St Helen’s Nursery Class



Information Update

Version 7 (October 2021)

This information booklet has been amended to reflect the current situation regarding COVID-19 and outlines the risk assessments and safety measures in place at St Helen’s Nursery.

Recent guidelines and publications from the Scottish Government have now advised that children are less likely to be affected by or transmit the virus:

*“children in the age groups accessing early learning and childcare [N.B. 0-5 year olds] have a low susceptibility to COVID-19 infection, they also have a low likelihood of onward transmission” (*Coronavirus (COVID-19): early learning and childcare (ELC) services, Scottish Government, 2021)

However, the following procedures remain in place until advised otherwise by the Scottish Government. It is important to read through the full document to familiarise yourself with procedures and protocols.

We look forward to welcoming your children to nursery and want to reassure you that we have taken all necessary safety precautions.

**Nursery Set Up**

**What times will my child be in nursery?**

Children will be offered 6 hours provision each day they attend nursery. There will continue to be staggered drop off and pick up times to assist with physical distancing.

|  |  |
| --- | --- |
|  | **Session times** |
| **Blue Group** | 8.45am – 2.45pm |
| **Green Group** | 8.45am – 2.45pm |
| **Yellow Group** | 8.45am – 2.45pm |
| **Red Group** | 8.45am – 2.45pm |
| **Orange Group** | 8.45am – 2.45pm |
| **Purple group** | 8.45am – 2.45pm |

Parents/carers who wish to build up to the full session may arrange to collect their child at the following times:

* 12noon
* 1.35pm
* 2.45pm

This should be agreed with your child’s keyworker when dropping children off in the morning.

**Where will my child play?**

The nursery is divided into areas. These are:

Playroom 1 (Green room)

* Literacy – For example: writing area, story corner, small world
* Numeracy - For example: jigsaws, large construction, sorting/counting games
* Health and Wellbeing embedded throughout as well as opportunities for other curricular experiences

Playroom 2 (Blue room)

* Creative - For example: malleable, hand work, home corner
* ICT – For example: small construction, loose parts, computer, table games
* Health and Wellbeing, Literacy and Numeracy embedded throughout

Outdoors

These areas include sand, water, loose parts, writing, construction and much more.

* Playground (fenced area)
* Garden

**Getting to Nursery**

**How will my child enter/exit the nursery?**

The gates at Rose Street entrance continue to be for **Nursery use only** and the pathway is denoted by white arrows.

Children and one carer should enter the school grounds via the Rose street entrance and follow the white arrows up the ramp to the nursery doors.

There will be signage on the doors to indicate which entrance your child should use according to the group they belong to.

The **child only** will be invited into the building by their keyworker. The keyworker will sign the child in and out and confirm your child’s lunch selection and pick up time.

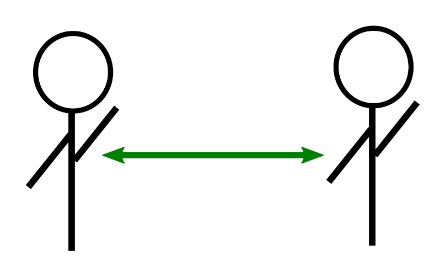
After dropping your child off, continue along the balcony and down the stairs to exit.

**Children/Carers should arrive at nursery no more than 5 minutes before their session begins/ends.**

**Parents/Carers must wear a face covering and physical distance with one another and members of staff when dropping off and collecting their child.**

**In the interest of health and safety, we would ask that only 1 adult attends to drop off and collect children at nursery to allow for physical distancing.**

**Parents/Carers must not gather outside the nursery gates or in the playground.**



**2m**

**Will the entry/exit procedures change if it is raining?**

Entry times to nursery will remain the same. Children should enter the grounds no more than 5 minutes before their start time for nursery and wear appropriate clothing such as a waterproof jacket.

**What should I do if my child is going to arrive out-with their staggered entry time?**

During this recovery period we are trying to ensure health and safety by reducing the footfall in the grounds. Children from the school will also have staggered entry/exit times and be using the playgrounds surrounding the nursery. Therefore we would urge you to bring your child to nursery at their session start time. However if there are circumstances that give rise to an alternative start time, please contact the nursery and you will be given further instructions.

**Parents/Carers should not enter the school grounds out-with their allocated drop off/pick up time without prior arrangement as school children may be present in the playgrounds.**

**What should I do if my child is going to be off nursery?**

Although attendance at nursery is not compulsory, please phone from 8.30am to inform us of your child’s absence. You will be asked if the absence is related to Covid-19 as this will enable us to adhere to Test and Protect.

**I need to pick my child up early from nursery. What should I do?**

Please phone the nursery to inform us of the appointment and pick up time and we will make arrangements with you to collect your child.

**Health and Safety Procedures**

**ENTRANCES:** All available entrances from the playground to the building are in use across the school and nursery such that within each area children will use one of three designated entrances. This is to promote physical distancing. The playground gate at Rose Street is designated for Nursery access. Please be advised that for Health and Safety reasons only one adult per child will be permitted entry to the playground to drop off and collect children from nursery.

**PHYSICAL DISTANCING:** Although adults do not need to physically distance from children, contact from adults other than your child’s keyworker will be carefully managed whilst ensuring children receive the warmth, comfort and physical contact that they require. Adults are required to physically distance from other adults at all times and there will be instances and situations where staff will wear face coverings.

**DROP OFF/PICK UP:** Staff, parents and carers are strongly encouraged to wear face masks when dropping off and collecting their child from nursery. There are 2m markers for parents queueing to drop off and collect children and there are 2m markers for staff at playroom entrances to ensure they can maintain their distance.

