



Little Beans Day Care  
59 Garland Road BH15 2LD  
[www.littlebeansdaycare.com](http://www.littlebeansdaycare.com)  
Tel: 01202 668439

## **COVID-19 Policy and Procedures**

**Updated 24th September 2020 (Reviewed 14<sup>th</sup> December 2020 with no changes)**

Following Government guidelines published 10 May 2020 Little Beans reopened to more families on 1<sup>st</sup> June 2020 in line with the following Department of Education guidelines (copy available on request):

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

### **Infection prevention and system of controls**

Keeping children and staff safe is our utmost priority at Little Beans. This Policy indicates what Little Beans are doing to minimise the risks of coronavirus (COVID-19) transmission. It also includes the process that we will follow if anyone develops coronavirus (COVID-19) symptoms while attending.

Little Beans have implemented 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced for children and staff.

The 'system of controls' provides a set of principles that when followed will effectively minimise risks. All elements of the 'system of controls' is essential. This policy clearly outlines Little Beans 'system of controls'.

### **Handwashing and respiratory hygiene procedure**

Little Beans are following these general principles to help prevent the spread of respiratory viruses, including:

- All visitors and staff using hand sanitiser on arrival
- washing hands more often - with soap and water for at least 20 seconds and using a hand sanitiser when arriving home or into work, at least every 30 minutes

- after blowing your nose, sneezing or coughing, before and after eating or handling food
- avoid touching eyes, nose, and mouth with unwashed hands
- avoid close contact with people who have symptoms
- cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- clean and disinfect frequently touched objects and surfaces in the home

## **Self-Isolation**

Little Beans are following government guidance on self-isolation and keep up to date with any changes in social distancing.

Little Beans are following the guidance updated 14<sup>th</sup> September 2020:

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

## **Staff**

If a staff member has:

**A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) but if it is measured then a temperature is recognised as 37.8.

**A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).

**A change in taste or smell** – foods do not smell or taste the same as they did previously to you

If you have symptoms of coronavirus, you'll need to self-isolate for 10 days or get tested by the NHS Track and Trace Service. Due to being critical workers, a test is always encouraged so the staff member can return to work as soon as possible.

If it has not been possible to arrange a test for any reason, then - After 10 days:

If you do not have a high temperature, you do not need to self-isolate.

If you still have a high temperature, keep self-isolating until your temperature returns to normal.

You do not need to self-isolate if you just have a cough or still have a change in taste or smell after 10 days as these symptoms can last for several weeks after the infection has gone.

## **If a staff member lives with someone who has symptoms**

If you live with someone who has symptoms, you will need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear. Or everyone in the household will need to get tested.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

If you get symptoms, self-isolate for 10 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days.

If you do not get symptoms, you can stop self-isolating after 14 days

### **Children and their families:**

The same above guidance applies for children and their families. The whole household and bubble must self-isolate if they have a symptoms until they have test result back or the 10/14 days of self-isolation is complete (as explained above)

If a child has symptoms, then the child must isolate from Little Beans for 10 days from the onset of symptoms, therefore, if a child's family member has symptoms, the child must isolate from Little Beans for 14 days from the onset of symptoms, or obtain a test through NHS Track and Trace.

A monitoring log is being kept ensuring Little Beans are keeping track of symptoms and isolation periods. Little Beans are asking for parents to send the results via email, either forwarded from the NHS Track and Trace or a screen shot of the text message they would have received. This information is stored securely and only the relevant staff have access to this information. This information may be passed over to Ofsted and The Public Health England Health Protection Team if we have been required to pass it on by law – in the best interests of the public to enable us to follow the Test and Trace system fully.

### **Managing confirmed cases of coronavirus (COVID-19) in the setting**

Little Beans will take swift action if/when we become aware that someone who has attended Little Beans has tested positive for coronavirus (Covid-19). Little Beans will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. It is then expected that Little Beans will be put through to a team of advisers who will inform us what action is needed based on the latest public health advice.

The advice service will work with Little Beans to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team (0300 303 8162).

The advice service (or PHE local health protection team if escalated) will work with Little Beans to guide them through the actions they need to take. Based on their advice, Little Beans will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days from when they were last in close contact with that person when they were infectious. Close contact includes:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. To support them in doing so, we recommend Little Beans keep a record of:

- children and staff in specific groups/rooms (where applicable)
- close contact that takes places between children and staff in different groups/rooms

A template letter will be provided to Little Beans on the advice of the advice service (or PHE local health protection team if escalated), to send to parents, carers and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

The PHE local health protection team will also contact Little Beans directly if they become aware that someone who has tested positive for coronavirus attended the setting - as identified by NHS Test and Trace.

Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow: COVID-19: guidance for households with possible coronavirus infection. They should get a test.

If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (Covid-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus within the remaining days.

If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following: COVID-19: guidance for households with possible coronavirus infection.

Little Beans will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Evidence will only be required if they are not self-isolating and choosing to be tested instead.

In the vast majority of cases, Little Beans and parents and carers will be in agreement that a child with symptoms should not attend the setting, given the potential risk to others. In the event that a parent or carer insists on a child attending, Little Beans can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their children and staff from possible infection with coronavirus. Any such decision would need to be carefully considered between management and director in light of all the circumstances and the current public health advice. Advice might be sought from BCP council required.

### **Containing any outbreak by following local health protection team advice**

If Little Beans have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, settings may have an outbreak, and therefore if this is the case at Little Beans, then we will work with our local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a group. As long as Little Beans continue to implement the ‘system of controls’, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure of Little Beans based on cases, will not generally be necessary, and should not be considered except on the advice of health protection teams.

### **Notify Ofsted of positive case**

Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels.

Ofsted do not need to be informed about staff/children self-isolating if they are symptomatic but do not have a positive test.

Little Beans have also sent out regular letters updating parents on guidance and have also added information onto Tapestry for parents to access.

### **Children and symptoms**

If a child at nursery starts to demonstrate symptoms Little Beans will contact their families to collect them.

Even a child who is teething and displaying some of the same symptoms (fever), just to be on the safe side, they should be sent home for 10 days or to obtain a test. If the symptoms do not develop further by the end of this period, they can come back to nursery.

If a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door or an area such as the garden. It would not be appropriate for younger children to be alone without adult therefore one staff member must stay with the child and ensure they are wearing personal protection equipment (PPE) and, to the best of their ability, adhering to the 2 metre social distancing rule.

If children have had their any jabs at their Doctors surgery, Little Beans understand that sometimes this can cause children to have a temperature. In these instances, we would require a written note from the child's GP/Doctors surgery to inform us this would be the reason for the high temperature. If the child has this letter but also has other symptoms of coronavirus, then they would be required to self-isolate or get tested.

### **Staff deployment**

Little Beans endeavour to reduce the amount of staff on site per day to minimize the risk and to help with social distancing measures.

Therefore, occasionally age groups are merged when Management feel it is appropriate, safe and in the best interests of the children e.g 1 baby and 1 preschool child, in this circumstance children would be staffed as one group.

Staff will where possible, not mix groups and will stay with the same age range/group of children.

### **Staff with underlying health conditions**

Government guidance on implementing social distancing measures in education and childcare settings sets out that staff with conditions that mean they are at increased risk of serious illness as a result of coronavirus (COVID-19), such as those who are pregnant, should work from home where possible, and Little Beans endeavour to support this.

Advice states that people with serious underlying health conditions which put them at very high risk of severe illness from coronavirus (COVID-19), such as solid organ transplant recipients, and people with specific cancers, to rigorously follow shielding measures in order to keep themselves safe. Staff in this position must speak to directors, managers, and team leaders to arrange alternative measures and come to an agreement.

If a member of staff lives with someone in a vulnerable health group, including those who are pregnant, they can attend their education or childcare setting. The number of social interactions in the education or childcare environment will be reduced, due to there being fewer children attending, and social distancing and good hand hygiene being practised.

If a member of staff lives in a household with someone who is in the most vulnerable health groups, as set out in the guidance on shielding, they should speak to directors and managers to discuss.

All information and guidance can be found at: [www.gov.uk/coronavirus](https://www.gov.uk/coronavirus)

### **Social Distancing and minimising contact between individuals**

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19). Little Beans follow the Coronavirus (COVID-19): implementing social distancing in education and childcare settings - Guidance for education and childcare settings on how to implement social distancing.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>.

