

Montessori Explorers COVID-19 Charter

Focus	Area of consideration	Recommendations	Montessori Operations Adjustments Taken
Children	Attendance	Only children who are symptom free or have completed the required isolation period should attend the setting.	<ul style="list-style-type: none"> Montessori Explorers is expecting parents/carers to be respectful of our wishes to keep children away if showing symptoms of any illnesses that may cause the spread of the virus or the nursery to close for a deep clean.
		Providers may consider taking temperatures of children on arrival and risk assessing with regular health questionnaires for returning children	<ul style="list-style-type: none"> Parents on arrival will be asked if anyone who has been in contact with the child have shown symptoms of the virus, and in that case, we would ask parents to keep their child away from the nursery in accordance with official guidelines. Temperatures will be taken on arrival and this will be logged on their attendance sheet, to help us limit the spread of this virus.
	Physical distancing/ grouping	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	<ul style="list-style-type: none"> In order to help limit contact with the children, the nursery have set up small groups ("Bubbles") for the children to work/play. The children from that group will remain with each other throughout the day and during their mealtimes. Wherever possible they will only be in contact with a maximum of two members of staff whilst at nursery.
		Care routines including provision of meals, nappy changing and toileting should be within the space allocated to each 'bubble' wherever possible	<ul style="list-style-type: none"> Children will be having their mealtimes with their own group. Staff will wear aprons and gloves whilst serving meals. Children will be staggered when using the bathroom. Handles and taps will be cleaned after each Bubble has used the bathroom. Babies will have a separate area for changing their nappies and this area will be cleaned after each use. All nappies will be disposed of by the correct use of bins. Children on arrival will be asked to use the hand gel before entering the nursery. Children will be required to wash their hands before and after mealtimes and throughout the day. Children will be staggered to the bathroom to avoid contact from other groups. Cutlery and plates etc. will be stored for each group and washed away after each mealtime. Children will still have access to water throughout the day.
		The use of communal internal spaces should be restricted as much as possible	<ul style="list-style-type: none"> All Communal space will be restricted as much as possible. Entrance hall, landings, stairs and bathrooms will be restricted to one bubble at a time.
		Outdoor spaces should be used by different 'bubbles' at different times of the day	<ul style="list-style-type: none"> Montessori Explorers are fortunate enough to have an outside area that is fenced off in different sections and a sensory garden for children to enjoy. Children will still be able to access the outside area within their own bubbles. For the children to enjoy their time outside we ask parents to provide the necessary clothing, hats, footwear and not to forget sun cream.
	Distancing of beds/cots should be facilitated wherever possible	<ul style="list-style-type: none"> Cots and beds are spaced out and children needing a sleep will sleep within their own area. Beds will be cleaned after each child and will be stored within their own Bubble. 	
Wellbeing and education	Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue	<ul style="list-style-type: none"> When the children come back to nursery, staff will talk to the children in an age appropriate way to explain the areas that they will be able to explore and why they will be in their Bubbles. All areas will be set up for children to have the same experiences within their Bubble. This is achieved by staff members completing a deep clean before the children come into nursery and all toys will be split up, so they all have access to the toys they enjoy. Tissues will be available for all children and disposed of appropriately and children will be encouraged as always to wash their hands afterwards. Staff members will assist children who need help in cleaning their noses, and will use gloves and wash their hands afterwards. 	

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	Wellbeing and education	Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time	<ul style="list-style-type: none"> Our staff at Montessori Explorers are a very caring and nurturing team, and with this they have voluntarily undertaken training at home to support the needs of all the children coming back or newly starting. Wherever possible the children will be with staff they have a special bond with.
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Workforce	Attendance	Staff should only attend the nursery if they are symptom free, have completed the requires isolation period or achieved a negative test result.	<ul style="list-style-type: none"> Staff will have to go through the same procedures that the children do when coming into nursery, they will be asked about being in contact with anyone showing symptoms and will have their temperature taken. Staff will be told not to wear their uniform to work and asked to change at nursery to avoid outside contamination.
		Providers may consider taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff	<ul style="list-style-type: none"> Staff temperatures will be taken to limit and spread of the virus. Logged on signing in sheet
		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	<ul style="list-style-type: none"> Children will be limited to the members of staff they come in contact with, the reason behind this is to reduce the spread of the virus between children and staff. This will have a direct impact on our opening times and may be altered.
	Physical distancing/ grouping	Wherever possible staff should remain with the small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups.	<ul style="list-style-type: none"> As we are aware trying to get very young children to observe the social distance is going to be a challenge for staff, and for this reason we have created bubbles for children to be within, have a staff member with them for the day.
		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"> The nursery has always taken pride ensuring we meet the ratios within the different age groups and will continue to do so throughout the whole of the nursery. Priority of our children is first.
		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	<ul style="list-style-type: none"> The nursery team understands the importance of keeping their distance to protect themselves as well as the children they come in contact with. There may be changes to how long staff members have for lunch and will be a minimum of 2 members of staff and this will be staggered through the lunch time. This will be reviewed daily.
		Staff members should avoid physical contact with each other including handshakes, hugs etc.	<ul style="list-style-type: none"> Staff will be asked to avoid contact with each other, (even though I know they have been missing each other).
		Where possible, meetings and training sessions should be conducted through virtual conferencing	<ul style="list-style-type: none"> Meetings are taken place on virtual conferencing platforms and other communication links, this will not change at this present time Staff will access virtual training as part of their on going development Facet to face training will not be attended
	Training	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	<ul style="list-style-type: none"> Prior to the return of staff back to the nursery this Charter will be shared to ensure full compliance with changes at the nursery

