

CORONAVIRUS (COVID-19) POLICY AND PROCEDURES FRAMEWORK DOCUMENT

Ringrose Kindergarten COVID-19 Policy Precautions, Practice & Procedures

This Policy outlines Ringrose Kindergarten's response in relation to the Coronavirus Pandemic 2020. It follows, to the best of our ability, guidelines set out by the UK Government and the Department for Education.

- These procedures and measures will be subject to change due to updated advice and guidance from the Government and relevant medical and educational authorities.
- The setting will remain open unless directed to close by the Government or Local Authority.
- If closed due to lockdown measures the setting will remain open to support the children of critical workers (as defined by the Government) and vulnerable children. If the setting is unable to open for these children they will be directed to alternative provision.

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>

What is Covid-19 / Coronavirus?

The World Health Organisation gives the following overview:

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered Coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

Check the NHS website if you think you or your child may have symptoms or view the information at the end of this document:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/>.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practise respiratory etiquette by using a tissue to catch coughs and sneezes and disposing of the tissue afterwards, (Catch It, Bin It, Kill It) or by coughing into a flexed elbow.

How to stop infection spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with Coronavirus.

Do

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitizer gel if soap and water are not available.
- Wash your hands as soon as you get home.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Don't

- Do not touch your eyes, nose or mouth if your hands are not clean.

The outlined measures below will be in place until the end of the Autumn Term 2020

Key features for our approach include:

- Reduced contact with all users and suppliers of the nursery and in most cases “zero” face to face contact.
- Advise staff and parents on safest forms of travel to the nursery to reduce the risk of bringing the virus into the nursery.
- Enhanced cleaning and hygiene procedures.
- Carry out ROBUST health and safety risk assessments that are COVID-19 specific and also bespoke for the Kindergarten and not a generic risk assessment.
- Children to be grouped in their nursery “bubble”. Within this bubble children will only have contact with other children in their specific bubble. They will be supported by the same member/members of staff.

This document should be considered together with the following documents. Which in their entirety comprise our framework document:

- Cleaning and Hygiene Policy and Procedure.
- Coronavirus Risk Assessment.

CORONAVIRUS (COVID 19) POLICY AND PROCEDURE

The safety of the children, staff and parents who attend our nursery is paramount. We will take our guidance from the Government regarding best practice in an effort to protect from and reduce the risk of the spread of infection of the Coronavirus. It is important to recognise that we can currently reduce the risk of infection but not eliminate the risk. This policy and the procedures are subject to continuous review and therefore liable to change at short notice. This policy forms part of our safeguarding policy.

Communication

We will communicate changes to policy and procedure to all of our staff and users of the Kindergarten as quickly as possible. Communication will be electronic in all cases. All communication will come via the manager of the Kindergarten and all questions must be directed to the manager and not to any other staff member.

What the Kindergarten will do

Prior to Re-opening

A full risk assessment of the building and operations specific to the Coronavirus will be made prior to opening.

The Kindergarten and all washable equipment will be given a deep clean. There will be extra hand gel sanitiser units added to areas of the nursery to make them more accessible to staff. The recommended PPE will be in place, for example, gloves and aprons for intimate care changes of the children.

As much of the soft furnishings as possible will be removed from the nursery along with complex items of equipment that would be difficult and very time consuming to keep clean on a daily basis.

All staff will be briefed on the introduction of this policy and procedures. They will only be allowed to return to work once they have proven that they fully understand and will comply with this policy and procedures.

Staff will be given the option to speak individually with the manager to express any concerns or anxiety that they may have about the return to work.

We will give the staff as much notice as we are able to regarding the opening of the nursery. This same communication will be given to parents.

Kindergarten Procedure

Drop-off and Collection

To minimise the risk of spreading infection and in creating 'Gatherings' of people, parents will not be admitted into the building unless by prior arrangement.

Arrival

When arriving at the Kindergarten please try to keep your distance from others by forming a line along the pavement and standing 2 metres apart. Markings on the pavement will support this process, please do not gather in the setting entrance way. The drop off and collection will be similar to those witnessed outside many supermarkets, pharmacies and doctor surgeries across the UK.

