

Once Upon A Time Nursery

56 Railway Terrace

Llanelli

Carms

SA15 2RH



Website

[www.llanellinursery.co.uk](http://www.llanellinursery.co.uk)

Phone

01554 785 173

Email

[enquiries@llanellinursery.co.uk](mailto:enquiries@llanellinursery.co.uk)

## Update for Coronavirus

We are following our reopening guidelines (Welsh Government) and our Coronavirus risk assessment both of which have been added to the end of our Statement of Purpose.

Beverley Alldridge

26.06.2020

### STATEMENT OF PURPOSE

#### **Aims and Objectives**

The aims and objectives of the nursery are:

1. To create a stimulating, caring and safe environment for all children in our care.
2. To actively promote the development of positive self-image within the children.
3. To work as partners with parents/carers in an open and honest way.
4. To have an involvement with the local community.
5. To develop and maintain strong links with other agencies and for them to recognise our professionalism.

6. To create a non-sexist atmosphere by introducing appropriate toys, books and games to encourage equal development of both sexes.

7. To provide a key worker who will work with a group of children, monitoring their progress through observations and assessments, and a twice yearly review with parents, thus ensuring that you are aware of how your child is progressing.

8. To provide places for special needs children if appropriate, with staff that are trained to give the child and parent/carer support.

9. To encourage the participation of parents/carers to visit the nursery at any time, and to share information, resources and practical advice.

10. To provide an atmosphere which helps the child and the parent/carer feel happy and comfortable within the nursery.

We are registered to care for up to 8 babies under 2 years old and 24 children aged between 2 years and 12 years.

We offer full day care and are open from Monday to Friday, 8am to 6pm, additional hours from 7 am until 7 pm are available on request, subject to availability.

The baby room (Ystafell Pili Pala) caters for 8 babies from 3 months old up to 2 years. The babies have three play areas which include home corner, a dress up area, story corner and free play space. They also have access to the outside space. The babies follow Birth to 3 Matters and areas and activities are planned in accordance with the framework. There are resources available to help the next developmental milestone e.g. crawling, walking etc.

We have two rooms that cater for children aged over 2 years. The Busy Bee room is a large room, made up of imaginative/role play area, dress up area, small world area, literacy and numeric area and creative area. There is an adjacent quiet area for story corner and nap time. In the Busy Bee room we have a tropical fish tank which the children love and helps them to develop their knowledge and understanding of the world.

The Wise Owl room caters for children who need an older environment and has

dedicated areas including small world, mark making, construction, language & literacy and numeracy. The two rooms allow us to place the children in the age/ability group best suited to them.

The children follow the Foundation Phase, 7 areas of learning. Each of these areas has activities planned to promote individual needs e.g. communication skills, to aid toilet training, personal & social to help with emotions, physical to aid gross motor skills and promotion of the Welsh language through incidental Welsh.

Flying Start children follow the same framework as toddlers but have a specific timetable to make best use of their daily 2.5 hour sessions.

Resources are available to help any additional needs children may have, picture prompt cards to aid with communication, resources at low levels to be easily accessed, talking tins with key vocabulary and the use of sign along.

We provide children of school age with an area where they can complete any given homework with support from a qualified staff member. We provide school age children with activities and resources that incorporate the Foundation Phase and National Curriculum to enhance their skills and learning.

### **Example Baby Daily Routine (Morning session)**

- 8:00 - 9:00am** Nursery opens, Welcome and communication with parents, Breakfast then free play
- 9:00 - 10:00am** Day's Learning Opportunities, Nappy / Toileting
- 10:00 - 10:30am Snack
- 10:30 - 11:30am Outdoor time/walks
- 11:30 - 11:45am Tidying / Nappy check
- 11:45 - 12:30pm** Lunch
- 12:30 - 1:00pm Story time or singing (Nappy /Toileting)

### **(Afternoon session)**

- 1:00 - 2:30pm Sleep time and quiet time - vary depending on child
- 2:30 - 3:00pm Snack
- 3:00 - 4:00pm** Day's Learning Opportunities, Nappy / Toileting

- 4:00 - 4:30pm     Tea Time
- 4:30 - 5:00pm     Free play (Indoor or out)
- 5:00 - 6:00pm     Evening playtime, free play, story time (Nappy /Toileting)
- 6:00pm             Nursery Closes.