Parents	Physical distancing	Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child	<ul style="list-style-type: none"> All parents and carers are asked requested to adhere to the stay alert if they are symptomatic of the virus to ensure we keep children and staff safe. Parents will not be allowed to enter the nursery to limit the risk, and hope you will comply with these measures.
		Where possible drop offs will be limited and pick up to 1 parent per family and stagger the timings where possible	<ul style="list-style-type: none"> We are asking you to respect the 2 metre distance when you arrive to drop and/or pick up your child so if another parent is at the door please be patient and give the other parents the space. The nursery has mark out areas that you can safely stand away from each other.
		Drop off and pick up at the nursery entrance to avoid parents entering the nursery unnecessarily	<ul style="list-style-type: none"> If you are picking up and another parent is waiting please ring the nursery and if you have parked up if possible, we will bring out your child to you.

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	Physical distancing	When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area	<ul style="list-style-type: none"> Please be respectful of other people's space. As these are unusual times, the nursery will monitor and review as and when necessary.
		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"> Settling in sessions for new children will continue on a smaller scale to support our new children entering Nursery. The first settling in session may only be for 30 minutes in a dedicated area that has been signed for settling in for our new child and will be cleaned after each settling in session. The Nursery will only allow one parent in. For our babies we would appreciate that the same person picks up from nursery as this will also reduce the risk for children and staff.
	Communications	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	<ul style="list-style-type: none"> As all parents are aware you can contact the Nursery Manager and/or Deputy Manager to talk through any issues and what other safety precautions we are taking. By Way Of undertaking this 'Charter' we hope this gives you a clear understanding of what the nursery is doing.

Visitors	Visits	Attendance to the setting should be restricted to children and staff as far as practically possible 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"> Only staff and children will be permitted into the building The nursery will not invite visitors to the setting, other than cleaning and maintenance specialists. Where possible this will be arranged for outside of nursery core hours From time to time we understand that this might not happen and will ensure all children and staff will be cleared away whilst on premises.
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Travel	Travel associated with setting operations	Wherever possible staff and parents should travel to the nursery alone, using their own transport	<ul style="list-style-type: none"> Our staff have been advised to travel alone and where possible we hope parents will follow this guidance.
		If public transport is necessary, current guidance on the use of public transport must be followed	<ul style="list-style-type: none"> Parents using public transport we would ask you to take all precautions that are set out in the guidelines.
		Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises, but rather in external buggy areas if necessary.	<ul style="list-style-type: none"> No buggies or car seats will be permitted to remain at the nursery
		Outings from the setting into the local community should be restricted unless the setting has no or very 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"> No external visits will be undertaken as part of the curriculum, this will be reviewed later this year and in line with government guidance.

Hygiene and Health & Safety	Hand Washing	All children and staff must wash their hands upon arrival at the nursery	<ul style="list-style-type: none"> Hand gel will be provided on entering the nursery and children will be washing their hands before and after meals also through other times during the day. Staff will also be expected to show good examples of washing their hands, and use the hand gel on arrival and wash their hand frequently through the day
		Children and staff members should be encouraged to wash their hands frequently	<ul style="list-style-type: none"> Staff will lead by example.
	Cleaning	An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment	<ul style="list-style-type: none"> There will be a check list put up within all areas of the nursery to ensure the nursery is clean for the following day. Soft furnishes and soft toys will initially be put away and reviewed on a monthly basis. Any soft toys will be cleaned daily if out within the nursery. This cleaning requirement will have an impact on the hours nursery will be open.
		Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly	<ul style="list-style-type: none"> Touch point areas are cleaned through the day. Precautions to ensure this area are cleaned at the end of each day and this will continue.
Waste disposal	All waste must be disposed of in a hygienic and safe manner	<ul style="list-style-type: none"> All waste products will be disposed of through the correct bins. 	

