

June 2020

Recovery planning guidance

St Francis Nursery Class

This should be used to complement your risk assessment

Considerations	Plan taking into consideration local context	Comments
Arrival at Nursery and entry to the building QI 2.1 CS 3.14, 3.6, 3.7	Parent Drop off and collection: <ul style="list-style-type: none"> Drop off times are staggered from the Primary: 8.30am start for AM children, 1pm for PM children. Children will be allocated one of the playrooms with separate entry and exit doors No parents should be allowed in the building. Markings will be on the ground outside each playroom to socially distance. A member of SLT and a CDO will greet children at both doors to each playroom with registers/ CDO staff to support children in removing jacket, shoes etc. Children should not bring in toys to the nursery (if a child needs this for comfort/transition, this should be managed appropriately) The same doors will be used at the end of the day 	We will review this regularly depending on our numbers
Playroom management QI 1.5, 2.1, 2.2, 2.6, 3.1 CS 1.32, 3.14, 3.15, 3.19, 4.11, 5.20	<ul style="list-style-type: none"> The nursery has been changed to allow for the same group of children to remain in the same room throughout the day (children should not change rooms). The rooms have been modified so they are a mirror image of each other. Each playroom has an allocated outdoor area which should be used in line with planning. Playrooms should be kept well-ventilated. Soft furnishings and small play items have been removed until further guidance has been received. Each keyworker will have a caddy of writing materials to avoid sharing. Where possible items should be placed into pupil trays. Sand, water and play dough can be used with the same group of children. Children should be encouraged to wash their hands more often e.g. upon entry to the playroom, after the toilet, before and after snack/lunch, after being outside. 	Physical Distancing Guidance <i>Alongside the announcement on 28 May that we are entering Phase 1 of our gradual easing out of lockdown, This guidance applies specifically to the reopening of schools and does not apply to early learning and childcare or school-age childcare settings. (care Inspectorate)</i>

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June 2020

	<ul style="list-style-type: none"> Children and keyworker should agree the hand washing routine for the day for their group and monitor numbers in the toilet area. There should be a box of tissues in each room. The playroom floors, door handles etc. will be wiped down during lunch break Resources should be wiped down at the end of the day. 	
Timing of day QI 2.2, 2.3, 2.6 CS 4.17, 5.1, 5.11	<ul style="list-style-type: none"> Each playroom has an allocation of 8 children and 2 key workers to allow for social distancing. Children have been allocated an AM or PM slot fulfilling their 600hrs Timings of the day will remain the same: 8.30am – 11.45am and 1pm – .4.10pm 	This will be reviewed as per SG guidelines
Planning including transitions QI 1.5, 1.2, 1.3, 2.2, 2.3, 2.4 CS 1.1, 1.6, 1.8, 1.11, 1.12, 1.29, 1.30, 1.31, 2.8, 2.19, 2.22, 2.27, 3.10	<ul style="list-style-type: none"> Staff will continue to plan each month with a focus on HWB, transition, Num and Lit. We will continue to use current planning systems which will be reviewed each month. We will focus on reconnecting with children through relationships, play etc. GIC and SIP targets will continue to be embedded into our practice and reviewed across the year. We will not be starting any new children until further guidance has been issued. Returning children will be given their current AM or PM hours to ensure smooth transition. Staff will continue to use Seesaw to communicate with children/families for consistency. Where a child is settling in, this should be planned in an outdoor play area away from other children. A virtual tour of the nursery and other transition materials have been placed on the website, parents should be directed to this. 	

