

Bright Sparks Site Operating Procedures "SOP"

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> Only children who are symptom free or have completed the required isolation period will attend our setting. We will only be taking temperatures of children on arrival if they become ill during the day or have been away from the setting poorly. We will be risk assessing with regular health questionnaires for returning children also. If your child develops an unexplained temperature or is taken ill with an illness that induces vomiting and diarrhea then they will have to be collected and prior to this they will be isolated away from the others in their bubble. They will then be asked to remain at home for 48 hours. We will not be administering medicine to reduce a temperature unless it is an emergency. (For suspected Covid19 cases see the end of this procedure guidance)
	Physical distancing/ grouping	<ul style="list-style-type: none"> Children will be organised initially into small groups of 12 within nursery. These small groups or 'bubbles' will not mix during the day. Children in the basement play room may be organised into a group of 16 with 4-5 staff according to Government guidance (24.05.20) however we are initially having a group of 12 only. We are also opening up a play room on the upper floor for children in Kindergarten. Care routines including provision of meals, snacks, nappy changing and toileting should be within the space allocated to each 'bubble'. The use of communal internal spaces will be restricted as much as possible Outdoor spaces will be used by different 'bubbles' at different times of the day Distancing of beds/cots will be facilitated at 2 metres.apart.
	Wellbeing and education	<ul style="list-style-type: none"> Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time

Workforce	Attendance	<ul style="list-style-type: none"> • Staff will only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. • We will be taking temperature of the team regularly and risk assessing with regular health questionnaires for returning team members. • Consideration should be given to limiting the number of team members in the nursery at any one time to only those required to care for the expected occupancy levels on any given day
	Physical distancing/ grouping	<ul style="list-style-type: none"> • The team should remain with the small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups. • Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible. • Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible (This has been completed) • Team members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions should be conducted through virtual conferencing
	Training	<ul style="list-style-type: none"> • All team members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating
Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child • We will aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible • Arrange drop off and pick up at the nursery entrance points only • When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area. We will have signage showing safe distancing. • For new children we may allow parents to enter the nursery for the purpose of settling in sessions in a different room as not doing so would cause a child distress. We will have additional measures to minimise contact between the parent and staff members.

	Communications	<ul style="list-style-type: none"> We will be sending parents and the team clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves
Visitors	Visits	<ul style="list-style-type: none"> Attendance to the setting should be restricted to children and team members as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual nursery operational hours where possible.
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> Wherever possible team members and parents should travel to the nursery alone, using their own transport If public transport is necessary, current guidance on the use of public transport must be followed Parents will be encouraged to ensure that they allow a member of staff to put prams, car seats etc. in the current pram room. Parents must ensure they spray the prams and car seats daily. Please advise before arriving that you will require assistance with such equipment and it may be that we leave it safe outdoors until the children and staff are in their rooms. Outings from the setting into the local community will not be undertaken, until such time that it is 100% safe to do so.'
Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> All children and team members must wash their hands upon arrival at the nursery. Staff will have hand sanitizer available for parents on collection. Children will be taken to wash their hands immediately on arrival. Children and team members will be encouraged to wash their hands frequently, please see additional risk assessment.
	Cleaning	<ul style="list-style-type: none"> An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment. In depth instructions will be displayed in each nursery room. Communal area, touch points and hand washing facilities will be cleaned and sanitized regularly. Robust open and closing checks will be displayed in all communal areas. AM/ PM check list will be at every entrance and exit.
	Waste disposal	<ul style="list-style-type: none"> All waste will be disposed of in a hygienic and safe manner Tissues will be immediately disposed of, each room has a snuffle station (tissues) and lidded bin

	Laundry	<ul style="list-style-type: none"> • All items within the setting requiring laundering must be washed in line with NHS laundry guidelines • Items such as towels, flannels and bedding must not be shared by children. All children who sleep during the day will have clean bedding which will be washed daily on a sanitize wash. • Guidance states that staff and children should wear “fresh” clothing every day, uniform is not a necessity at this point for children aged 2-4 years, easily washable and light clothing, a light coat and trainers or comfortable footwear, socks must always be worn, no jelly sandals or other sandals please.
	Risk assessment	<ul style="list-style-type: none"> • All activity should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils
	PPE	<ul style="list-style-type: none"> • Government guidance is that PPE is not required for general use in early year’s settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid. We do have an emergency PPE box in each room, this contains, gloves, anti-bacterial gel, non-contact thermometer, aprons, face masks and visors to be used should a child or team member, starts to show symptoms. Team member and children will be sent home immediately and asked to isolate under the current NHS guidelines.
Premises	Building	<ul style="list-style-type: none"> • Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks will be conducted prior to reopening including legionnaires checks • Keep windows and doors open where possible to ensure ventilation
	Resources	<ul style="list-style-type: none"> • Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival and daily at home. • All resources required for play and learning experiences of children should be regularly washed and/or sterilised • Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly

Supplies	Procurement & monitoring	<ul style="list-style-type: none"> Bright Sparks & Early Years will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.
Responding to a suspected case		<ul style="list-style-type: none"> In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance. If the family are tested then they must inform the setting of the result. Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation The staff member responsible for the child during this time should be a staff member from their 'bubble'. The emergency PPE box will be used. The area will be thoroughly cleaned immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours The person responsible for cleaning the area should wear appropriate PPE In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance As testing is now available there is no need for any other child or adult to isolate unless a positive result for Covid-19 is proven.