Naps, snacks and lunch will be adjusted according to each infant's routine.

This routine will be reviewed every six months but the Learning Opportunities will change weekly.

### **Example Toddler Daily Routine    (Morning Sessions)**

- 8:00 - 9:15am     Nursery opens, Welcome and communication with parents, Breakfast then free play
- 9:15 - 10:00am     Focus Activities
- 10:00 - 10:30am     Snack
- 10:30 - 11:00am     Physical Play (indoor/outdoor) / walk
- 11:00 - 11:30am     Carpet/Circle time
- 11:30 - 11:45am     Tidy and Toileting
- 11:45 - 12:30pm     Lunch
- 12:30 - 1:00pm     Story time / Quiet time

### **(Afternoon session)**

- 1:00 - 1:30pm     Free play, Table Top Activities
- 1:30 - 2:30pm     Focus Activities
- 2:30 - 3:00pm     Snack
- 3:00 - 3:40pm     Physical Play (indoors/outdoors) / walk
- 3:40 - 4:00pm     Carpet time/Circle time
- 4:00 - 4:30pm     Tea Time
- 4:30 - 5:30pm     Evening playtime, free play, table top activities
- 5:30 - 6:00pm     Story / Quiet Time
- 6:00pm             Nursery Closes.

*This routine will be modified according to the children's needs.*

Between 7am and 8am and 6pm and 7pm the activities will fit the needs of the individual child or children at nursery

### **Staffing**

We have a Manager who is supernumerary at the nursery qualified to level 5 who oversees the nursery and is in charge of the day to day running of the nursery. We have two deputy managers, both level 5, one is responsible for children under 2 years and oversees all children in the baby room and the other is in charge of toddlers and oversees all children in the toddler room. We have two room supervisors, also level 5 and nursery nurses, level 2 and 3. All staff have a key worker responsibility for the children in their room.

There will be at least two members of staff on the premises whenever the setting is open. Our management team and the room supervisors are qualified to level 5 and have at least 4 years of experience and there will always be at least one of these people in the nursery. Our staff are constantly updating their qualifications and we are currently undertaking two level 3, 1 level 5 and 5 Playwork level 3 qualifications.

### **Nursery Staff Ratios**

For ages 0-2 One member of staff for every 3 children.

For ages 2-3 One member of staff for every 4 children.

For ages 3-12 One member of staff for every 8 children.

On Outings a risk assessment will be carried out and dependent on the outing it will be decided if the staffing needs to be increased. The staffing ratios will always be met and often exceeded.

We also have an outdoor space for the children to play in with separate areas for the babies and the over 2 yrs.

All entrances to the building are covered by 30 day recorded CCTV for your child's safety.

### **Communication Books**

This book is an optimal form of communication between Parents/Carers and your child's key worker. This can be used to write change of routines, any concerns you have and for the key worker to tell you of your child's day/progress. We will update the book daily and you can use the book to inform us of any information you feel we would benefit from knowing

We offer school drop off and pick up as well as different session times.

Breakfast is served from 8:15am to 8.45am, lunch at around 11.30am and tea at around 4.15pm, morning and afternoon snacks are also provided. If your child is booked in at these times, they will be provided with meals (cost included in your childcare fees). They eat in the dining room, at tables and are encouraged to help themselves to food and drinks. We also encourage them to use open cups, but if you prefer you can send in a lidded cup for their use, which can stay at nursery or be taken home every day. We do ask that you label cups, as most children tend to have similar looking items. We encourage healthy eating and have fruit and vegetable sticks for snacks. The children are provided with water or milk during the day and water at meal times unless requested otherwise by Parents/Carers.

