

Specific Documentation

Opening Action Plan

This document should be read in conjunction with the Covid-19 Risk Assessment for Dinotots Childcare and other related documents attached to this Action Plan.

Implement protective measures at Dinotots Childcare before re-opening to children and staff

Organising

Risk assessment and other health and safety advice for children and staff. Considering recent government advice, identifying protective measures to ensure that all health and safety compliance checks have been completed before opening. Complete staff audit to identify staff with underlying health conditions. Risk assessments for staff with asthma as an underlying condition.

The setting will not reopen more widely unless safe measures are in place.

The setting will not close if staffing levels fall to levels that cannot be assured.

Staffing / SENDCo capacity is maintained with deputy staff in place for each post.

Please see the following risk assessments/posters

- Settings remaining open/reopening during COVID19 pandemic
- Indoor and Outdoor spaces for 3/4/5 year olds in Dinotots Childcare
- Individual Asthma risk assessment
- Stress management risk assessment
- Poster on how to put on PPE safely
- Poster on how to remove PPE safely
- Poster for recommended 'how to clean'

Managing Director has authority to deny or delay wider reopening of the nursery if necessary or to close nursery if required.

<p>review the behaviour policy for Dinotots Childcare to ensure it responds to the following behaviours.</p> <p>deliberate uncontrolled coughing, non-compliance to instructions that could potentially cause danger to the children or staff.</p>	<p>MD / NM to determine if the child can be safely retained in setting. If not, whether the offer of a place needs to be temporarily withdrawn and alternative provision arranged on the premises.</p>
<p>Travel Plan that encourages staff to walk, cycle or use public transport in their own vehicle whilst discouraging staff to use private cars or share vehicles with individuals outside their own family.</p> <p>This is also highlighted within the "use of shared transport" section at the end of this plan.</p>	<p>NM to formulate.</p>
<p>Staff members' to operate in the setting</p>	<p>NM to organise children groups.</p>
<p>Provision and delivery.</p> <p>Expectations about development and learning –</p> <p>Which existing planning will need to be adapted to meet the needs of:</p> <p>Staff and resources that will need to be made available to staff to make any necessary preparations.</p> <p>Use of outdoor spaces and related provision.</p> <p>Provision for disadvantaged / vulnerable children and the widening gap between disadvantaged and non-disadvantaged children.</p>	<p>Staff member / SLT to coordinate.</p> <p>NM to coordinate.</p>

<p>activities could take place outdoors. This provision is provided wherever possible.</p> <p>The plan will ensure that social distancing is maintained and learning environments will be utilised if required.</p>	<p>Staff member / SLT to coordinate.</p>
<p>Staggered lunch times, so that all children are not moving through the nursery at the same time.</p>	<p>Staff are to have staggered breaks and are to use the staff room and sink area outside this room for hand washing.</p> <p>Staff must bring their own 'flask' to work and utensils to use for eating and drinking.</p> <p>Social distancing must always be adhered to in communal spaces and offices.</p>
<p>Staggered drop-off and collection times.</p>	<p>Use digital communication to advise parents about these requirements.</p> <p>Staff who are required to be outside should wear a hi-vis vest (stock available in nursery).</p>
<p>Drop-off and pick-up protocols that minimise adult to adult contact (outside nursery), one parent only on site.</p> <p>Markings on the floor to ensure safe queues can be maintained.</p>	<p>Routes must be planned and shared in advance.</p> <p>Social distancing must always be promoted.</p>

Indoor and outdoor equipment is used, ensuring it is cleaned between groups of children using it and that children do not use it simultaneously.	Larger play equipment should be taken out of use. Play equipment only to be used if it can be cleaned easily.
Necessary items from rooms and other learning areas (where there is space to store it elsewhere).	Plastic dust sheets will be available to put over furniture and equipment that isn't in use, alternatively they will be stored in a storage room.
Furnishings, soft toys and equipment that will be hard to clean (as those with intricate parts).	This will have been organised for soft toys and soft furnishings as far as possible in advance of wider reopening. Equipment may still be available but should only be selected for use if it is easy to clean.
Wider reopening health and safety site check with a Senior Leadership Team present. This will include hygiene checks.	NM to schedule.

Communicating the Plan

Ensure parents and carers understand the new conditions for the re-opening of Dinotots Childcare and specifically, the information displayed on the premises. Ensure senior leaders are visible (Hi vis vests with social distance message provided) and available to answer any further questions during the early stages of wider opening. Telephone and email contact availability to be maintained.

Stakeholders (staff, children, visitors such as suppliers etc) visiting Dinotots Childcare premises if they are displaying any signs of COVID-19.	SLT to communicate through a range of mechanisms as required (In person / letter / website / email / Facebook / Zoom / telephone / text / home Visit)
Parents / carers that if their child needs to be accompanied to the premises one parent should attend.	As above

