

Once Upon A Time Nursery

56 Railway Terrace

Llanelli

Carms

SA15 2RH



Website

www.llanellinursery.co.uk

Phone

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STATEMENT OF PURPOSE

Update for Covid-19

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

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 toys, books and games to encourage equal development of both sexes as well as promoting diversity and knowledge and understanding of the world.

7. To provide a key worker who will work with a group of children, monitoring their progress through observations and assessments, and regular progress meetings with parents, thus ensuring that you are aware of how your child is progressing.
8. To provide places for children with additional needs 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 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.

Under 2's / Babies

The baby room (Ystafell Pili Pala) caters for 8 babies from 3 months old up to 2 years. The babies have areas which include role play, small world area, construction area, story corner and free play space for play mats and walkers as required. They also have access to the outside space, for fresh air and physical activities including messy play, climbing frame and ride along cars (age appropriate). The babies follow Birth to 3 Matters and elements of the Foundation Phase, they have areas and activities planned in accordance with the framework and where possible planning is child-led. There are resources available to help their next developmental milestone e.g. crawling, walking etc.

The baby room also has a separate sleep area with cots, it is sound proofed and children are put to sleep following the routine given by the parents, this would also include information covering if they go to sleep with a bottle, in a cot or a bouncer, self soothed or like to be cuddled before bed. As they grow and develop the children's key workers will discuss with the parents how they are

sleeping, how long for and whether they are still needing a bottle / comforter and what the parents would like us to do moving forward. This consistency at nursery and at home helps the babies to settle into the new environment more quickly.

We also have another separate area where there are facilities to make bottles, feeds and food for children who attend the nursery from a young age, included in this area is a nappy changing area giving children a place to have their nappies changed in private.

Example Baby Daily Routine

8:00 am - 8:45 am	Nursery opens, Welcome and communication with parent <u>Breakfast</u>
8.45 am - 9.30 am	Free play & nappy check
9.30 am - 10.00 am	Circle time and washing hands
10:00 am - 10:20 am	<u>Snack</u>
10:20 am - 11:00 am	Sleep time/ set activities (messy/craft etc.)
11:00 am - 11:20 am	Music time/ outdoors & Nappy change
11.30 am - 12.00 pm	<u>Lunch</u>
12:00 pm - 1:00 pm	Quiet sensory play/ sleep time
1:00 pm - 1:40 pm	Free play & nappy checks
1.40 pm - 2.00 pm	Set activities & wash hands
2:00 pm - 2.20 pm	<u>Snack</u>
2.20 pm - 2.50 pm	Circle time & nappy change
2.50 pm - 3.10 pm	Set activities
3.10 pm - 3.30 pm	Quiet sensory play/sleep time
3.30 pm - 4.00 pm	Music time/outdoors
4.00 pm - 4.15 pm	Story sack/ song bag & wash hands
4.15 pm - 4.45 pm	<u>Tea</u>
4:45 pm - 5:15 pm	Free play / nappy checks
5:15 pm - 6:00 pm	Quiet time
6:00 pm	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.

Over 2's / Toddlers

We have two rooms that cater for children aged over 2 years. In these rooms we follow the Foundation Phase and the seven areas of development with child-led planning.

The Busy Bee room, (Ystafell Wenyn Brysur), is a large room, made up of imaginative/role play area, dress up area, small world area, literacy and numeric area, messy and creative area etc. There is an adjacent quiet area for story corner and nap time, usually children of this age are starting to nap after lunch. In the quiet/sleep area there are mats that we put down and are covered with sheets, they are given blankets, the lights are turned off with fairy lights twinkling and classical music playing to create a calm and soothing environment for the children to sleep in. Children will sleep for as long as they need to unless parents have stated otherwise.

In the Busy Bee room we have a tropical fish tank which the children love, this helps them to develop their knowledge and understanding of the world and learning how to care for pets.

