**VICTORIA COLLEGE BELFAST**

**(incorporating Richmond Lodge School)**

**Day Care**

**COVID 19 Policy- referencing Standard 3**

**1. Rationale:**

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a healthy and safe environment. The purpose of this policy and accompanying procedures is to establish a clear framework for infection prevention and control within the Day Care setting in relation to COVID 19.

**2. Aims and Objectives:**

1. To ensure that all incidents of infection within the Day Care setting are managed appropriately and safely.

2. To inform staff and parents of the policy and procedures for infection prevention and control in the Day Care setting.

**3. Procedures:**

1. It is essential that you check your child’s temperature is within the normal range (36.1-37.2֯C) before setting off for school. DO NOT bring your child to school if they have any COVID 19 symptoms, high temperature, a new continuous cough, a loss of sense of taste or smell.
2. New drop off and collection times have been introduced to avoid overcrowding on the shared campus. Pre-School pupils may be dropped off between 8.30-9.00. Any pupils arriving late may only enter via the main Prep Reception Entrance.
3. ALL Pre-School and Preparatory School pupils must enter and exit via the pedestrian gate on Marlborough Park South.
4. Only one parent/carer in a family should bring their child/ren to school and collect them from school. It can be a different parent/carer at the beginning and the end of each day.
5. All parents should maintain at least 2m separation between themselves and everyone else, apart from their own children, whilst on the school site. We would encourage this outside of the school gates, please DO NOT crowd school entrances and exits.
6. Parents/carers should wear face coverings when on school grounds.
7. Be prompt to leave the area after drop off and collection to avoid unnecessary crowding, allowing all families to enter and exit the school safely.
8. Each class will have a designed entrance/exit point to the school building, Pre-School Pupils will enter via Drumglass House. Parents/carers will be required to sign a document on arrival each day to confirm you, your child and no one in your household has displayed symptoms of COVID 19. A member of staff will bring your child to the classroom. If your child appears anxious we will work to settle them. We will use Seesaw as a tool to give you a glimpse of your child’s day.
9. Parents/carers must not enter the school building for any other reason (other than by pre-arranged appointment), If you need to pass on information to any member of school staff or to your child, please do so via telephone:02890286490.
10. Children will remain in their play pod throughout the day.
11. Toys and items from home must not be brought into school.
12. There will be no shared buffet breaks available. Pupils should bring in their own healthy snack and water.
13. Each child will have designated areas within the classroom to leave belongings.
14. Windows and doors will be kept open, where possible to aid ventilation.
15. Children and staff will wash their hands for the recommended time on entry into the school and at regular intervals throughout the day.
16. Paper towels and bins will be provided in toilets to ensure adequate drying of hands to prevent infection and prevent drying out.
17. Hand sanitiser will be available at the school entrance, and every visitor must sanitise their hands.
18. Disposable tissues are available in each room for both staff and children. Used tissues are to be put into the bin immediately after use.
19. PPE is available in school for staff to use when administering first aid or dealing with an unwell child.
20. In addition to the daily cleaning which takes place on site, a schedule will be implemented for more frequent cleaning and disinfecting throughout the day for ‘high-touch’ areas, including door handles, light switches, toilet flushes and taps as well as toys, desks and chairs.
21. If your child becomes unwell with a new continuous cough, high temperature or loss of taste and smell, they will be isolated from the rest of their bubble and taken to a well ventilated area where she will be supervised by a staff member until collection. Parents will be advised to follow the PHA guidance for households with possible coronavirus. The children in that bubble will remain in school until the outcome of the individual’s test result. Parents of the remaining bubble will be notified that a member of the bubble has been sent home with symptoms and we will confirm the outcome of the test ASAP. School needs to see a confirmation of a negative test result before allowing the pupil to return. Where the child tests positive isolation guidance will be provided that is context specific and may result in friendship groups, regular contacts and potentially an entire class/bubble being instructed to self-isolate at home. Early Years will be informed and the relevant paperwork completed. Enhanced cleaning will be carried out within any classroom in which an individual who has developed COVID 19 has been to minimise the risk of spread of the virus. Pupils can return to school when they have completed the necessary period of isolation.
22. If a staff member becomes unwell with a new continuous cough, high temperature or loss of taste and smell, they will be sent home immediately. Due to ratio restrictions (1:8) if there are no available teachers/assistants to cover, the pupils in that bubble will have to be collected from school. Where the staff member tests negative, it is still important to still apply caution. They can return to school providing they are well enough and have not had a fever for 48 hours. Where the staff member tests positive, they will be contacted by the Contact Tracing Service in the PHA and will need to share information about their recent interactions. All household members should follow PHA isolation guidance. Isolation guidance will then be provided that is context specific and may result in specific groups, regular contacts and potentially an entire class/bubble being instructed to self-isolate at home. Early years will be informed. The member of staff can return to work when they have completed the necessary period of isolation as advised by the Test, Trace and Protect Service.

 **4. Review and Evaluation:**

The policy will be reviewed once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.