TLPS: Plan and Risk Assessment for re-opening of TLPS

Stage 1: Before opening plan and preparation in lines with government advice and guidance.

	Area	Action	How	Date and Completed by who?
1.	**Preparing the premises**	-The Village Hall (VH) site have been closed since 05/01/2021 and the building have been out of use over the Christmas break. Health and Safety check of the building and gardens should be undertaken before re-opening. Enquiry have been made to the Village Hall Committee to allow TLPS access to the hall (TLPS is renting the premises) Refreshing Health and Safety advice for children, staff, parents and carers and any other visitors in light of coronavirus. Consider Legionella checks/ tests if premises have been closed for a long period for time.	- NW & SC to review TLPS H&S policies and procedures and adapt to Covid-19 DfE guidance https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak Submit RA to the VH committee for review. Staff, will ask parents to keep updated with government guidance in light of Covid-19: testing, H&S measures undertaken by the setting etc. Water from taps, toilets, dishwasher and hot water urn should be left running for a minimum 5 minutes before opening to 'flush' the system. In case of VH refuse to Legionella Test, TLPS will commission the report.	

		TLPS to discuss with VH key holders for the hall and allowed access during opening.	Only pre-school staff and VH chairperson (and cleaning staff?) will have access to the Village hall during outbreak. Other key holders will be asked not to use the premises until further notice.	
		Use of car park outside the VH	Social distancing markers are displayed on the pathway leading to preschool, blackboard will be displayed with keep safe messages	
2	**Risk Assessment and Checklist**	All planned activities should be risk assessed in light of coronavirus, in conjunction with relevant staff attendance where applicable, and consideration given to how usual practice may need to be adapted. All RA to be shared with parents and staff.	Detailed Risk Assessment to be completed and shared with all staff, parents/ carers and children, the Committee groups for TLPS and VH. Cleaning checklist will be completed 3 x a day(morning, midday and closure)	
3	**Cleaning and hygiene**	Ensure that the premises are cleaned and ready before re-opening of the setting. Clear information for staff on cleaning procedures and hand washing will be provided. Make this information available to staff and parents. Premises and equipment should be cleaned and wiped at the end of the session.	DfE guidance for references https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Complete checklist. Setting to purchase cleaning products in advance, such as: anti-bacterial sprays and gels, bleach, sterilising solution/ tablets (i.e. Milton), washing up liquid, wipes, cloths, tissues, toilet roll, paper towels, wipes etc. This will need to be cleaned thoroughly several times a day. In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to	NW & SC

		Deep clean of the building to be performed at the end of the week. Cleaning of all frequently touched surfaces, equipment, door handles, and toilets, used during the day.	clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs, dressing up.	
4	**PPE**	To ensure safety of staff, parents/ carers and children PPE must be worn when applicable in lines with current guidance. PPE will be worn by staff during drop-off ,the day and collection time at all times, until further notice. The majority of staff in childcare settings will not require PPE, beyond what they would normally need for their work, 2 metre distance will always be applied to staff.	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care Purchase of PPE: Non touch thermometer, aprons, gloves, face masks. PPE to be worn by staff when applicable and as stated in Risk Assessment. All PPE to be stored in a cupboard for staff to access at any time. At the end of the day, all PPE must be collected and bagged with dated used written on it. It needs to be stored safely at the setting at least 72 hours before placed in refuse collection.	
5	**Space management of the premises**	1 bubble will be created with a maximum of 15 children in it along with 2 members of staff. Child will be able to mix but staff must abide by 2 meters at all times. All equipment and resources will be spaced appropriately for the safety of children. Consider how floor space, rooms and outdoor space can be organised to ensure physical distancing between staff and between children.	Reduce number of children attending per day and stick with a 'bubble' system. Detailed space management on risk assessment form. Recourse and equipment distanced appropriately	NW & SC

6	**Reviewing your staff for availability to work in the setting (if applicable)**	The Committee group to look into furlough scheme and decide which staff should remind on furlough and which can return to work following the guidance from DfE. Shielding guidance from the DfE https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Staff should present a note from their GP or letter from the government to state the reason why they should not be working or are shielding. Other staff should return to work, unless above note can be provided. Staff emotional, social, mental and wellbeing will be reviewed on regular basis. \#	Conduct an audit to determine the availability of staff to work in the setting. It is important remember that some staff who are anxious and may value the opportunity for discussion and reassurance. Consider staff wellbeing, including any support that may be needed for those who have suffered bereavement, and discuss their needs with them. Anyone who is displaying coronavirus symptoms, or has displayed symptoms in the previous 7 days, or lives with someone who has displayed symptoms in the previous 14 days, should not attend work unless they have tested negative for coronavirus. 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 They and their household members should follow the advice for households with possible coronavirus infection. This audit should be done in conjunction with the official government guidance on shielding. People 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 rigorously follow shielding measures in order to keep themselves safe. If a staff member is clinically extremely vulnerable, they are advised not to attend the setting. If a staff member lives in a household with someone who is extremely clinically vulnerable, it is advised that they	