The nursery is a part of the Design to Smile scheme and we encourage the children to brush their teeth once a day to help them with good oral hygiene. The children are given tooth brushing packs to take home to encourage the continuation of good oral hygiene. We are delighted to have reached the top award of gold standard with Design to Smile.

We also have a bathroom which has potties, toilets, an area for changing nappies and sinks to wash their hands. At nursery we encourage toilet training so when we feel the child/children are ready to toilet train we will have discussions with parents to plan out the best way to begin toilet training or follow what is already going on at home.

As we are a Flying Start setting we are able to offer eligible children sessions of 2.5 hours per day (9am - 11.30am or 1pm - 3.30pm) the children follow the same framework as toddlers but have a specific timetable to make best use of their daily 2.5 hour sessions.

Example Toddler Daily Routine

8:00 am - 9:00 am	Nursery opens, Welcome and communication with parents <u>Breakfast</u>
9:00 am - 9.30 am	Free play
9.30 am - 10.00 am	Circle time (stories, songs, flashcards, feelings)
10.00 am - 10:20 am	<u>Snack</u> nappy checks/ toileting
10:20 am - 10.50 am	Key worker, Key child time / messy play
10.50.am - 11:00 am	Tooth brushing
11.00 am - 11.30 am	Outdoors / walk/ busy feet/ physical time
11:30 am - 12.00 pm	<u>Lunch</u> nappy checks and toileting
12.00 pm - 1.00 pm	Story time / Quiet time
1:00 pm - 1:20 pm	Free play
1:20 pm - 2.00 pm	Circle time (stories, song, flashcards, feelings.)
2.00 pm - 2.20 pm	<u>Snack</u> nappy checks toileting
2.20 pm - 2.50 pm	Key worker, Key child time / messy play
2.50 pm - 3.00 pm	Tooth brushing
3.00 pm - 3.30 pm	Outdoors / walk/ busy feet/ physical time
3.30 pm - 4.00 pm	Table top activities
4.00 pm - 4:15 pm	Songs/ puppets/ musical instruments
4:15pm - 4:45 pm	<u>Tea</u>
4:45 pm - 5.15pm	Evening playtime, free play, table top activities
5:15 pm - 6:00 pm	Story / Quiet Time
6:00 pm	Nursery Closes

Speech and language is to be incorporated during the session by the child's key worker using elements from our speech and language bags using key vocabulary provided by Flying Start.

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

3's and over

The Wise Owl room, (Ystafell Dylluan Ddoeth), caters for older children who need a more challenging environment to prepare them for or compliment their time in school, and has dedicated areas including small world, mark making, ICT, construction, language & literacy and numeracy etc. The toddlers and preschool rooms allow us to place the children in the age/ability group best suited to them and their development which is continually tracked by staff/ key workers.

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

The Foundation Phase is also the framework to help guide planning as we follow a range of topics over the year such as on the farm, under the sea, nursery rhymes etc.

We provide children of school age an opportunity to follow the activities that have been planned for the current topic including activities and resources that incorporate the Foundation Phase and National Curriculum. These will enhance their skills and learning, giving the children a choice of what and where they would like to play. The over 3's are able to complete any given homework with support from a member of staff.

We also offer the 30 hours childcare scheme provided by the Welsh Government for eligible 3 and 4 year olds. Working parents may be eligible for up to 20 funded hours a week at nursery during term time as well as funded holiday weeks. For more information go to fis.carmarthenshire.gov.wales
We also offer wrap around care, school pick ups and drop offs allowing working parents to have flexible childcare.

