

<b>Mama Bear's Day Nursery</b>			<b>POLICY No: 05-409a</b>
<b>Covid-19 – Return to Nursery Policy</b> Last updated 18/07/2020			

**This policy has been prepared in accordance with Government Guidelines as detailed below as well as information sent out by Local Authorities:**

1. *Our plan to rebuild – the Government's Covid-19 strategy*
2. *What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak*
3. *COVID-19 – implementing protective measures in education and childcare settings*
4. *Actions for education and childcare settings to prepare for wider opening from 1<sup>st</sup> June 2020*
5. *COVID-19 – cleaning of non health care settings*
6. *Controlled reopening of Day care in Denmark*
7. *Safe working in education, childcare and children's social care settings, including the use of PPE*
8. *Ofsted – Covid-19 rolling update*

**This policy applies to all Mama Bears Staff, Children and Families. This is a working document and updates will be added as statutory guidance is updated.**

**All staff must read and sign a copy of this policy and it should be made available to parents.**

**Parents and carers must follow this policy, failure to do so may result in their child not being able to attend as these procedures have been put in place to safeguard all children, staff and families attending.**

**This policy has been adopted for the period of the Covid-19 outbreak and in supporting children to return to nursery in a safe way. Any updates will be added as they occur. It is the Managers responsibility of each setting to ensure that all staff read and fully understand the content of the policy and that this is signed by all staff.**

**Commencing from 1<sup>st</sup> June 2020 and for the period of the COVID-19 outbreak and until otherwise communicated, this policy will over-ride any existing policies where information is different to that contained within this policy.**

**In addition to this policy all settings must complete a risk assessment specific to the Covid-19 outbreak. The Nursery Manger is responsible for completing the risk assessment and ensuring all staff area ware of and fully understand its content.**

**In this Policy the terms 'Coronavirus' and 'COVID-19' are used interchangeably.**

## **Preparations for wider opening – Effective of 20<sup>th</sup> July 2020**

In line with Government Guidance we are planning to open to all children effective of August 3<sup>rd</sup> 2020. This may not be possible in all nurseries due to staffing considerations.

The Nursery Manager will revert all children to their original booking pattern prior to the Covid-19 Lockdown and all charges will apply. The exception being if the nursery is unable to offer a place due to staffing.

If parents / carers would like to request a permanent change to their pre existing booking pattern they should do so to their Nursery Manager and they will check availability.

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- Vulnerable children continue to be expected and encouraged to attend nursery
- Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions and who have been advised to shield should not attend nursery
- A child who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend
- Staff and children should not attend if they have symptoms or are self-isolating due to symptoms in their household
- Where children attend more than one early years setting, including a childminder, parents should choose only one provider to send their child to during this time as not to mix with two groups of children
- Protective measures will be put in place for staff and children, as far as is possible to ensure the risk of transmission is reduced.

Further guidance on clinically extremely vulnerable groups can be found at: [www.gov.uk](http://www.gov.uk)

## **Managing Risk and Transmission**

### **Risk Assessment**

Each setting must complete the COVID-19 Health and Safety Checklist and carry out a Risk Assessment addressing the risks associated with COVID-19, ensuring best endeavours are in place to control risks for children and staff. The Risk Assessment must cover all areas of this Policy, be setting specific and detailed and adhered to at all times.

### **Group Sizes and Availability**

We know that unlike older children and adults, early years children cannot be expected to remain 2 metres apart from each other and staff.

For children in nursery, the staff to child ratios within the Early Years Foundation Stage continue to apply.

We are also applying comprehensive infection control measures, and ensuring that symptomatic individuals do not attend settings, regular hand cleaning, respiratory hygiene and cleaning measures.

### **Attendance**

Anybody with any COVID-19 symptoms must not attend nursery for any reason.

Parents must notify us as normal if their child is unable to attend due to illness.

During this time, our sick child and exclusion policy will be superseded by this policy and where children display a temperature, a new continuous cough or a loss of taste and / or smell they will not be admitted for 14 days, unless they have been tested in which case they can return only after a negative test result and the test result must be provided to the nursery.

