

Wait outside the entrance respecting social distancing guidance and wait to be invited into the setting

- 1 member of staff to be stationed at the main door to co-ordinate the flow of parents and ensure a safe environment is maintained
- Staff member to always wear a face shield

Use the Q-Bell app to notify the setting that they have arrived at the setting

- Staff will notify parents/carers when they are in the reception to receive their child/ren
- Parents/carers can then make their way to the door, if there is a que, they are to join the this and respect social distancing guidance in place.

- 1) Parents/carers are to clean their hands and those of their child with the provided hand gel on entry to the premises
- 2) Parents/carers to wear a face mask whilst on site
- 3) Parent/carer to proceed to the inner door to hand over their child to the waiting staff member.
- 4) Staff member to wear a face shield at all times
- 5) Staff member to record any messages on the designated pad. Practitioner to keep pen on their person and clean as required. Messages to be delivered to Supervisor with the child.
- 6) If parent/carer has disclosed an existing injury or the requirement of medication, the Staff member is to move the family to the designated table in the hallway to complete the necessary forms. Pens and table to be cleaned after use. Form to be taken with the child and handed over to the supervisor.
- 7) Staff member – Babies to be taken through to the cloakroom and all personal belonging to be hung in designated baby area
- 8) Staff member – Pre-school children to be taken through to the cloakroom and all personal belonging to be hung in designated pre-school area
- 9) Practitioner and child's hands to be cleaned using the provided hand gel on entry into the main corridor
- 10) Staff member – Toddlers to be taken up to the Toddler toom, hands to be cleaned on entry to the room and child to be handed over to the team on duty. (bags to be stored in the cloak room)

**Additional information:**

- Staff members to positioned on the door at peak times (8am, 1pm)
- At all other times, parent/carer to ring the bell through to appropriate room or notify room of presence using the Q-Bell app and follow procedures as per above

**Cots and Sleep mats cleaning procedure:**

Cots:

- 1) After use if the child will not be using the cot again the mattress is to be disinfected as best it can be using anti-bac and paper towel/blue roll.
- 2) Ensure both the top side and the reserve side of the mat is cleaned thoroughly.
- 3) Wooden cots to be anti-bac'd and wiped over after use.
- 4) Travel cot to be cleaned throughout as best they can be after use.
- 5) All cot sheets, blankets to be washed after use.

**If the child is using the cot on more than 1 day, then the cot being used, and the bedding is to be washed every 2 days to maintain hygiene.**

- 6) Sleep mats to be placed away from other mats allowing at least a walkway between each to help minimise the risk of cross contamination.
- 7) After use each mat is to be sprayed and wiped with a paper towel/blue roll on the front and reserve side then put away.

**Additional information:**

- Use sperate paper towel or blue roll for each mat and dispose of after use.
- **DO NOT** share cots, mats or bedding with children.
- If cross contamination occurs inadvertently, change bedding and mats, then implement cleaning procedures.



### **Dorchester Departures Procedures:**

#### **Parent/carers when arriving to collect their child/ren have the option to:**

- To queue outside the main door respecting social distancing guidelines
- When safe to do so advance forward to the inner door to ring the appropriate doorbell for their child. Where possible Management will assist in this and ring rooms to speed process up
- Staff will come to the door to ascertain who is to be collected and by who - confirm identification
- Staff will return to the room and collect the child/ren and return to the reception area for handover and feedback

Or

- Use the Q-Bell app to notify the appropriate room for their child/ren that they have arrived for collection
- Staff will notify the parent/carer when their child/ren is in reception
- Parent/carer to join the Q-bell que and advance forward to the inner door when it is safe to do so
- Staff will hand child over and feedback on their day to person collecting when identification has been confirmed

- 1) Parent/Carers to clean their hands with the provided hand gel on entry to the premises
- 2) Parent/carer to wear a face mask whilst on site
- 3) Staff to wear a face shield at all times whilst handing over and feedback to parents/carers
- 4) Any documentation that needs to be completed should be undertaken in the reception area away from the door. Be mindful of the sensitive information being shared. Ensure pens and area is cleaned after use
- 5) Parent to gel their child's hands on the way out of the building
- 6) Staff to wash hands on entering back into a room

#### **Additional information:**

- Staff to not allow children to go with any person they have **not met** or are **unsure** who they are. If in doubt, ASK
- If a private conversation is required ensure this takes place in the reception area with doors closed to respect privacy or seek support from the management team. Alternatively arrange a telephone discussion for when they get home.

**Toys and resources cleaning procedure:**

- 1) Toys and resources are to be removed from active play on a daily basis to be cleaned and sterilised.
- 2) Wooden toys/resources are to be wiped thoroughly with a damp cloth and anti bac.
- 3) Metal and magnetic toys are to be wiped thoroughly with a damp cloth and anti bac.
- 4) Plastic toys with mechanical workings or batteries to be wiped thoroughly with a damp cloth and anti bac.
- 5) Plastic toys that do not contain any mechanical inner workings or batteries are to be sterilised in Milton overnight, then rinsed, dried and packed away.
- 6) All toy boxes where possible are to be sanitised inside and out with anti-bac spray or damp cleaned if made from wood.
- 7) Soft furnishings to be laundered daily where possible and rotated to maintain high standards of hygiene.
- 8) Rugs are to be cleaned daily if possible and rotated with additional furnishings.
- 9) Carpets to be cleaned with the rug doctor as required to remove stains and germs but no less than once per week.
- 10) Rattles and toys that are prone to be put in the mouth are to be removed immediately after use to be cleaned and sterilised thoroughly before coming back into active play.

**Additional information:**

- All toys and resources are to be rotated and cleaned **DAILY**
- Staff to use **initiative** and **immediately** remove anything as soon as they feel a toy, piece of equipment or resource has become contaminated or needs a clean.
- Toys used as part of continuous provision to be fogged regularly but not less than once per week