<p>Inform carers about their child's allocated drop off and pick up times and the process required to minimise adult to adult contact (for example, which door to use – Main entrance or Side Door) during the "rush hour".</p>	<p>As above</p>
<p>Implement a two-metre physical distancing arrangement in both outdoors and indoors using hi vis tape / spray paint where necessary as required.</p>	<p>As above</p>
<p>Inform parents and carers that they cannot gather at entrance gates or meet outside the premises (unless they have a pre-arranged meeting which should be conducted safely).</p>	<p>As above</p>
<p>Inform parents and carers that children should bring a lunch and water bottle to Nursery. All items must be clearly labelled.</p>	<p>As above</p>
<p>Inform parents and carers that children need to be in clean clothes when they arrive at Nursery.</p>	<p>As above</p>
<p>Inform all staff regarding the plan for reopening (for example, changes to timetables, lunch arrangements and arrival and departure times). Identify any requirements for staff and any suggestions for any further safety strategies if any member of staff does not believe that all reasonable steps have been taken to ensure that Nursery is as safe a workplace as possible.</p>	<p>As above</p>
<p>Coordinate early with contractors and suppliers that will need to support the delivery of the reopening plan (for example, cleaning, food supplies, hygiene suppliers).</p>	<p>As above</p>
<p>Ensure all staff understand the strict hygiene measures and the areas, furniture and fittings that must be cleaned twice a day by the cleaning team.</p>	<p>As above</p>

period of reopening

Children are always in the same small groups each day Different groups are not mixed during the day, or on subsequent days.	SLT to arrange groupings.
The same staff are assigned to each group and that as far as possible stay the same during the day and on subsequent days.	NM to deploy staff appropriately.
Wherever possible children use the same activity spaces throughout the day and that these spaces are cleaned at the end of each day, but that tables and chairs are also sanitised at the end of each day.	SLT to monitor
Adequate handwashing facilities and / sanitisers are provided. If a sink is not nearby, provide hand sanitiser in the environment.	NM responsibility with SLT to monitor
The activity environment is provided with gloves and cleaning materials for immediate use in case a child coughs or sneezes on a surface.	
Surfaces that children and staff are touching, such as toys, sinks, toilets, handles light switches, printer, computers (mouse & keyboard), telephones etc more regularly than other surfaces, at least twice a day.	NM to coordinate, support and monitor cleaning of educational equipment and fixtures and fittings
Staff and children: Must always wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand hygiene .	SLT to monitor
Children must wash their hands on arrival at the setting, before and after eating and after sneezing or coughing Children are encouraged not to touch their mouth, eyes and nose	

ue or elbow to cough or sneeze and use bins for tissue (catch it, bin it, kill it')	
op is available for children who have trouble cleaning independently. Verbal instructions can be given while social distancing.	Staff to determine and advise SLT if necessary
to encourage young children to learn and practise good behaviours through games, songs and repetition.	Staff responsibility
ated space to deal with any first aid requirements. Very etc to be dealt with by providing ice pack for the child to identify. Parent / carer to be contacted if close contact is	No obligation for a member of staff to move within a safe distance of an injured child. SLT to triage / lead in these situations.
bins for tissues are emptied throughout the day.	Rubbish must be double bagged and bin bags securely tied. Gloves must be worn when emptying bins and disposed of after use.
all learning environments should be well ventilated (opening windows and / or doors whilst ensuring safety for children) or ventilation units	SLT representative to check site each day to ensure ventilation is maximised.
on, where safe to do so (bearing in mind fire safety and to limit use of door handles and aid ventilation.	SLT representative to check site each day to ensure ventilation is maximised.
ate the purchasing and ongoing monitoring of PPE, supplies of soap, anti-bacterial gel and cleaning products.	PPE has been ordered/purchased. Staff must read posters to ensure they know how to safely put on and remove PPE.
y to the main findings and recommendations of a Task force that may be published on an ongoing basis.	NM
y any increase in children numbers until a national rollout plan has been implemented. Maintain a very cautious approach to the wider opening of Dinotots Childcare.	NM
y to any identified cases of Covid-19 either within Dinotots Childcare or within a localised cluster. Maintain the authority to close Dinotots Childcare.	SLT

ial contact at Dinotots Childcare by:

ing environments directly from outside where possible.	
acing dividers within the main nursery space to keep s they move and play through the setting	SLT to determine if required.
mes to ensure that any circulation routes utilised number of children using them at any time.	SLT to coordinate.
aff should clean their hands before lunch and remain in y are already in. Lunch should be eaten in the group's ment.	SLT to coordinate.
lets do not become crowded by limiting the number of se the toilet facilities at one time	Staff to control children's use.
ldren who will need additional support to follow these xample, routes round Nursery marked with meaningful ocial stories to support these children in understanding rules).	NM / SENCo to advise SLT where required.

outside space:

activities where possible as this can limit transmission and ow for distance between children and staff.	Staff and SLT to liaise.
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Rooms:

Use of staff rooms and managers office to limit occupancy

Staffroom will currently be out of use – staff on site should use the Dining Room. Toilets must not become crowded. Sign to be made to indicate occupancy from the foyer and antibacterial wipes to be located in toilet cubicle.

Staff breaks will be staggered to avoid congestion.

Staff should bring their own flask for hot drinks and separate crockery and cutlery (see above). Cleaning materials to be available in the staff room so that surfaces can be wiped down between groups

Use of shared resources:

Limit the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected frequently.

Cleaning materials will be readily available to staff should they wish to use these throughout the day

Encourage staff, parents, carers and children to walk, cycle or use their own vehicle to Dinotots Childcare where possible.

Limit the shared use of vehicles outside the owner's household. Encourage the use of public transport if possible

Do not encourage car sharing and if this is unavoidable, encourage the driver to encourage the passenger to sit in the back seat and for all occupants to use face masks or coverings.