



Guidance for Employees

In line with the Health & Safety Act employees have a duty to safeguard themselves, working colleagues and the public. It is essential that all employees regularly review our information on our 'Staff Portal'.

Q) How is Early Learners taking extra '*precautionary measures*'?

Early Learners has purchased Protective Face Visors for each setting for employees to use. These are designed to protect your face and eyes from exposure to infected droplets, when in close contact with people who are infected or vulnerable.



Each visor is recommend for single session use. There is also a foam strip included which the user can attach for additional

Why are we introducing these measures?

To protect our employees. This is because of the rise in COVID19 positive cases in local areas. We want to minimise the amount of time you or others potentially touch their face.



We have purchased 'yellow' mops and buckets. Yellow mops will solely be used for cleaning isolated areas after the 72 hour period. Mopheads are to be thrown away immediately after cleaning. Mops heads are to get double bagged when going in the bin. Gloves are to be worn when cleaning isolated areas.

Yellow mops are not to be used for any general use.

Guidance Documents:

- Risk Assessment (updated 13/09/20)
- Clean to reduce risk from coronavirus (12/09/20)
- What to do if a person (adult or child) has tested positive to COVID19 (Updated: 12/09/20)
- Rapid Risk Assessment (Updated: 09/09/20)
- COVID19 Letter & Templates

These updated documents can be found on the Staff Portal:

Link: <https://www.earlylearnersnurseries.co.uk/covid19-guidance>

Password: **elnstaff**

Completed: 15/09/20

Q) Can I claim Sick pay for self-isolation during coronavirus?

Yes, employees and workers who self-isolate will receive Statutory Sick Pay (SSP) which will be due to them from the first day they're absent from work if:

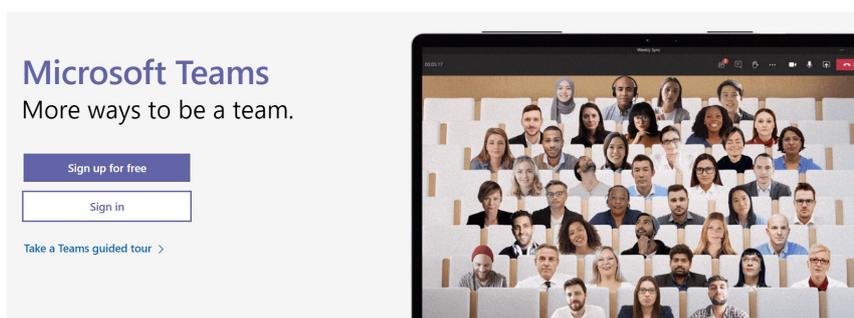
- they have coronavirus (COVID-19)
- they have coronavirus symptoms, for example a high temperature, a new continuous cough or a loss of, or change in, sense of smell or taste
- someone in their household has coronavirus symptoms
- they've been advised to stay at home by their doctor because of an underlying health condition
- they've been told to self-isolate by a doctor or NHS 111
- they've been told to self-isolate by a government 'test and trace' service, because they've been in close contact with someone who tested positive ('NHS Test and Trace' in England, 'Test and Protect' in Scotland or 'Test, trace, protect' in Wales)

Employees will not be eligible for full pay under these government terms. Employees have a duty to attend and return to work following the appropriate guidance from the NHS:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Q) How will Early Learners be doing meetings & training in the future?

We will be using Microsoft Teams to conduct meetings and training sessions. Employees now can take a demo on how to use this new programme. Please act now and be prepared. Simple click on the link below and select '**Take a Teams guided tour**' then create your account. This approximately takes 5 minutes to complete. Please use your same email registered on your 'Staff Admin' account. Once created notify your manager by sending an email. We will then be able to add you to your '*Nursery group*' and the '*Company group*'. It is completely free and secure to use and employees can use it on their computers and/ or mobile phones.



Link: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

The NDNA will also be providing webinars and online training using this service.

Q) How will Early Learners be completing nursery tours or visits with parents?

We recommend the following:

- Family details are logged on Nursery in a Box (for track & trace) prior to any tour.
- Person attending a tour wears a face mask. Person sanitises their hands prior to tour and is offered to wear gloves.
- Person delivering the tour wears protective visor. Remember to stay at a safe distance. Prams are not allowed within the setting.
- The person is only allowed to access the hallway during operating hours. Person can view classrooms at the doorways. Brochure and support fee cards are provided.
- We kindly ask parents to avoid touching any resources within the setting.
- If parent wants to go into the classroom, we recommend that children play outside or that the tour is completed outside operating hours.
- Tours should be swift and completed within the isolated area of an entrance, hallway or doorway.

