
- All staff working on the ground floor will use the designated adult toilets. Toilets should be wiped with antiviral wipes after each use.
- The FRS Operations Manager will inform the Headteacher of any external contractors carrying out works on site. All contractors will be asked to wear masks when carrying out works in the building during kindergarten hours.
- Parents or other professionals are asked not to enter the building unless by appointment. Any meetings should take place at a safe distance. Both parties should wear masks.

Social Distancing

- From September 21, the Kindergarten will run as one 'bubble', with children and staff from both classes mixing at times during the day, notably during breakfast club, the afternoon and extended afternoon sessions.
- Within the setting, we will not be enforcing social distancing. Teachers within the group will be able to cuddle/provide comfort to children where necessary, although we will keep close physical contact to a minimum for safety.
- We are continuing to recommend that in relation to adult interaction, our staff members remain mindful.
- Staff will wear masks in the communal areas of the building such as the entrance lobby and kitchen, but no masks are worn within the Kindergarten learning environment.
- Staff are also encouraged to use asymptomatic testing on a regular basis (twice a week.)

Drop-off and Collection

- The security guards will be stationed at the front of the building during drop-off and collection times.
- There is **no parking** on-site for Kindergarten parents / carers. Parking is unrestricted in the side streets and on Ballards Lane.
- Rubens House is located off a busy high road and so it is important that you **hold your child's hand at all times whilst at the front of the building.**
- **We would ask that all adults dropping off or collecting to wear a mask whilst queuing, as social distancing may not always be possible.**
- **Teachers who are meeting and greeting will wear a mask if unable to remain socially distanced. This policy will continue to be reviewed.**

- **Chicks and Cygnets** – drop-off and collection will be from the main entrance to the building at 9.15am. Parents are asked to queue in a socially-distanced way up the ramp and, having handed over their child, to leave via the steps.
- **Swans** – drop and collection will be from the patio area at the back of the building at 9.15am. Access is via the right-hand side entrance to the building. The side access gate will be locked from around 9.40am.
- Please try to avoid arriving too early, as we want to minimise wait times. If need be, having driven to Kindergarten, please rather wait in your car to minimise clustering of adults and children.

- If early collection is required, you must notify the Kindergarten in writing by email. Your child will be brought out to meet you at the collection point. You will be asked to **sign an early collection form**.
- Only one parent/carer at a time may enter the site to drop off/collect. Please avoid bringing siblings/other children into the drop off/ collection areas unless unavoidable.
- Buggies or scooters should not be left on-site if possible. If necessary, there is an area at the side of the building which can be used to leave them, but this should be authorised by the Headteacher.
- If your child needs to use the toilet before the start of the session, they will need to be taken by a teacher. It would therefore be most helpful if you could ensure that your child has gone to the toilet or had a nappy change before setting off for Kindergarten.
- At this time, we are continuing to ask parents not to enter the building, unless for an appointment with the Headteacher or their child's key person, when they will be required to wear a face mask.
- Feedback will be minimised at drop off/collection times, as teachers will need to focus on the children at these times. Please call or email us if you need to tell us anything important. We will gladly set up a time to meet to discuss specific issues or concerns.
- We will not be able to take a child from a parent's arms due to the need to protect the parent and our staff. Please encourage your child to walk over to the member of staff greeting them. If there are difficulties, we respectfully ask you to manage this.
- Please leave your child's named Tupperware snack box, lunch box and water bottle on the table at your child's drop-off point.

The Learning Environment and Daily Routines

- Teaching will continue outdoors as much as possible as this has proven to greatly reduce the infection rate, so it is important that you provide your child with appropriate clothing for all weathers. Children will have staggered access to the garden area, as well as time together, mainly during the afternoon and extended afternoon sessions.
- Please make sure that your **child's wellies / boots are named** and remain at Kindergarten.
- To support settling-in and your child's wellbeing, we will aim to keep routines as similar as possible, in order to best support the children emotionally at this time. Classroom routines are outlined in the attached document.