			follow [guidance on people who are shielding and living with other people](#).	
			Consider the impact of staff availability and their qualification levels on staff to child ratios, including the requirement to have a designated safeguarding lead (DSL)and the expectation to identify a special educational needs co-ordinator (SENCO).	
			Consider paediatric first aid requirements and First Aiders.	
		Only 2 members of staff will return to the setting at this time whilst 3 staff work remotely and 2 continue to be furloughed.	Staff meeting has been held to ensure all staff views and individual circumstances have been taken into account when appointing the rota.	
		All Staff are weekly test by the Worcestershire county council- lateral flow test (LFT)	All staff provide a negative result before returning to work on a new week.	
7	**Opening days** **And** **Children attendance** **Breakfast Club** **Forest School sessions**	The setting should decide on adjusting opening days and hours when necessary in lines with staff availability. Days timetable and routines should be reviewed to accommodate needs of the setting and children attending. Setting should take parents view into consideration.	To minimise contact between groups of children and staff, children should attend just one setting wherever possible and parents and carers should be encouraged to minimise as far as possible the number of education and childcare settings their child attends. Providers should use professional judgement when planning groups but may wish to use EYFS ratios to guide this. We are ensuring that there are no more than 15 children in a bubble at TLPS Prioritising system should be in place as advised by DfE:	

		Consider what's going to happen to additional clubs and sessions.	-children of Key workers and vulnerable children/ or children of parents who are employed and cannot work from home - school leavers - children who are 3 years old and receive NEF -Children who are 2 years old and receive NEF -other 3 year old children -other 2 year old children. NO MORE THAN 15 CHILDREN AT ONE TIME CAN THE SETTING (STAFF RATIO PERMITTED). As far as possible, the same members of staff should be working at TLPS and these should stay the same during the day and on subsequent days. Keep your staffing arrangements as consistent as possible. In instances where you do need to use staff from other settings or agency staff, ensure that this is agreed on a weekly basis. BREAKFAST CLUB will be suspended to allow staff extra time in the morning for setting up and ensuring all resources, toys and surfaces are cleaned and disinfected. FOREST SCHOOL will be suspended . TLPS will not be allowed to use Church Lench school premises until further notice. The Community Orchard is a public space that can be accessed by anyone, therefore social distancing and H&S procedures during Covid-19 will not apply.	
8		Review arrangements for the supply of food to the setting and agree an approach that suits	Cool Milk delivery to be informed of opening hours and number of children attending p/week.	

	Food and Milk delivery	the setting's particular circumstances. If you use food suppliers, consider how appropriate physical distancing, and hygiene measures, can be maintained when on setting premises, and communicate this with suppliers.	Milk bottles should be wiped with antibacterial spray before bringing into the setting. Miquill Catering (hot lunches) delivery will be suspended . Children will be requested to bring their own snacks and lunch every day.	
9	**Communication with parents**	Communicate to all parents with the plan and to explain that it will change over the next few weeks depending on the infection rate and government advice. Parents will be notified of the planned phased return ASAP and be asked to respond if their child will be attending or not. Clear guidance and explanation will also be given in terms of what to expect from the staff and how the school will operate. 1 staff will provide remote support via tapestry, Email and phone to all children at who have chosen not to attend the setting. New guidance is regularly issued to us and we have a duty to pass on to parents via email and displayed on entry to the setting.	What will be included in letter to parents: -The planned rota of each week and the ratio of staff, guidelines for what the day will look like. - activities planned for the week. -food and drink arrangement. - toileting - drop off and pick up arrangements -what to bring o pre-school each day. Letters and information will be available on TLPS website and circulated in emails. Staff will continue to follow the preschool planning and deliver the EYFS to all children whether onsite or at home New guidance on a wide range of new symptoms that will affect the children. Children will be required to test and have a negative result before returning to pre-school	
10	**NEF and invoicing**	NEF entitlement Non funded hours	NEF has confirmed that TLPS will be receiving their spring Term entitlement as long as they are open – WCF advised opening for 15 hours Any non-funded hours will be invoiced accordingly with TLPS charges if your child attends the setting.	
11	**Safeguarding and Child protection**	TLPS to consider refreshing staff knowledge of Safeguarding and Child Protection and highlight changes caused by Covid-19	DSL have undertaken updated training follow the start of covid19 and all DSL are available via the setting, phone or email	NW &SC