**PLAYROOMS:** Non-essential furniture and soft furnishings have been limited to facilitate cleaning.

**GROUPS:** Children have been allocated a base group consisting of 1 keyworker and a maximum of 10 children. Children are able to mix with children and adults from the other groups.

**RESOURCES:** Washable resources will be available for children to use. The use of sand, water and playdough is permitted and will be replaced daily and between groups of children.**** Shared resources/surfaces will be cleaned daily.

**TOILETS:** Children will absolutely be able to access the toilets. Enhanced cleaning of these will occur periodically throughout the day.

**CLEANING ROUTINES:** Additional cleaning routines will take place by nursery staff and the day cleaner.Resources will be cleaned with disinfectant that is active against viruses and bacteria.

**HAND WASHING:** Handwashing routines will be in place regularly for staff and children throughout the day including but not limited to: at the start/end of the day; before and after eating; after visiting the toilet and when moving into a new area. All toilets/sink areas have liquid soap dispensers and disposable hand towels. Children are monitored during hand washing and supported through song.

**SNACK:** Children will continue to be offered a snack in the morning and afternoon. Children can choose from a selection of foods and service of this is carefully monitored. Tables are cleaned after use by each group of children.

**LUNCHTIME:** Children will receive their lunch during their session at approximately 11.15am. The catering staff at St Helen’s will cook the lunch in the kitchen on site, as they do for school lunches. Staff will encourage children to try new foods. However if your child does not eat much of the lunch on offer, they will be offered a substantial snack in the afternoon. If your child does not eat any of the lunch, you will be informed via telephone. Please be assured that staff monitor how much the children have had to eat throughout the day and will inform you if your child has not had a lot to eat.

**STAFF TESTING:** Staff have been given the opportunity to participate in the asymptomatic testing programme using Lateral Flow Device tests twice weekly.

**SHARED RESOURCES:** The sharing of resources between home and nursery is permitted but will be limited as much as possible.

**CHILDREN’S BELONGINGS:** Children are advised to bring any necessary resources they need to nursery and leave them there to reduce the need to bring a bag on a day to day basis. Such resources include indoor shoes and change of clothing.

**OUTDOOR CLOTHING**: Where possible, parents should provide necessary outdoor clothing for their child including welly boots and wetsuits. Where this is not possible, children will be allocated a pair of wellies and a wetsuit.

**TEMPERATURE AND VENTILATION:** Where practical, safe and secure to do so windows will remain open in playrooms to increase natural ventilation whilst maintaining appropriate internal temperatures in accordance with regulations. There will be at least 2 air changes per hour.

**COVID-19 PROCEDURES AND PROTOCOLS**

**IT IS VERY IMPORTANT THAT NOBODY – STAFF OR PUPIL – ATTENDS THE SERVICE IF THEY HAVE ANY OF THE SYMPTOMS OF CORONAVIRUS**

**A NEW CONTINUOUS COUGH** (*coughing for longer than an hour, or three or more coughing episodes in 24 hours. If your child usually has a cough, it may be worse than usual),*

**OR**

**A TEMPERATURE/FEVER**

**OR**

**A CHANGE IN OR LOSS OF TASTE OR SMELL**.

Anyone with these symptoms should not attend nursery or will be asked to return home and follow Test and Protect procedures.

**What happens if a child develops symptoms?**

If a child develops symptoms over the course of the nursery day – the child will be moved to a safe place which is at least 2m away from other people. Adult support will be provided and, in the event of direct personal care, full PPE will be worn (gloves, apron, fluid resistant surgical mask and eye protection).

Parents/Carers will be contacted and asked to make arrangements to pick up the child from nursery. The child and members of the household should then follow the national guidance for households with possible COVID-19 infection including testing and self-isolation.

**What happens if a child is in contact with someone who has COVID-19?**

From 9 August 2021 when Scotland moves Beyond Level 0, there will be no blanket requirement for children aged under 5 who are close contacts of positive cases to self-isolate. This applies regardless of whether the close contact is with a case in the ELC setting, household or elsewhere. This decision reflects the relative risks of COVID-19 infection, transmission and harms amongst the under 18s, and the significant and sustained educational harms that result from current self-isolation policy. It aligns with the draft advice of the Advisory Sub-Group and the views of the Chief Medical Officer.

***Parents MUST inform the nursery immediately if their child develops symptoms of COVID-19. The child must self-isolate straight away and arrange a test via the appropriate method.***

Your child should not return to school or nursery until they have received the results of a test. Please contact the nursery to provide an update on results **before** your child returns to nursery:

NEGATIVE – Children can return to nursery.

Please note that if your child has had a temperature and they have tested negative, they cannot return to nursery until they have been **temperature free without medication for 48 hours**.

POSITIVE – If your child tests positive they should self-isolate for 10 days from the first day of symptoms. Please consult up to date national guidance for information on other household members and self-isolation.

**ANYONE WITH SYMPTOMS OF CORONAVIRUS SHOULD BE TESTED.**

**What happens if there is a positive case in the nursery?**

Single cases will be identified by Test and Protect and close contacts will be identified through them too. There is no need for individuals to take action unless contacted by Test and Protect or if they become symptomatic.

**How will confirmed cases of Covid-19 be communicated to parents and will contact tracing take place?**

In the event that we are informed of a positive case amongst our staff of children, you will receive a copy of a ‘Warn and Inform’ information sheet which will provide further information and advice.

**KEEPING IN TOUCH**

****National information for parents is available at <https://www.parentclub.scot/articles/reopening-schools-faqs>

Our Twitter page is regularly updated with announcements and news for Nursery – Primary 7.

Twitter – @StHelensNLC

MyTeams- you will be able to access previous activities/useful information for parents on assignments and files.

Email: nlgilloolyc@northlan.gov.uk

Telephone: 01236 632068