



The Olive Garden  
Nursery

📍 St Helens Road  
Off Adelaide Street  
Bolton BL3 3NL  
☎ 01204 659040

#### Policy for The Olive Garden Nursery - COVID-19 Site Operating Procedures

The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices.

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"><li>• Only children who are symptom free should attend the setting.</li><li>• Providers will be vigilant to any symptoms children come up and follow the local authority guidelines</li><li>• Children who are having medication for temperature control e.g Calpol / Nurofen will not be able to attend the as these are designed to bring down a temperature. This will enable us to reduce the risk to both staff and children of any potential virus.</li></ul>

Children	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Children are usually organised into groups or rooms. Wherever possible these groups should not mix during the day. For e.g toddlers/ preschool 15/ 30 hours.</li> <li>• Care routines including provision of meals, nappy changing and toileting should be within the space allocated to each 'bubble' wherever possible</li> <li>• Outdoor spaces should be used by different groups at different times of the day</li> <li>• Children will be having lunch time together but tables will be kept at a safe distance.</li> <li>• We have staggered the timings for the preschool and toddler start times.</li> </ul>
Children	Wellbeing and education	<ul style="list-style-type: none"> <li>• Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. To support this visual support has been put into the bathrooms.</li> <li>• Staff need to ensure they are aware of children's attachments and their need for emotional support at this time</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>• Staff should only attend the nursery if they are symptom free, have completed the requires isolation period or achieved a negative test result.</li> </ul>
Workforce	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Wherever possible staff should remain with the group of children, of children who they are allocated to and not come into contact with other groups.</li> <li>• Staff members should avoid physical contact with each other including handshakes, hugs etc</li> <li>• Mobile phones must be kept in the office</li> </ul>

		<ul style="list-style-type: none"> <li>• Where possible use the intercoms to contact each other, this will prevent unnecessary contact.</li> </ul>
Workforce	Communication	<ul style="list-style-type: none"> <li>• All staff members must receive instructions in infection control and the standard operating procedure and risk assessments within which they will be operating i.e toilet training/ preparing snack/ cleaning provision/self-hygiene</li> </ul>
Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free will be able to drop off or collect their child. Only one parent per child.</li> <li>• Arrange drop off and pick up at the nursery entrance to avoid parents entering the nursery unnecessarily</li> <li>• When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area</li> <li>• Consider allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. The provider should consider measures to minimise contact between the parent and other children and staff members.</li> </ul>
Parents	Communications	<ul style="list-style-type: none"> <li>• Parents will have clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves</li> <li>• We will be using the iNursery app to share regular updates to communicate with parents</li> <li>• Parents will be able to call the nursery anytime for any updates</li> </ul>

Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>• Parents should be encouraged to ensure they do not leave travel accessories including buggies, scooters in the setting premises, but rather in external buggy areas if necessary.</li> <li>• Outings from the setting into the local community will be restricted unless the setting has no or very limited outside space in which case outings to open spaces which do not include mixing with members of the general public could be considered</li> </ul>
Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> <li>• All children and staff must wash their hands upon arrival at the nursery</li> <li>• Children and staff members should be encouraged to wash their hands frequently</li> </ul>
Hygiene and Health & Safety	Cleaning	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment</li> <li>• Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly</li> <li>• Lunchboxes and bags should be sanitized before they come to the table</li> </ul>
Hygiene and Health & Safety	Waste disposal	<ul style="list-style-type: none"> <li>• All waste must be disposed of in a hygienic and safe manner</li> </ul>
Hygiene and Health & Safety	Laundry	<ul style="list-style-type: none"> <li>• All items within the setting requiring laundering must be washed in line with NHS laundry guidelines 90 degrees</li> <li>• Items such as towels, flannels and bedding must not be shared by children</li> </ul>
Hygiene and Health & Safety	Risk assessment	<ul style="list-style-type: none"> <li>• All activity should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of</li> </ul>

		learning experiences involving materials which are not easily washable such as malleable materials
Hygiene and Health & Safety	PPE	<ul style="list-style-type: none"> <li>• Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• Keep windows open where possible to ensure ventilation</li> </ul>
Premises	Resources	<ul style="list-style-type: none"> <li>• Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival</li> <li>• All resources required for play and learning experiences of children should be regularly washed and/or sterilised</li> <li>• Staff do not share equipment e.g Ipads etc. should be allocated to individual staff members where possible and cleaned regularly</li> </ul>
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> <li>• The setting should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control</li> <li>• A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.</li> </ul>

<p>Responding to a suspected case</p>		<ul style="list-style-type: none"> <li>• In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and follow the NHS and local guidance</li> <li>• Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation</li> <li>• The staff member responsible for the child during this time should be a staff member from their 'bubble'.</li> <li>• The provider may consider suitable PPE for this staff member.</li> <li>• The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours</li> <li>• The person responsible for cleaning the area should wear appropriate PPE</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and follow the local and NHS guidance</li> </ul>
---------------------------------------	--	---

FINAL

New risk assessment– 1<sup>st</sup> June 2020

Amended – 9<sup>th</sup> July 2020