			A new bubble will always start on a Tuesday, only	
		The bubble	under exceptional circumstances i.e. safeguarding will this be reviewed and adjusted	
12	**Future events**	Consider what's going to happen to pre-planned events such as Sports Day, End of the year graduation, Disco	All events that involve gathering of people will be cancelled and parents notified. This will be eased with accordance to government guidance and reviewed on regular basis, when required.	

Risk Assessment

The following Probability and Impact Matrix uses the combination of probability and impact scores of individual risks and ranks them for easy handling of the risks. Each theme and area of consideration should be RAG scored using the probability and impact matrix to help to determine which risks need detailed risk response plans.

		Impact				
		Trivial	Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Low	Medium	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Moderate	Low	Medium	Medium	Medium	High
	Likely	Medium	Medium	Medium	High	High
	Very likely	Medium	Medium	High	High	High

Risk Assessment for COVID-19- TLPS

Staffing arrangements:					

Area	Action	How	R	A	G
Staffing Reporting absence. Opening days and times	Consider number of staff available to work, number of children attending (Inc. their age) What days and times will TLPS be open? Parents of the children and staff must sign new Code of Conduct. Are all staff clear on the absence reporting system linked to COVID-19? How do the registered person/ owner/ managers know?	In event of TLPS opening there must be a Manager, at least 1 other member of staff with 3 qualifications, DSL, and first aider must be present at the setting (number of children attending is ratio dependent) TLPS will be open Tuesday – Thursday 9am-2pm Staff who cannot work due to shielding or vulnerable will continue to be furlough/ or asked to work from home (at the discretion of the Committee group) to provide remote and online support. If more staff are able to return to work, TLPS will restore to original hours Forest School sessions are suspended.. Staff will be provided with PPE. If any staff start showing symptoms of Covid-19 they must notify the Manager and the Committee ASAP. They will be requested to be tested and not to attend the setting unless the test is negative and/ or isolation period finished in lines with the government guidance. Test results will be provided to management If a member of staff is tested positive for Covid-19, the whole pre-school will close with immediate effect, and contact tracing will start as advised by government advice. Additional tests for staff, children and parents might be requested. Pre-school will re-open once isolation period has finished.		A A A A A A A A A A A A A A A A A A A A A A A A	

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		TLPS will only take a maximum of 15 children p/day. The same children must attend from first day in the week and no other children will be allowed to join , until the following week when a new bubble will begin. This is to keep the 'bubble' system clear and to reduce the risk of spread of infection. Children's attendance days can be changed accordingly to TLPS opening hours, and NEF moved to adapt to changes. .			A A A A A A A A A A A A A A A A A A

Protective measures and hygiene					
Area	**Action**	**How**	**R**	**A**	**G**
How has the registered person & managesr added to/adapted the health and safety policy and other associated policies to include aspects linked to COVID-19 management?	The Manager and the Committee group to familiarise themselves with current government and DfE guidance and review settings H&S Policies accordingly.	Settings H&S policies updated 19.			G G G G G G
Have you ensured that all health and safety compliance checks have been undertaken before opening?	- Staff and parents/ carers to be informed of new H&S procedures during Covid-19. - Detailed daily check lists to be completed before and after each day.	- Staff, The Committee groups for TLPS and VH, parents and children are informed and provided with copy of settings Risk Assessment and H&S procedures during Covid-19, this was emailed to all parents prior to Christmas break		A A A A A A	

