



Autumn term 2020

Guidance for Early Years Settings - COVID-19 Site Operating Procedures

These guidelines are intended to assist early years providers in implementing precautionary measures to reduce the spread of COVID-19 disease in childcare settings. Jigsaws has built on these considerations and guidelines to form a Site Operating Procedures (SOP), suitable to our situation. These guidelines are based on Public Health England (as was) and Department for Education guidance for educational settings and their key workers. The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices. The design of settings as relatively small communities for day care on non-domestic premises and further subdivided rooms, greatly assists our ability to create physical distance between groups and cluster children into specific cohorts or 'bubbles'.

Bubbles:

Crawlers / Lorraine Briers, Shannon Kaye, Laura Sanderson - 9 children

Explorers / Karen Holding, Danni Heneachon, Keely Naylor – 12 children

Discoverers / Becki Haines, Kay Scarce, Katie Raeck, - 24 Children

Investigators / Freya Mitchell, Sophie Gaddas, - 8 Children

Adventurers / Freya Mitchell, Sophie Gaddas, Claire Thandi – 15 children attending kirk Fenton school only

Office / Amie Ross, Helen Smith

Kitchen / Emma Hodgson

	May 20		June 20		August 20				
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Focus	Area of consideration	Recommendations	Jigsaws SOP
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation period should attend the settings. • Providers may consider taking temperatures of children on arrival and risk assessing with regular health questionnaires for returning children. • Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff. 	<ul style="list-style-type: none"> • A log of children and families isolating will be kept by Helen Smith and children will not be allowed to return until isolation period is complete. • HS to inform NYCC if any children do not attend due to suspected symptoms. See below & Test Trace flow chart. • These will be put on posters around the building giving guidance on self-isolation • Children attending more than two settings may be asked to review their usage at Jigsaws. • Children taking holidays abroad must inform Helen Smith of where they are intending to go so that if quarantine procedures are put in place attendance can be altered on the ratio sheets.
	Physical Distancing / Grouping	<p>Early years settings are no longer required to arrange children and staff in small, consistent groups so can return to normal group sizes.</p> <p>Settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. Minimising contact between groups can reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Distancing of beds/cots should be facilitated wherever possible • Big group activities such as should be avoided 	<ul style="list-style-type: none"> • Jigsaws will continue to adhere to small group or bubbles. A list of bubbles is shown above, staff and children will keep in their designated areas. • No wandering between rooms is allowed. • Free flow is allowed between inside and outside designated spaces only no mixing • Care routines will take place in the allocated bubble. • Meals will be served in allocated space. • Children and staff must stay in allocated 'outside bubble' areas as much as possible.

	Well Being / Education	<ul style="list-style-type: none"> Children are usually organised into small groups or rooms within early years settings. Wherever possible these small groups or 'bubbles' should not mix during the day <p>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 clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> in line with the risk assessment and timetabling of the day, putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> more frequent cleaning of rooms that are used by different groups frequently touched surfaces being cleaned more often than normal ensuring that there are clear procedures for maintaining cleaning processes for food preparation areas, dining areas and table coverings Different groups don't need to be allocated their own toilets, but toilets will need to be cleaned regularly and children must be encouraged to clean their hands thoroughly after using the toilet 	<ul style="list-style-type: none"> There will be no circle time, group book reading or group singing Children will be encouraged to undertake independent play or small group play child led Much more emphasis will be placed on outdoor play Operations Manager to review staggered play outside so reducing possibility of groups mixing First aid kits for children and staff are kept in the rooms and Room Supervisors need to be responsible for letting Helen know what resources need purchasing. Instant ice packs are made available in each room and once used need to be discarded. Rotas for cleaning are in place for all bubbles particular attention is being placed on areas used by mixed groups Adventurers, Investigators and Staff room.
Workforce	Attendance	<ul style="list-style-type: none"> Staff should only attend the nursery if they are symptom free, have completed the requires 	<ul style="list-style-type: none"> We are working with all our staff to identify those who are at risk and may need longer to return to