From this guidance we are to:

1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough/change of smell or taste
2. Avoid non-essential use of public transport when possible
3. Work from home, where possible. Please see 'Work from Home section'
4. Avoid gatherings of over 6 people.
5. Use telephone or online services to contact your GP or other essential services where possible

In light of these measures Little Beans are ensuring staff are adhering to the 2-metre social distancing rule, where appropriate, and are limiting the amount of staff on site per day and only booking in the necessary staff to meet legal EYFS ratios and to enable Little Beans to run safely and purposefully. This has been achieved by the reduction of staff hours, staff working from home and keeping a monitoring log of all symptoms displayed by staff, children, and their families. As time has gone on, staff working from home has been minimised due to the need to be on site in ratios.

Therefore, as critical frontline workers, Little Beans staff must ensure they are adhering to these measures to ensure we are able to continue to provide a service for families.

Directors, management, and leaders are available to provide staff with any advice or assist with any queries from parents, staff or visitors.

Staff must ensure they are following the 2-metre social distancing rules with each other, parents, and children where possible to minimize the risk. Where this is unachievable due to logistics e.g letting people through the front door – then staff have been given specific instructions on when they must wear their masks – specifically if social distancing cannot be achieved.

Little Beans are no longer required to organise children and staff in small, consistent groups so can return to normal group sizes. Returning to normal group sizes is based on the fact that the overall risk to children from coronavirus is low. However, Little Beans have considered how they can minimise mixing within settings, for example we have decided to keep our two-year olds separate from our 3 and 4 year olds, they are now in two separate areas. Little Beans keep the groups apart as much as possible. This is because minimising contact between groups can reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for coronavirus.

Adopting the 'system of controls' set out here in a robust way will also ensure there are proportionate safeguards for children as well as staff and reduce the risk of transmission.

Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This is also be the same for staff. Parents are asked when starting the nursery whether their child attends another setting.

There may be situations where a child needs to attend more than one setting, for example, children attending a childminder before their nursery opens so that their parent or carer may go to work.

For these families, Little Beans will work through the 'systems of controls' collaboratively, to address any risks identified and allowing them to jointly deliver appropriate care for the child.

## **Personal Protection Equipment**

Little Beans have provided PPE equipment and ensured there are things in place such as but not limited to, extra cleaning resources, hand gels, risk assessments, cleaning schedules and guidance. Staff need to stay extra vigilant all the times to protect themselves, their own families, those we are working with each day and those in the community.

**Eat healthy** - please let Managers/Directors know if anyone is having trouble getting food or vital resources or any other issues.

**Tabards** – staff should ideally wash clothes and tabards each night to minimise germs.

**Masks** – each staff member will be provided with a mask. We advise staff to wear the mask as soon as you leave the house. When arriving back at home, take it off and hang near a ventilated area whilst at home.

Avoid public transport where possible and wash your hands and use hand sanitiser if you touch anything in the public arena (door handles, card machines etc). Masks must be worn at all times whilst on public transport.

## **Wearing and Disposal of Masks/face coverings**

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

It is the responsibility of all persons wearing a mask to dispose of them safely. Little Beans ask that all persons take their masks home to dispose of them.

List of times when the mask **MUST** be worn:

- When completing personal care tasks – including but not limited to changing a child's nappy or clothing.
- When 2 metre social distancing cannot be maintained for whatever reason (although we should always be social distancing where possible).
- When opening or closing the front doors to both Baby room and Preschool (including but not limited to staff, parents, visitors and children – no one should be entering the setting except staff and children – unless agreed by management as essential).



- If for whatever reason outside of work, we need to go on public transport or areas social distancing cannot be maintained (although we should always be distancing where possible).
- When looking after a child with covid-19 symptoms – (full Government guidance must be followed in this case, including but not limited to: full PPE must be worn until child is collected, maintain social distancing, stay in well-ventilated area away from others, thorough cleaning).
- If someone has a cough/cold/sneeze due to any other illness that is not covid-19 such as hay fever.
- If car sharing, masks must be worn whilst in the car together – this applies to parents, carers and staff.

Further information can be found via: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

### **Working from Home**

As advised by government guidance, staff will be performing some work from home to adhere to social distancing and minimise risk.

Staff will be allocated hours each week on the rota to work from home.

Managers will email tasks for staff to complete whilst they are working from home. This will need to be evidenced. Staff are expected to be able to come into work to cover any staff absences.

However, as time has gone on, staff working from home has been minimised due to the need to be on site in ratios.