	- ensure Village Hall committee is informed of all steps undertaken by TLPS and agreed on.	- Staff will complete daily checks before opening, midday and at the end of the day detailing measures taken to help with minimalising hazard of spread of infection to include cleaning procedures for indoors and outdoors space, toys and equipment, use of toilets and self-care and hygiene etc.		A A A A
Are staff, parents and children aware of the key COVID-19 prevention control measures: • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices • regular cleaning of settings minimising contact and mixing (social distancing)	Ensure staff have been signposted to government guidance on coronavirus symptoms and protection measures in early years settings to prevent transmission and obtain confirmation that has been read. Share government key messages, information, guidance and resources (posters, social media, website links) with parents and pupils. Identify shielded and extremely clinically vulnerable children and staff and ensure they do not attend pre-school. Identify other clinically vulnerable staff with pre-existing conditions. Arrange home working activities or activities on-site, staying 2 metres away from others where possible. Undertake risk assessment with staff if they will need to work within 2 metres of others.	-Staff and parents are asked to keep themselves updated with guidance published by the government. Children to be reminded to keep social distancing as much as possible, however it is not possible with children between 2-4 years old, and a 'bubble ' system will be introduced. -staff will be keeping 2 meters apart from each other at all times Children will be encouraged to play in small groups with limited amount toys. All toys and surfaces will be cleaned after each use. -drop off and collection time will be social distanced and which 2 meters lines will be drawn on the top pavement and parents will be asked to queue there. Only one parents will be allowed to drop their child off to the pre-school and no one will be allowed to enter the setting. No siblings will be allowed to attend drop- off/ collection. - Children's and staff temperature will be check on arrival with non-contact thermometer. Anyone with temperature above 37.5 will be asked to stay away from the setting. -children must arrive wearing their normal clothes (not uniform)to monitor a new set of clothes dily to ensure they are clean and clothes must be changes and washed as soon as children are back home. - In case other symptoms are present as indicated by public health, person will be asked to be tested and stay in self isolation for 7 days or until the test comes back negative. And 14 days for the rest of the household. If a child becomes unwell during the day, they will be isolated from a group in a small meeting room with a		A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A

		member of staff wearing PPE. Parents will be informed and requested to collect their child immediately. -staff and children who are shielded and under extremely clinically vulnerable will not attend pre-school. -home learning will be provided to those parents who request one. -staff can wear PPE if they wish to at any time.		A A	
Have you put in place actions to prevent and minimise contact with individuals who have COVID-19 symptoms?	Ensure staff/parents/children/suppliers are advised to not attend the setting if they or any member of their household have symptoms or have been identified as a positive case. Ensure staff/parents/children know and adhere to self-isolation (7 days for the case and 10 days for their household)	Parents and staff are required to inform the setting manager immediately if themselves or anyone in their household have Covid-19 symptoms or have been notified that they have been in close contact with someone who have Covid-19. If a case is confirmed after testing, pre-school will close, parents will be notified and requested to follow the government guidance. Posters and information will be clearly communicated to all parents. Posters will be displayed in the VH.			G G G G G G G G G G G G
Have you put in place opportunities for children and staff to clean their hands more often?	Ensure children and staff can clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	Staff and children must hand sanitise when entering the building and then continue to wash their hands on arrival to the setting with water and soap and hand gel can be applied on clean hands. Staff/ children will be asked to wash their hands regularly throughout the day: -after finishing playing with toys/ equipment - after using toilet - after coughing, sneezing or blowing their nose - before and after meals and snacks		A A A A A A A A A A A	

	Ensure that help is available for children who have trouble cleaning their hands independently Consider supervision and promotion of frequent handwashing with soap and water for 20 seconds and drying thoroughly. Timetable regular hand washing opportunities into daily routines (ensure there are adequate supplies of anti-bacterial hand gel and soap)	Only hand dryers and/or paper towels will be available to dry hands. Staff member will help children who are not able to care for self. Hand gels will be provided and available to use at any time. Cleaning sprays and wipes will be used by a member of staff on regular basis.		A A A A A A A A A A A A A A A A A
Have you implemented good respiratory hygiene practices in the setting?	What action can be taken to encourage children not to touch their mouth, eyes and nose Promote the use of a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Ensure well ventilation using ventilated using natural ventilation	Children will be encouraged not to touch their or other faces. If they do, they will be asked to wash their hands. If a toy is passed from hand to mouth, toy should be removed and cleaned in disinfectant. Children will be modelled and encouraged to cough/ sneeze into their sleeve or elbow. 'Sneeze station' will be set up in a room with tissues, wipes, hand gel and extra bin for used tissues. Bins will be washed and disinfected at the end of each day. Windows and doors to be kept open during the day to keep the natural ventilation flowing. Staff will		A A A A A A A A A A A G G G G G G G