Example Preschool Daily Routine

8:00 am - 9:00 am	Nursery opens, Welcome and communication with parents <u>Breakfast</u>
9:00 am - 9.30 am	Free play
9.30 am - 10.00 am	Circle time (stories, songs, flashcards, feelings)
10.00 am - 10:20 am	<u>Snack</u> nappy checks / toileting
10:20 am - 10.50 am	Focus activity/ messy play
10.50 am - 11.00 am	Tooth brushing
11.00 am - 11.30 am	Outdoors / walk/ busy feet/ physical time
11:30 am - 12.00 pm	<u>Lunch</u> nappy checks and toileting
12.00 pm- 1.00 pm	Story time / Quiet time
1:00 pm - 1.20 pm	Free play
1:20 pm - 2.00 pm	Circle time (stories, song, flashcards, feelings.)
2.00 pm - 2.20 pm	<u>Snack</u> nappy checks toileting
2.20 pm - 2.50 pm	Focus activity/ messy play
2.50 pm - 3.00 pm	Tooth brushing
3.00 pm - 3.30 pm	Outdoors / walk/ busy feet/ physical time
3.30 pm - 4.00 pm	Focus tasks Key worker/ key child
4.00 pm - 4.15 pm	Golden time
4.15 pm - 4.45 pm	<u>Tea</u>
4:45 pm - 5.15 pm	Homework time
5:15 pm - 6:00pm	ICT
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 super numeracy at the nursery qualified to level 5 who oversees the nursery and is in charge of the overall running of the nursery. We have three deputy managers, all level 5, who oversee the day to

day running of the nursery, one is responsible for children under 2 years and oversees all children in the baby room, one is in charge of toddlers and is our Flying Start leader and the third is in charge of preschool and our 30 hours children and oversees all children in the preschool room. We have 4 room supervisors, also level 5 or working towards and nursery nurses, level 3 or working towards. All staff have a key worker responsibility for the children in their room which include managing the children's progress , planning to develop their skills and continuously discussing with parents about their child's progression.

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 currently have staff undertaking their level 3 or level 5 qualifications. We have also undertaken a 10 week Welsh course which has helped us to speak more Welsh on a daily basis and improved our confidence in speaking Welsh.

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.

Outdoor area / outings

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. When going outside of the nursery staff will plan where and what we are going to be doing, for example a trip to the local market to get fresh fruit and vegetables, or for a walk in the local area to look at different modes of transport.

We also have an outdoor space for the children to play in with separate areas for the babies and the over 2s. For the over 2's the outdoor area includes construction, climbing frames, ride along cars and messy area etc. toys are

rotated based on the children interests. We have a quiet corner, a paint easel and a vegetable patch to help the children continue their development in the 7 areas e.g. helping the children understand the journey from plant to plate. For the under 2's walkers and toys will be brought out to match the development milestones of each child.

Parent app and Learning Journals

We have recently invested in an app as we feel this is the optimal form of communication between Parents/Carers and the child's key worker. This is used to send a daily diary to the parents noting food, drink, toileting, things they have enjoyed doing and also includes photos of their day. This is an easy way for the parents to communicate with the nursery and for the nursery to send out newsletters and important dates etc. The app has been very well received by our parents/carers.

We have also introduced learning journals which will follow the child through the nursery which will include observations, assessments, pictures and craft of your child's time at nursery carried out by the child's key worker, shown during parents evening and given to the parents when the child leaves the nursery.

Meals and Menus

8am - 8.45am - Breakfast

10am - Morning snack

11.30am - Lunch

2pm - Afternoon snack

4.15 pm - Tea

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, and can help themselves to food and drinks, the children are also encouraged to use a fork, spoon and knife while eating their meals, and 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. The children are provided with water or milk during the day and water at meal times unless requested otherwise by Parents/Carers.

