



## St Paulinus Pre-School

St Paulinus Centre,  
Hillcrest Road,  
Marlpit Hill,  
Edenbridge,  
TN8 6JS



## COVID-19 POLICY

### Policy Statement

St Paulinus recognises the importance of planning and maintaining services to minimise the risk of the spread of COVID-19 and keeping both staff and children as safe as possible.

### Procedures

- Drop off times will be staggered, all parents/carers will be given a drop off time to adhere to.
- One parent or carer should bring the child to pre school and where possible no siblings.
- Weather permitting the children will be dropped off at the gate to the garden. 2 meter distance markers will be drawn on the pavement. In bad weather the children will be dropped off at the porch to the hall. No parent is to enter the hall or garden.
- If a child is too distressed to come into the setting and can not be guided in by staff we will be unable to take the child that day. We would recommend trying again on their next session.
- Parents will be asked COVID-19 related questions. Only children who are symptom free and from symptom free homes will be allowed into pre school. Return to pre school will not be permitted until there is a negative test result from the child or they have completed 14 days self-isolation if someone in the home is displaying symptoms.
- No toys or dressing up are to be brought in to pre school.
- Sun cream will be applied at home before arriving at the pre school.
- If a child needs nappies or is likely to need a change of clothes, these should be put in a plastic bag with no other belongs. The bag can be disposed of at the end of the session. No other bags are to come into pre school.
- On entry the children will be taken to wash their hands. This will be repeated throughout the session and just before they go home.
- Any child who has taken paracetamol or ibuprofen will not be allowed into pre school for 48 hours after the symptoms have ended.

- The maximum number of children attending pre school per session will be 10. They will be kept in this bubble of children at all times. Each child will be allocated sessions to attend. These can not be swapped or changed after 1<sup>st</sup> June.
- The sessions will be free play but small groups will be encouraged to work with an adult at times.
- All children need to bring in a named drink every session. This will go home with them to be cleaned and returned for their next session. If it needs topping up at pre school, we will use a Milton solution to clean it. These drinks will be used for hot days and snack time. A biscuit will also be given at snack time.
- Nappies will be changed when they are soiled or extremely wet. Slightly wet nappies will not be changed.
- Resources at pre school will be limited per session. Everything used in a session will be cleaned throughout the session and again at the end of the session.
- Children will be supported throughout the changes to the pre school day.
- There will be no lunch club sessions running during term 6.
- If a child develops and COVID-19 symptoms – high temperature, a new continuous cough, loss or change to sense of smell and taste or a rash, the parent or carer will be contacted immediately to collect the child. They will not be able to return until they have a negative test result or appropriate isolation has finished. The child be taken to a separate room with an adult until they are collected from the kitchen door. Staff will be issued with PPE.
- Children will be collected from the garden at their allotted time. Parents are asked to leave the area once their child is collected. In bad weather the children will be released from the main door in the hall.
- Staff will only attend pre school if they are symptom free.
- All staff to undertake Preventing COVID-19 training.
- Pre School will not be allowing any visitor during the COVID-19 pandemic.
- Staff are advised they do not need to wear PPE during the session unless dealing with a possible COVID-19 case or intimate care. If they chose to wear PPE they will not be prevented.