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		ensure all gates/ doors are secure around the children.				G G G
Have you identified how you will clean regularly and thoroughly and regularly clean surfaces that are frequently touched?	Assessment and identification of increased touched surfaces are regularly cleaned – midday and pm. Cleaning checklist will be followed	Mats/ carpets will be removed as well as other soft furniture (bean bags, cushions, soft toys, blankets) Books will be removed. Staff will have a set of books each day that will be shared with the children and after use books will be cleaned with disinfectant. Toys will be rotated, and amount reduced (i.e. half a box of blocks/ cars etc.) and after play it will be cleaned with disinfectant. Hard to clean toys will not be used (i.e. lego) Tables and chair will be cleaned after each use by a member of staff wearing PPE throughout a day. Doors, handles, toilets, sinks will be cleaned before opening, mid day and at the end of the session. No playdough, sand, water or any kind of messy play will be used in the setting. Plates, cutlery and cups used at the pre-school will be washed in a dishwasher on a hot cycle and disinfected at the end of the day. Outdoor equipment will be cleaned after each use. .				G G G G G G G G G G G G G G G G G G G G G G G G G G G G G
Has the capacity and availability of staff been considered to meet the increased need for cleanliness and hygiene of the premises?	A nominated members of staff monitors the standards of cleaning in the setting and identifies any additional cleaning measures.	To allow enough time for cleaning and preparations the following steps are in place: -Staff working hours will be flexible and changed for a duration of Covid-19 (morning and afternoon)				G G G G

	Whilst children are at breaktime/lunchtime clean tables/door handles with a disinfectant spray. PPE to be worn during this and hands washed afterwards.	-pre-schools opening hours will change in line with staff availability. - daily checklist will be completed stating items cleaned through out the day. - Breakfast club and Forest School will be suspended . - staff will be wearing aprons and gloves when cleaning. PPE will be changed to clean toilets, kitchen and play areas.		G G G G G G G G G G G G G G G G G G
Has appropriate use and supply of PPE been identified?	Ensure a small stock of PPE for use by staff supervising children who develop symptoms whilst at school before they go home.	PPE (disposable apron, gloves) to be worn by a staff member during: -arrival of children to the pre-school - during meal and snack time - supervising children in toilets/ nappy change In addition, face mask should be worn when a member of staff is dealing with: - first aid and administrating medication to a child, - unwell child. Staff should wear PPE at all times . Staff and children will be encouraged to wear clean clothes/ uniform daily and take a shower when retuned home from pre-school. No uniforms.		A A A A A A A A A A A A A A A A A A A A A A
Have you determined how to minimise contact and mixing (social distancing)	Risk assess and communicate process for drop off and collection (only one	TLPS reserves the right to alter opening hours, number of children attending in a week, staff working hours,		A A

by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)?	parent if accompanied), allocated times, how to minimise adult contact for example at entrances. Risk assess and determine your organisation of small groups, organisation of rooms and other learning environments. Risk assess and refresh your timetables to reduce movement around the setting/building, consider what can be delivered outdoors, staggering break times so that children are not moving around at the same time	daily routines and timetable, drop off and collection time, meal and snack time etc. to minimise contact and mixing between people. It is very difficult to keep children 2 meters apart, therefore play in small groups will be allowed, and children will be encouraged not to touch each other. Room layout will be changed to accommodate social distancing as much as possible. Parents will be asked to line up in 2 meters distance on the pavement at the top of the ramp (supermarket system), and only one family (one parent and their child/ children, no siblings) at the time will be allowed to walk to the main door to drop off/ collect their child. Children will only allowed to bring with them one small bag with one set of change of clothes (nappies and wipes when applicable). No fabric style lunchboxes will be allowed. Lunch must be packed in plastic container or sandwich bags for easier cleaning. Hot lunches will be suspended . Children will have to keep their lunch in a plastic Tupperware on their own pegs. Children must provide one piece of fruit for snack- this will not be shared with other children. Name pegs will be spaced so children belonging don't touch others. Children will keep to social distancing at lunch time- children will be seated at the table 1 meters apart. Rota might be introduced to rotate meal times between children.. Preschool will have constant ventilation so please wrap you child up warm. Use of toilets- only two children will be allowed in the toilets at the time.		A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A

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		Parents will not be allowed to talk to the staff before or after pre-school. Only necessary and quick information can be passed on to a member of staff. All other enquiries must be via telephone or email. Once parents drop off / collect their child/ren they will be asked to leave the car cark to minimalise social gathering.		A A A A A A A A A	

Accommodation / site usage					
Area	**Action**	**How**	**R**	**A**	**G**
What's the maximum capacity of children that can physically be on site at any one time	Limited children to aid social distancing for themselves and staff in the bubble.	TLPS reserves the right to only have a maximum of 15 children p/day (staff ratio allowed) Children will be prioritised according to the government guidance: - Vulnerable children - Keyworker families - Children of both working parents - School leavers - 3 year old with NEF - 2 year olds with NEF - Other children.		A A A A A A A A A	