- There will be 2 entry and exit points: 1 and 2. Entry 1=Main entrance, Entry 2=garden door in main hall. (Parents will be informed of their entry/exit point which must be adhered to at all times).
- Each child should be dropped off by one adult only.
- Children will be admitted 1 at a time.
- Parents will not be allowed to enter the school at drop off or collection. We will place sports discs outside for parents to observe a 2 metre distance when collecting and dropping off.
- There will be one teacher on each entry/exit point. Please send your child through the entrance to the adult on the door. They will then be supported by a member of staff to hang up their belongings and to wash their hands before playing.
- We ask that parents follow the usual sickness policy and do not bring the children to school if they are not well enough to take part in all activities or they are infections. If in any doubts, please contact the Kindergarten manager.
- Forehead thermometer testing on entry. If a child arrives with a raised temperature (above 37.5) they will be sent home immediately.
- Parents will not be allowed to enter the building; their child will be escorted to their teacher who will settle them into school.

Collection

Collection – parents will be asked to respect social distancing and give other families space.

- Please keep to your allocated entry/exit point.
- Please wait in line, as in the morning, and the children will be sent out one by one.
- The children will use the toilet and wash their hands before leaving.
- There will be no verbal handovers.
- If there is overcrowding in the mornings and at the end of the day the manager may wish to set parents a time slot for drop off and collection. There will be 10-minute slots and parents must adhere to these

times. For example, 5 children will be given the time 8 till 8.10 am thus allowing for a 2 minute drop off for each child.

- We shall continually review this procedure to ensure that it minimises risk of infection as well as causing the least disruption to our children, parents and staff.

Staff

- Staff will wash their hands upon arrival and follow the usual best practice washing their hands before and after intimate care procedures and mealtimes. Staff must also wash their hands in accordance with the Kindergarten Coronavirus Cleaning and Hygiene procedures.
- Regular cleaning of the equipment, tables, chairs and surfaces, doors, door handles and bathroom areas. Each morning and in between sessions in accordance with the Kindergarten Coronavirus Cleaning and Hygiene procedures.
- Where possible staff will carry out social distancing measures (Never at the risk of a child's well-being).
- Staff will be provided with PPE for use in the Kindergarten (if a child becomes unwell) in line with DfE and PHE guidance. (See Annex E: PPE provision in schools during Covid-19 isolation phase activity)
- Any staff experiencing symptoms or living with someone who is experiencing symptoms will self-isolate for at least 14 days.
- Use the test booking portal system to book COVID 19 Tests for staff with suspected cases: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Parents will be notified of any confirmed cases of Coronavirus via email and a sign on the door.
- A confirmed case or outbreak will be reported to the Local Authority and Public Health England in line with the Government guidance and will require the group of children the child was in (bubble) and all staff/children to self-isolate. We will also review if the rest of the setting needs to close should anymore children/staff have symptoms.
- In relation to face coverings and use of PPE the Government guidance is as follows: Wearing a face covering or face mask in schools or other education settings is not recommended. ~ Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. ~ This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children, and learners to wear face coverings.
- *The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.*
- If a child or adult becomes unwell with symptoms of Coronavirus while in the setting and needs direct personal care until they can return home. A fluid-resistant surgical mask should be worn by the supervising adult if a 2 metre distance cannot be maintained. If contact with a child or adult is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical mask should be

worn by the supervising adult. If a risk assessment determines that there is a risk of spreading to the eyes, for example from coughing, spitting, or vomiting, then eye protection should be worn.

- Other PPE will be available as per usual for any intimate care and mealtimes.
- Paediatric First Aid requirements will be met at all times (See Annex D).
- The Kindergarten will keep up to date with advice and directions from appropriate bodies and will amend practice and procedures accordingly.

Parents

We will require parents to comply with the policies and procedures instigated and follow Government guidelines:

- Parents will not bring children to the Kindergarten if they or someone in their household is unwell or experiencing symptoms of Coronavirus. (See Annex A and B)
- Children and families will access testing if they have suspected symptoms and will follow procedures accordingly if diagnosed with Covid-19.
- To isolate themselves and their child(ren) for the requisite timeframe if they have been in contact with someone who has tested positive for Covid-19.
- Parents will inform the setting immediately of any confirmed cases of Coronavirus in their household.
- Adhere to our new protocols for drop off and collection.
- Parents will not come to the Kindergarten building without prior arrangement.
- Only one adult will drop-off and collect.
- Provide their child with a named water bottle each day.
- If possible, children will only use waterproof, wipe able bags to bring items into the setting.
- Parents will avoid public transport as far as possible and children will walk/cycle/scoot to school.
- Ensure all children's belongings are clearly labelled with their names and that all children have sufficient spare clothing.