- Resources and equipment will be regularly disinfected. Any toys and equipment that cannot be easily / regularly cleaned won't be used at this time eg. dressing-up clothes.
- The use of malleable materials will be carefully controlled in order to reduce the risk of spread of infection.
- Sand and water-play will be offered in a carefully controlled way. Climbing apparatus will be regularly disinfected.
- Please do not bring any toys into the kindergarten from home unless requested for 'Show and Tell' for example. If it is helpful for your child to have a 'comforter' or familiar toy from home whilst settling-in, this is something which can be discussed with your child's key person.
- We will be delighted to welcome parents (up to two adult family members), to our Kabbalat Shabbat experience when their child is the Shabbat helper. We will also be re-starting our whole Kindergarten Shabbat experiences once a month. If unable to attend, parents and extended family will be invited to connect via zoom. We will also post photos on Tapestry.
- We will be offering a weekly fitness session, run by Galaxy Fitness, introducing different sports and skills in a fun and active way, for all the children from late September. Hebrew teaching will be led by Maya Gottlieb from the Youth and Education team at FRS in the Swans Class.
- Teachers will continue to use the OPAL assessment system and will complete 'Starting Points' for our new starters once they have settled, within 4-6 weeks of starting. Meetings between teachers and parents will be carried out outdoors or indoors in a socially-distanced way. Teachers will continue to use Tapestry, our online learning journal, to post observations of the children on a regular basis (one per week, if possible).

Remote Learning Provision

- We will **not** be continuing to offer remote learning provision at this time, with all children now able to attend the setting. This will be reviewed if we are forced to close the Kindergarten at any time during the pandemic, following government guidance.

Hygiene and PPE

We will continue to follow the control measures, as outlined in the latest Government Guidance, as follows:

1. Ensure good hygiene for everyone
 2. Maintain appropriate cleaning regimes, using standard products such as detergents.
 3. Keep occupied spaces well ventilated.
 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
- All main entrances have antibacterial hand gel for anyone that enters and exits the building. All visitors continue to be asked to wear masks.
 - Frequent handwashing for 20 seconds for children (and staff) will be undertaken throughout the day, including when your child first arrives, before and after eating and after toileting, sneezing or coughing or coming inside after outdoor activities. Handwashing will be supervised by your child's teacher.
 - Hand washing for a minimum of 20 seconds continues to be the recommendation whenever a staff member has entered or left a room or before and after any contact with children's items.
 - Staff will ensure stringent hygiene procedures including the use of PPE where appropriate. All staff have completed hygiene control training.
 - We will be increasing the cleaning and disinfection of the nursery throughout the day (particularly regularly touched surfaces; door handles, light switches, taps and sinks, electronic devices, tables and chairs) using usual cleaning products. All toilets will be cleaned after use.
 - Regular professional cleaning will be happening after nursery each day. Cleaning staff have attend Covid-19 hygiene training.
 - Windows will be open throughout the nursery to ensure good ventilation in all rooms.
 - Soft furnishings across the nursery have been reduced as these are difficult to disinfect.
 - There is no need for anything other than normal personal hygiene and washing of clothes following a day in a nursery. **Clothes that cannot be machine washed should be avoided.**
 - We have increased the amount of Personal Protective Equipment (PPE) that we have on site. We have disposable masks, visors and aprons for use if anyone becomes symptomatic.
 - When carrying out care routines, such as nappy changing or helping with toileting, our teachers will wear gloves and masks.

Lateral Flow Testing – Asymptomatic Rapid Covid Testing

Lateral Flow test kits are available for all people with **no symptoms** to use twice a week. To find out more about how to get a free rapid COVID-19 test visit, www.barnet.gov.uk/rapidcovidtesting

Lateral Flow test kits are available to all staff members at kindergarten. Early years staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

All positive results from rapid tests need to be confirmed with a PCR test within two days of the positive lateral flow test. Following a positive lateral flow test, a confirmatory PCR test should be booked immediately either online or by calling 119. Whilst awaiting the PCR result, the person affected should **continue to self-isolate**. If the PCR test is negative, provided it was **taken within two days** of the positive LFT, it overrides the lateral flow test and the person can return to the setting, as long as they do not have Covid-19 symptoms.

