

ASHENGROUND COMMUNITY PRESCHOOL



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Covid-19 Outbreak Management Plan

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting; or
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community; or
- to prevent unsustainable pressure on the NHS.

This plan explains how Ashenground Community Pre-school will operate if any of the measures outlined below were recommended for the Pre-school or the local area by Public Health England health protection teams, director of public health or others.

This includes how we will ensure every child receives the quantity and quality of education and care to which they are normally entitled.

Potential COVID-19 outbreak

There are different thresholds depending on the number of children enrolled at the preschool and staff numbers.

If the Preschool is operating with 20 or fewer children and staff at any one time and 2 children and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period then the Preschool may have an outbreak.

For more than 20 children and staff if

- 5 children or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

then the Pre-school may have an outbreak.

The Preschool manager will call the dedicated advice service who will escalate the issue to a local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan. Contact can be made by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.

The Preschool Manager (or if the Preschool Manager has tested positive the Ashenground Community Centre Manager) will call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.

Should these thresholds be reached the Preschool will review and reinforce the testing, hygiene and ventilation measures they already have in place. A director of public health or an HPT may give settings advice reflecting the local situation. Our contingency plans cover how we will operate if any of the measures below are recommended.

Testing

All of our Preschool staff are taking part in an asymptomatic testing program twice weekly. Staff with a positive LFD test result will need to self-isolate in line with the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [arrange a polymerase chain reaction \(PCR\) test](#) to confirm the result.

Staff with a negative LFD test result can continue to attend preschool.

In the event that the preschool staff are advised to undertake additional testing or attend a covid test appointment the preschool will, where possible support staff even if these are during working hours.

Face coverings

In the event that the preschool is advised that face coverings should be worn more widely in the setting by parents/carers, staff and visitors the following steps will be taken.

- Notices will be displayed at the main gate at the entrance to the garden advising parents/carers and visitors that face masks should be worn unless they are exempt.
- A letter will also be sent home to parents/carers advising them of the new guidance for example face coverings are required at pick up and drop off unless the parent/carer is exempt from wearing them.
- Depending on the advice being given staff will be provided with training and PPE necessary to comply with the requirements to ensure that the new procedure is understood and complied with.

Workforce and shielding

Shielding is currently paused and can only be reintroduced by the national government. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding.

Staff who are clinically extremely vulnerable

In the event that a member of staff needs to shield then written confirmation that the individual is on the shielded patient list will be required. The individual member of staff will be advised to shield in accordance with the guidance. Arrangements will be made to cover staff absent due to shielding using bank staff or increasing hours of permanent staff. It may be necessary to recruit new bank staff. The Preschool will have regard to the following [Public Health England CEV guidance](#).

Pregnant workers

Based on the advice received from Public Health England health protection teams, director of public health or others the preschool will update it's risk assessment which will consider the needs of pregnant workers. If it is not possible to put the necessary control measures in place, such as adjustments to the job then a pregnant worker will be suspended on paid leave. This is in line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.

Other measures

It is possible that the preschool may be advised to limit or cancel the following activities:

- open days

- transition or taster days
- parental attendance in settings
- educational visits

The pre-school will take advice from Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) regarding specific precautions/actions which should be taken. In the event that the activity continues then the risk assessment will be updated to consider whether it is still appropriate for the planned activity to continue for example should the guidance stipulate that parents should not attend Pre-school educational visits then consideration will be given to whether there are sufficient child to adult ratios necessary to proceed.

Attendance restrictions

Attendance restrictions will only ever be considered as a last resort in extreme circumstances. This may include major staff shortages due to a COVID-19 or the Preschool being advised to limit attendance. If attendance restrictions are advised across an area, the government will publish detailed operational guidance for settings.

If attendance restrictions are needed, the Preschool will prioritise vulnerable children and children of critical workers to allow them to attend and where possible to their normal timetables.

For those children not attending preschool high-quality remote education will be provided for all children not attending the preschool. Please see 'Remote learning for children not attending preschool' section below.

Ofsted and Family Information Centre at WSCC will be informed by the Preschool Manager (or if the Preschool Manager is off sick by Ashenground Community Centre Manager) if the setting is required to close.

Remote learning for children not attending preschool

For any child not attending preschool for short periods of time (two weeks or less) we have prepared information for parents and carers with links to the following websites.

- [Hungry Little Minds](#) - provides simple fun, activities for kids aged 0 to 5 for parents to do at home with children to support their early learning
- [BBC Tiny Happy People](#) - activities for babies, toddlers and children
- [Words for Life](#)
- [Help children aged 2 to 4 to learn at home: coronavirus \(COVID-19\)](#)

For children who will not be attending preschool in the longer term (for example if a child has been advised by their clinician or other specialist against attending the setting) then we will provide a more tailored programme of work with weekly activities. Parents will be encouraged to email weekly activities of their child learning to ensure the partnership with parents is maintained.

In the event that the preschool is closed we will provide a weekly activity sheet and continue to encourage parents to share their child's learning via email or Tapestry. In addition parents will be given links to the following websites.

- [Hungry Little Minds](#) - provides simple fun, activities for kids aged 0 to 5 for parents to do at home with children to support their early learning
- [BBC Tiny Happy People](#) - activities for babies, toddlers and children
- [Words for Life](#)
- [Help children aged 2 to 4 to learn at home: coronavirus \(COVID-19\)](#)

Preschool Manager and SENCO will liaise with the Preschool's Early Years Advisor and local authorities to ensure that any remote learning provision for children with EHC plans are appropriate.

Safeguarding procedure for children not attending preschool

Staff will work with local authorities and other outside agencies to monitor the welfare of:

- vulnerable children who are not attending provision
- other children they might wish to keep in touch with, for safeguarding purposes.

Advice will be taken from the Preschool's Early Years Advisor about the most appropriate way to safeguard children during a preschool closure period but this could involve keeping in touch with children and families via email, online learning journal 'Tapestry' and over the phone or work with the local authority to secure a place for the child at an alternative setting. Children's individual needs will be taken into account.

Reporting COVID-19 cases to Ofsted

The Preschool Manager (or Ashenground Community Centre Manager if the Preschool Manager is not present) will notify Ofsted of any confirmed cases in the setting, whether a child or a staff member. Ofsted will advise if we have to close the setting as a result. This is a legal requirement as set out in paragraph 3.51 of the [statutory framework for the early years foundation stage](#). Report as soon as you are able to, and in any case within 14 days. See [tell Ofsted if you have a COVID-19 incident at your childcare business](#) to assure all the information required is included.