

Trinity Court's Coronavirus Response, Autumn Term 2020

Information for Parents and Members of Staff

Trinity Court is a childcare facility with a strong emphasis on the word "Care". We have continued to provide love and attention to every child in our care during the recent pandemic while being discretely mindful of hygiene and infection control.

The following information is written as a guide for parents and members of Trinity Court's staff to help our establishment run as safely as possible through the new Academic Year. It pays particular regard to the following Government guidance:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

Please be aware that any element of the information below may change with relatively little notice.

Premises

We are lucky to have a large area available relative to the number of children on our roll. This enables space to be maintained between groups of children, allowing them to socialise & play in a setting that is familiar to them.

We continue to have a good supply of cleaning products and the building remains in a good state of repair.

Session Timings

From Tuesday 1 September, Trinity Court is open between 07:45 and 17:45.

Drop off and collection arrangements

Initially we do not consider it necessary to propose staggered drop off & collection times. To aid smooth running and minimise infection risk we ask that

- Where possible, only one adult should accompany children at drop off & collection
- While waiting at the door, "social distance" markers should be followed where present
- Parents should avoid entering Trinity Court's entrance hall when dropping off or collecting children
- Detailed handover discussions are arranged by telephone to minimise face-to-face contact
- Trinity Court's car park, garden or paths should not be used as meeting places
- Parents and staff should follow the temporary one-way-system when arriving or leaving. Please arrive via the path and exit via Trinity Court's garden.

We are aware that the arrangements may cause inconvenience, especially at busy times and in poor weather. We suggest you keep a brolly available in case of the need. You may choose to avoid busy times of the day which tend to be 08:45 - 09:15 and 14:45 - 15:15. If we have advance notice of your intended collection time we will try (although cannot guarantee) to have your child ready.

Emergency Contacts Details

Please take care to keep your emergency contact details up-to-date. Please remember to exclude any individuals who may be shielding for health reasons.

Health & Medication

During the COVID-19 outbreak children displaying signs of a raised temperature must be excluded from Trinity Court. Because of this we will not administer Calpol or Nurofen unless as an urgent antipyretic (with prior written consent) while awaiting arrival of a parent / emergency services.

Please note: Children displaying a fever should not return to the setting for 10 days or until they have received a negative test for coronavirus, whichever is sooner.

At the time of writing, exclusion for tummy upsets remains at 48 hours provided they are not accompanied by symptoms associated with COVID-19 (e.g. a raised temperature).

Common colds are not excludable illnesses and we understand it is not always realistic for alternative childcare arrangements to be made for every childhood ailment. We will continue to take a practical approach. If you have any doubt about the diagnosis we would appreciate you erring on the side of caution where possible.

Government guidance recommends against checking children's temperatures routinely on their arrival. We may check the temperature of children who have shown symptoms of a viral respiratory infection and use that information to guide our advice about exclusion.

Daily Running

At Trinity Court we have a sessional cohort of children and a small staff team (many of whom are part time workers). It is not possible to assign children or staff members to groups to ensure they will only mix with limited numbers of others.

When indoors we will aim to increase ventilation by opening windows (and doors when security can be assured). As a result, Trinity Court may be cooler than normal; children and staff members should have warm clothing available at all times.

Toys and Resources

We have a large number of toys and resources at Trinity Court. We respectfully request that toys are not brought from home.

We have selected resources that can be easily cleaned rotate these on a 72 hour cycle.

Please ensure that any clothing is labelled clearly with your child's name. This guidance will continue to apply long after coronavirus has been forgotten!

Hand washing, Cleaning & and Personal Protective Equipment

On arrival all children and staff should wash their hands for 20 seconds using soap and running water. We have always followed good hand hygiene at Trinity Court and will continue to minimise infection risk as best we can.

Disinfection of surfaces will continue throughout the day and at the end of the day.

As per the Government's recommendation, additional Personal Protective Equipment is available to staff members caring for a child who is showing symptoms of COVID-19 and awaiting collection. If a distance of 2m cannot be kept, a facemask should be worn by the

member of staff. If physical contact is necessary then gloves and an apron should be worn until the child has been collected.

Bleach based cleaning products may be in use and, where this is the case, will be kept out of reach of children.

Alcohol based hand gels and rubs may be in use. Where this is the case these will be kept out of reach of children.

Catering (Snacks and Meals)

We will not be offering cooked lunches during the early part of the Autumn term. A lunch box will be required for all children attending our lunch time session. We plan to resume offering cooked lunches as soon as practicable; we will review the situation continuously and advise accordingly.

To minimise the risk of infection via the oral route, Trinity Court's staff members will not eat with children. Members of staff will not "snack" while on duty to minimise their risk of infection. Staff members will wash their hands thoroughly before and after break times in order to control infection risk.