Children

It is impossible to ask very young children to carry out social distancing measures but they will be supported to stay as safe at the Kindergarten as possible.

- Where possible children's bags containing spare clothes etc. should be waterproof and easy to wipe down.
- Children will thoroughly wash hands on arrival before playing or touching any toys.
- Children will wash hands regularly throughout the day, especially before eating.
- If a child becomes unwell with suspected Coronavirus they will be isolated in the small classroom with a familiar adult until they can be collected. This room will then be professionally cleaned before further use.

- Large group times will not occur, instead children will join smaller groups for gathering and story times (8 children maximum). These will take place in large spaces and outdoors as much as possible and children will stay with the same adult in their 'bubble'.
- Regular sessions with a focus on hygiene, hand washing and the spread of germs will take place to support children's understanding. Songs, games and stories will be used to support this.
- Children will not bring any food or drink into the Kindergarten (except for point below). They will not share food or drink.
- Drink only from their own named water bottle or cup at snack time.
- At snack time children will sit further apart from each other.

Room Layout and Equipment

- Children will be split into small groups (each with their own allocated teacher).
- The main hall will be split into two by the use of low level room dividers.
- All toys will be frequently cleaned using antibacterial spray. (Sharing of toys will be limited wherever possible).
- As far as possible soft furnishings and toys will not be used in the setting.
- Events such as Arts Day will be cancelled.

Social Distancing in the Nursery

The Government acknowledges that complete social distancing in an early years setting is not realistic. The measures within this policy are intended to minimise risk of infection or spread of infection, the Kindergarten will carry out its own risk assessment.

- To the maximum extent possible, children and staff will be grouped into 'bubbles'. Children will only have contact with other children within their 'bubble'. The same staff member will support children within each 'bubble'.
- Staff must pay particular attention to hand washing before and after supporting children who need help with nappy changing, toileting or eating, as well as avoiding touching their own face whilst at work. See Cleaning and Hygiene Policy.
- Staff should use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs, and stories. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.
- Staff must prevent the sharing of food, drink, utensils, equipment, and toys. Equipment, toys, and surfaces must be cleaned and disinfected more frequently.
- Parents must follow the nursery drop off and collection procedures.
- Staff will be given a key group of children who will stay working with them. Prior to the Kindergarten opening the manager will separate the nursery into areas for children to play. The group of children a member of staff is given will not exceed the regulatory ratios.

- Extra space should be given at snack time when possible and children to eat side by side rather than face to face.
- The garden area should be used by all children as much as possible, but still remain separate from the other classes. As much ventilation as possible should be given to all rooms during the opening hours of the Kindergarten.

Travel to the Nursery

Where possible we ask staff and parents to either drive, walk or cycle to the nursery as per Government guidance. If travelling by public transport, we recommend that adults wear a face covering.

If a child becomes unwell with symptoms of Coronavirus (Covid-19) whilst at the Nursery.

If a child becomes unwell with a new, continuous cough or a high temperature in an education setting the must be sent home and advised to follow the stay at home guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. The adult with them will be required to wear a disposable face covering, gloves and an apron. Ideally, a window should be opened for ventilation. If it is not possible to isolate them. Move them to an area which is at least 2 meters away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

<https://www.gov.uk/apply-coronavirs-test>

If a staff member becomes unwell whilst at the Nursery

If a staff member becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the stay at home guidance.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

Testing

If a staff member is unwell, they must stay at home and recover. However, we also want to be able to have the information if a member of staff has the Coronavirus or not. We will ask all staff with symptoms to book in for a test via the Government website <https://www.gov.uk/apply-coronavirs-test> and ask for the result to be shared with us as soon as they have the information.

What happens if there is a confirmed case of Coronavirus in the Nursery?

The manager and the team will implement the following government guidance,

Where the child, young person, or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms.

Our policy of ensuring that children remain in their own bubble group should ensure that only small groups of children and staff are forced to self-isolate, rather than closing the entire nursery. When there are siblings within the nursery, where possible we will keep them in the same “bubble” group.

Settling in Visits

These are unprecedented times and therefore temporary changes will need to be made to the settling in policy.