Please take a look at a sample menu which is inspired by the healthy eating Wales menu

A

This is a rotating rota, changing days every week and giving the children more variety

Breakfast	Morning snack	Lunch	Afternoon snack	Tea
Porridge oats with milk	Cucumber and tomato slices with breadstick	Thai style Chicken Noodles Plum and Kiwi slices	Pear & grapes slices with breadstick	Fishcakes with tomato relish Melon and orange slices
Toasted Fruit bread and butter	Toasted buttered muffin with cheese	Lasagne with spring greens Fruit Cocktail	Sweetcorn & Carrot slices with breadstick	Chicken & cucumber Wrap Mango and apple slices
Cornflakes with milk	Apple and plum slices with breadstick	Chicken Hotpot Pineapple chunks with raisins	Rice cake & soft cheese	Quorn sausage dinner Blueberry muffins
Toasted Crumpet with butter	Sweetcorn & cucumber slices with breadstick	Chicken and apple patties, roast potato & vegetables Chopped grapes and banana slices	Pears and oranges slices with breadstick	Pea and Ham Soup Apples slices with raisins
Shredded Wheat with milk	Cream crackers & soft cheese	Vegetarian Moussaka Melon & Kiwi slices	Carrot and Celery slices with breadstick	Vegetable medley with gravy Frozen strawberry yogurt

B

	Breakfast	Morning snack	Lunch	Afternoon snack	Tea
<p>This is a rotating rota, changing days every week and giving the children more variety</p>	Rice Krispies with milk	Kiwi and Mango slices with breadstick	Roast Chicken Dinner Strawberry Jelly	Sweetcorn and Celery slices with breadstick	Tuna pasta bake Melon slices with raisins
	Toasted Bagel with butter	Carrot and cucumber slices with breadstick	Vegetable Curry with rice Chopped grapes and apple slices	Pear and plum slices with breadstick	Fish fingers and potato wedges Banana and orange slices
	Weetabix With milk	Buttered Rice cake with banana slices	Chicken Casserole Sorbet	Cucumber and Tomato slices with breadstick	Pasta salad with sweetcorn and ham Strawberries & kiwis
	Toasted Teacake with butter	Mango and orange slices with breadstick	Turkey pie & fresh vegetables Peaches and ice cream	Cream crackers with butter and cheese	Cheesy mash and beans Fruit salad
	Toasted wholemeal bread with butter and a variety of toppings	Sweetcorn & Celery slices with breadstick	Pasta Bolognese Melon and pineapple slices	Apple slices with raisins	Pitta pockets with ham and cheese, lettuce and cucumber Cake and custard

General Information

All entrances to the building and rooms within the nursery are covered by 30 day recorded CCTV for your child's safety. We offer school drop off and pick up as well as different session times based on availability

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.

We have a privacy policy that shows the parents what data we will keep on file, how long we will keep it and what the purpose for it is.

Payment Policy

Parents agree that all fees (full time and part time attendance) will be paid one month in advance between the 1st - 10th of each month. Unpaid fees may result in a late fee or immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours (subject to availability) are billed at the session rate or hourly rate.

Policies and Procedures

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.

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 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
 Carmarthen



Website
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 Phone

PRICES From 1st April 2021

FEES: How much do we charge?		Age 0-2	Age 2+
Full Day Session	8.00am till 6.00pm	£43.00	£41.00
Half Day Sessions (minimum 2 half sessions a week)	8.00am till 1.00pm	£25.50	£23.50
	1.00pm till 6.00pm		
School Day (Over 2 years only)	8.00am till 3.30pm	Not available	£35.00
Full Week (includes £15 discount)	Mon to Fri 8.00am till 6.00pm	£200.00	£190.00
Full week of mornings or afternoons (includes £5 discount)	5 x half day sessions	£122.50	£112.50
School Wrap Around	8.00am till 6.00pm including drop off and pick up from school (around full school day)	£29.50 Walking	£31.50 Car
Flying Start Top Up Full Day	8.00am till 6.00pm	£31.00	
Flying Start Top Up Half Day	8.00am till 1.00pm or 1.00pm till 6.00pm	£13.50	
After school pick up	Afternoon pick up at school till 6.00pm	£21.50 Walking	£23.50 Car
Hourly / Half Hourly Rate	Before or after half day session	£6.50 / £4.00	
Pick Up / Drop Off	Charged per pick up / drop off (up to 3 children)	£6.00	
Late pick up charge	Up to 15 minutes late and for every 15 minutes thereafter	£5.00	