		<p>isolation period or achieved a negative test result.</p> <ul style="list-style-type: none"> • We will ask that staff concerned that they are displaying symptoms acquire a negative test before returning to the setting. • Providers may consider taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff • Consideration should be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day 	<p>the setting. HS to keep all staff updated and consider changes to furloughed staff</p> <ul style="list-style-type: none"> • Please follow usual policy to inform if you are ill - from 7am call Helen Smith on 07929566285 if you are unable to attend your working day. • HS will inform NYCC if staff suspects Covid 19 symptoms, See below and test trace flow chart. • Staff booking holidays abroad must inform Helen Smith of where they are intending to go so that if quarantine procedures are put in place staffing can be accommodated. How this impacts on pay will be reviewed with government guidance. • Staff in the Explorers Room will keep their personal belongings in specified boxes within their room. Our safeguarding policies remain in place and access to mobile phones during sessions times is not allowed and if found to have been used is a disciplinary issue. • Staff in the Investigators/Adventurers Room will keep their personal belongings in specified boxes within their room. Our safeguarding policies remain in place and access to mobile phones during sessions times is not allowed and if found to have been used is a disciplinary issue.
	Physical Distancing / Grouping	<ul style="list-style-type: none"> • Wherever possible staff should remain with the small group of children, the 'bubble' of children who they are allocated to and not meet other groups. • Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible. 	<ul style="list-style-type: none"> • A list of bubbles is shown above, staff will keep in their designated areas. • No wandering between rooms • Hot drinks can only be made at designated times. • The only time staff can leave these areas is for toilet and lunch breaks. These must be agreed by Room supervisors.

		<ul style="list-style-type: none"> • Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions should be conducted through virtual conferencing 	<ul style="list-style-type: none"> • Staff positioning – where possible stay to the side or behind children and avoid contact unless absolutely necessary. • Staff to maintain social distancing during breaks. • Staff must cover breaks within their own bubble and other staff will not be called into provide support • Crawlers, Investigators, office & Discoverers staff use staff toilets. Kitchen staff & Explorers use designated toilet in their room. • No wandering between rooms is allowed. Hot drinks can only be made at designated times. • Staff supervision meetings will be done one to one at 2m distance by Amie Ross • SLT meetings will be done through Microsoft teams
	Training	<ul style="list-style-type: none"> • All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating • Tablets should be wiped several times daily between use. If possible, avoid children using tablets. <p>New entrants (level 2 and 3) do not need to have completed a full PFA course within their first 3 months in order to be counted in staff to child ratios.</p> <p>If PFA certificate requalification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related government advice, the validity of current certificates can be extended to 25</p>	<ul style="list-style-type: none"> • Complete Noodle Now Illness and Infection control session by end of June 2020 • All attempts are being made to safely train staff with outstanding PFA qualifications consideration is being given to blended learning • HS to check any mandatory training that has expired.

		November 2020 at the latest. This applies to certificates which expired on or after 16 March 2020.	
	Staff uniforms	<ul style="list-style-type: none"> Clean daily 	<ul style="list-style-type: none"> We require all staff to wear their tabbards whilst working in the setting. These will be placed in works washing machine at the end of the day and cleaned on a hot wash ready to be worn the next day.
Parents	Physical Distancing	<ul style="list-style-type: none"> Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible Arrange drop off and pick up at the nursery entrance to avoid parents entering the nursery unnecessarily When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area Consider allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. The provider should consider measures to minimise contact between the parent and other children and staff members. 	<ul style="list-style-type: none"> Posters will be put in Jigsaws and parents will be emailed this information, details in Newsletters Signs are to be placed on entrance gate with start and collection guidelines for parents and visitors. Crawlers will enter via ramp to front of building; a member of the Crawlers team will ask them to wait at the bottom of the ramp and invited to come into the room and settle child, then leave. Then the next parent comes in. Drop off collection 5 minutes before usual start time Discoverers will enter via main reception; a member of the Discoverers team will ask them to wait at the bottom of the ramp and invite them to come into the room and settle child then leave. Then the next parent comes in. Drop off collection on usual start time Investigators will enter via main reception; a member of the Discoverers team will ask them to wait at the bottom of the ramp and invite them to come into the room and settle child then leave. Then the next parent comes in. Drop off collection on usual start time Explorers will enter via back door; a member of the Explorers team will ask them to wait at the bottom of the ramp and invited to come into the room and