After lunch tends to be the time that most babies and toddlers have a sleep, but children can sleep anytime that suits them. We put out the sleep mats for children to sleep on and a member of staff will sit with the children until they go to sleep, comforting them to sleep if necessary.

We are an English medium nursery although we use Welsh on a daily basis, we have fluent Welsh speakers on staff and Welsh is incorporated in circle time and general speech and activities throughout the day. We can translate information into another language if necessary.

Parents enter into a contract with the nursery and are asked to sign to say they understand that we will follow the nursery policies and procedures whilst caring for their child.

### **Payment Policy**

Our policies and procedures are always growing and changing to keep the nursery running as smoothly and safely as we can. Policies are available to see on our website or on display in the entrance hall of the nursery, our current policies and forms include:

Welcome pack, Immunisation form, Registration form, Care sheet, Parents consent form, Parents contract, Suggestion form, Medication consent form, Complaints form, Complaints policy, Confidentiality policy, Food policy, Health and Safety policy, Intimate care policy, Late collection policy, Health and Welfare of Staff Policy, Outdoor play policy, Outings policy, Sickness and illness policy, Sun care policy, Behaviour policy, Child protection policy, First aid and medical policy, Equality and Diversity policy, Additional needs policy, No Smoking Policy, Language and Communication Policy, Whistle Blowing Policy, Transition policy, Drug and alcohol policy, Fire safety policy, Internet & E-Safety policy, Preventing Radicalisation Policy, Emergency Closure Policy, Lost Child Policy, Settling in policy & Admissions policy

More information about our nursery is available on our website [www.onceuponatimellanelli.co.uk](http://www.onceuponatimellanelli.co.uk) or please call the nursery on 01554 785173

This Statement of purpose will be reviewed annually or sooner if changes are needed.

Once Upon A Time Nursery  
 56 Railway Terrace  
 Llanelli  
 Carmns



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[www.llanellinursery.co.uk](http://www.llanellinursery.co.uk)  
 Phone

## PRICES From 1st April 2020

FEES: How much do we charge?		Age 0-2	Age 2+
<b>Full Day Session</b>	8.00am till 6.00pm	£42.00	£40.00
<b>Half Day Sessions</b> (minimum 2 half sessions a week)	8.00am till 1.00pm	£25.00	£23.00
	1.00pm till 6.00pm	£25.00	£23.00
<b>Full Week (includes £15 discount)</b>	Mon to Fri 8.00am till 6.00pm	£195.00	£185.00
<b>Full week of mornings or afternoons (includes £5 discount)</b>	5 x half day sessions	£120.00	
<b>School Wrap Around</b>	8.00am till 6.00pm including drop off and pick up from school (around full school day)	£29.00	£31.00
		Walking	Car
<b>Flying Start Top Up Full Day</b>	8.00am till 6.00pm	£30.00	
<b>Flying Start Top Up Half Day</b>	8.00am till 1.00pm or 1.00pm till 6.00pm	£13.00	
<b>After school pick up</b>	Afternoon pick up at school till 6.00pm	£21.00	£23.00
		Walking	Car
<b>Before school drop off</b>	8.00am till 9.00am with drop off	£12.50	
<b>Hourly/Half Hourly Rate</b>	Before or after half day session	£6.50/£4.00	
<b>Pick Up / Drop Off</b>	Charged per pick up / drop off (up to 3 children)	£6.00	
<b>Late pick up charge</b>	Up to 15 minutes late and for every 15 minutes thereafter	£5.00	
<b>Administration Fee</b>	<b>On joining per family</b>	<b>£30.00</b>	

**10% discount available for older sibling when more than one child attends**

**Fees can be paid monthly in advance by cheque, cash or direct debit.**

**If you wish to pay weekly then fees must be paid by direct debit.**

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Phone  
 01554 785 173

### Establishment details

Child care provider:	Once Upon a Time Nursery	
Address:	56 Railway Terrace SA15 2RH	Llanelli
Manager/Owner:	Beverley Alldridge	
Date assessment completed:	26.06.2020	

