**Coronavirus Policy**

 **Gail’s Childminding**

At what is a very worrying time for us all, I understand that keeping our children and families safe is our highest priority. I have therefore outlined below the procedures to be followed in my setting for the protection of everyone involved. These procedures will remain in place whilst the Coronavirus Pandemic remains a threat to our health and society, and until the Scottish government advises on any relaxation of protective measures.

**Please support me in implementing these measures in the interests of safety for all children and families I provide care for, myself, and my own family.**

# Drop off and Collection

# Organised drop off and collection times will be set for all families so as to reduce the likelihood of families arriving or leaving the setting at the same time, therefore minimising contact between households.

# Parents or other family members will be asked not to enter the setting. Children will be dropped off and collected at the door please always wear a face covering . Having set drop off and collection times will allow me to anticipate children’s arrival and also ensure they are ready to leave at collection time, please text me when you arrive and wait in the car until I come to the front door.

# Children’s shoes will be taken off at the door.

# I will help all children to wash their hands on arrival, and before leaving the setting to go home.

# Hygiene

* Children will be helped to wash and dry their hands regularly throughout the day includingafter using the toilet, playing outside or touching animals, and before eating any meals or snacks. I will regularly talk to children about why washing our hands is important to prevent the spread of germs and infection. I display a hand washing poster.

# I will provide liquid soap and disposable paper towels to enable children to wash and dry their hands properly. The waste bin is emptied daily.

* I will ensure tissues are available throughout the setting and encourage children to use them to catch coughs and sneezes. I teach them the importance of putting dirty tissues in the bin to prevent the spread of germs.
* I will ensure my **Hygiene Policy** is strictly adhered to and introduce further measures to clean surfaces that are touched frequently such as toys, books, tables, chairs, doors, sinks, toilets, light switches and bannisters, more regularly than normal.

 When working with babies and young children I will follow my **Nappy and Toilet Training Policy** and ensure strict hygiene procedures are followed at all times.

* Parents will be asked to provide a spare change of clothes for their child which will be kept in a bag at the setting. Any soiled clothing will be double bagged and given to parents to be washed at home.
* I will request that no toys are brought into the setting from home with the exception of comforters / snuggle toys that will be kept in a named, sealed plastic bag to be used only at nap times.
* I will remove all unnecessary soft furnishings and cushions during minded hours.
* All soft toys and toys with small intricate parts which are more difficult to clean will be removed and stored away.
* Activities that involve the sharing of malleable or messy play materials such as sand, foam or play dough will be avoided, unless I can provide each child with their own tools and individual amount of material that can be disposed of after play.
* I will ensure good ventilation within the setting by keeping windows open where possible and not closing doors for small rooms.
* I will provide children with their own cup or water bottle and their own cutlery to be used at meal times. All crockery and cutlery will be cleaned with general purpose detergent and dried thoroughly before being stored for re-use.
* Children will bring a packed lunch which will be wiped down with antibacterial wipes and items that need to be refrigerated wiped down.

# Social Distancing

* I will try, as much as is reasonably practical to do so, to keep children at a distance from one another through discouraging activities that involve touching, close contact or the sharing of equipment or resources, for example holding hands, close contact games, face painting or sharing fancy dress costumes.
* I will encourage all families to follow social distancing guidance, avoiding contact with other households and maintaining the 2-meter rule as much as possible.
* Where parents have jobs, like my own, where close or physical contact with other is unavoidable, I expect them to act responsibly in following health and safety guidance at work to minimise any risks involved.
* The government have now advised that i can take children out a walk now and to large open spaces. Hands will be washed when we come home and we will only be going somewhere where there is few people and social distancing will be adhered to at all times.
* I will try to make use of my outdoor space and the garden as much as possible. Activities outdoors will more easily allow for distance between children whilst providing opportunities for fresh air and exercise.

# Illness and Infection

* I will ask all families to follow the [**COVID-19: guidance for households with possible coronavirus infection guidance**](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) should a child, parent or any other member of their household display symptoms or discover that they have been in close contact with a confirmed case of coronavirus. **Please do not attend my setting.**

*Your child will not be able to attend my setting for the duration of the recommended isolation period. As per my fees policy, full fees will still apply during this absence.*

* In addition to adhering strictly to this guidance along with my **Illness Policy** I will also request that for children to be kept at home for 7 days, even if they are displaying only minor symptoms that would normally be associated with a cough and cold. *Again, as per my fees policy, full fees will still apply during this absence.*
* If I, or anyone else within my household display symptoms or come into contact with a confirmed case of coronavirus, government advice will be followed. I will notify families immediately and close my setting for the duration of the isolation period. *As per my fees policy, no fees will be charged during this time as I am unable to provide care. In the event of closure, I will try my best to assist parents and carers in finding alternative temporary childcare arrangements.*

Parents will be required to allow me to pass on their details in following the governments track and trace

Health Protection Scotland

Health.protection@nhslothian.scot.nhs.uk

0131 465 5420/ 0131 465 5422

0131 242 1000 Edinburgh Royal

# Emotional Support

# I will work with families in whatever way I can to support and reassure them through this difficult period.

# I encourage parents to share any concerns and speak to me in confidence if required. It is understandable that parents may feel worried about the safety of their child and family and may be dealing with these anxieties on top of work and financial pressures.

# I will do whatever I can to reassure children and help them to feel at ease. It is understandable that children may be a little unsettled if they have been at home with their parents for a number of weeks and some make need extra support to settle back into routine.

# I will take time to listen to children and talk to them about any worries they might have using words that they will understand.

# Communication

* With social distancing measures in place, it may not always be possible to chat with parents about their child’s day during set drop off and collection times. I will therefore try to use digital methods for communication as much as possible to keep parents informed.
* I will use whats app, text or messenger to provide daily reports to parents regarding activities, development progress and their child’s general wellbeing.
* I will also use these digital methods to keep parents informed of any other important information or any changes to my setting procedures.
* For the time being, only essential paper documents that require a signature such as accident / incident or consent forms will be given home with the child at collection time to be returned to the setting on the next day of attendance. **Please take extra care with documents containing personal details or confidential information.**

**Hours, Fees and Attendance**

* Hours of care for all children will resume as per the conditions agreed in our childcare contract.
* If you would prefer to keep your child at home in the present circumstances, or require less hours of care at this time than agreed in our contract, please let me know as soon as possible.
* Should you require additional hours of care for your child, please discuss this with me as I may be able to assist so long as I adhere to Care Inspectorate ratio guidelines. *Additional hours will be charged at the normal rate as detailed in our contract.*

Please be aware that your childcare place is at risk if payments are not kept up to date. If you have any concerns regarding payment or the terms of our childcare contract, please do not hesitate to discuss them with me.

**Failure to follow government advice, official health guidelines, or refusing to support me with implementing the protective measures outlined in this policy will be taken very seriously and may result in the immediate termination of our childcare contract.**

# I will continue to keep up to date with the latest government and health advice and where necessary update procedures and notify families of any changes.

If you have any questions regarding coronavirus management procedures within my setting, please do not hesitate to discuss them with me.

May 2020

10.01.2021