Suppliers

Will be instructed to leave their delivery outside of the building and a member of the staff team will bring the item into the building.

New or Interested Parents

For those parents who want to see the nursery we will offer a specific time. For staff safety we require two staff on duty for the show rounds. The staff will wear facial coverings and the visitors will be invited to do the same and asked to wash hands with anti-bacterial gel when they enter the building.

Extracurricular Activities

For the time being we will stop all extracurricular activities.

Ofsted and Local Authority

Local authority advisors must notify us in advance if they are to visit the building and the reasons why. Ofsted: it is illegal for us to prevent an Ofsted inspector from carrying out their duty however we can still ask them to comply with our regulations. Whilst on site they must wear the gloves, plastic apron and facial covering we provide.

Mobile Phones.

We are not sure how the app for tracking the spread of the virus will be used however, if all phones are grouped together all day it could give false figures. We recommend all mobile phones are turned off except for lunch breaks and kept with staff's own belongings.

The EYFS Learning and Development

The Government has indicated the EYFS disapplication will currently remain in force and have set the following guidance:

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'.

As far as possible, children should also benefit from a broad range of educational opportunities.

The EYFS learning and development requirements comprise seven high level areas of learning that ordinarily must shape education programmes in settings, and seventeen Early Learning Goals (ELGs) which summarise the knowledge, skills and understanding that all young children should have gained by the end of the reception year.

Whilst providers should try and meet existing requirements as far as is possible during the COVID-19 outbreak, we recognise that these are extraordinary times and there may be occasions where it will not be possible to provide activities and experience across all seven areas of learning for all children all of the time.

This does not mean that we will expect a drop in the quality of our service for children but there may be more of a focus on the care and wellbeing of the child.

Lesson Plans

Whilst this policy is in place there will not be the freedom to move spontaneously around the nursery, therefore staff should carefully plan their day for the children in their group and activities they wish to provide for them.

Risk Assessment

A full risk assessment will be carried out by the manager and members of the senior team prior to opening. Protective measures will be put in place for staff and pupils, as far as is possible to ensure that the risk of transmission is reduced. The staff must adhere to the measures outlined in this risk assessment and report any breaches or concerns immediately to their manager.

Cleaning and Hygiene Policy and Procedure

The Cleaning and Hygiene Policy must be adhered to at all times. Within this policy staff must, without fail, complete the required documentation to ensure that they are keeping themselves, their colleague's, and children free from risk and harm.

Zero Tolerance

To ensure that children, staff, parents, and our wider community are protected the Kindergartens policies regarding Coronavirus must be followed. Any staff member that does not follow these procedures either through choice or poor practice will face disciplinary action that may lead to dismissal. In addition to this any parent who does not adhere to these procedures will be contacted and may lose their place.

Dated 4th August, 2020

Self-isolation if you or someone you live with has symptoms-Coronavirus (COVID-19)

Self-isolation helps stop Coronavirus spreading

Do not leave your home if you have symptoms of Coronavirus (COVID-19) or live with someone who does.

This is called self-isolation.

If you are self-isolating, you must:

- not leave your home for any reason – if you need food or medicine, order them by phone or online, or ask someone else to drop them off at your home
- not have visitors, such as friends and family, in your home

You can use your garden, if you have one. Any exercise should be taken at home.

Information:

If you're not sure if you need to self-isolate

If you have symptoms of Coronavirus (a high temperature or a new, continuous cough), use the [111 coronavirus service](#) to find out what to do.

How long to self-isolate

If you have symptoms

If you have symptoms of Coronavirus, you'll need to self-isolate for 7 days.

After 7 days:

- if you do not have a high temperature, you do not need to self-isolate
- if you still have a high temperature, keep self-isolating until your temperature returns to normal

You do not need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.

If you live with someone who has symptoms

If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

If you get symptoms, self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days.

If you do not get symptoms, you can stop self-isolating after 14 days.

NHS Advice:

Coronavirus in children-Coronavirus (COVID-19)

Children can get Coronavirus (COVID-19), but they seem to get it less often than adults and it's usually less serious.

What to do if your child has symptoms of Coronavirus

The symptoms of Coronavirus are:

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours

Call 111 If your child has these symptoms.

What to do if your child seems very unwell

Children and babies will still get illnesses that can make them very unwell quickly. It's important to get medical help if you need it.

