



Our Checklist for reopening Early Learners Nurseries

We have created the following list to support and demonstrate how we have been taking the reopening of our settings seriously. This is not an exhaustive list and there may be other things employees could add to it when returning to work. As we move closer to reopening on 1st June 2020 and transition to becoming an operational business, the Government has and will continue to provide more complete guidance and recommendations for sectors to open and be safe. This checklist has been developed purely as a guide to support us with re-opening our childcare provisions. We thought it was important to share this with our employees.

For full guidance see:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)

EYFS

- ✓ Remember that we are able to consider [disapplication](#) within our planning. The date currently set for review is 25 September 2020, therefore on opening, disapplication will apply.
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

Risk assessments

- ✓ There will be a wide range of practical risk assessments that will need to be undertaken to stop the spread of COVID-19.
- ✓ Before opening our settings, we have carried out a risk assessment to lay out how we will minimise risk to children, staff and families and the measures we have put in place to ensure we mitigate these risks.

Arrangements for our businesses

We have needed to consider measures for things like:

- ✓ Hygiene procedures and advice sent to employees
- ✓ Health and safety, Risk assessment for COVID19 reopening
- ✓ Cross infection review
- ✓ Waste disposal reviewed and discussed with supplier
- ✓ Procedure and guidance implemented for play equipment
- ✓ Clean and Disinfect guidance
- ✓ Handles, surfaces, toys, soft furnishings and procedures is implemented based on guidelines. Also we have considered, discussed and if applicable will remove items of toys and equipment that cannot be easily cleaned
- ✓ Managers will need to individually review children that attended more than one setting

- ✓ Parents & Carers - Drop-Off and Pick-Up guidance has been provided
- ✓ There is a phased return of families and staff
- ✓ Local arrangements – contacting Local Authorities for specific local information about reopening
- ✓ Class and group sizes – We have organised staff and children (groupings sometimes referred to as bubbles)
- ✓ We have provided guidance on how we will keep the distancing measures between small groups and what the government advise.
- ✓ We have marked out and made arrangements/distancing between children and parents
Extra supplies been provided for employees to create markings in line with our company guidance.
- ✓ Staggered breaks for both children and staff
- ✓ Staggered outdoor activities
- ✓ Prior to opening our management has completed a visual assessment of layout and environment, if applicable furniture has or will be relocated or removed.
- ✓ We have explained how we will respond to suspected cases e.g. isolation area of staff/children
- ✓ Provided cleaning arrangements if suspected or actual cases occur
- ✓ Managers to monitor sickness and absences of children and staff
- ✓ We have identified a place within the setting to be used as a 'Isolation area' for children/staff showing signs of COVID-19
- ✓ Employees should assess travelling to work/nursery
- ✓ It is advised that staff should clean uniforms daily
- ✓ We have commenced effective communication with families and we need to help settle children back in to a routine
- ✓ We have completed maintenance and premises checks e.g. health and safety checks prior to opening including legionnaire checks (running of water).

Parents and visitors

Determine demand

- ✓ We have continuously been evaluating what are our childcare needs are for reopening
- ✓ We have provided flexibility (changing permanent shift patterns) for parents returning /opening hours / providing maximum range of existing patterns
- ✓ We have reviewed and have an understanding of any potential risks linked to families or children
- ✓ We have explained to employees the need to be flexible to meet the needs of the children/ business
- ✓ We have a excellent method for remote communication (NIAB)
- ✓ We have sent letters to parents about reopening
- ✓ Safety guidance has been sent to parents and provided by social media (website, FB ect)
- ✓ Our risk assessment for COVID19 is accessible via our website. This risk assessment should be used in conjunction with any other policies and procedures or company handbooks.

Managing new intakes:

- ✓ Initially we will discuss requirement on the phone. We can do virtual show-rounds by showing parents the environments via our website / then limited time spent in classrooms and a swift tour completed.
- ✓ Taster sessions and discussions will be completed via telephone to discuss the personal needs of the child to assist with the settling-in (Manager/ Key person to make contact)
- ✓ Taster sessions should be limited to child/ren and practitioner. We ask that the parent wait outside patiently.
- ✓ Sending information about current safety arrangements to any new parents
- ✓ To continue to use NIAB to communicate and complete registration forms
- ✓ We will liaise with local authority departments about children's needs

- ✓ We have raised specific questions/ answers around a person having symptoms or being in contact with anyone showing symptoms in the last 14 day. – Guidance has been provided to parents / employees.

Survey staff

Our aim is to get our staff on board at the earliest stage to support us with our organisation and preparation:

- ✓ We have shared any reopening plans e.g. risk assessments, measures and arrangements for keeping staff safe
- ✓ Discussed any relevant or potential concerns of returning to work. Directing employees to guidance and advice.

Staffing considerations:

- ✓ Regular guidance documents have been sent to employees with information and links
- ✓ We have discussed, how and when staff will need releasing from furlough
- ✓ We have assessed the first group of staff that can and will return
- ✓ We are continuously protecting/risk assessing vulnerable staff and communicating effectively
- ✓ Staff travel arrangements e.g. public transport and own safety - if they can, encourage walking / cycling
- ✓ Adaptations or updates for children with health needs/SEND etc. as they may not be with their usual key persons who are familiar with the child or things may have changed since they last attended
- ✓ Organised staff into groups - separated age groups. The staggered occupancy in these circumstances may mean mixed age groups of children which staff are not familiar with
- ✓ Discussed phasing staff return based on occupancy
- ✓ Check expired mandatory training (DBS)
- ✓ Staff training – long term goals
- ✓ All staff completed staff supervision and all brought up-to-date
- ✓ Evaluated any potential recruitment/bank staff needs – staff circumstances may have changed e.g. they may need reduced hours, extra staff might also be needed to cover busy periods e.g. drop off
- ✓ Arrangements for future interviews - potential of using Zoom

Staff communication plan:

- ✓ We have been cascading updates from the government and the changes the business is making as a result of COVID19
- ✓ We will be checking that the plans and measures are working in practice
- ✓ We will discuss and resolve any potential challenges
- ✓ We have and will continue to respond to challenges in a timely manner and seek advice if necessary
- ✓ Potential future communication methods include setting up virtual communications to avoid all staff face to face meetings e.g. using Zoom for staff meeting.

Cleaning considerations:

- ✓ Premises
- ✓ Toys and equipment
- ✓ Toilet areas
- ✓ Outside environment
- ✓ Vehicles

Sufficient supply of resources:

- ✓ Food Preparation and Meal Service review and guidance provided

- ✓ PPE - Screening Children Upon Arrival / adequate sundries in place. Employees allowed to wear own PPE. Asked to follow government guidance
- ✓ Hand Sanitiser Stations implemented - Hygiene supplies, including hand wash, sanitiser and paper towels. Guidance sent to employees.

All government guidance can be found in one place at:

www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings

Checklist completed by:

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