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**All families attending must follow the Public Health England guidance on self-isolating if they or members of their household develop symptoms of coronavirus. The most common symptoms of coronavirus are a new, continuous cough, a high temperature (over 37.8 degrees) and / or a loss of taste and / or smell.**

**If staff or a member of their household present with the symptoms, they should self-isolate accordingly until they have been tested (more details on testing are further on in this policy).**

**For the period of the Covid-19 outbreak this means changes to our existing medication policy and means that any child or member of their household displaying the symptoms such as a high temperature and / or new consistent cough must self-isolate as per Government guidelines and must not attend nursery for this period (this policy will supersede our child sickness policy for the period of the Covid-19 outbreak).**

**The Department for Education (DfE) have launched a data collection process and all managers must ensure this information is collated and submitted as per the requirements of the relevant Local Authority and within the required time frames. This is to ensure the DfE has up to date information on available early years provision and to ensure providers are following the guidelines effectively for the children they can care for.**

**Transport**

We are encouraging parents and children to walk or cycle to nursery where possible and to avoid using public transport at peak times.

**Effective Infection Protection and Control**

In Nursery settings, preventing the spread of COVID-19 involves dealing with direct transmissions (for instance when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions will be implemented to do this – these include:

- Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who someone in their household who does, do not attend nursery
- Cleaning hands more often than usual – washing hands thoroughly for at least 20 seconds with running water and soap and dry them thoroughly
- Increased use of hand gels – all persons must use hand gel on entering and leaving the nursery
- Ensuring good respiratory hygiene – promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often using antibacterial cleaners and disinfectants

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## **Use of Personal Protective Equipment (PPE)**

The scientific advice indicates that nursery staff do not require additional personal protective equipment above what is normally used throughout each day, although all staff must ensure increased hand washing, use of hand gel and enhanced cleaning and disinfecting routines within the nursery setting.

Facemasks will be worn by staff who are meeting and greeting parents at drop off and collection.

All parents / carers dropping off and collecting children will also be required to wear face masks which they should ensure they have and provide themselves – this is not required for children coming into the nursery.

All visitors to the nursery, including Head Office staff, Area Managers, the Maintenance Team and external contractors must wear a face mask when in settings.

Children attending nursery will not be permitted to wear facemasks in the Nursery at any time.

Children under the age of 2 should never wear a facemask.

Staff will wear disposable gloves and aprons at meal times within the nursery.

Each setting will have a supply of full PPE, consisting of aprons, gloves, face masks and face shields for use should a child start to display symptoms of COVID-19 through the nursery session. In this circumstance the child will be taken into isolation with a staff member wearing the full PPE whilst they await collection.

Disposable gloves and aprons will be worn by all staff whilst changing children's nappies.

## **Group Sizes**

Children of Nursery age cannot be expected to remain 2 metres apart from each other and staff, however it is still important to reduce the contact between people as much as possible.

It may be necessary to bring small groups of children together at the beginning and end of each day.

## **Communicating our Operational Procedures**

To help ensure that the risk of the virus spread for both staff and children is as low as possible, we must:

1. Tell children, parents, carers or any visitors such as suppliers not to enter the nursery if they are displaying any of the symptoms of coronavirus
2. Children should be brought to nursery and collected by one parent / carer only who must wear a face mask at drop off and collection
3. Parents and carers will not be admitted into the nursery, staff will collect children from the door and sign them into the nursery and they will bring your child to the door at the end of their session
4. We will temporarily not be providing nursery to home books or daily feedback sheets during this time, parents should regularly check EYlog / iConnect for any updates or for sharing of key information
5. Soft furnishings and soft toys will be removed from our environments
6. Toys and equipment will be restricted to those that can be easily cleaned at the end of each session and throughout the day as required

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7. Cots and sleep mats should be moved as far as possible apart from each other
8. Children will not be self-serving at meal times
9. Parents should observe 2 metre social distancing guidelines when waiting outside the nursery to drop off or collect children
10. Parents / carers are asked not to gather at nursery entrances and please wait in areas maintain a safe distance at busy times when dropping off and collecting children
11. Parents and carers are asked to try to avoid using public transport at peak times and should follow all government guidance when using public transport
12. Ensure group sizes reflect the number of staff
13. Travel items such as car seats and buggies must not be left in the nursery buildings
14. As far as is practical social distancing guidelines should be adopted

All settings Must have their own Risk Assessment in place to detail processes in place for their setting **this** should include how the above can be implemented within the nursery.

