



Rear of Sevenoaks Community Centre  
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 Reg Charity: 1162242 Ofsted: RP536593

## SEVENOAKS DAY NURSERY

From	To	Activity
07:50		Staff will arrive at nursery. Any who are symptomatic will be sent home. They will wash their hands and disinfect all hard surfaces and door handles in their room.
08:00		Children and parents will arrive at nursery. Only one parent may bring their child to Nursery. Using the back gate, there will be two-meter marks on the grass so that parents know where to wait until they are allowed into the garden. A member of staff will be standing at the gate and taking children's temperature. Any child with a high temperature (38 or over) will not be admitted. The children will be taken inside to wash their hands.
09:00	09:30	The children will be playing in their room/garden. Once free play is over one member of staff will clean all the toys that have been used during this time, even outside toys.
09:30	10:00	The tables will be cleaned just before morning snack. Children and staff will wash their hands ready for snack time. The children will be staying in their own rooms for mealtimes. Children will have their own plate of food.
09:50		Hard surfaces and door handles will be disinfected.
10:00		Children and staff will wash their hands after they have finished their snack. The tables and chairs that they have used will be cleaned. All the crockery will be put into the dishwasher and washed. The toilets will be cleaned, and the bins will be emptied.
10:00	11:20	Children will play in the garden or in their rooms. Toys that have been played with will be disinfected.
11:20	12:00	Children and staff will wash their hands ready for lunchtime. The tables will be cleaned.
11:50		Hard surfaces and door handles will be disinfected.
12:00		Children and staff will wash their hands after lunch. The tables and chairs that they have used will be cleaned. All the crockery will be put into the dishwasher and washed. Staff will recheck children's temperature.
12:10	14:50	Sleep time for some children. The sleep mats will be spaced out in the rooms and the children will have their own sleeping bag ready for them to use. Sleep mats will be disinfected after every use and sleeping bags will be washed once a week. Babies will sleep in cots with clean sheets and blankets. Blankets are labelled for the individual child to use. Once the child has finished sleeping in the cot the sheets will be washed and blankets will be washed once a week. Children who stay awake will be playing or taking part in different activities. These toys and activities will be disinfected before going away.
13:50		Hard surfaces and door handles will be disinfected. The toilets will be cleaned, and the bins will be emptied.
14:50	15:30	Children and staff will wash their hands ready for teatime, children will have their food on their own plate.
15:30		Children and staff will wash their hands after tea. The tables and chairs that they have used will be cleaned. All the crockery will be put into the dishwasher and washed.
15:40	18:00	Children will play in their own rooms or in the garden.
	HOME TIME	Children will wash their hands before going home. Only one parent should collect their child. Please wait by the back gate and maintain social distancing until your child is ready. When leaving, please do so quickly to avoid congestion.
15:50		Hard surfaces and door handles will be disinfected.
17:50		Hard surfaces and door handles will be disinfected. The toilets will be cleaned, and the bins will be emptied.
18:00		The Nursery will be cleaned thoroughly.

Please see over for further details

**Notes:**

Staff & children to wash hands after sneezing or coughing. Remember: Catch it, bin it, kill it!

Staff and children will be encouraged not to touch their mouth, eyes or nose.

Washing Hands: All viruses can be killed by soap and water including Covid-19. So hands will be washed in accordance with current guidance.

**Social Distancing**

Strict social distancing will not be possible at Nursery, but we will be mindful of its benefits and practise it where we can, especially amongst staff and in our dealings with parents and other visitors to the Nursery.

It is recommended that nurseries group their children in accordance with EYFS staff ratios. We will comply with this recommendation, but in the early weeks of our return, when there are fewer children, we would ask you to accept some flexibility in these arrangements to avoid the situation where, for example, there is 1 child in the Toddler Room and 7 in the Classroom. This is not a staffing issue but rather one of making every child feel included.

**Visitors**

Only visitors with prior appointments will be admitted to the Nursery. Delivery drivers will not be admitted and any delivered items will be sanitized where this is appropriate.

**What happens if someone becomes unwell at Nursery?**

If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection.

If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door and with appropriate adult supervision. A window will be opened for ventilation.

If they need to go to the toilet while waiting to be collected, they will use a separate bathroom. The bathroom will be cleaned and disinfected before being used by anyone else.

PPE (gown, gloves, mask and eye protector) will be worn by staff caring for the child while they await collection.

In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in the Nursery?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

**What happens if there is a confirmed case of coronavirus at the Nursery?**

When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

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

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class or Nursery. Where nurseries are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.