TC Club

Our local schools have been asked to modify their arrival and dismissal arrangements to minimise contact between groups of children (and their accompanying adults). We have liaised closely with our colleagues to maximise smooth running at hand-over times.

Unfortunately it is impossible for us to maintain year group / school group "bubbles". Our children will, by necessity, share vehicles and premises with those from different "bubbles".

Touch points in our vehicles will be included in Trinity Court's daily cleaning schedule. In the event of a positive case of coronavirus, vehicles will be deep cleaned or suspended from service temporarily where appropriate.

In line with Government guidance, children will not be expected to wear face coverings at Trinity Court. The same applies on our transport although they are welcome to wear one if they wish to. Staff members travelling on our transport are advised to wear a face covering where more than one adult is present. Vehicle windows will be open when it is both safe and practical to do so.

We anticipate our school runs will be challenging at times during the coming academic year. To help smooth running and avoid additional stress it essential that we are advised in advance if your child does not need collecting on a particular day. This should be in person or by telephone before 14:45. Please do not rely on email.

Please remember to keep the emergency contacts we hold for your child updated.

Coronavirus Testing

Trinity Court's children, parents and staff are eligible for coronavirus testing if they develop symptoms. We are all encouraged to get tested in this scenario. The aim is to avoid the need to self-isolate longer than is necessary if the test proves to be negative. A positive test will ensure rapid action to protect other children and staff in their setting.

A local test can be booked through a Government website here: <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>. We understand a test can also be arranged by telephoning 119.

Suspected COVID-19 Infection

Anyone who

- is displaying coronavirus symptoms
- has displayed symptoms in the previous 10 days
- or lives with someone who has displayed symptoms in the previous 14 days

should not attend Trinity Court unless they have tested negative for coronavirus. This applies to both children and members of staff.

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

Where a child develops symptoms at Trinity Court they will be "isolated" (along with a member of staff) in our Rainbow Room pending their collection. The external door will be opened to maximise fresh air and minimise infection spread. Staff members will utilise PPE where required and the room will be deep cleaned on its vacation. Staff members developing symptoms should go home immediately.

Test and Trace (Reporting Incidents)

In the event that cases of coronavirus are confirmed at Trinity Court we will seek advice from our local health protection team; we will act according to the guidance they give.

Please note that we will actively engage with the UK Government's Test and Trace programme (or equivalent) and share information to minimise the possibility of onward transmission of the virus. This is in line with Trinity Court's Health & Safety Policy section entitled "Reporting Incidents" that is accepted when registering a place. It is not possible for us to offer care where this consent is not given; if you do not wish your details to be shared please speak to us and we will release your child's place without requiring notice to be served.

Shielding

Staff members who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) are advised to follow the shielding measures they have been recommended to keep themselves safe. It is expected that members of staff in this group do not attend Trinity Court until further notice.

If a staff member lives in a household with someone who is extremely clinically vulnerable, they are advised to follow the guidance given to those with whom they live.

You are advised to check the most up-to-date Government advice if you feel you may be in categorised as clinically extremely vulnerable.

Parents should give careful consideration to updating emergency contact details, excluding any individuals who may be shielding from coronavirus.

Fees

Fees will only be charged where Trinity Court is open and able to provide a service.

In the event of a local or national lockdown we will not charge fees for any period that Trinity Court is closed. The same will apply if we are forced to close temporarily in response to COVID-19 infection of our staff or to undertake a deep clean.

If Trinity Court is open but you choose not to use our service we will continue to raise invoices for places that are held open. This allows us to safeguard our employee's jobs and continue to maintain the building and our vehicles. The same situation will apply for our out of school service. Fees will be charged as normal if your child's primary school is closed temporarily in response to COVID-19 but Trinity Court remains open.

If you would prefer not to pay for a place due to coronavirus we will, as a matter of courtesy, release your sessions with immediate effect without expecting the normal notice period to be served. If you require sessions again in the future we will reinstate them provided they remain available.

Service Disruption

While we will do all we can to maintain our service you will appreciate that certain circumstances may make that impossible. Where a significant proportion of our staff are required to self isolate we may be unable to deliver care safely. We may also be forced to close temporarily to undertake a deep clean where infections (or suspected infections) are reported amongst our cohort.

We thank you in anticipation of your understanding if we are required to close at short notice. We will do all we can to give as much notice as possible by telephone or email. You may keep up to date with our closure status on our website at www.trinitycourt.co.uk/info/covid19.html

NOTE: Trinity Court is located in an area controlled by Staffordshire's Education Department. We provide services to many families / schools in Stoke on Trent's Education Authority. Please be aware that local lockdowns or restrictions may differ between authorities.

Review and Feedback

Our process for managing coronavirus is subject to continuous review: policies, procedures and protocols will be revised regularly. We welcome any input with that process and encourage you to make contact if you have comments, queries or concerns.