Start/finish times/play times and lunch times	Arrange space and work areas between areas/bubbles – maintaining fire exit routes and bathroom access to support social distancing between groups/bubbles	Educate children about social distancing when lining-up if possible. Consider using floor markers and limit the need for lining-up. Limit number of children using toilet at one time.	R R R R R R		

Safeguarding			R	A	G
Area	**Action**	**How**	**R**	**A**	**G**
Vulnerable children	What amendments need to be in place for safeguarding of children – what these will look like for settings and children (individually identified vulnerability)?	Children recognised as vulnerable will be offered apace at the pre-school. Zoom meetings and telephone conversation will be arranged for parents who are at home with their children. TLPS will look into additional support for the family if needed i.e. Bereavement support, financial advice, food bank etc.		A A A A A A A	
Safeguarding policy review	How has the safeguarding policy been reviewed and amended considering the current situation?	Copy of amends to Safeguarding will be provided to parents and staff and the Committee members. All DSL have had update training			G G G G
Designated Senior Lead		DSL must be at the setting during opening hours. All staff are responsible for safeguarding children in our care. The Chairperson (PL) or Deputy DSL (SC & ACo) can be contacted via telephone on virtual meeting if necessary.			G G G G
Children attendance.	Do all who need to know, know which children should be in setting and follow up when they do not attend?	TLPS will keep weekly attendance list. This need to be sign every morning when children are arriving to the setting. If a child is absent, parents must notify the reason why. Staff will telephone parents if not heard from them by 9:30		A A A A A A	

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		If a child is signed to attend pre-school, but will not attend one of the days, they will not be allowed to return until the following week. This is to keep the 'bubble ' clear from any mixing and infection control.		A
Are the registered person/ owners/ managers aware of any LA/Trust changes there may be for contacting the LADO?	LADO update in Bulletin CV18: http://www.worcestershire.gov.uk/downloads/file/12402/education_and_early_help_bulletin_covid-19_update_18_-_8_april_2020			
Are the registered person/ owners/ managers aware of WCF social care and safeguarding delivery protocol COVID 19?	https://www.safeguardingworcestershire.org.uk/wp-content/uploads/2020/05/2020-05-07-Covid-19-Service-Delivery-for-Social-Care-Safeguarding-Services-Executive-Summary-V.07JK.pdf			
How are you ensuring staff are aware and understand that there may be an impact on the mental health of children, parents and staff or volunteers; and therefore, have access to whatever support may be available?	Coronavirus COVID-19 frequently asked questions for settings - Health services http://www.worcestershire.gov.uk/info/20775/coronavirus_covid-19_frequently_asked_questions_for_settings/2196/coronavirus_covid-19_frequently_asked_questions_for_settings/5 https://www.babcockprime.co.uk/coronavirus-support-for-settings-settings-parents-and-children Emotional Health and Wellbeing Services - Bulletin CV31 http://www.worcestershire.gov.uk/downloads/file/12512/education_and_early_help_bulletin_covid-19_update_31_-_6_may_2020 **Worcestershire HACT Wellbeing Support Guide**			

Committee members			R	A	G
Area	**Action**	**How**	**R**	**A**	**G**
Committee members involvement in planning, preparing and supporting the management and staff during various phases of re-opening the setting	Are committee members able to work with manager to review what is happening on a regular basis?	The Committee members have met up via virtual platform to discuss possibilities of re- opening the setting. Each member shared their opinion it will be taking for future consideration.			G G G G G

			R	A	G
What Committee members ned to know Reviewing of Risk Assessments		The Committee members will receive a written copy of the risk assessments and plans. Committee members will receive links to government guidelines and advice from Worcestershire Children First. All members will be involved in each step of phased opening of the setting. Committee members will decide which member of staff will remain on furlough scheme and which one will be returning to work (either form home or working in the setting)			G G G G G G G G G G G G G G G G
Additional considerations:					
Shielding staff/ age vulnerable staff	TLPS to review staff ability to work	We currently have two members of staff classed as vulnerable due to their age. Their ability to work will be reviewed by the committee. Staff working from home will be asked to provide remote and online learning and support to children.			