What can we do to help?

Setting can provide regular photographs of their classrooms so we can continuously update our website. The more we show online the less they need to see within a setting.

Q) What are the Changes to the EYFS in 2021?

The Department for Education is to change the Early Years Foundation Stage (EYFS) in 2021. The government says the changes will improve outcomes for all children, but particularly the language and literacy outcomes for disadvantaged children and reduce teacher workload.

The DfE sought responses to these proposed changes to the Early Years Foundation Stage (EYFS) between 24 October 2019 and 31 January 2020. On 1 July, 2020 the government published its response to the EYFS Reforms consultation.

What is changing?

The consultation covered:

- proposed revisions to the educational programmes
- proposed revisions to the Early Learning Goals
- proposed changes to the assessment and moderation process for the Early Years Foundation Stage Profile
- and a proposed change to the safeguarding and welfare requirements to promote good oral health.
- The DfE says that the proposals are intended to:
 - make all 17 ELGs clearer, more specific and easier for teachers to make accurate judgements
 - focus on strengthening language and vocabulary development to particularly support disadvantaged children
 - strengthen literacy and numeracy outcomes to ensure all children have a good grasp of these areas of learning in preparation for year 1
 - ensure the ELGs are based on the latest evidence in childhood development

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- ensure they reflect the strongest predictors of future attainment.

The government's response to the consultation

The consultation received a total of 2,452 responses to the consultation, including 69 responses from practitioners working in the PVI early years sector and 41 childminders.

Educational programmes

Following the consultation, the DfE said that it would make a number of changes to the reformed education programmes including:

- PSED will include additional information on self-care and healthy eating.
- Physical Development will be strengthened to include a greater focus on development from birth to reception and on the link between gross and fine motor skills.
- Literacy will include a stronger emphasis on pre-reception literacy learning, and the link between language comprehension and later reading and writing.
- Mathematics will include a greater detail on the importance of shapes, spatial reasoning and measure as part of early maths learning, and how children can foster a love of maths.
- Understanding the World will include wider experiences for children.
- Expressive Arts and Design will include a wider variety of ways children can develop their creative skills.
- The Communication and language programme will remain as originally proposed.

Early Learning Goals

The proposed changes to the Early Learning Goals (ELGs) will also go ahead, largely as planned, with the following changes made:

- Communication and Language will include focus on adult-child interactions, and the word 'accurate' has been removed from the Speaking ELG when referring to tenses.
- Mathematics will include greater clarity to counting and comparing quantities in the Numerical Patterns ELG. Government will proceed with its focus on number and numerical patterns within the mathematics ELGs as the strongest predictor for later maths outcomes. This also reflects government's continued commitment to strengthen the teaching of early numeracy so that all children, particularly those from disadvantaged backgrounds, are able to start year 1 with a strong and confident foundation in number. Practitioners and teachers will still be required to teach children about shape, space and measures, as part of a well-rounded curriculum, as set out in the revised mathematics educational programme.
- Understanding the World will include a change in relation to the Past and Present ELG to further clarify the expectation of children understanding the concept of 'past'.
- Expressive Arts and Design will include reference to a greater variety of use of tools, materials and techniques that children will need to demonstrate for the Creating with Materials ELG.
- The ELGs for Personal, Social and Emotional Development; Physical Development; and Literacy will remain as proposed.

Oral health

A need to include oral health alongside the requirement to “promote the good health of children” will be added to the EYFS framework. Individual settings will need to determine how to meet this requirement and practitioners will not be required to assess this.

September 2020

The DfE says that its EYFS Reforms will “provide a strong basis to support children who may have missed critical months of early education” and will therefore be proceeding with plans to offer settings the opportunity to adopt the reforms from September 2020 onwards. The reforms will be implemented nationally from September 2021 onwards as planned.

Development Matters

The Department for Education (DfE) has published a revised version of Development Matters. Link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/914443/Development_Matters_-_Non-statutory_curriculum_guidance_for_the_early_years_foundation_stage_1_.pdf



Q: How does an employee communicate with us?

An employee can contact their line manager (*Deputy Manager, Manager or Directors*) by notification via StaffAdmin, emailing or calling us.

- Widnes, 01514242987, elnwidnes@outlook.com
- Runcorn, 01928581881, elnruncorn@outlook.com
- Middlewich, 01606841174, elnmiddlewich@outlook.com
- St.Helens, 01744817771, elnsthelens@outlook.com
- Customer Care Team, elncustomer@outlook.com
- Director (Hayden McCann) director@e-l-n.co.uk