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Hygiene and Health & Safety		Tissues must be immediately disposed of	<ul style="list-style-type: none"> Children will have access to tissues and encouraged to clean their own noses and asked to dispose of the tissue in the correct bin, children needing assistance from staff, staff will wear gloves and wash their hands afterwards children also will wash their hands as well. The Nursery will dispose of waste using the correct waste management bins.
	Laundry	All items within the setting requiring laundering must be washed in line with NHS laundry guidelines	<ul style="list-style-type: none"> Children have always had clean bedding every day and this will not change and cleaned on site at the end of each day.
	Laundry	Items such as towels, flannels and bedding must not be shared by children	<ul style="list-style-type: none"> Children will not share bedding, flannels, and towels whilst at nursery this will be cleaned on site at the end of each day. Staff loading washing machine will wear gloves and aprons to protect themselves.
	Risk assessment	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	<ul style="list-style-type: none"> Montessori Explorers has always enjoyed putting a variety of messy play out for children, the nursery will still hope to continue by limiting the time the messy play is out and on small trays for each Bubble. As this is unusual times this will be under constant review. Please be assured even in their Bubbles children will still access all activities that other children have, this may vary due to age of child.
PPE	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"> In line with the normal daily operations of the setting, Montessori Explorers staff will continue to wear PPE whilst; changing nappies, administering First aid and mealtimes so there is no change to that. Staff will also wear gloves to wipe and clean face and noses of children 	

Premises	Building	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	<ul style="list-style-type: none"> Clinical grading cleaning has been undertaken, including fogging and deep clean by a specialist commercial company Whilst the nursery has not been fully occupied this is part of our own policies that all taps are run for the minimum time and toilet flushed to avoid this occurring.
		Keep windows open where possible to ensure ventilation	<ul style="list-style-type: none"> All windows will be open first thing in the morning to allow the building to be ventilated, windows will remain open but will be reviewed on an individual room basis.
		Avoid use of lifts other than where absolutely essential	<ul style="list-style-type: none"> None on site
	Resources	Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival	<ul style="list-style-type: none"> To avoid cross contamination, the nursery will be providing plastic bags for all children's belongings to be placed into on the child's arrival. These bags will remain within the nursery ready for each day the children attend. The nursery is asking all parents who provide nappies, milk and/or bottles that this is brought in bulk to help with the minimising the risk of cross contamination, we also ask that milk is brought in bulk and would appreciate parents to leave at least one bottle for their child (who ever needs it). We ask for water bottles to remain in the nursery, they will be cleaned daily as per the daily routine. Toys bought from home will not be permitted in the nursery
		All resources required for play and learning experiences of children should be regularly washed and/or sterilised	<ul style="list-style-type: none"> Toys will be cleaned throughout the day Resources used for daily activities will be limited to their small bubble group, but all children will experience the same experiences. We acknowledge that there will be restrictions on things that are hard to keep clean. But all activities and resources will be monitored through this presented time.
		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"> Equipment staff use such as iPad will be cleaned before each use. Staff and office phones will be cleaned down to also avoid cross contamination.

Supplies	Procurement & monitoring	The setting should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be	<ul style="list-style-type: none"> Through the lockdown the nursery has been building up their supplies of PPE, and this will be carefully monitored.
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	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 setting. 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.	<ul style="list-style-type: none"> All equipment regarding PPE will be closely monitored to make sure we have plenty of supplies within the nursery.
	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"> Our outside catering will be reinstated and following clear procedures for the dropping of hot meals. Meals will be dropped off at the porch and a member of staff will clean the box before coming into nursery. Fresh and health breakfast, teatime and snack meals will still be provided by the staff.

Responding to a suspected case	In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance	<ul style="list-style-type: none"> Children who show signs of cough or temperatures will be moved to isolation point. Parents will be contacted and asked to pick up their child immediately.
	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	<ul style="list-style-type: none"> Whilst the child is at nursery the child will be isolated away from other children with a member of staff. The room window will be open for ventilation. The areas will be deep cleaned after each use. The child will not be able to return until they have followed the NHS/PHE guidelines.
	The staff member responsible for the child during this time should be a staff member from their 'bubble'. The provider may consider suitable PPE for this staff member.	<ul style="list-style-type: none"> Where possible we will try and release the staff member to be with your child. Children will not be allowed back into nursery until they have followed the NHS /PHE Guidance.
	The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours	<ul style="list-style-type: none"> The area will be cleaned, and equipment cleaned
	The person responsible for cleaning the area should wear appropriate PPE	<ul style="list-style-type: none"> All staff will wear PPE when dealing with unwell children All staff will wear PPE when undertaking cleaning of the area
	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	<ul style="list-style-type: none"> Staff members will not be allowed in for the 14 days as per the NHS/PHE Guidelines stipulate required to be tested before returning to nursery Staff will also be asked to undertake an anti-body test when available

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