### **Updating and working with other agencies**

Little Beans are keeping in regular contact with BCP council to update on which children are attending the setting. Little Beans are working closely with BCP to ensure they are fulfilling duties and liaising with agencies such as family workers to continue to provide children with the best possible care.

Little Beans are keeping up-to-date records of children attending/entitled to attend but choosing not to/not entitled to attend under government guidance of 'critical key worker families'.

### **Organised Performances**

Little Beans unfortunately had to cancel the Graduation Ceremony for the 2020 school leaver cohort that was due to take place in July 2020. Until further guidance changes Little Beans will not be organising any performances, and therefore will not be having a Christmas Concert

which previously had been held at the local school Longfleet Primary. Little Beans hope that in the future, we are able to organise performances when guidelines permit.

## **Visitors**

During the beginning of the pandemic visitors were not able to come onto site (unless they were statutory services e.g social services) however visitors are now able to come into the setting. This also means for the time being Little Beans are not having external agencies into the setting such as French/Dance/Yoga. Instead Little Beans team are implementing these activities.

Little Beans is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19.

Little Beans continues to take guidance from Public Health England. Taking this into account, we are now limiting access to the site to essential visitors only. If you are unsure as to whether your proposed visit is considered essential, please email us at:

[thehub@littlebeansdaynursery.com](mailto:thehub@littlebeansdaynursery.com)

If your visit to Little Beans is an essential one, we would nevertheless ask that you refrain from visiting if:

- you have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days.
- you have developed a fever (above 37.8C) or a new, continuous cough within the last seven days.
- you have a loss or change to your sense of smell or taste
- anyone in your household is required to self-isolate in accordance with Government guidelines.

Our core obligation is to ensure, so far as is reasonably practicable, the health, safety and welfare of children, employees and the safety of non-employees.

We hold the prime responsibility for ensuring the safety of our children first and foremost, but also, and as importantly, of staff and volunteers, parents and guardians, guests and visitors, contractors and delivery services.

We are therefore implementing the following regulations to help ensure that we maintain a COVID-secure environment for all:

- If you or anyone in your household is displaying symptoms of COVID-19 or is currently residing in a locally 'locked down' area then you must not visit the nursery.
- Tours will only take place when no children are present in order to manage the risk of transmission and minimise cross-contamination.
- All visitors must sign in on arrival and give their phone number to enable visitors to be tracked and traced should the need arise.
- All visitors must follow current guidance relating to social distancing.
- Visitors must wear a face covering when entering the site and in any area where social distancing is not possible. They must use sanitiser on arrival, or wash their hands. Gel hand sanitiser will be available on arrival and throughout your visit.
- Hygiene and handwashing precautions should be followed at all times.

- We will record the areas which you visit during the tour, together with the names of any people you speak to while on site. This is to support the track and trace system as far as we are able.
- visitors should where possible keep a metre to 2 metre social distance from other staff.

We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our pupils and staff.

If you have any questions, please contact the member of staff you were due to visit.

*The visitor protocol is to be reviewed at the beginning of each month and immediately on receipt of new Government guidelines.*

### **Specific to settling in sessions**

Guidance from PHE outlines how parents and carers can enter a setting to help their children adapt to their new environment. Little Beans ensure that parents and carers:

- wear face coverings, if required, in line with arrangements for staff and other visitors to the setting.
- stay for a limited amount of time (ideally not more than an hour)
- avoid close contact with other children – therefore the visit will be done in the garden or foyer if possible
- are aware of the ‘system of controls’, how this impacts them, and their responsibilities in supporting it when visiting Little Beans with their child

### **Pick-ups and drop-offs at Little Beans and Longfleet Primary school**

Little Beans work with parents and carers to agree how best to manage any necessary journeys, for example, pick-ups and drop-offs at schools, to reduce the need for us to travel with groups of children.

Little Beans do school pick up or drop off at the local school Longfleet Primary. No public transport is used, and staff will only walk, maintaining social distancing from others (not the children themselves).

Little Beans parents and carers work through the ‘systems of controls’ collaboratively, to identify and address any risks and allowing them to jointly deliver appropriate care for the child. There is tape laid out on the pavement, indicating to parents to keep a 2-metre distance from one another during drop off and collection times.

Only one family enter and leave the building at a time, this enables staff to minimise mixing groups of children. It also enables staff time to ensure they are not showing any coronavirus symptoms and clean the child’s hands.

