

System of Controls Checklist – Actions early years setting must take:

Government guidance for setting	Controls in place to reduce transmission and act upon potential symptoms
<p>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</p>	<p>Ensuring that children, staff, and other adults do not come into settings if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All adults (staff & parent/careers) must follow this process and ensure all staff are aware of it.</p>
<p>2) clean hands thoroughly more often than usual</p>	<p>Hand washing or hand sanitising equipment freely available. Adults and children wash their hands up on entrance to preschool, toileting, before and after eating and when the children come in from outside. Adults talk about/sing hand washing song to encourage 20 seconds wash, adult demonstrates and discusses effective handwashing and why it is needed Personal care areas cleaned thoroughly and regularly throughout the session</p>
<p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<p>Snuffle stations available indoors and outdoors (tissues, lidded/lined bins, hand washing or sanitising equipment available). Children encouraged to sneeze/cough into elbow, adults discuss with children the importance to good respiratory hygiene.</p>
<p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	<p>Soft furnishings either removed or rotated for 72 hrs. Toys either washed or rotated weekly. All touch points cleaned daily. Toilets cleaned regularly throughout the day. Kitchen cleaned after each staff member. All cleaning products meet specified criteria that are effective against enveloped viruses of which Covid-19 is one and cleaning is in line with guidance for non-healthcare settings.</p>

	Village Hall has currently suspended all other use of building making Preschool the sole user at present – January 2021.
5) minimise contact between groups where possible	Entire group classed as one ‘bubble’. No child (or staff) attends another setting.
6) where necessary, wear appropriate personal protective equipment (PPE)	PPE available for staff and an emergency pack filled with necessary equipment is easily accessible if required.
<p>Numbers 1 to 4 must be in place in all settings, all the time.</p> <p>Number 5 must be properly considered, and settings must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in all specific circumstances.</p>	
Response to any infection:	
7) engage with the NHS Test and Trace process	Track and trace information available to staff, parents, and committee.
8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community	All staff aware of procedures and information required if cases suspected/confirmed
9) contain any outbreak by following local health protection team advice	Management team aware of procedures and action to take.
10) notify Ofsted (Numbers 7 to 10 must be followed in every case where they are relevant.)	Management team aware of procedures and action to take.