### **Staff working in nurseries must**

1. Make sure anyone who is feeling ill stays at home
2. Ensure all staff and children wash their hands with soap and water for 20 seconds frequently
3. Ensure staff encourage children not to touch their faces
4. Encourage the use of tissues and ensure these are disposed of effectively
5. Implement enhanced cleaning and disinfecting procedures – to include cleaning of surfaces, door handles, toilet flushes and other high contact areas
6. Ensure staff have their own supply of stationary / allocated laptops etc and these need to be cleaned appropriately
7. The printer must be wiped with an antibacterial wipe after each use
8. Ensure toys and equipment used is cleaned / sterilised frequently
9. Ensure hand gel is used by all persons on entering and leaving the premises
10. You must inform all parents of the measures we are taking and ensure they are cooperative in implementing them

In observing social distancing as far as is practical in the settings the following can be implemented:

1. Moving tables further apart from each other
2. Minimise clustering of children such as for stories
3. Use the outdoor environment as much as possible
4. Staggering staff breaks

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## Operational Procedures – keeping everybody safe

### Cleaning and Hygiene

- We are following the guidance in the Government publication 'cleaning of non-healthcare settings'. This guidance can be found at: [www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings](http://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)

#### **This guidance sets out our cleaning procedures as follows:**

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wearing disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

### Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll to clean hard surfaces, chairs, door handles and sanitary fittings, following one of the options below:

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- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- 

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cleaning materials used must be disposed of and should be put into waste bags as outlined below.

## Laundry

- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

## Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste

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- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, this waste should be double-bagged and disposed of in the Clinical Waste bin.

**In addition to the above the following must also be adhered to**

- Increased handwashing in place throughout the day for staff and children for at least 20 seconds
- Use of hand gel throughout the day and for all persons entering and leaving the nursery
- Regular cleaning and disinfecting of all surfaces and toys / equipment that staff and children come into contact with such as toys, books, tables, chairs, doors, sinks, toilet areas, light switches and all other high traffic areas

- Regular cleaning is to be scheduled in line with the 'Daily Disinfectant Log of High Traffic Areas' form
- A new form [one single control copy per day] is to be produced and completed every day. This should be displayed in a prominent place where the Nursery / Duty Manager has oversight
- The Nursery / Duty Manager is responsible for printing out the 'Daily Disinfectant Log of High Traffic Areas' forms, staff tasked with cleaning duties must initial the form as disinfecting duties are completed, to record that these tasks have been done
- By midday of the following Monday the Nursery / Duty Manager must scan and email the week's forms to the Area Manager, cc the Compliance Manager

- Children should be encouraged not to touch their mouth, eyes and nose
- Children will be provided with tissues for sneezing and will be encouraged to use the 'catch it, bin it, kill it' message with bins being emptied frequently through the day
- All rooms should be well ventilated with windows and doors open and this should be reflected in the relevant settings risk assessment
- Internal doors should be where possible propped open where safe to do so to prevent touching of door handles and to aid ventilation (this must be referenced in the setting's risk assessment)
- There is no requirement for anything other than normal personal hygiene and washing of clothes following a day in nursery

**Reducing Mixing of people within the Nursery**

- Drop off and collection will be done at the nursery entrance, with parents not being permitted in the nursery
- Staff breaks – if using staff rooms then staff should adhere to the social distancing rules, and numbers of staff accessing such areas must be limited and nursery offices are not to be used for breaks and where possible, staff breaks should be staggered

