

Bridport Arrival Procedures:

- 1) Parent/carers to queue outside the premises leading to around the left side of the building adhering to social distancing guidance.
- 2) Parents/carers to wear a face mask when in close proximity to the staff member on the door.
- 3) Early Years Practitioner to be at the door to support flow of children. (Where possible)
- 4) Early Years Practitioner to welcome Parents/Carers at the door to take their child from them wearing a face covering.
- 5) Messages to be taken and recorded at the door as well as the completion of forms for existing injuries and medication. Parents/Carers to be invited into the reception area to discuss any confidential matters. All stationary to be cleaned after use.
- 6) All bags and coats to be stored in the hallway outside of the rooms on children's allocated pegs.
- 7) Practitioner and child's hands to be cleaned using alcohol gel before escorting child to relevant room with any messages and paperwork required.

Additional information:

- Upstairs visitors to use the cleaning station provided to clean hand before entering the premises
- All other visitors such as external professionals or contractors to always wear a face mask whilst on site- visitors are restricted when lockdown measures are put into place. Only essential visitors are currently allowed on site.
- Member of staff to be stationed at the door at peak times (8am, 9am, 1pm, 3pm, 5pm)
- At all other times Parent/Carer to ring the bell for assistance.

Cots and Sleep mats cleaning procedure:

Cots:

- 1) After use if the child will not be using the cot again the mattress is to be disinfected as best it can be using anti-bac and paper towel/blue roll.
- 2) Ensure both the top side and the reserve side of the mat is cleaned thoroughly.
- 3) Wooden cots to be anti-bac'd and wiped over after use.
- 4) Travel cot to be cleaned throughout as best they can be after use.
- 5) All cot sheets, blankets to be washed after use.

If the child is using the cot on more than 1 day, then the cot being used, and the bedding is to be washed every 2 days to maintain hygiene.

- 6) Sleep mats to be placed away from other mats allowing at least a walkway between each to help minimise the risk of cross contamination.
- 7) After use each mat is to be sprayed and wiped with a paper towel/blue roll on the front and reserve side then put away.

Additional information:

- Use sperate paper towel or blue roll for each mat and dispose of after use.
- **DO NOT** share cots, mats or bedding with children.
- If cross contamination occurs inadvertently, change bedding and mats, then implement cleaning procedures.



Bridport Departures Procedures:

- 1) Parent/Carers to queue outside the main door respecting social distancing guidelines (2 meters apart)
- 2) Parents/Carers to wear a face mask when in close proximity to staff members on the door
- 3) Where possible a staff member will be present on the door (1pm, 3pm, 5pm)
- 4) Where a staff member is not available, parents/carers are to ring the bell and a staff member will come to the door.
- 5) All staff to wear a face covering when answering the door to parents/carers.
- 6) Parents/Carers to be left behind the closed door until confirmation has been confirmed that they are who they say they are, to safeguard the child/ren.
- 7) Any documentation to be completed to be undertaken in the reception area if/when appropriate. Respect confidentiality and sensitive information. Ensure pens and area are cleaned after use.
- 8) Staff to gel child's hands on the way out of the building.
- 9) Staff to wash hands on entering back into a room.

Additional information:

- Staff to not allow children to go with any person they have **not met** or are **unsure** who they are. If in doubt, **ASK!**
- If a private conversation is required ensure this takes place in a confidential space to respect the privacy of the family or arrange a telephone call once they have arrived back home.

Toys and resources cleaning procedure:

- 1) Toys and resources are to be removed from active play on a daily basis to be cleaned and sterilised.
- 2) Wooden toys/resources are to be wiped thoroughly with a damp cloth and anti bac.
- 3) Metal and magnetic toys are to be wiped thoroughly with a damp cloth and anti bac.
- 4) Plastic toys with mechanical workings or batteries to be wiped thoroughly with a damp cloth and anti bac.
- 5) Plastic toys that do not contain any mechanical inner workings or batteries are to be sterilised in Milton overnight, then rinsed, dried and packed away.
- 6) All toy boxes where possible are to be sanitised inside and out with anti-bac spray or damp cleaned if made from wood.
- 7) Soft furnishings to be laundered daily where possible and rotated to maintain high standards of hygiene.
- 8) Rugs are to be cleaned daily if possible and rotated with additional furnishings.
- 9) Carpets to be cleaned with the rug doctor as required to remove stains and germs but no less than once per week.
- 10) Rattles and toys that are prone to be put in the mouth are to be removed immediately after use to be cleaned and sterilised thoroughly before coming back into active play.

Additional information:

- All toys and resources are to be rotated and cleaned **DAILY**
- Staff to use **initiative** and **immediately** remove anything as soon as they feel a toy, piece of equipment or resource has become contaminated or needs a clean.
- Toys used as part of continuous provision to be fogged regularly but not less than once per week