Urgent advice: Call 111 or your GP surgery if your child:

- is under 3 months old and has a temperature of 38C or higher, or you think they have a fever.
- is 3 to 6 months old and has a temperature of 39C or higher, or you think they have a fever.
- has other signs of illness, such as a rash, as well as a high temperature (fever).
- has a high temperature that's lasted for 5 days or more.
- does not want to eat, or is not their usual self and you're worried.
- has a high temperature that does not come down with paracetamol.
- is dehydrated – for example, nappies are not very wet, sunken eyes, and no tears when they're crying.

Immediate action required: Call 999 if your child:

- has a stiff neck.
- has a rash that does not fade when you press a glass against it (use the "glass test" from Meningitis Now).
- is bothered by light.
- has a seizure or fit for the first time (they cannot stop shaking).
- has unusually cold hands and feet.
- has pale, blotchy, blue or grey skin.
- has a weak, high-pitched cry that's not like their usual cry.
- is drowsy and hard to wake.
- is extremely agitated (does not stop crying) or is confused.
- finds it hard to breathe and sucks their stomach in under their ribs.
- has a soft spot on their head that curves outwards.
- is not responding like they usually do, or not interested in feeding or usual activities.

Appendix 1: Paediatric First Aid

The changes: The requirement for at least one person who has a full paediatric first aid (PFA) 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. Paragraph 3.25 and Annex A of the EYFS set out more detail. However, if children are aged 2-5 within a setting, 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 premises.

'Best endeavours' means to identify and take all the steps possible within your power, which could, if successful, ensure there is a paediatric first aider on site when a setting is open, as per the usual EYFS requirement on PFA.

Please note this does not apply for childminders as they must already have a full PFA certificate.

New entrants (levels 2 and 3) will not need to hold a Paediatric First Aid (PFA) certificate within their first 3 months in order to be counted in staff: child ratios, during the COVID-19 outbreak.

Additionally, if PFA certificate requalification training is prevented for reasons associated directly with COVID-19, or by complying with related government advice, the validity of current certificates can be extended by up to 3 months. This applies to certificates expiring on or after 16 March 2020.

Providers remain responsible for ensuring all children in their care are kept safe at all times.

What this means in practice:

For providers with children below the age of 24 months in their care, the requirements around PFA remain the same as in the current EYFS framework, with the exception that during the COVID-19 outbreak new entrants do not need to have a PFA certificate to be counted in ratios. This is in recognition of the greater risk factors for babies and young children in this age bracket, including choking risks and different cardiopulmonary resuscitation (CPR) procedures for those aged 0-1 as set out by the NHS.

For providers who have children aged 2-5 in their care they must use 'best endeavours' to have one person with full PFA, as set out in the EYFS, onsite. By best endeavours we mean providers must be able to demonstrate they have identified and taken all the steps possible to appoint a suitable person. This should include liaising with their local authority to find a suitable person, this could include identifying and looking to appoint:

a person with a PFA certificate and Disclosure and Barring Service (DBS) check from a local provider who has closed; or

a registered local childminder with a PFA certificate and DBS check who is approved to work on non-domestic premises

Looking to secure full PFA training for staff that includes the specific risk factors and techniques required for the care of young children including but not limited to choking, seizures, and issues related to sleeping. Annex A of the EYFS statutory framework sets out the criteria for effective PFA training.

After these actions have been carried out and if it is still not possible for someone with a full PFA certificate to be on site at all times children are present, providers must undertake the following actions in order to remain open:

Carry out a written risk assessment to consider and mitigate the likely occurrence of a serious incident.

Ensure at least one person with a current First Aid at Work or emergency PFA certification is on site at all times children are on premises and must accompany children on outings. Paragraph 3.65 in the EYFS continues to apply and outings should only be undertaken if it is safe to do so. Providers must take account of any Govt advice in relation to the COVID-19 outbreak.

The written risk assessment should take into account all relevant factors with the aim of enabling the setting to ensure they can provide the safe care needed by children of critical workers and vulnerable children during COVID-19 outbreak, including:

The number of children on the premises

The staff to child ratios

The types of activities undertaken with the children on the premises

The likely need for first aid based on the needs of the children attending the premises

First aider knowledge among staff on the premises: and

The mitigations available to reduce the risk of such an incident

Providers will need to keep the written risk assessment available in the setting throughout the COVID-19 breakout. This does not need to be sent anywhere but must be available on request.