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- Use of communal internal spaces should be restricted as much as possible
- Staff shifts must be done on a monthly basis (not weekly) to ensure consistency of staff and staff groupings

### **Use of outdoor space**

- The outdoor space should be used as much as possible whilst adhering to the grouping of children rules – different groups of children should not access the same area of outside spaces at the same time

### **Shared resources between home and setting**

- The sharing of resources between the home and nursery will be temporarily suspended
- Children will not be permitted to bring in items from home such as toys, books, comforters
- We will not be completing nursery to home books / daily feedback sheets during this time
- Children should not bring in bags to nursery, any spare clothes can be supplied, and we will store at nursery
- Nappies and wipes should be brought in their original packaging and the nursery will store these

### **What happens if someone becomes unwell within the Nursery?**

If anyone becomes unwell in the nursery with a new, continuous cough, a high temperature and / or a loss of taste and / or smell they must be sent home immediately and advised to follow the COVID-19 guidance for households with possible coronavirus infection guidance – [www.gov.uk/government/publications/covid-19-stay-at-home-guidance](http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

If a child is awaiting collection, they should be moved to a room or area where they can be isolated behind a closed door with appropriate adult supervision. Any windows must be open for ventilation and the staff member supervising the child must wear full PPE in the form of apron, gloves, face mask and face visor shield. If they need to visit the bathroom during this period the bathroom should be cleaned before being used by anyone else.

The child must be collected within an hour of being contacted by the Nursery.

In an emergency – we should call 999 if we are seriously concerned about a child or feel that their life is at risk.

If a member of staff has helped someone who was unwell with a new continuous cough or a high temperature, they do not need to go home unless they then develop symptoms themselves (in which case they should arrange to be tested) or the child subsequently tests positive (see below – ‘what happens if there is a confirmed case of coronavirus in a setting’). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with a normal household disinfectant after someone with symptoms who has left the nursery / area will also reduce the risk of passing the infection onto other people.

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## What happens if there is a confirmed case of COVID-19 in the Nursery?

When a child or staff member develops symptoms compatible with COVID-19 they should be sent home and advised to self-isolate for the required period of time in line with government guidance (14 days). They will also have access to a test if they display symptoms and are encouraged to get tested.

For tests for children under the age of 5 years parents should call 111 to arrange.

Where the child or staff member tests negative, they can return to work or the setting and fellow household members can end their isolation.

We require a copy of the negative test result to enable persons to return to the nursery.

Where the child or staff member tests positive, The Operations Director must be informed immediately. We must also advise Public Health England, The Local Authority and OFSTED. We will follow all advice given by Public Health England.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the appropriate action to take.

## COVID-19 Testing

Testing for Covid-19 is now available for all nursery staff if they or someone in their household is displaying the symptoms of Covid-19 as in a high temperature and/or a new continuous cough.

To be eligible for a test you must:

- Have covid-19 symptoms and be in the first 3 days of the onset of the symptoms

OR

- Be living in the same household as someone with covid-19 symptoms and therefore self-isolating for 14 days

If you are self-isolating for other reasons and are not symptomatic, for example, if you have an underlying health condition, you are not eligible for testing.

If a staff member or anyone in their household is experiencing any of the symptoms they must report this to their current line manager as soon as possible and should not attend work – they should initially follow the guidance on self-isolating. They must apply to be tested at the earliest opportunity through booking a test on the [www.gov.uk](http://www.gov.uk) website.

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They must arrange to have a test during the first 3 days of the onset of the symptoms. Staff must attend for their test following the guidance they are given at the time of booking. They will receive the results within 48 hours and should remain in self-isolation for the period up until results are provided.

If the test is negative then staff members can return to work safely. If it is positive they must remain in self-isolation and maintain contact with their line manager.

Managers working in settings must ensure they inform the Operations Director of any staff member who has had a test for Covid-19 and the results of that test.