			<p>settle child then leave. Then the next parent comes in. Drop off collection 5 minutes after usual start time</p> <ul style="list-style-type: none"> • We understand some families will have children from all age groups and we will work with them to arrange the best solution for drop off and collection. Some parents have specific drop off and collection times again we will work within these where possible.
<p>Protective measures for Before and after school collection Kirk Fenton primary school</p>		<ul style="list-style-type: none"> • Providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children are now able to open for both outdoor and indoor provision provided that they follow the protective measures set out by government in this guidance. • Where it is not possible to group children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups, as far as possible, and frequently review these groups to minimise the amount of ‘mixing’ • when new children register for your provision, you may wish to firstly determine whether they attend the same school or early years setting as other children in your setting and group them together • minimising contact and mixing by altering, as much as possible, the environment (such as layout) and timetables (such as allowing for sufficient changeover time to clean the area between different classes or groups of children and ensuring areas do not become overcrowded) 	<p>To reduce the risk of transmission within Jigsaws, we aim to minimise the number of different people each child meets. As such, we seek to maintain small groups (ADVENTURERS) of no more than 15 children, with the same children each time wherever possible and at least two staff members.</p> <p>We aim to also split these 15 children into an older and younger group and minimise contact where possible.</p> <p>Our Adventurers (school bubble) will stay in a consistent group for future sessions. It will only be available for children attending Kirk Fenton Primary school</p> <p>We are not allowing occasional one-off usage from any children who are not already in these bubbles</p> <p>Jigsaws will also ensure that where they have multiple groups of children in their setting, that these groups are not mixing within the setting itself.</p>

		<ul style="list-style-type: none"> • Different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it. However, you should consider how you can limit the number of children using the toilet at any one time. Importantly, you should promote good hand hygiene and encourage all children to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities. • As with all frequently used surfaces, toilets should be cleaned thoroughly using standard products such as detergent and bleach. The frequency of cleaning required will depend on usage but is advised to be more frequently in particular between use by different classes and groups. 	<p>Jigsaws has arranged with the headteacher, a single drop off time at 8.55am for the school bubble through the main school entrance and a single collection time of 3.15pm.</p> <p>Cleaning will take place as the Adventurers leave and the room is used as a staff room then cleaning will take place before the room is used for the Adventurers after school</p> <p>Adventurers will be able to access the toilets in the Discoverers room. Practitioners will make sure that children from the Discoverers and Adventurers do not use the toilet area at the same times.</p> <p>Practitioners in the Discoverers room are requested to clean down the toilet area at 9am when the Adventurers have left for school.</p>
	Communications	<ul style="list-style-type: none"> • Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves • In the case of a positive test A template letter will be provided to settings, on the advice of the local health protection team, to send to parents, carers and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. 	<ul style="list-style-type: none"> • Emails to parents via I Connect • Newsletter to parents via I connect • Facebook updates • Website updates SOP to be put on website • Posters in setting • Risk assessments
Visitors	Visits	<ul style="list-style-type: none"> • Attendance to the settings should be restricted to children and staff as far as practically possible 	<ul style="list-style-type: none"> • Maintenance will take place out of normal working hours and will be led by Paul Smith

		and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual nursery operational hours where possible.	<ul style="list-style-type: none"> • Visits from new starters will be arranged after normal sessions have finished involving AR BH HS only • Taster sessions for new starters will be arranged at the quieter times when not as many children and staff are present.
Travel	Travel	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to the nursery alone, using their own transport • If public transport is necessary, current guidance on the use of public transport must be followed • Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the settings premises, but rather in external buggy areas if necessary. • Outings from the settings into the local community should be restricted unless the settings has no or extremely limited outside space in which case outings to open spaces which do not include mixing with members of the general public could be considered 	<ul style="list-style-type: none"> • Staff are asked not to share lifts unless it would impact on ability to work • Parents asked to use buggy park at entrance • Outings for Forest school or in the local community can take place but smaller numbers and not to places such as the village shop.
Hygiene / Health and Safety	Hand washing	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival at the nursery • Children and staff members should be encouraged to wash their hands frequently 	<ul style="list-style-type: none"> • Signage is in all areas of the setting promoting handwashing • Alcohol gel is used in outdoor areas where access to fresh water is not available • Staff and pupils are reminded that they must not touch their faces, eyes, nose if possible
	Cleaning	<ul style="list-style-type: none"> • An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment • Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly 	<ul style="list-style-type: none"> • To continue with cleaning rota • HS to liaise with cleaning staff on premises after normal sessions have completed

