***Imperial College Early Years***

***8-9 Princes Gardens***

***London SW7 1NA***

***COVID 19- Drop off and collection of children policy***

At Imperial College Early Years measures are in place to minimise the impact of and reduce the possibility of exposure to children, staff and parents of COVID-19. These measures will require us all to work together to help make the setting a safe and healthy place for us all. We will all be required to work in different and new ways and one of those new ways is how the children will be dropped off and collected each day and maintaining social distancing.

To ensure the children are safely dropped off and collected each day, we will still refer to our existing policies and procedures on:

* Imperial College Early Years Safeguarding policy
* Imperial College Early Years Code of Conduct
* Imperial College Early Years Infection Control
* Imperial College Uncollected Child Policy

We will also adhere to the following guidance:

* [Early years and childcare: coronavirus (COVID-19) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19)
* Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)

***Dropping off and collecting the children and social distancing***

In order to maintain social distancing and minimise footfall within the EYEC and to prevent the spread of COVID-19 the following rules apply:

* No parent, staff member or child should arrive at EYEC if they have symptoms of Covid-19. Parents should check their child’s temperature each day before leaving home.
* Parents and carers will be required to wait in-line with a 2-metre social distancing gap when waiting to drop off their child in the mornings and when collecting in the afternoon
* A member of staff where possible that the child is familiar with, will welcome children at the door, support them and take them to their rooms,
* 2 entrances and exits will be in operation 8 & 9 to enable better distances of bubbles
* If there is a waiting parent queue, staff will enter the building via another means.
* Parents and carers should not congregate outside the EYEC after drop off and collection is complete.
* Staff will remain at the front door until 9.30 am so any parents and carers arriving after that time should use the intercom system to inform staff of their arrival in the mornings and when collecting the children\child in the afternoons if there is no staff member at the entrance to collect their child
* Parents and carers will not have swipe card access to the building and will need to obtain permission from an EYEC staff member to enter the building
* Where possible we encourage only one and the same parent/carer to bring and collect their child\children to and from the EYEC

***Maintaining hygiene and hand washing during drop off and collection times***

During the drop off and collection process staff and parents will adhere to the following:

* Only symptom free staff, children and parents will be allowed to attend the setting
* All adults are expected to wear a clean face covering over their nose and mouths
* Staff will wash or sanitise their hands in-between the drop off’s and collection of the children
* Children’s hands will be washed thoroughly for 20 seconds on arrival and when leaving the building
* Staff will ensure that bannisters and door handles are wiped down in-between each drop off and collection
* Extra supplies of sanitiser, blue roll, tissues, wipes and a bin with a lid will be provided to assist with the cleanliness and to maintain hygiene
* Parents will be required to use hand gel or wash hands before arrival at the EYEC
* Parents will be required to use a sanitised pen or their own pen when signing documents.

***Upset or unsettled children***

When children start at the EYEC we understand that the children maybe unsettled or upset. All children will be supported during these transitions taking into consideration their needs and abilities:

***Before starting at the EYEC***

* Parents will complete a one-page profile telling the EYEC about the child’s, medical conditions, dietary requirements, interests, likes and dislikes
* A teams meeting will be organized with the keyperson and the child’s parents to share information together

***New children joining the Early Years***

At the Early Years, parents may arrange two organised settling in visits with their children joining the nursery for the first time. This is to allow parent and child to spend a few hours at the EYEC to familiarise themselves with the environment and the staff.

To remain as safe as possible, we ask:

* That only one parent attend each settling in day, it can be the same parent on both days or the second parent on the other day that hasn’t attended a session.
* If you have access to the PCR testing scheme at the college, please take a test the day before the visit but if not then please take a lateral flow the morning of the visit.

***Arriving at the EYEC***

* The keyperson will arrive to meet the parents and the child
* Where possible social distancing will be explained to the children
* Upset, unsettled or children will be comforted and supported by staff members

***Daily communication and feedback***

We understand the importance of daily feedback about the children’s day and endeavor to still provide this by

* Daily feedback regarding the children’s day will be provided verbally at the door
* Parents can occasionally email the children’s room but please remember the staff may not reply right away as their priority is working with the children. Please use the central email address to pass on any important information to the staff team such as illnesses or absence. Management will ensure this information is communicated to the staff team. Email: [eyec-general@imperial.ac.uk](mailto:eyec-general@imperial.ac.uk)
* Management will share accident and illness forms to parents by email. Parents should sign the forms and resend them to Management.
* Where any face to face communication may be required the adults face coverings must be worn. Adults involved will be responsible to maintain a 2-metre distance between themselves and wearing face coverings or arrange a discussion via Microsoft teams or telephone.

***Handing over items during drop off and collection times***

* All soiled or dirty laundry will be given to parents at the door and should be in wet/dry bags
* We ask for only necessary daily items to be bought in such as milk and food
* We ask that the exchange of items between home and the setting is limited. However, if a comfort toy is needed, we ask for it to be a toy that can be easily cleaned throughout the day to help prevent the spread of infection. This is also regarding children’s show and tell items
* We ask all items to be clearly labelled with your child’s full name

Updated 20 January 2021 Delores Paryag

Updated 8th August 2021 Liz-Anne des Vignes

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