Communication			R	A	G
Area	**Action**	**How**	**R**	**A**	**G**
CHILDREN:					
Retuning to pre-school, settling in	How are the managers/staff evaluating children's preparation and response to return to setting – what will happen if that is not positive?	During preschool closure, children will receive a learning activities do at home via tapestry.			G G G

Communication with the children	What will be in place to support and give additional home support to alleviate this?	Deputy Manager will schedule Zoom video meeting and telephone conversations with the parents and children and talk about their time in lockdown.			G G
		Share pre-school structure and routines with the parents so they can use it at home with their children.			G G G
		Suggest children to video call their friend via Zumbini live class			G G G G G
	How will the manager communicate with children returning to setting?	Clear procedures in place for the return of children and staff following illness.			G G G G G G
		Staff to teach children new rules of social distancing, 'bubble' system.			
		All planned activities should be planned carefully and focus on children's PSED, mental health and well- being.		A A	
				A A A A	
PARENTS:					
Ways of communicating with parents	How will the managers communicate with parents during the various phases of re-opening? What on-going weekly/regular communication could be used to ensure parents are kept well-informed?	Utilise technology as much as possible to keep lines of communication open.the following will beused - video link/email/setting social media/newsletter. Email will be issued about the reopening of pre-school, This will also give parents an opportunity to ask questions. Reassure parents of the strategies that are being followed in setting and the social, emotional and			G G G G G G G G

		learning benefits associated with returning to setting. Parents will be provided with Risk assessments copy for future reference. The Chairperson will be available to all parents/ carers to contact at any time.			G G G G G G G G G G G G G G G G
STAFF:					
	How will staff communicate with each other throughout the setting day?	Staff will use online communication and pre-school phone to communicate with remote staff.			G G G G G

Well-being and support							
Area	**Action**	**How**	**R**	**A**	**G**
Keeping safe (staff)	How will management ensure staff are keeping safe? What information should be shared?	Advise all staff to keep up to date with information and national guidance about the signs, symptoms and transmission of COVID-19. Ensure that wipes are placed next to all telephones in setting and staff are directed to wipe phones/shared keyboards before and after use. Provide PPE.		A A A A A A A A A	
Well- being	How will the managers evaluate the well-being and personal and emotional needs of staff, especially	Ensure staff are aware of resources the setting already links to.		A A	

	those who are dealing with anxiety, loss, fear and upset	Signpost staff to Education Support (free, 24hr service for education workers) Make sure staff are feeling confident when raising practical or emotional concerns that they may have about returning.		A A A A	
Dealing with concerns	Provide opportunities for parents (and children) to raise issues and concerns	Face to face meetings with parents will not be allowed until social distancing rules are lifted. Parents can telephone, email, write a letter with their concerns and the management will provide feedback. Guidance and support from other agencies might be offered.			G G G G G G G
Additional considerations:					

Learning and starting pre-school (new children)			R	A	G
Area	**Action**	**How**	**R**	**A**	**G**
Learning	What will the learning look like when pre-school re-open? does learning currently look like for those children at your setting?	At first stage it will be important to provide a structure to children day, and allow as much of free flow play and to follow children's choices. Main learning must focus on Prime areas (PSE, CL, PD) Staff should prepare a list of daily activities for the children to help with daily games and activities. Consider extra support for children with SEND, health issues, vulnerable children, children with EAL, children who are due to start school and provide extra activities and staff ratio to support well- being. In case there are and children with SEND that will require 1:1 care, number of children attending per day will decrease, depending on staff ratio available.	R R R R R R R R R R		

			R	A	G
New children starting pre-school		Intake of all new children due to start pre-school during Spring Term 2021 has been postponed until further notice. Refer to EY transition toolkit for suggestions and ideas.	R R		G G G G G G G G
Additional considerations:					

Costs and finances associated with Covid-19					
Area	**Action**	**How**	**R**	**A**	**G**
NEF and invoices	Income from NEF and invoices	NEF entitlement will still be paid to the setting. TLPS will not be charging any additional fees to parents until pre-school re-opens, and then any non funded hours attended by the children will be invoiced accordingly by the manager.			G G G G

Fundraising events	Supporting the setting through organising fundraising events.	The Committee will look at some fundraising ideas to help raise the funds for the setting. Those might include:
		  - Setting up online shopping fundraiser account
		  - Online raffle
					G G G G

					G
		- Online Family Bingo - Other non contact/ socially distance activities			G
Finances (rent, insurance, salaries etc)		All financial information is at committee discretion			
Expenditure	Are there any additional costs that the setting need to meet before re-opening?	Additional cost of: - Cleaning products - PPE - Non contact thermometer - Consumables - Cleaners - Other			
Additional considerations:					

FURTHER GUIDANCE AND WEBSITE LINKS

DfE guidance:
- Premises: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- A detailed checklist and key guidance for action for health and safety is available at:
  www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Social distancing: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings
- Advice: https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance
- Data protection: https://www.gov.uk/government/publications/data-protection-toolkit-for-settings
- Critical workers who can access settings or educational settings: https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision
- Prevention and control- https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
- PPE: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe
- Information re testing: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested

- Social distancing: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings
- Safe working in education, childcare and children's social care: Preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings during the coronavirus outbreak.https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
- Guidance for schools and other educational settings about the novel coronavirus, COVID-19. https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19
- Pupils' mental health support/pastoral care at home: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress
- Parents: https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19
- Parents with pupils with SEND: https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19
- Supporting parents: https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents
- Home learning support: https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources
- Remote support: https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19
- Accountability measures: https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability
- Remote education during coronavirus (COVID-19) **https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19**

DfE guidance on finance:
- Financial support: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care
- Exceptional costs: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020
- Reducing burdens: https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings

Worcestershire supporting tools and resources:

- CV28 HR guidance for maintained settings on staff who have a vulnerable health condition
  http://www.worcestershire.gov.uk/downloads/file/12499/education_and_early_help_bulletin_covid-19_update_28_-_1_may_2020
- CV27 HR guidance on working from home
  http://www.worcestershire.gov.uk/downloads/file/12498/education_and_early_help_bulletin_covid-19_update_27_-_30_april_2020
- Coronavirus COVID-19 frequently asked questions for settings - HR guidance for settings on Coronavirus (COVID-19) issues
  http://www.worcestershire.gov.uk/info/20775/coronavirus_covid-19_frequently_asked_questions_for_settings/2196/coronavirus_covid-19_frequently_asked_questions_for_settings/7

- Update: CV36 HR Updated guidance for school leaders:
  http://www.worcestershire.gov.uk/downloads/file/12539/education_and_early_help_bulletin_covid-19_update_36_-_18_may_2020
- Coronavirus (COVID-19) general FAQs for education providers: <mark>Public health - cleaning and protective equipment</mark>
  http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_settings_and_education_settings/2211/coronavirus_covid-19_general_faqs_for_education_providers/4

- Safe working including use of PPE: Bulletin CV35
  http://www.worcestershire.gov.uk/downloads/file/12524/education_and_early_help_bulletin_covid-19_update_35_-_15_may_2020
- Covid19 Testing for education staff: Bulletin CV28
  http://www.worcestershire.gov.uk/downloads/file/12499/education_and_early_help_bulletin_covid-19_update_28_-_1_may_2020 and CV25 http://www.worcestershire.gov.uk/downloads/file/12479/education_and_early_help_bulletin_covid-19_update_25_-_24_april_2020
- <mark>Updated Testing link</mark> and CV37
  http://www.worcestershire.gov.uk/downloads/file/12546/education_and_early_help_bulletin_covid-19_update_37_-_20_may_2020
- Coronavirus COVID-19 frequently asked questions for settings - <mark>Health services:</mark>
  http://www.worcestershire.gov.uk/info/20775/coronavirus_covid-19_frequently_asked_questions_for_settings/2196/coronavirus_covid-19_frequently_asked_questions_for_settings/5
- Covid19 (coronavirus) Worcestershire Health and Care Trust Service updates: https://www.hacw.nhs.uk/covid19/
- Babcock support for settings, settings, parents and children: https://www.babcockprime.co.uk/coronavirus-support-for-settings-settings-parents-and-children
- HR Guidance - Staff well-being and resilience - Bulletin CV23
  http://www.worcestershire.gov.uk/downloads/file/12452/education_and_early_help_bulletin_covid-19_update_23_-_21_april_2020
- Babcock support for settings, settings, parents and children: https://www.babcockprime.co.uk/coronavirus-support-for-settings-settings-parents-and-children
- Education resources and keeping children and young people entertained
  http://www.worcestershire.gov.uk/info/20772/keeping_kids_entertained
- Covid 19 Transition planning during Covid19 http://www.worcestershire.gov.uk/phasedsettingsreopening
- Covid 19 Sharing of Assessment transition data http://www.worcestershire.gov.uk/phasedsettingsreopening
- transition toolkit (need to add where it is on WCF as well) https://www.babcockprime.co.uk/improving-schools-and-settings/early-years/early-years-inclusion/a-z-of-inclusion-resources/t-inclusion-resources
- Coronavirus COVID-19 frequently asked questions for settings - <mark>Funding and payments:</mark>
  http://www.worcestershire.gov.uk/info/20775/coronavirus_covid-19_frequently_asked_questions_for_settings/2196/coronavirus_covid-19_frequently_asked_questions_for_settings/4