



PROTOCOL FOR PARENTS / CARERS

This protocol outlines what we ask of parents / carers during the CORONAVIRUS PANDEMIC. It is based on Government guidance and our detailed risk assessments, which are available to view on our website www.tollertonplaygroup.co.uk under the blog section.

Please do your very best to follow it so we can ensure our children, staff and families are kept as safe as possible during this unprecedented time. Thank you for your continued support.

General:

1. Any child who has been told to shield or who is extremely clinically vulnerable cannot attend Playgroup. Please contact us to discuss.
2. All children coming to Playgroup should avoid all non-essential public transport travel, and outside of Playgroup hours, follow national guidelines for social interaction. If public transport is necessary, parents / carers are asked to follow current guidance on the use of public transport.
3. Any child who has taken any form of paracetamol or ibuprofen will not be allowed into Playgroup for 48 hours after symptoms have ended.
4. Any child who displays signs of a cold will not be allowed in Playgroup until 48 hours after symptoms have ended.
5. Please do not bring any toys, teddies or blankets (or similar) into Playgroup from home.
6. Children will be encouraged to avoid touching their face, eyes, nose and mouth.
7. Government guidance does not recommend wearing a face mask in schools or other education settings, so it is not necessary for your child to attend wearing such items. Changing habits, effective cleaning and hygiene are effective measures in controlling the spread of the virus.
8. Attendance at Playgroup will be restricted to children and staff only. The only other visitors who will be permitted are for essential maintenance. Parents are permitted to settle their children into Playgroup, where necessary. We are asking for any visiting adults to

**[Tollerton School Grounds, Burnside Grove, Tollerton, Nottingham NG12 4ET](#)
[0115 937 6908](#)**

**[Registered Charity No 1183464 – A Member of the Early Years Alliance](#)
[Ofsted Registration Number 2548486](#)**

wear face coverings, to protect staff and the other children when indoors. All adults visiting will be asked for contact details, for Contact Tracing, should a confirmed case occur at Playgroup.

9. A rigorous cleaning schedule is in place at Playgroup to minimise the spread of Covid-19. Our cleaner comes in daily after the building has closed for the day. A deep clean is scheduled for w/c 1st September. Staff will be conducting cleaning at regular intervals during the day. Staff and children are regularly washing their hands for a minimum of 20 seconds. You too can play your part in helping us to maintain this high level of cleanliness by following the guidelines on washing your hands regularly.

Drop off / collection:

1. Parents / carers and their children **must** maintain social distancing at all times. Please keep apart from other parents / carers and staff. We have introduced markings on the ground outside playgroup, as well as signage, to help you do this.
2. Parents / carers are asked to stagger drop off and collection of their child. This is to ensure social distancing can be adhered to. Please use the markings provided to 'queue' if needed.
3. Please try to ensure just one adult (who is symptom free) per family drops off and collects. Please also avoid bringing siblings to drop off / collect children as far as possible.
4. When you reach the door of the Playgroup building, a member of staff will be there to welcome children and take the register. Please leave your child's bag and lunchbox on the outside table, ready to be disinfected.
5. You will then be asked if any parent, child, or member of the household has any of the Covid-19 symptoms, which include a high temperature, persistent cough, loss or change to sense of smell / taste. We may, if the need arises, ask to take your child's temperature on arrival using our digital thermometer. If the answer is yes, then you will be asked to take your child home. Your child will not be able to return until they are symptom free as demonstrated by either a negative test result, or through completion of the required self-isolation period.
6. Your child will then be taken into Playgroup by a member of staff who will ask them to wash their hands thoroughly on arrival.
7. If your child becomes upset at drop off, then a parent / carer will be allowed to enter Playgroup for a short period to reassure the child, (adult wearing face covering) providing all measures are taken to

**Tollerton School Grounds, Burnside Grove, Tollerton, Nottingham NG12 4ET
0115 937 6908**

**Registered Charity No 1183464 – A Member of the Early Years Alliance
Ofsted Registration Number 2548486**

minimise contact between the parent and other children and staff members.

8. Parents / carers are then asked to leave the site promptly after drop-off or collection.
9. On arrival to collect your child please wait outside at 2m intervals, using the painted and other markings / signage to aid in this. Your child will then be brought to you, along with his/her belongings.
10. If a child begins displaying a continuous cough or a high temperature, they will be sent home to isolate per the guidelines. A child awaiting collection will be moved, if possible and appropriate, to an area which is at least 2 metres away from other people. A window/door will be opened for ventilation. If they need to go to the toilet while waiting to be collected, the toilet and sink should be cleaned and disinfected using standard cleaning products before being used by anyone else.
11. We reserve the right to turn parents / children away if this protocol is not being followed. We must do everything we can to ensure the safety of our staff and children at the present time.

Changes to Playgroup routines:

1. Playgroup's resources have been minimised to those that can be cleaned effectively. For the foreseeable future, that means no dressing up or soft toys will be available for the children to play with. Messy play will be limited. A limited number of craft items will also be available.
2. Children will be actively encouraged to wash their hands regularly throughout the day, as well as before eating, after coughing or sneezing.
3. Children will be actively encouraged to be outside as much as possible. Please ensure they come in weather appropriate clothing.

Staff:

Our employees have a separate staff protocol to follow. This is extremely detailed and complements our risk assessment and range of other protocols that we have published on our website.

Staff will only attend Playgroup if they are symptom free, have completed the required isolation period or achieved a negative test result.

We will regularly be risk assessing staff to ensure they are safe so that they are able to keep your children safe.

**Tollerton School Grounds, Burnside Grove, Tollerton, Nottingham NG12 4ET
0115 937 6908**

**Registered Charity No 1183464 – A Member of the Early Years Alliance
Ofsted Registration Number 2548486**

System of Controls

This is the set of actions early years settings must take. They are outlined in more detail below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimise contact between groups where possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all settings, all the time.

Number 5 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Number 6 applies in all specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community
- 9) contain any outbreak by following local health protection team advice
- 10) notify Ofsted

Numbers 7 to 10 must be followed in every case where they are relevant.

This protocol is one of seven Coronavirus protocols we have put in place, based on our overall risk assessment. These are:

**Tollerton School Grounds, Burnside Grove, Tollerton, Nottingham NG12 4ET
0115 937 6908**

**Registered Charity No 1183464 – A Member of the Early Years Alliance
Ofsted Registration Number 2548486**

1. Parent protocol
2. Staff protocol
3. Effective infection protection and control protocol
4. What happens if someone is unwell protocol
5. Confirmed case protocol
6. Kitchen protocol
7. Handover protocol to after school provision

All are regularly reviewed / updated by staff / parent committee in line with Government guidance. All are published on our website – www.tollertonplaygroup.com/blogs .

**Tollerton School Grounds, Burnside Grove, Tollerton, Nottingham NG12 4ET
0115 937 6908**

**Registered Charity No 1183464 – A Member of the Early Years Alliance
Ofsted Registration Number 2548486**