



Little Oak Pre-school (Witney) Ltd

50A Holford Road · Witney · Oxon · OX28 5NG

Telephone: 01993 775940 · Email: littleoakpreschool@aol.com

WWW: littleoakpreschoolwitney.com

Ofsted: EY: 421302

Coronavirus Policy

Policy and procedure – dealing with and helping to prevent possible cases of Coronavirus.

Revised 1st April 2022 in line with the Governments “Next steps for living with COVID-19”.

<https://www.gov.uk/government/news/government-sets-out-next-steps-for-living-with-covid>

To minimise the risk of children attending and staff from contracting Coronavirus the following control measures will be in place :

Ensure good hygiene for everyone – children and visitors will be asked to use hand sanitiser provided on entry and exit of pre-school. Provision of tissues and bins, handwashing facilities, ensuring children wash their hands before and after eating and using the toilet. We promote and teach the children to ‘catch it, bin it, kill it’ – catch a cough/sneeze in a tissue and put it in the bin to kill the germs and then wash their hands. Staff will also follow the above.

Maintain appropriate cleaning regimes – the kitchen, toilets and tables/unit tops to be cleaned regularly by staff. During the day – toilets are cleaned at lunch time and whenever necessary. Tables are cleaned before and after café, before and after lunch and again at the end of the day. Floors are swept after eating and mopped at the end of the day. Any toys that have been in a child’s mouth will be removed and returned when disinfected. Frequently touched areas such as the cloakroom, cupboards, doorframes etc will be cleaned regularly.

Keep spaces well ventilated – all available windows/doors are to be kept opened. When children are outside the door/s will remain open as usual. For safety, the door/s will be closed for lunch and other times.

Following public health advice on testing, self-isolation and managing confirmed cases of Covid-19 – Management will keep up to date with any updates.

All staff are up to date with their covid vaccinations.

Attendance –

Staff with symptoms of a respiratory infection, and who have a high temperature or feel unwell, should stay at home until they no longer have a high temperature and are well enough to return to work. If staff are able to test for covid they should and if they test positive, they should stay home for at least 5 days and only return to work if they are well.

Children with symptoms of a respiratory infection, and who have a high temperature or feel unwell, should stay at home for at least 3 days and until they no longer have a high temperature and are well enough to return to pre-school. If a child tests positive for covid they should stay home for at least 3 days and only return to pre-school if they are well enough. No child should attend pre-school with a high temperature, continual cough, sickness or diarrhoea.

If a child or staff member becomes ill with symptoms whilst at pre-school the following procedure will be carried out:

- The child’s parents will be contacted and asked to collect their child as soon as possible as with any illness.
- The staff member will go home as with any other illness and test if possible.

RC Hambidge

Name & Position: Rosalind Hambidge (Director)

Date: 1st April 2022

Policy review due: Oct 2022

Name & Position:

Date:

Signed on behalf of Little Oak Pre-school (Witney) Ltd

Coronavirus update: 1st April 2022

Directors: Chris Putt · Sue Potter · Rosalind Hambidge

Company No: 7326565 · Charity No: 1137934 Little Oak Pre-school is the trading name of Little Oak Pre-school (Witney) Ltd

Registered Office: Little Oak Pre-school (Witney) Ltd, 50A Holford Road, Witney, Oxon OX28 5NG · Registered in England & Wales