Displaying Symptoms

PLEASE NOTE THAT ALL **CHILDREN** ATTENDING THE SETTING AND MEMBERS OF THEIR HOUSEHOLDS WILL HAVE ACCESS TO A TEST IF THEY DISPLAY SYMPTOMS OF CORONAVIRUS BY CALLING 111 FOR CHILDREN AGED UNDER 5 YEARS IF UNSURE,

OR BY APPLYING ONLINE,

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

PLEASE NOTE THAT ALL **STAFF** ATTENDING THE SETTING AND MEMBERS OF THEIR HOUSEHOLDS WILL HAVE PRIORITY ACCESS TO A TEST IF THEY DISPLAY SYMPTOMS OF CORONAVIRUS BY APPLYING ONLINE,

OR PHONING THE CORONAVIRUS TESTING CONTACT CENTRE, BY DIALLING 119 (7am to 11pm).

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

YOU NEED TO GET THE TEST DONE IN THE FIRST FIVE DAYS OF HAVING SYMPTOMS

- **If a child** becomes unwell whilst at nursery, parents will be called and must collect their child ASAP or within an hour. **Please make sure that we have an up-to-date emergency contact for collection in case we cannot get hold of you.**
- If a child is displaying symptoms of COVID-19 whilst at nursery, they will be moved to a designated, well-ventilated area near an exit, whilst awaiting collection. They will have a staff member (from their usual group) supporting them wearing full PPE. The cleaning of the space will commence as soon as the potentially affected person has left the premises.
- Where it is suspected that a child has COVID-19, parents must book a PCR test by calling 111 if unsure or booking online using the **NHS Test and Trace process.**
- **If a staff member** is displaying symptoms of COVID-19 whilst at nursery, they will leave the nursery and arrange to take a PCR test ASAP. The spaces where they have been working, and any equipment which they have come into contact with, will be cleaned.
- As a last resort, children may need to be sent home if there is a staff shortage in their absence.
- **Please note:** If a symptomatic child or adult's PCR test is **negative for Covid-19**, they can return to nursery when they are well and fully recovered from their illness, according to the kindergarten's Illness and Exclusion Policy.

Testing Positive

If a child or staff member tests positive, your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your isolation period ends at 23:59 hrs on the 25th.

NHS Test and Trace service may contact you by email, text or phone, to establish who may be deemed a close contact during the 48 hours prior to your positive PCR test or the onset of symptoms.

A child or adult can return to Kindergarten and stop self-isolating after 10 full days if their symptoms have gone, or if the only symptoms they have are a cough or anosmia, which can last for several weeks. If a child or adult still has a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.

- It may be the case that we are unable to allow children/teachers with positive test results back after **at least 10 days from the onset of symptoms**, as they may not have a 'bubble' group to return to.
- A record of any confirmed COVID-19 cases in staff or children will be reported to the DfE and Ofsted.

Change to Self-Isolation Requirements / Close Contacts

- If you are a contact of someone who has tested positive for COVID-19 you will be notified by the **NHS Test and Trace** service via text message, email or phone and should follow this guidance closely.

Close contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- A person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for COVID-19.

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. This means that if, for example, your last contact with them was at any time on the 15th of the month, your isolation period ends at 23:59 on the 25th. You may be asked to take a PCR test, but even if the test result is negative, you will need to continue to self-isolate for the 10-day period. If your test is positive, you will need to calculate your isolation period for the date of positive test.

Exemptions

- From Monday 16th August 2021, unvaccinated young people up to the age of 18 years and 6 months, and fully vaccinated adults, are **no longer required to self-isolate** if they live in the **same household** as someone with COVID-19, or are a **close contact** of someone with Covid-19.
- Those identified as close contacts will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. **We strongly encourage all individuals (both children and adults) to take a PCR test if advised to do so.**
Please note: children under the age of 5 years will only need to take a PCR test if a member of their household has tested positive.
- There is no requirement to self-isolate while awaiting PCR test results and so children can attend their setting as usual, although we would ask that this decision is made in discussion with the Headteacher, in terms of risk assessing each case, as there are clinically extremely vulnerable children and adults at the setting.
Please note: If a child or adult is a close contact of someone in their household then we would ask that they remain at home whilst waiting for their PCR test results.
- Children and young people who attend an education or childcare setting and who have been identified as a close contact, should continue to attend their setting as normal, unless they become symptomatic themselves.