## Early Years Foundation Stage (EYFS)

### Coronavirus Dis-applications

The full guidance can be found at:

[www.gov.uk/government/publications/early-years-foundation-stage-framework--2](http://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)

Please do not print this guidance as it is updated frequently and it is important you are looking at the most up to date information – this policy will be updated accordingly following any changes

To support early years providers who remain open to vulnerable children and children of critical workers during the Covid-19 outbreak, the Government has temporarily disapplied and modified certain elements of the EYFS Statutory Framework.

These changes come into force on 24<sup>th</sup> April 2020 and will last throughout the Covid-19 outbreak or until the Government stipulates otherwise. The long end date of the legislative changes is shown in regulations as 25<sup>th</sup> September 2020, but these will be reviewed on a monthly basis and dis-applications and modifications may be lifted earlier, for instance if Government advice on self-isolation and social distancing is amended.

In recognition that for settings that have remained open during the outbreak may need time to get back to full staffing levels there is a transitional period of up to 2 months, following the Covid-19 outbreak, where the dis-applications around staffing qualifications will still continue.

All other dis-applications and modifications will cease once the temporary changes are no longer in force at the end of the Covid-19 outbreak. At that point providers should follow existing EYFS Statutory guidance. Providers will be notified when the period ends via official government channels.

Throughout the amendments, the term 'reasonable endeavours' has been used for the learning and development requirements and welfare requirements relating to staff qualification levels. For the Paediatric First Aid requirement, 'best endeavours' has been used. 'Best endeavours' is a higher level requirement than 'reasonable endeavours' and is used here to ensure meeting Paediatric First Aid requirements takes priority over the other areas of the EYFS framework that has been changed.

### Learning and Development Requirements

The Change – during the Covid-19 outbreak early years providers should use reasonable endeavours to meet the existing learning and development requirements, instead of this being something they 'must do'.

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This means that whilst providers should try and meet existing requirements as far as possible, it is recognised that these are extraordinary times and there may be occasions where it will not be possible to provide activities and experiences across all seven areas of learning for all children all of the time.

### **Assessment – Progress check at age 2**

The change – the progress check at age 2 will not need to be undertaken during the Covid-19 outbreak

This means, every effort should still be made to complete the progress check for children still attending but realise this may not be possible. Therefore these can be completed for ALL children (attending and non-attending) after the temporary measures are lifted.

However you still need to remain alert to any emerging concerns about a child in your care and endeavour to provide or seek additional support if needed.

### **Staff Qualifications and Ratios**

The Change – ratio requirements stay the same in the majority of cases but, during the Covid-19 outbreak, exceptions can be made to the qualifications that staff hold in order to be counted in the ratio requirements.

Providers should use reasonable endeavours to ensure that at least half of staff (excluding the manager) hold at least a full and relevant Level 2 qualification to meet the staff: child ratio requirements, but this will not be a legal requirement.

Ratio requirements will remain the same.

It is expected that all settings try to meet existing requirements for staff at level 2 as far as is possible. This change should only be applied where this cannot be met for example, due to staff absence due to the impacts of Covid-19 means that this is not possible.

### **Paediatric First Aid**

The change – the requirement for at least one person who has a full paediatric first aid certificate to be on the premises at all times when children are present remains in place where there are children below the age of 24 months attending. However if the setting only has children aged 2-5 years attending providers must use their best endeavours to ensure one person with a full PFA certificate is on site when children are present. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a written risk assessment and ensure that someone with a current First Aid at Work or Emergency PFA certification is on site at all times children are on the premises.

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All staff whose Paediatric First Aid certificate expired on or after 16<sup>th</sup> March 2020 must renew this by 30<sup>th</sup> September 2020.

Any new staff joining the setting must attend Paediatric First Aid training within 3 months of commencing employment.

### **Safeguarding and Welfare**

All other aspects of the safeguarding and welfare section of the EYFS framework still apply, including requirements relating to child protection arrangements.

Settings must continue to have a designated safeguarding lead take responsibility for safeguarding.

### **Fire Drills and Emergency Evacuations**

Normal Fire drill guidelines apply, however staff and children should vacate the building and meet at the designated Assembly point within their own groupings and should maintain social distancing rules from the other groups at the point of evacuation as well as whilst at the assemble point.

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