Administration Fee On joining per family **£30.00**

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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 56 Railway Terrace
 Llanelli



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 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"> Stagger drop-off and collection times. Plan this and provide information to parents. Discourage parents from gathering together and implement social distancing outside the setting to minimise the adult to adult contact. No parents allowed inside the building.
Travel and outings	<ul style="list-style-type: none"> We will not go outside, we will play in the garden. If possible do not use public transport.
Increased numbers during breaks compromising social distancing	<ul style="list-style-type: none"> 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 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. Reduce movement around the setting using timetabling and appropriate selection of other learning environments – i.e. outdoors
Increased numbers during lunchtime compromising social distancing	<ul style="list-style-type: none"> Staggered lunchtimes in bubble groups with hand washing – tables kept apart. Or lunches delivered to bubble groups/playrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables, chairs etc between activities. Bubbles will not share tables and chairs.
Spread of virus due to increased numbers of people within the building	<ul style="list-style-type: none"> Inform parents that if their child needs to be accompanied to setting only one parent should attend.
Inadequate social distancing measures leading to spread of the virus	<ul style="list-style-type: none"> Always keep bubble groups together where possible – in same small groups of maximum 8 children and not mixed on subsequent days. Each bubble should retain the same staff, no mixing of groups e.g. lunch, playtime.

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"> Review your settings risk assessment to ensure control measures remain suitable and in place. 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).
First aid procedures – reduced numbers of first aiders and paediatric first aider	<ul style="list-style-type: none"> Review First Aid procedures. Rota systems in place to ensure adequate numbers of PFA trained staff. Communication of first aid arrangements cascaded to staff daily.
Fire procedures	<ul style="list-style-type: none"> 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. 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. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.
Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> 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. Weekly zoom meetings will ensure there are opportunities for all employees to raise concerns / make suggestions. Introduction of communication app to decreases risk of transition of virus through communication books .
Staff rooms and offices to comply with social distancing and safe working practice	<ul style="list-style-type: none"> The office is out of bounds to all staff . Only the manager and deputy manager have access to the office 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. Enhanced cleaning regimes in office
Ventilation to reduce spread	<ul style="list-style-type: none"> Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).
Management of waste	<ul style="list-style-type: none"> Ensure bins for tissues have lids and are emptied throughout the day. Follow guidance on disposal of waste (such as used fluid resistant masks) Safe-working in education childcare and children’s social care including the use of PPE.
Activities to take place outdoors in line with social distancing	<ul style="list-style-type: none"> Decide which activities can take place outdoors and refresh risk assessment for outdoor space.

Cleaning and reducing contamination

Hazard	Control Measures
Using play equipment – multiple-use	<ul style="list-style-type: none"> ● Appropriately cleaned between bubbles of children and only one bubble of 888 maximum at a time.
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> ● Prevent the sharing of stationery and other equipment where possible. Introduction of personalised stationary bags ● Suitable procedures in place for managing access to items of ‘heavy use’ such as IT equipment tablets to reduce social distancing. ● Enhanced cleaning regimes. Limit use of equipment staff to sign children in and out using the app.
Contaminated surfaces spreading virus	<ul style="list-style-type: none"> ● 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. ● Sand, water & messy play needs to be single use only, provide each child with their own tray, which is cleaned after use. ● 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. ● Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting.
Cleaning staff and hygiene contractor’s capacity – providing additional requirements	<ul style="list-style-type: none"> ● Discuss with cleaning staff the additional cleaning requirements and allow for this. ● Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. ● See safe-working in education childcare and children’s social care including the use of PPE and COVID-19 decontamination in non healthcare settings.
Sufficient hand washing facilities for staff and children	<ul style="list-style-type: none"> ● Plan regular access to facilities throughout the day. ● Provide additional sinks, automatic soap dispensers and hand sanitises where possible within the setting.
Additional time for staff and children to carry out hand washing	<ul style="list-style-type: none"> ● Frequent hand cleaning as part of normal routine. ● Stagger regular access to hand washing facilities through the day.
Hand washing practice with children	<ul style="list-style-type: none"> ● Review the guidance on hand cleaning and introduce hand washing songs for children. ● Ensure that help is available for children and young people who have trouble cleaning their hands independently. ● See guidance and resources available at e-bug Information about the coronavirus (COVID-19).
Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> ● Ensure stock checks are taken regularly to maintain stock levels ● Use regular detergents and bleach. ● Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.
Toilets being overcrowded	<ul style="list-style-type: none"> ● Limit the number of children who use the toilet facilities at one time. One bubble group at a time ● Visiting the toilet one after the other if necessary.. ● Toilets should be cleaned after each use. ● Nappy changing mat to be cleaning after every use