### Movement of persons around the setting

Hazard	Control Measures
Entrance and exit to childcare setting causing people to congregate compromising social distancing	<ul style="list-style-type: none"> <li>●Stagger drop-off and collection times. Plan this and provide information to parents.</li> <li>●Discourage parents from gathering together and implement social distancing outside the setting to minimise the adult to adult contact.</li> <li>●No parents allowed inside the building.</li> </ul>
Travel and outings	<ul style="list-style-type: none"> <li>●We will not go outside, we will play in the garden.</li> <li>●If possible do not use public transport.</li> </ul>
Increased numbers during breaks compromising social distancing	<ul style="list-style-type: none"> <li>●Keep to small groups (a bubble), with no more than 8 children per small group and adhere to the EYFS ratios. Bubble = a group or a small cohort</li> <li>●Activities / tables to be spaced as far apart as possible. Set out playroom where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other bubble groups.</li> <li>●Reduce movement around the setting using timetabling and appropriate selection of other learning environments – i.e. outdoors</li> </ul>
Increased numbers during lunchtime compromising social distancing	<ul style="list-style-type: none"> <li>●Staggered lunchtimes in bubble groups with hand washing – tables kept apart. Or lunches delivered to bubble groups/playrooms.</li> <li>●Ensuring everyone keeps further apart than normal.</li> <li>●Cleaning of tables, chairs etc between activities. Bubbles will not share tables and chairs.</li> </ul>
Spread of virus due to increased numbers of people within the building	<ul style="list-style-type: none"> <li>●Inform parents that if their child needs to be accompanied to setting only one parent should attend.</li> </ul>
Inadequate social distancing measures leading to spread of the virus	<ul style="list-style-type: none"> <li>●Always keep bubble groups together where possible – in same small groups of maximum 8 children and not mixed on subsequent days.</li> <li>●Each bubble should retain the same staff, no mixing of groups e.g. lunch, playtime.</li> </ul>

## Premises related matters

Hazard	Control Measures
Changes to building use being safe for pupils and staff – e.g. storage, one-way systems, floor tape, dividing wall	<ul style="list-style-type: none"> <li>●Review your settings risk assessment to ensure control measures remain suitable and in place.</li> <li>●Consider how the layout will enable access to outdoor space and the equipment necessary for each bubble group. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</li> </ul>
First aid procedures – reduced numbers of first aiders and paediatric first aider	<ul style="list-style-type: none"> <li>●Review First Aid procedures.</li> <li>●Rota systems in place to ensure adequate numbers of PFA trained staff.</li> <li>●Communication of first aid arrangements cascaded to staff daily.</li> </ul>
Fire procedures	<ul style="list-style-type: none"> <li>●Review the fire procedures taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</li> <li>●Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</li> <li>●Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</li> </ul>
Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> <li>●Training of all staff via zoom briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, cleaning arrangements, location of designated room for suspected cases.</li> <li>●Weekly zoom meetings will ensure there are opportunities for all employees to raise concerns / make suggestions.</li> <li>●Introduction of communication app to decreases risk of transition of virus through communication books .</li> </ul>
Staff rooms and offices to comply with social distancing and safe working practice	<ul style="list-style-type: none"> <li>●The office is out of bounds to all staff . Only the manager and deputy manager have access to the office</li> <li>●Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils.</li> <li>●Enhanced cleaning regimes in office</li> </ul>
Ventilation to reduce spread	<ul style="list-style-type: none"> <li>● Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</li> </ul>
Management of waste	<ul style="list-style-type: none"> <li>●Ensure bins for tissues have lids and are emptied throughout the day.</li> <li>●Follow guidance on disposal of waste (such as used fluid resistant masks) <a href="#">Safe-working in education childcare and children’s social care including the use of PPE.</a></li> </ul>
Activities to take place outdoors in line with social distancing	<ul style="list-style-type: none"> <li>●Decide which activities can take place outdoors and refresh risk assessment for outdoor space.</li> </ul>