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June 2020

Movement around the school QI 2.1 CS 4.17, 5.1, 5.11, 5.17	<ul style="list-style-type: none">▪ Children will remain in their identified playroom and area for playing outside.▪ In the school, corridors have been designated as one-way and signage placed, staff should observe these.	Scientific advice is that crossing in corridors represents very low risk of transmission.
Snack and Lunchtime QI 3.1 CS 1.11, 1.33, 1.39, 2.19	<ul style="list-style-type: none">• Staff should continue to use the current RA for snack/lunch time in the playrooms and in the dining hall using their own cutlery etc• Staff should prepare snack as per our current risk assessment• Staff should provide a set sit down snack in each room or consider having snack outside where appropriate▪ Children should wash their hands before lunch time and on return to the playroom.▪ The table where snack is provided should be wiped down after eating.	
First Aid QI 3.1, CS 1.1, 1.4, 1.8, 3.10, 3.14	<ul style="list-style-type: none">▪ Staff should continue to administer First Aid and comfort distressed children where necessary for short periods of contact. Staff should wear apron and gloves for this.▪ Should any accident or emergency require prolonged close contact the First Aider will wear gloves, apron and a face mask. The nursery will be provided with a small supply of masks.	Note that current advice for Test, Trace and Isolate states 'where close contact has been for more than 15 minutes'. Therefore, lower risk when contact is less than 15 minutes.
Personal care QI 1.1, 3.1, CS 1.4, 1.8, 1.15, 1.25, 3.10, 3.14	<ul style="list-style-type: none">▪ Staff should adhere to current risk assessment for this area▪ Staff should ensure they are wearing apron, gloves and mask.	
Fire procedure QI 2.1, 3.1 CS 3.20, 4.14	<ul style="list-style-type: none">▪ All normal processes apply with regards to Fire Safety Procedures▪ Proceed to the nearest exit▪ Go to the designated area ensuring social distancing is maintained once there▪ Staff should bring registers as is usual practice▪ Staff to complete the headcount and indicate to SLT if all children are present.	A practice fire drill will be held for each group in the first two weeks of term.

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June 2020

Protocol for child/member of staff displaying symptoms of COVID-19 QI 3.1 CS 3.20, 3.21	<ul style="list-style-type: none">▪ If a child is displaying symptoms of Covid-19, a member of staff should take them to the isolation room (staff development room) with the shutter open before informing a member of the SLT and office staff to contact parents.▪ Shutter to be left open so that child can be supervised safely from a distance.▪ Should the child be distressed and need comforted then first aider/SLT should wear apron, gloves and face mask.	Full health and safety advice on Glasgow On-line
Toilets QI 3.1 CS 3.19, 5.2	<ul style="list-style-type: none">▪ Children should access the toilets when required, staff to observe numbers and avoid too many in the same area.▪ Posters regarding good hand washing and hygiene will be in place.▪ Children should wash their hands before returning to the playrooms. Any concerns then they can wash them again.	
Outdoor learning QI 2.2, 2.3, 3.1, 3.3 CS 1.6, 1.31, 2.27	<ul style="list-style-type: none">▪ Staff will be planning for outdoor learning as much as possible. This should be integrated into monthly plans.▪ All equipment required for recording, drawing, writing or whatever whilst outdoors should be taken out by the keyworker in their caddy. Water bottles should be taken outside to avoid unnecessary trips in and out of the building. On leaving and entering the nursery building children should wash hands.	Outdoor learning is to be encouraged for all topics. Small areas of the playground can be designated to maximise numbers.
Communication with parents QI 2.7 CS 3.10, 3.19	<ul style="list-style-type: none">▪ We will be promoting on-going, regular communication regarding key messages via Seesaw, Twitter and newsletters where appropriate.▪ We will use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact.▪ If a meeting is required then we will ensure that social distancing is adhered to alongside Public Health Guidance.	SLT will meet with parents, only if necessary. The need for parents' evenings will be reviewed to take account of up to date guidance from government.

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June 2020

Staff areas QI 1.5 CS 5.2	<ul style="list-style-type: none">▪ The same social distancing and hand washing hygiene applies to all staff.▪ Breaks should be staggered as before to avoid congestion/contact.▪ Staff should ensure that they use their own eating and drinking utensils.▪ All areas and surfaces should be kept as clear and clean; all dishes should be washed, dried and tidied away for good hygiene.▪ Safe, hygienic and labelled food storage is necessary for shared fridges by staff.▪ Universal signage should continue into any staff areas/bases and offices.	
Allocation of work for staff/support staff who are shielding	One member is this category. They will continue to work on administering activities via Seesaw.	
Allocation of work for teachers/support staff at 'moderate risk'	No members in this category.	

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