Providers could help members of staff who have a First Aid at Work or emergency PFA certificate to help bridge the gap between their current qualification and full PFA by looking to secure online training to cover elements required for the care of young children.

HSE provides guidance on choosing a first aid training provider.

As set out in HSE guidance, any training in relation to paediatric CPR and choking should be in line with the Resuscitation Council's guidance and NHS England guidance.

	General supervision of children where social distancing (2 metres and hand washing) can be maintained	<ul style="list-style-type: none"> A teacher at the front of the class Supervision of children at play or break time Administrative functions with not close contact with children 	X	X	X	X	X	X
Special schools / Alternative Provision and other similar settings	Direct hands-on personal care of children	As above, plus - <ul style="list-style-type: none"> Close personal care to support children's medical conditions, such as support with feeding tubes and tracheostomies 	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/> if risk assessed (note 6)	X
	Direct hands-on supervision of children, where social distancing (2 metres and hand washing) cannot be achieved	As above, plus - <ul style="list-style-type: none"> Providing general physical, mobility and educational support for children with special needs 	X	X	<input type="checkbox"/>	X	X	X
	General supervision of children where social distancing (2 metres and hand washing) can be maintained	As above	X	X	X	X	X	X
	Supervision of children in settings where there might be challenging behaviour	<ul style="list-style-type: none"> Dealing with conflict and physical interventions, Close supervision and mentoring following challenging behaviour 	<input type="checkbox"/> if risk assessed	<input type="checkbox"/> if risk assessed	X	<input type="checkbox"/>	<input type="checkbox"/> if risk assessed (note 6)	X

Please note:

1. Any person, staff or pupil, showing any symptoms of Coronavirus, or with household members showing symptoms, should stay at home.
2. Children with physical conditions putting them at highest risk from Coronavirus should be shielding and not be attending school, and children with household members that fall into this group should also stay at home. Shielding is a measure to protect people who are clinically extremely vulnerable by minimising all interaction between them and others.
3. PPE is for the protection of the wearer and should only be used as a last resort. By far the most effective methods to avoid catching Coronavirus is social distancing (keeping minimum 2 metres distance, and thorough and regular hand washing). This is particularly important in managing spread by contact points, such as something that others will have touched, such as toys, equipment, pens, door handles etc. You should also avoid touching your own face before hand washing. **If you believe that PPE is required for an activity not in this guidance, based on your risk assessment, please share this with Corporate Health & Safety (details below) for review.**
4. If providing care involves Aerosol Generating Procedures (AGP) then please consult the relevant [government PPE guidance separately](#). AGPs are specialist care such as suction, ventilation and oxygen. If you are unsure, please consult section 8.1 of the government's PPE guidance.
5. PHE guidance does not recommend any need for PPE for essential staff coming into work locations but not interacting with public/residents.
6. This advice is for PPE specifically to protect against Coronavirus. Activities might require PPE to protect against other risks, and this PPE must also be used. Eye/face protection is only required where splashing might occur. If you are in doubt about the need for PPE, talk to your manager.
7. PPE should not be re-used, however, should supplies of PPE run low, please be aware that some items of PPE can be reused in line with the [government's guidance](#) if absolutely necessary.
8. PPE to be obtained through each school's usual supply routes. If schools experience any difficulties in ordering PPE, please contact: CHSCovid19Coordination@rbkc.gov.uk
For support or advice please contact Corporatehealthandsafety@westminster.gov.uk in Westminster and in RBKC please speak to CorporateHealthandSafety@rbkc.gov.uk so that the team can provide advice.

Putting on and Removing PPE

It is also important that any PPE equipment is put on and removed safely so that staff do not contaminate themselves. There is a specific order in which this should be done detailed below:

Putting on (donning)	Removal (doffing)
<ol style="list-style-type: none">1. Apron2. Fluid resistant mask3. Eye/face protection (only to be worn if there's a risk of splashing)4. Gloves	<ul style="list-style-type: none">• Gloves• Apron• Eye/face protection (only to be worn if there's a risk of splashing)• Fluid resistant mask

A [Public Health England COVID-19: Removal and disposal of Personal Protective Equipment \(PPE\) video](#) is also available.

For staff who have facial hair and may need to wear a fluid resistant surgical mask when visiting an individual, you do not need to be concerned about your facial hair and no removal is needed. (Updated 20/4/20)