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"> Guidance, risk assessment and checklist provided to Childcare Providers Extra support available from owner
Insufficient staff capacity to deal with increased numbers of children – Shortage of staff to maintain EYFS ratios	<ul style="list-style-type: none"> If there are any shortages of staff, use the DfE list to prioritise who is offered a place based on staff availability. Follow the Early Years Foundation Stage (EYFS) for staff ratios where possible and follow the Disapplication Guidance.
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes	<ul style="list-style-type: none"> 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. If appropriate, seek GP or occupational health advice.
Staff understanding of new changes – safe practice at the setting	<ul style="list-style-type: none"> 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).
Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> Access to testing is already available to all essential workers
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"> 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. 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 Ensuring that fluid resistant face masks are available and a supply is maintained.
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"> A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious. Government guidance on shielding and protecting extremely vulnerable persons and staying alert and safe social distancing clinically vulnerable people should also be followed when considering staffing arrangements.
Staff use of PPE	<ul style="list-style-type: none"> 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. Follow government guidance about coronavirus (COVID-19) early years and childcare closures.
Use of PPE / lack of understanding	<ul style="list-style-type: none"> Adequate training / briefing on use and safe disposal Follow government guidance on putting on and taking off standard PPE and above guidance on use in education settings.
Dealing with suspected and confirmed cases	<ul style="list-style-type: none"> Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus (COVID-19) in a setting. Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.

Child related issues

Hazard	Control Measures
Children with an IEP	<ul style="list-style-type: none"> Children who are shielding should not attend nursery. IEP should be checked to see if any extra action is needed.
Children unable to follow guidance	<ul style="list-style-type: none"> Ensure that the same staff are assigned to bubble group. Some children will need additional support to follow these measures.
Specific issues for EY stage children understanding social distancing	<ul style="list-style-type: none"> Story times, songs and bubble illustrations to be introduced to the children
Vulnerable groups who are clinically, extremely vulnerable	<ul style="list-style-type: none"> Parents should follow medical advice if their child is in this category: guidance on protecting people most-likely to get-unwell from coronavirus Or if someone within their household is in this category: guidance on shielding and protecting extremely-vulnerable persons from covid 19
Member of a bubble group becoming unwell with COVID-19	<ul style="list-style-type: none"> 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.

Transport

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


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"> • Follow usual food safety and hygiene procedures and government guidance for catering establishments safely during coronavirus (COVID-19) • Ensure Health and Safety policies are followed.
Food that is able to be prepared on premises is compliant with COVID-19 health and hygiene guidance	<ul style="list-style-type: none"> • As above
Catering staff are operating in a safe environment	<ul style="list-style-type: none"> • Catering staff to follow government guidance for catering establishments safely during coronavirus (COVID-19).

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"> • 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. • Publish a site telephone number in case of immediate access is required.
Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> • Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside setting hours
Communications to parents and staff	<ul style="list-style-type: none"> • Regular communications, update emergency contact details for all children • Introduction of daily communication app
Parent aggression due to anxiety and stress	<ul style="list-style-type: none"> • 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.

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.