# Cleaning and reducing contamination

Hazard	Control Measures
Using play equipment – multiple-use	<ul style="list-style-type: none"> <li>• Appropriately cleaned between bubbles of children and only one bubble of 888 maximum at a time.</li> </ul>
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> <li>• Prevent the sharing of stationery and other equipment where possible. Introduction of personalised stationary bags</li> <li>• Suitable procedures in place for managing access to items of 'heavy use' such as IT equipment tablets to reduce social distancing.</li> <li>• Enhanced cleaning regimes. Limit use of equipment staff to sign children in and out using the app.</li> </ul>
Contaminated surfaces spreading virus	<ul style="list-style-type: none"> <li>• Remove unnecessary items from playrooms and other learning environments where there is space to store it elsewhere. Regular cleaning. Remove items that cannot be easily cleaned such as soft toys.</li> <li>• Sand, water &amp; messy play needs to be single use only, provide each child with their own tray, which is cleaned after use.</li> <li>• Books can be wiped with anti bacterial spray or wipes. Minimise toys to make cleaning regimes easier, if toys don't wash easily or clean easily don't use them.</li> <li>• Follow <a href="#">government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting.</a></li> </ul>
Cleaning staff and hygiene contractor's capacity – providing additional requirements	<ul style="list-style-type: none"> <li>• Discuss with cleaning staff the additional cleaning requirements and allow for this.</li> <li>• Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available.</li> <li>• See <a href="#">safe-working in education childcare and children's social care including the use of PPE</a> and <a href="#">COVID-19 decontamination in non healthcare settings.</a></li> </ul>
Sufficient hand washing facilities for staff and children	<ul style="list-style-type: none"> <li>• Plan regular access to facilities throughout the day.</li> <li>• Provide additional sinks, automatic soap dispensers and hand sanitises where possible within the setting.</li> </ul>
Additional time for staff and children to carry out hand washing	<ul style="list-style-type: none"> <li>• Frequent hand cleaning as part of normal routine.</li> <li>• Stagger regular access to hand washing facilities through the day.</li> </ul>
Hand washing practice with children	<ul style="list-style-type: none"> <li>• Review the guidance on hand cleaning and introduce hand washing songs for children.</li> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently.</li> <li>• See guidance and resources available at <a href="#">e-bug Information about the coronavirus (COVID-19).</a></li> </ul>
Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> <li>• Ensure stock checks are taken regularly to maintain stock levels</li> <li>• Use regular detergents and bleach.</li> <li>• Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</li> </ul>
Toilets being overcrowded	<ul style="list-style-type: none"> <li>• Limit the number of children who use the toilet facilities at one time. One bubble group at a time</li> <li>• Visiting the toilet one after the other if necessary..</li> <li>• Toilets should be cleaned after each use.</li> <li>• Nappy changing mat to be cleaning after every use</li> </ul>