			<ul style="list-style-type: none"> • Surfaces that are touched more frequently such as surfaces, door handles, electronic and biometric scanners to be cleaned more frequently • Soft furnishings, soft toys, and toys with hard to clean parts are removed from the rooms play.
	Waste Disposal	<ul style="list-style-type: none"> • All waste must be disposed of in a hygienic and safe manner • Tissues must be immediately disposed of 	<ul style="list-style-type: none"> • All messy and malleable play is disposed of after single use e.g. playdough, clay, sand
	Laundry	<ul style="list-style-type: none"> • All items within the settings requiring laundering must be washed in line with NHS laundry guidelines • Items such as towels, flannels and bedding must not be shared by children 	<ul style="list-style-type: none"> • Discuss with ZS about cleaning laundry at 80
	Risk Assessment Fire risk assessment	<ul style="list-style-type: none"> • All activity should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils • In the event of a fire children and staff safety is of up most priority and although we will aim to keep social distancing and bubbles fire risk supersedes this. 	<ul style="list-style-type: none"> • Any messy play activities are to not involve food-based products as children may be encouraged to eat and share • Messy play will be encouraged to take place individually such as in their own bowl or small groups using a side of the tuff trays • Messy play will be initiated by the child not part of adult led activities • All messy and malleable play is disposed of after single use e.g. playdough, clay, sand.
	PPE	<ul style="list-style-type: none"> • Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid 	<ul style="list-style-type: none"> • We ask that staff wear PPE as specified for nappy changing and when administering first aid. • We are not asking staff to wear masks in the setting unless we believe a case of covid 19 is suspected and the child or staff are moved to a safe area until collection, then masks must be worn in this safe area.

			<ul style="list-style-type: none"> We require all staff to wear their tabbards whilst working in the setting. These will be placed in works washing machine at the end of the day and cleaned on a hot wash ready to be worn the next day.
Premises	Building	<ul style="list-style-type: none"> Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks Keep windows open where possible to ensure ventilation Avoid use of lifts other than where essential 	<ul style="list-style-type: none"> Check to premises will be done each morning before children start to attend As windows and doors and ventilation is required the use of the air conditioning is not to be used
	Resources	<ul style="list-style-type: none"> Children should not be permitted to bring items from home into the settings unless essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival All resources required for play and learning experiences of children should be regularly washed and/or sterilised Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly 	<ul style="list-style-type: none"> Staff must wipe clean tablets once they have finished with them Tablets to stay in room they are allocated in Laptop to be cleaned down after use, please use technology appropriate equipment Phones to be kept on allocated rooms only not to be swapped around and wiped down after use
	Food & Canteens	<ul style="list-style-type: none"> Wash their hands thoroughly before and after, cooking and eating. Pay attention to hygiene when preparing food. Sit well apart when eating Washing of cutlery and plates should be done in a dishwasher immediately after use. Alternatively, one-time service can be used. Food should not be shared. 	<ul style="list-style-type: none"> Continue with hygiene procedures Limit dining table usage to 6 children per table If weather permits children to eat outside in allocated space areas, especially pack ups Kitchen staff to portion food and serve to allocated rooms

		<ul style="list-style-type: none"> All food must be portioned for each child or staff member. There must be no buffet. 	
Supplies	Procurement	<ul style="list-style-type: none"> The settings should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The settings will not be able to operate without essential supplies required for ensuring infection control A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the settings. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing. In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed. 	<ul style="list-style-type: none"> Operations Manager to assess stock and place orders or liaise with Business Manager
Responding to a suspected case		<ul style="list-style-type: none"> In the event of a child developing suspected coronavirus symptoms whilst attending the settings they should be collected as soon as possible and isolate at home in line with the NHS guidance Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation The staff member responsible for the child during this time should be a staff member from 	<ul style="list-style-type: none"> In this case we would advise that we wait outside if this is not possible the office area can be used. Advised to arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they