Reporting Duties

Importantly, the first point of contact for all educational settings for advice and notifications of positive COVID-cases is the dedicated Covid-19 DfE Helpline **0800 046 8687**. **Please contact DfE helpline:**

- for urgent questions you might have relating to the confirmed cases.
- To report any confirmed case among staff or students. Barnet Public Health are no longer collecting this information and you are only required to report confirmed cases to the DfE.

DfE HELPLINE

0800 046 8687

**Select OPTION 1 for advice re. Positive Case at the setting
(Use other options for other queries relating to Coronavirus)**

If necessary, such as when several positive cases are confirmed over a 14- day period (ie. during an outbreak), the call will be escalated to the **local health protection team**. **The health protection team will provide definitive advice on who must be sent home.**

PHE North East & North Central London Health Protection Team

Phone: [020 3837 7084 \(option 1\)](tel:02038377084)

necl.team@phe.gov.uk; nencl.hpu@nhs.net

Out of hours for health professionals only: 020 7191 1860

Please note: From **Monday 01 March 2021** the direct line to the On call Public Health Consultant will be available from 8:00 am to 13:00 on **MONDAYS, TUESDAYS** and **THURSDAYS** only. The on-call consultant will be available for specific questions that you were unable to resolve through the LCRC schools resource pack or calling DfE helpline. Please check you are calling the correct consultant for the day on the On Call rota (circulated weekly). Outside these times general non -urgent enquiries can be emailed to publichealth@barnet.gov.uk.

COVID-19 Outbreaks

- The local health protection team should be contacted for any of the following reasons:
 - The number of cases exceeds 2 within 14 days
 - You have taken effective action following government guidance but are still seeing more cases
 - You are getting significant interest from local media
 - A child or staff member in your setting has been admitted to hospital
 - You are thinking you might need to close because of the number of people affected
- In some cases HPTs may recommend that a larger number of children self-isolate as a precautionary measure – perhaps the whole site or group.

- We will notify Ofsted if the setting is forced to close.

Further information

- We will continue to strictly adhere to government and local authority guidance and will update policies and procedures as necessary.
- FRS Kindergarten has a Barnet council approved Covid-19 risk assessment in place which includes safe operating procedures.
- All staff have completed online training in the infection control.
- All staff will continue to be supported with training, so that they are fully informed on any changes to safety procedures and the ways that we may re-organise the nursery to minimise risk for adults and children alike.
- Key policies will continue to be updated and are available to view on the Kindergarten website reflecting the latest government guidance.

Useful links

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic#responsibilities-of-early-years-providers-and-local-authorities>

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#contents>

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<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>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/guidance/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19>

Kindergarten daily routines (approximate timings)

Chicks and Cygnets class

9.15	Drop-off (at main entrance)
9.30	Good morning Circle-Time
9.40	Free-Play / Small Group activities led by teachers
10.15	Snack-time
10.30	Garden learning environment
11.45	Classroom learning environment
12.00	Goodbye Circle-Time
12.15	Home Time (pick-up from main entrance)
	Lunchtime (set up in main hall lobby)
12:45	Quiet Play / Rest time
13.15	Garden play
14.15	Indoor Play
14.45	Home Time (pick-up from patio)
	Snack-time / story-time
15:30	Free-Play Indoors & Outdoors
16:30	Goodbye Circle-Time

Swans Class

9.15	Drop – off (on patio, using side entrance)
9.30	Good morning Circle-time
9.45	Free-Play / Small Group Activities – Garden and Indoors (Hebrew teaching on Wednesdays)
10.30	Rolling Snack-time
11.00	Classroom / patio teaching & learning
11.45	Daily Fitness & Relaxation
12.00	Goodbye Circle-Time
12.15	Home Time (pick-up from patio)
	Story-time / Game-time
12:45	Lunchtime (set up in main hall)
13:15	Garden Play
14.15	Indoor Play
14.45	Home Time (pick-up from patio)
	Snack-time / story-time
15.30	Free-Play Indoors & Outdoors
16:30	Goodbye Circle-Time

16.45 Home-Time (pick-up from patio)

16:45 Home-time (pick-up from patio)