## Staff related issues

Hazard	Control Measures
Inadequate training for Managers on completion of RA for COVID-19, leading to anxiety and lack of the reassurance needed for staff	<ul style="list-style-type: none"> <li>● Guidance, risk assessment and checklist provided to Childcare Providers Extra support available from owner</li> </ul>
Insufficient staff capacity to deal with increased numbers of children – Shortage of staff to maintain EYFS ratios	<ul style="list-style-type: none"> <li>● If there are any shortages of staff, use the DfE list to prioritise who is offered a place based on staff availability.</li> <li>● Follow the Early Years Foundation Stage (EYFS) for staff ratios where possible and follow the <a href="#">Disapplication Guidance</a>.</li> </ul>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes	<ul style="list-style-type: none"> <li>● Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</li> <li>● If appropriate, seek GP or occupational health advice.</li> </ul>
Staff understanding of new changes – safe practice at the setting	<ul style="list-style-type: none"> <li>● Involve all staff during initial back to work zoom meeting and weekly zoom meetings there after for any further changes to guidance in relaxing or reintroducing lock on for example, safety measures, timetable changes and staggered arrival and departure times).</li> </ul>
Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> <li>● Access to testing is already available to all essential workers</li> </ul>
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff	<ul style="list-style-type: none"> <li>● If a child, becomes unwell with symptoms of coronavirus (COVID-19) while in the setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</li> <li>● If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> <li>● Ensuring that fluid resistant face masks are available and a supply is maintained.</li> </ul>
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<ul style="list-style-type: none"> <li>● A <a href="#">risk assessment should be undertaken for clinically vulnerable staff</a>, and where possible for all staff especially those who may be anxious.</li> <li>● Government <a href="#">guidance on shielding and protecting extremely vulnerable persons</a> and <a href="#">staying alert and safe social distancing clinically vulnerable people</a> should also be followed when considering staffing arrangements.</li> </ul>
Staff use of PPE	<ul style="list-style-type: none"> <li>● Children whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.</li> <li>● Follow government <a href="#">guidance about coronavirus (COVID-19) early years and childcare closures</a>.</li> </ul>
Use of PPE / lack of understanding	<ul style="list-style-type: none"> <li>● Adequate training / briefing on use and safe disposal</li> <li>● Follow government <a href="#">guidance on putting on and taking off standard PPE</a> and above guidance on use in education settings.</li> </ul>
Dealing with suspected and confirmed cases	<ul style="list-style-type: none"> <li>● Follow government <a href="#">guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus (COVID-19) in a setting</a>.</li> <li>● Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</li> </ul>

## Child related issues

Hazard	Control Measures
Children with an IEP	<ul style="list-style-type: none"> <li>• Children who are shielding should not attend nursery. IEP should be checked to see if any extra action is needed.</li> </ul>
Children unable to follow guidance	<ul style="list-style-type: none"> <li>• Ensure that the same staff are assigned to bubble group. Some children will need additional support to follow these measures.</li> </ul>
Specific issues for EY stage children understanding social distancing	<ul style="list-style-type: none"> <li>• Story times, songs and bubble illustrations to be introduced to the children</li> </ul>
Vulnerable groups who are clinically, extremely vulnerable	<ul style="list-style-type: none"> <li>• Parents should follow medical advice if their child is in this category: <a href="#">guidance on protecting people most-likely to get-unwell from coronavirus</a></li> <li>• Or if someone within their household is in this category: <a href="#">guidance on shielding and protecting extremely-vulnerable persons from covid 19</a></li> </ul>
Member of a bubble group becoming unwell with COVID-19	<ul style="list-style-type: none"> <li>• If a child is awaiting collection, they will be moved to an area where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff.</li> <li>• Ensure suitable PPE (including fluid resistant face mask) is available at this location.</li> </ul>

## Transport

Hazard	Control Measures
Travel to setting and provision of safe transport	<ul style="list-style-type: none"> <li>• Consider transport arrangements and where possible encourage parents and children to walk or cycle to the setting where possible.</li> </ul>
School Transport arrangements support changes to school times	<ul style="list-style-type: none"> <li>• Follow government <a href="#">guidance about working safely with vehicles during coronavirus (COVID-19)</a></li> </ul>

## Provision of food

Hazard	Control Measures
Kitchen facilities comply with latest COVID-19 guidance to reduce risk of infection/contamination	<ul style="list-style-type: none"> <li>● Follow usual food safety and hygiene procedures and <a href="#">government guidance for catering establishments safely during coronavirus (COVID-19)</a></li> <li>● Ensure Health and Safety policies are followed.</li> </ul>
Food that is able to be prepared on premises is compliant with COVID-19 health and hygiene guidance	<ul style="list-style-type: none"> <li>● As above</li> </ul>
Catering staff are operating in a safe environment	<ul style="list-style-type: none"> <li>● Catering staff to follow government <a href="#">guidance for catering establishments safely during coronavirus (COVID-19)</a>.</li> </ul>

