

**Covid-19, other infectious illness, and outbreak plan**

**Plan updated February 2022**

**Introduction**

Free Rangers has been re-open to all families since June 2020 following the government announcements surrounding Covid -19. We have continued to follow all guidance and legislation given to us as a sector.

As we move into the governments ‘Living with Covid Plan’ we must consider the impact on our setting, staff and families and ensure we have policies and procedures in place to protect everyone and ensure Free Rangers remains a safe place to be. We have adapted our Covid-19 operation plan to make clear the measures we will take should an outbreak of covid 19, or any infectious illness, be confirmed or suspected.

Please read through this pack carefully to ensure you understand how these measures will affect your child’s experience with us, the daily running of the nursery and how in the event of an outbreak of Covid-19 or other infectious illnesses will impose restrictions on how we operate.

 **Preparing the premises in the case of a national lockdown or infectious disease outbreak**

Free Rangers operated throughout the national lockdowns, and we are therefore confident with operating in small group sizes with minimal mixing. Social distancing between staff has always been adhered to and is well-practised and there are systems in place, such as risk assessments and adapted fire evacuation procedures to ensure we remain operational safely. Adaptions that were made during the pandemic will remain and although we can relax rules such as social distancing, mask wearing and mixing we can, and will, reinstate these measures with ease should another lockdown be enforced or in the event of an infectious illness outbreak at Free Rangers.

**Groups or bubbles**

There are now 6 operating groups at Free Rangers and these groups will remain, post pandemic. Each group has staff designated to them and in ‘normal’ circumstances we allow mixing of staff and joining of groups. Should we need to reduce this because of an illness outbreak or indeed another national lockdown our procedure will then be to only mix in the following situations, 1. A medical emergency, 2. During an evacuation emergency 3. To cover staff illness 4. When numbers are below 15 in pre-school groups. During such as event these groups will be eating independently, toileting and handwashing independently and accessing outdoor place spaces independently to ensure we operate safely with minimal risk to spreading infection and illness.

The group locations are as follows:

1. Cubs Babies (6 babies & 2/3 staff)
2. Buzzy Bee Babies (12 babies & 4 staff) Main gate access
3. Slow worms - Toddlers (24 toddlers & 6/7 staff) Lower yard access, next to shipping container
4. Dragonflies - Group 1 preschool group (15 preschool children & 2/3 staff) + lunch support, Forest School yurt
5. Hummingbirds - Group 2 preschool (15 preschool children & 2/3 staff) + lunch support, Forest School new cabin (central location)
6. Foxes - Group 3 (15 preschool children & 2 staff) forest school original cabin and yurt

 **Drop off and pick up**

Drop off and picks up are now spread across the site and will remain this way, this is an ongoing protective factor for any illnesses circulating on site.

**Reporting Covid -19 and other illnesses**

Parents must keep children who are unwell at home and not bring them to nursery and staff that are unwell will not attend. **Please inform the office, via the Famly app, if your child will not be in due to illness or any other reason.**

For us being unwell is defined as a child that is unable to engage with our day, has an obvious symptom of illness or is seemingly well but has symptoms of an illness requiring exclusion such as chickenpox.

We appreciate some NHS guidance, and some medical professionals may advise it is ok for your child to attend nursery for some illnesses. We however ask that you follow our exclusion table in our Sick Child Exclusion policy as we must keep our whole cohort of children in mind and minimally impact every child and staff’s ability to attend nursery.

 **Cleaning and handwashing**

There are handwashing facilities within all the groups, and we follow strict cleaning and handwashing rotas within our groups throughout the day, focussing particularly on the high use areas such as door handles, tables, and toilet flushes.

Runny noses and sneezes will be caught in a tissue and immediately disposed of into a lidded bin. We will work with the children to instil a positive independence in hand washing and respiratory hygiene practices.

A thorough deep clean takes place every weekend and in the event of an illness outbreak a fog treatment or additional deep clean is ordered.

**Communications**

Please always inform the office and room if your child is absent or poorly. It is also requested that you continue to inform us if you or anyone in your family has Covid-19 or any other highly infectious illness. You can record this on the Famly app or email us directly, our email addresses are below:

**Jessica Kendrick** - manager@freerangers.org.uk

**Baby Lead** **Cubs** – sophie2096@hotmail.co.uk

**Baby Lead – Buzzy Bees**- Ezmefreerangers.org.uk

**Burrow Lead** – abbiecox2011@hotmail.co.uk

**Preschool Lead** – lucyfreerangers@gmail.com

**General information**

Please minimise toys coming in. Unless your child needs a comforter, dummy or reassuring toy from home, please encourage them to leave them in your car at drop off.

**Medicine** – please ensure this is labelled with your child’s name, dosage and date. You will need to communicate with us about what the medicine is, why it has been prescribed and adhere to the exclusion policy attached when it comes to antibiotics (48 hrs use before returning.)

Please do inform us if your emergency contact numbers have changed and ensure your work numbers are up to date if we need to call these. **These can all be imputed by you on the Famly app**

**Parents will always been informed of illnesses circulating the nursery via the Famly app.**
 **Financial implications**

Please read the exclusion policy, it outlines the possible financial implications of children being excluded due to having Covid 19 or other illnesses, that namely is that fees will continue to be payable during this time. By sending your child to nursery you are agreeing to the above financial implications and this policy as a whole.
 **Office access and communication**We are pleased to let you know that from March 2022 the office is again open. Please do pop in to discuss anything you need to, and meetings can be held by arrangement.

**Owner – Charlotte Lucas** (Monday – Friday until 3pm) – charlotte@freeranger.org.uk

**Manager – Jessica Kendrick** working days Tuesday through to Friday– manager@freerangers.org.uk (SENCO & Designated safeguarding officer)

**Accounts – Laura Hicks** Working days Monday, Wednesday and Friday (Wednesday in the office) – accounts@freerangers.org.uk

**Admissions- Tanya Iles** (Monday-Friday 9-2) Addmissions@freerangers.org.uk

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