



Operational procedure

Welcome to Three Little Birds Nurseries.

Our highest priority is always the safety and well-being of our children, staff and families. With the current COVID-19 situation, we aim to protect everyone in line with government guidance. Please find below our Operating Procedures.

We thank you for your contribution and continued support in ensuring we keep everyone safe.

Focus	Measures taken by the Nursery
Children	Children who are symptom free and or have completed the required isolation periods will be able to attend the nursery
	If symptoms occur, we will follow guidance from the Health Protection Agency
	Whilst Ofsted have allowed for temporary modifications to a number of requirements within the Early Years Foundation Stage framework, we will make every effort to continue to operate without applying the exemptions i.e. staff:child ratios
	Children will be organised into smaller groups within their age range at the setting. Wherever possible these small groups will not mix during the day.
	Care routines including provision of meals, nappy changing and toileting should be within the space allocated to each group wherever possible
	The use of communal internal spaces will be restricted as much as possible
	Outdoor spaces will be used by different groups at different times of the day
	Distancing of beds/cots should be facilitated wherever possible



	Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue and general hygiene practices. Promote 'catch it, bin it, kill it'
	Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival
	All children and staff must use hand sanitiser provided in the entrance area upon arrival to the nursery, followed by hand washing upon entry to the room.
	Children and parents are encouraged to walk or cycle where possible.
	Any children returning from overseas countries in authorised travel corridors may return to nursery, as long as they are well and not displaying any COVID symptoms
	Any children returning from unauthorised countries, need to follow government guidance on isolation, irrespective of signs and symptoms.
	Upon arrival children's temperature will be taken and recorded. Any temperature above 37.5 degrees, the child will be unable to attend nursery.
Parents	Parents will not have access into the nursery, unless agreed in exceptional circumstances
	Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child at the front door.
	Drop off and pick up will be limited to 1 parent per family and staggered timings to be coordinated
	When parents are waiting to drop off or collect their child, social distancing of 2metres will need to be maintained in a safe area. Multiple entrances will be used where possible. Parent must wear a face covering.
	Buggies, car seats, bikes, scooters etc cannot remain at the nursery, therefore will need to be taken home after drop off or placed in the outdoor buggy park provided, at parents own discretion
	Where possible parents to provide outdoor coats and provide enough spare clothes which are left at nursery as the nursery will not be providing spare clothes.
	Children and parents are encouraged to walk or cycle where possible.
	Promote 'catch it, bin it, kill it'



Staff	Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result
	Every effort will be made for continuity of the key person approach, however reasonable adjustments may be necessary
	Appropriate PPE will be available for the staff, in accordance with government guidance. Additionally, staff will be provided with PPE for their commute to and from work.
	Any staff returning from overseas countries in authorised travel corridors may return to nursery, as long as they are well and not displaying any COVID symptoms.
	Any staff returning from unauthorised countries, need to follow government guidance on isolation, irrespective of signs and symptoms.
	Upon arrival staff's temperature will be taken and recorded. Any temperature above 38 degrees, the staff will be unable to attend nursery.
	Visors will be worn by staff for any interactions with parents upon collection and pick up or with visitors.
Nursery premises	Soft furnishings, will be regularly cleaned, aired and removed if necessary
	A revised cleaning schedule has been implemented to enhance overall cleaning that includes furniture, surfaces and children's toys and equipment
	Communal areas including banisters, light switches and hand washing facilities will be cleaned and sanitised regularly
	Frequency of cleaning will be increased throughout the day
	Windows will be opened where possible to ensure ventilation
	All items within the setting requiring laundering will be washed in line with NHS laundry guidelines. Items such as towels, flannels and bedding will not be shared by children and washed daily
	Visitors will not be permitted into the nursery, unless it is mandatory.