		<p>their 'bubble'. The provider may consider suitable PPE for this staff member. At this point masks will be supplied.</p> <ul style="list-style-type: none"> • The area should be thoroughly cleaned, immediately if the area cannot be cleaned unvisited, and if the area can be left unvisited then cleaned after 72 hours • The person responsible for cleaning the area should wear appropriate PPE • In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance <p>We are asking all educational settings to inform NYCC when they become aware of anyone (staff, pupil(s) or parent(s)) who is experiencing symptoms. Please let your NYCC contact know of any potential COVID-19 cases immediately (a list of contacts is on page 3 of this document).</p> <ul style="list-style-type: none"> • As part of the Test and Trace process, anyone with symptoms will be advised to start self-isolating and order a test. • A test can be requested from the NHS website or by ringing 119. • Whilst the person with symptoms is waiting for their test result, there is no need for any additional measures to be taken by the educational setting. 	<p>display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.</p> <ul style="list-style-type: none"> • Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. • As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. • Settings need to notify (in addition to the local authority) the local Health Protection Team of any confirmed COVID-19 cases. The number for the local Health Protection Team is 0114 304 9843.
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<p>Responding to a Positive case</p>		<p>Settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Settings should contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.</p> <p>The local health protection team will work with settings in this situation to guide them through the actions they need to take. Based on the advice from the local health protection team, settings should send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>A template letter will be provided to settings, on the advice of the local health protection team, to send to parents, carers and staff if needed. Settings must not</p>	<ul style="list-style-type: none"> • The local health protection team will work with settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. <p>Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) • proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person

		<p>share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow COVID-19: guidance for households with possible coronavirus infection. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days • if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following COVID-19: guidance for households with possible coronavirus infection • 	<p>The local health protection team will provide definitive advice on who must be sent home. To support them in doing so, Jigsaws keeps a record of:</p> <ul style="list-style-type: none"> • children and staff in specific groups/rooms (where applicable) • close contact that takes places between children and staff in different groups/rooms • Jigsaws will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation • Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels.
Local Lockdowns	Parents	<p>You can continue to use registered childcare provision, including childminders and holiday childcare providers.</p> <p>Friends or family who do not live with you cannot visit your home to help with childcare unless they are part of your support bubble. The only people who can help you with childcare in your home are people you live with,</p>	<ul style="list-style-type: none"> • During local lockdowns Jigsaws will check that adults collecting children from Jigsaws are people whom the child lives with or people in your support bubble.

		<p>people in your support bubble, or registered childcare providers including nannies.</p> <p>You can still meet in outside public spaces (like parks) for childcare but you should only do so in groups of 2 households, or up to 6 people from multiple households.</p> <p>Children of parents who are separated are allowed to move between households. The law includes an exemption to allow parents and children who are not part of the same household to continue an arrangement for access or contact to each other.</p> <p>People living inside and outside of these areas can continue to travel in and out for work.</p>	<ul style="list-style-type: none"> • Where parents share custody, we will comply with the government’s guidance on access. • ‘Providers in North Yorkshire would be able to take children from areas in lockdown. Jigsaws has been informed that all early years and childcare settings, including childminders and nannies, will be able to operate across the lockdown borders.
	STAFF	<p>People living inside and outside of these areas can continue to travel in and out for work</p>	<ul style="list-style-type: none"> • Staff who may be in a local lockdown area are allowed to travel in and out of the area for work. We expect our staff to continue attending work even if their area may experience a local lockdown.

Early years settings are responsible for safeguarding and caring for, and supporting the development of, children who attend as set out in the [early years foundation stage statutory \(EYFS\) framework](#). Local agencies, services and settings should work together to actively look for signs of harm given the greater risk of harm some children may have been exposed to through the coronavirus (COVID-19) outbreak. In the case of vulnerable children and particularly those with social workers, early years providers should continue to encourage those children to attend regularly and notify their social worker if they stop attending. Settings are also responsible for planning and implementing the 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak.

Relevant information:

Guidance - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak - Updated 20 August 2020

Guidance - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - Updated 27 July 2020

Staff must comply with Jigsaws COVID-19 Site Operating Procedures (but also know that it may be subject to change as more data is received) staff will be informed of any changes. Staff must comply with these arrangements. Any lapse in working practices could put a child at risk of harm. Putting a child at risk of harm satisfies the harm test and can result in disciplinary procedures and being referred and barred from working with children.

First Name	Surname	Staff Signature	Date
Magarette	Akpoguma		
Lorraine	Briers		
Gillian	Brogden		
Sophie	Gaddas		
Shannon	Glynn-Platt		
Rebecca	Haines		
Danni	Heneachon		
Emma	Hodgson		
Karen	Holding		
Shannon	Kaye		
Freya	Mitchell		
Katie	Raek		
Amie	Ross		
Helen	Smith		
Paul	Smith		
Kay	Scarce		
Laura	Sanderson		
Claire	Thandi		
Keely	Naylor		