## **Local Lockdown**

New regulations that come into force on 26 September 2020 will allow temporary changes to be reapplied if coronavirus (COVID-19) related local lockdowns are imposed by government. This is because a local lockdown may affect Little Beans ability to comply with the EYFS. Details of the amendments can be found in the guidance on the EYFS: coronavirus disapplication's guidance, which also includes details about how the temporary arrangements will be brought to an end. Little Beans have fully familiarised themselves with these changes to ensure they understand the flexibilities available to us as a setting and are meeting the modified requirements, especially in relation to paediatric first aid, during the coronavirus (COVID-19) outbreak. However up until the point of writing this policy, Little Beans have always been able to meet the EYFS requirements and will always strive to continue to do so, even during this period.

## **Risk Assessment**

Little Beans comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Little Beans have a written risk assessment for opening during covid-19.

Little Beans thoroughly review their health and safety risk assessment and draw up plans as part of our wider opening. Little Beans have active arrangements in place to monitor that the controls are effective, working as planned, and updated appropriately, for example when any issues are identified, or when there are changes in public health advice.

When Little Beans is in operation, we understand it is important to ensure good ventilation and maximising this wherever possible, for example, opening windows. Advice on this can be found in Health and Safety Executive guidance on air conditions and ventilation during the coronavirus outbreak <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>.

## **Cleaning and Bio-fogging**

A 'COVID-19' cleaning schedule has been created and implemented ensuring the thorough cleaning of surfaces, toys, and the setting as a whole.

The 'COVID-19' cleaning schedule is additional to the usual cleaning practices.

The cleaning schedule includes but is not limited to:

- Disinfectant of high-risk touch points such as handles, pens, children's chairs
- Ensuring toys are cleaned with disinfectant after each use
- Soft toys being machine washed on a weekly basis.

Bio Fogging is in the form of a fine mist that is as thin as air which eliminates all pathogens in places that often cannot be reached by conventional cleaning. They are so small that they can remain in the air long enough to kill airborne viral and bacterial contamination. These include ceilings, walls, floors, carpets, soft fabrics, hard surfaces and every nook and cranny which are otherwise inaccessible. The fogging leaves everything totally free of pathogens but also 'freshened' and ready for use.

Little Beans are in frequent contact with our bio-fogging service provider and will be continuing to do this on a regular basis to protect our sites as much as possible.

Coronavirus Cleaning Schedule								
Area/Item	Method	Frequency/Comments	w/c .....					
			MTWThF					
<b>TOUCH POINTS / HIGH RISK POINTS</b>  Outside door bell Outside front doors Main door handles (both sides) Pens Parents hands Children's hands	Antibacterial disinfectant for surfaces and sanitiser for hands	Hourly – once all areas have been done please tick	8am					
			9am					
			10am					
			11am					
			12am					
			1pm					
			2pm					
			3pm					
			4pm					
			5pm					
Tables/ window sills / doors and cabinet handles	Clean with disinfectant and clean cloth and throw away after	Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry	M					
			Tu					
			W					
			Th					
			F					
High chairs/dining tables	Clean with disinfectant and clean cloth and dry with disposable paper towels  Throw cloth away after	Before and after use; if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry	M					
			Tu					
			W					
			Th					
			F					
Washable table covering	Wash with detergent, warm water and clean utensils  Vacuum clean to remove dirt when	Daily and immediately if soiled e.g. spillage  Weekly washing machine on a rinse and spin, NO fabric softener, cool wash.	M					
			Tu					
			W					

	children are not present.		Th	
			F	
Carpets and Rugs	Clean with an approved carpet cleaning method  Vacuum	Clean carpets only when children will not be present to ensure the carpet is dry before next use  Clean carpets at least monthly in infant areas, at least every 3 months in other areas or immediately when soiled  Vacuum Daily	M	
			Tu	
			W	
			Th	
			F	
Walls/ Ceilings	Clean with warm water and general purpose detergent. If soiled with blood or body fluids, following cleaning, disinfect	Routine cleaning not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by toddlers  Areas of frequent contact - weekly	M	
			Tu	
			W	
			Th	
			F	
Waste bins	Empty Clean with soap and warm water	Daily Weekly and immediately if soiled	M	
			Tu	
			W	
			Th	
			F	
Mops and cleaning cloths	Mop heads should be washed in warm water and detergent, rinsed and air dried Reusable cloths must be laundered daily on a hot wash cycle (at least 60oC) in a washing machine and then tumble dried	After daily use	M	
			Tu	
			W	
			Th	
			F	
<b>Toilet Area Cleaning Program</b>				
Area/Item	Method	Frequency / Comments		

Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with disinfectant and warm water.	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.	M	
			Tu	
			W	
			Th	
			F	
Both sides of toilet seat, toilet handles, door knobs or cubicle handles and doors.	Clean wit disinfectant and warm water.	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.	M	
			Tu	
			W	
			Th	
			F	
Toilet bowls	Use toilet cleaner as per manufacturers instructions (see laminated sheet by toilet).	At least daily and immediately if soiled.	M	
			Tu	
			W	
			Th	
			F	
Potties	Clean with disinfectant.	Immediately after each use.  DO NOT stack to dry – leave separate	M	
			Tu	
			W	
			Th	
			F	
<b>Toy Cleaning Program</b>				
<b>Area/Item</b>	<b>Method</b>	<b>Frequency / Comments</b>		
Soft toys	Machine washed in a hot cycle according to manufacturers instructions.	Daily. If soiled, take out of use immediately.	M	
			Tu	
			W	
			Th	
			F	
Hard toys/items that go into the mouth or have been in contact with saliva or other body fluids.	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher.	After each child's use.  Put in bucket by kitchen.	M	
			Tu	
			W	
			Th	

			F	
Other hard toys e.g. dolls house, climbing frame	Clean with warm water and detergent, rinsed and dried thoroughly.	Weekly or immediately if soiled	M	
			Tu	
			W	
			Th	
			F	
Sheets and pillowcases, individual cloth towels (if used), combs and hairbrushes, face cloths. (None of these items should be shared among children.)	Machine washed in a hot cycle according to manufacturers instructions	Weekly or after each use if used by different children. Take out of use immediately when visibly soiled.	M	
			Tu	
			W	
			Th	
			F	
Blankets	Machine wash to manufacturers instructions	Weekly. Take out of use immediately if soiled and machine wash.	M	
			Tu	
			W	
			Th	
			F	
Dress-up clothes	Machine wash to manufacturers instructions	Weekly/Monthly according to usage or more frequently if required. However during the outbreak take away completely so children are not sharing clothing.	M	
			Tu	
			W	
			Th	
			F	
Cots and cot mattresses	Clean with detergent and warm water, rinse and dry.	Weekly, before use by a different child, and immediately if soiled or wet.	M	
			Tu	
			W	
			Th	
			F	



## **Safeguarding, Welfare and Wellbeing**

Little Beans understand that children, staff, and parents may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress, or low mood. This may particularly be the case for vulnerable children and families, including those with a social worker. Little Beans understand it is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support, a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges. Attending the setting allows social interaction with other children and staff, which benefits wellbeing.

Little Beans will continue to take all necessary steps to keep children safe and well during this period and have regard to the government's statutory guidance on Working together to safeguard children. The safeguarding and welfare sections of the EYFS foundation framework still apply, including requirements relating to child protection arrangements and Little Beans will work closely with BCP council – our local authority.

Little Beans will provide more focused support where issues are identified that individual children may need help with, drawing on external support where necessary and possible. Little Beans will also consider support needs of particular groups we are already aware of needing additional help (for example, children in need), and any groups we identify as newly vulnerable. To support this, Little Beans have access to the free resource MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement.

MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff.

Where there is a concern that a child is in need or suffering or likely to suffer from harm, the Designated Safeguard Lead or deputy should follow their child protection policy and Part 1 of the statutory safeguarding guidance keeping children safe in education and consider any referral to statutory services as appropriate.

Settings must continue to have a practitioner designated to take lead responsibility for safeguarding. It is acceptable for the safeguarding lead not to be based on-site if this is not practical, for example they may be working from home, as long as they are still available to provide support, advice and guidance to staff. A safeguarding contingency plan is in place so that all childcare staff and volunteers have access to a designated safeguarding lead practitioner and know on any given day who that person is and how to speak to them.

Little Beans appreciate that staying at home for a prolonged period and the change of routine may have caused difficulties for some children, such as changes in behaviour or mood.

As more children return to settings, Little Beans will:

- consider the mental health or wider wellbeing support children may need, including with bereavement, and
- how to support them to transition into the setting after a long period of absence

Little Beans have shared with parents and carers via Tapestry: Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the