## Communications with parents and others

Hazard	Control Measures
Parents, cleaners and other staff entering or working in the setting	<ul style="list-style-type: none"> <li>● Tell parents, carers or any visitors, such as suppliers, not to enter the childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site.</li> <li>● Publish a site telephone number in case of immediate access is required.</li> </ul>
Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> <li>● Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside setting hours</li> </ul>
Communications to parents and staff	<ul style="list-style-type: none"> <li>● Regular communications, update emergency contact details for all children</li> <li>● Introduction of daily communication app</li> </ul>
Parent aggression due to anxiety and stress	<ul style="list-style-type: none"> <li>● Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety.</li> </ul>

## Signature

Signed (Manager/Owner):	
Date:	27.06.2020

**The outcome of this assessment should be shared with the relevant staff.  
A copy of the completed assessment to be kept on file and copied to the Health and Safety Co-ordinator.  
This risk assessment will be reviewed when necessary.**

## Reopening guidelines

Here is some information for you to see how we are planning to reopen the nursery and keep children and staff as safe as possible. We are following the guidance from the Welsh Government whilst still trying to keep the friendly atmosphere for the children. Here are some key points we will follow:

Increased washing of hands whenever necessary by both staff and children. We have extended the cleaning schedule at the nursery as well as sterilising and disinfecting where necessary.

Staggered drop off and pick up. If someone is at the door please wait in the car or at the 2 metre points outside the nursery to ensure we follow social distancing rules.

Only one adult at the door for pick up and drop off. The person opening the door will have full PPE (mask, apron, visor and gloves) on however the staff member for your child will be waiting at the gate and will not be wearing a mask so the children will recognise them and be happy to come in.

Only children are allowed in the nursery, parents must leave them at the door.

On the first day your child comes back to nursery, could you please bring in nappy changing/toileting supplies to leave in nursery.

Children should not bring any items into the nursery with them from home to prevent cross contamination however a comforter (dummy or teddy) can be brought in.

To protect everyone at nursery it is very important that you do not bring your child in if they or anyone in their household has any symptoms of Coronavirus. Temperatures of staff and children will be

taken throughout the day and children will be sent home for a persistent cough or high temperature. If your child does show symptoms they are entitled to be tested and if they have a negative test they can come back to nursery. A positive result would mean that the bubble (children and staff) would have to self isolate.

We are still going to be providing freshly cooked meals throughout the day so there will be no need to bring a packed lunch in.

The guidelines recommend more time outside whenever possible so we will take as many of our activities into the garden as we can.

The children will still have a varied selection of toys and activities but we will select the toys according to the guidelines, i.e. no soft toys.

Although we will take every precaution to keep your children safe, it cannot be guaranteed, all parents will have to sign a consent form before the children can attend.

Please can we ask that all payments are made through the bank before the 10<sup>th</sup> of the month as we cannot take payments at the nursery.

The children are going to be put into bubbles when they are at nursery. These are small groups of children with a staff member in a specific area of the nursery. This means when your child comes to nursery he or she will have a specific area of the nursery that is only for their bubble. Social distancing is not expected within the bubble but by keeping the bubbles separate the children will only be mixing with a small number of other children and 1 staff member.

The bubbles will have their own area in the garden and although

they will be able to see the other bubbles they will not be close enough to cross contaminate. Following the guidelines the children will eat in their bubbles and share toys within the bubble.

Next week we will be introducing our new app which will mean we will no longer be using the communication books, and invoices will be sent digitally so hopefully we can use a lot less paper and stop the need for items to go back and fore between nursery and home. We will give you more details on the app as soon as it is up and running. If this is not the email you want registered with the app please let us know.

We are all looking forward to seeing the children again and getting back to some sort of normal. We understand this is an uncertain time so if you have any questions or concerns please don't hesitate to contact us by nursery mobile phone or email.

Thanks

The Once Upon a Time Team