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**Version 1 (12.06.20)**

**Steps to consider when reopening your Cylch Meithrin /Day Nursery**

This checklist applies to everyone involved in the Cylch Meithrin / Nursery including parents, children, staff and volunteers. This is a live document that will be updated as needed.

All staff are asked to sign and read this list. **The contents of this list are mandatory in order to meet Welsh Government operational guidelines on childcare provisions**. The list has been adopted for the time period when there is a risk from the Covid-19 virus. This checklist will complement the Cylch Meithrin / Day Nursery’s re-opening policy and new procedures and take precedence over previous Cylch Meithrin / Day Nursery procedures where a change of practice is taking place.

This document is designed to be read alongside the Welsh Government Childcare Providers Guide. We suggest you read the two documents together.

 **You should check the Cylch's / Day Nursery’s procedures against this document on a weekly basis to ensure that you are following Welsh Government guidelines for Childcare Providers.**

**The Building:**

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| **Steps**  | **Completed** | **Not completed** | **Notes** |
| The Cylch/ Nursery has changed / moved the furniture and play areas to reduce contact between groups and facilitate infection control and distance measures. |  |  |  |
| The Cylch's/ Nursery’s windows open in a way that safeguards the children. |  |  |  |
| Full consideration has been given to methods of distancing children and parents in the Cylch/ Nursery. |  |  |  |

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| Staff/ Committee/ Registered Person are familiar with and fully inducted into the Cylch / Nursery's new procedures and policies. |  |  |  |
| Cylch/ Nursery staff are familiar with and fully inducted into the Cylch / Nursery's hygiene and hand washing procedures |  |  |  |
| The Cylch's/ Nursery’s Committee / Registered Person is familiar with and fully inducted into the Cylch / Nursery's hygiene and hand washing procedures |  |  |  |
| The Cylch/ Nursery has a complete list of staff who remain isolated and who are able to return to work |  |  |  |
| The Cylch/ Nursery has been thoroughly cleaned before reopening |  |  |  |
| The Cylch/ Nursery has informed parents of the Cylch’s/ Nursery’s opening date |  |  |  |
| The Cylch/ Nursery has confirmed the children's fees and sessions |  |  |  |
| The Cylch/ Nursery has completed a full written risk assessment covering the above. |  |  |  |

**CIW and Financial matters:**

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| **Steps** | **Completed** | **Not completed** | **Notes** |
| The Cylch / Nursery has informed CIW online that it is re-opening. |  |  |  |
| The Cylch / Nursery has updated its Statement of Purpose and notified CIW |  |  |  |
| The Cylch / Nursery has updated their Operational Plan and notified CIW |  |  |  |
| Staff qualifications are up to date |  |  |  |
| Staff DBS checks are up to date  |  |  |  |
| Staff files are complete |  |  |  |

**The Local Authority:**

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| **Steps** | **Completed** | **Not Completed** | **Notes** |
| The Cylch / Nursery has informed the Local Authority of their intention to re-open. |  |  |  |
| The Cylch / Nursery has contacted the Flying Start Team and confirmed grants. |  |  |  |
| The Cylch / Nursery has contacted the Education/ Foundation Phase department and confirmed grants. |  |  |  |
| The Cylch / Nursery has contacted the Childcare Offer team and confirmed grants. |  |  |  |

**Staff**

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| **Steps** | **Completed** | **Not completed** | **Notes** |
| Child : staff ratios are correct for each session |  |  |  |
| The Cylch / Nursery has established a structure for staff breaks or lunch breaks that ensures social distancing. |  |  |  |
| Staff change their uniform before and after each session (morning and afternoon session) and bag the clothes for daily washing. |  |  |  |
| A member of staff will be responsible for the same group of children in each session on a daily basis (groups of 8 children) |  |  |  |
| The Cylch/ Nursery ensures that the same group of children are cared for on a weekly basis by the same staff. This includes bank staff. |  |  |  |
| There are adequate supplies gloves, aprons in the Cylch / Nursery to change nappies / nappies and prepare food |  |  |  |
| Staff working in more than one childcare setting change their uniform and wash their hands before attending the second childcare setting. |  |  |  |
| A full written risk assessment is in place for safeguarding staff |  |  |  |

**Children:**

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| **Steps** | **Completed** | **Not completed** | **Notes** |
| Children that attend more than one childcare setting (or school) must change their clothes and wash their hands before entering the second setting. |  |  |  |
| The Cylch / Nursery has placed children in small groups (no more than 8 in a group) and keeps the children within those groups. |  |  |  |
| There are written measures in place when transporting children in a vehicle / bus which ensures social distancing. |  |  |  |
| Children are not allowed to bring toys / resources home |  |  |  |
| Child collection and drop-off procedures are in place e.g. staff to meet the parent at the entrance to the Cylch / Nursery |  |  |  |
| The children wash their hands when they arrive at the Cylch / Nursery |  |  |  |
| Children's personal belongings are kept in a separate boxes or bags to control infection |  |  |  |
| A full written risk assessment is in place for safeguarding children. |  |  |  |

**Parents:**

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| **Steps** | **Completed** | **Not Completed** | **Notes** |
| The Cylch / Nursery has varied drop-off and pick-up times |  |  |  |
| Social distancing signs are in place |  |  |  |
| The Cylch / Nursery have revised parent contracts. |  |  |  |
| The Cylch / Nursery will not accept fees through cash |  |  |  |
| The Cylch / Nursery only allows one parent to drop off / pick up the child from the Cylch / Nursery |  |  |  |
| The Cylch / Nursery has put in place alternative arrangements to meet with parents that ensures a distance of 2 meters |  |  |  |
| The Cylch / Nursery has put in place a new sign in and out procedure for parents. |  |  |  |
| A complete written risk assessment is in place for parental arrangements |  |  |  |

**Resources:**

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| **Steps** | **Completed** | **Not Completed** | **Notes** |
| The Cylch / Nursery has removed toys and soft resources from the provision |  |  |  |
| Robust procedures are in place when using playdough, messy play, and cooking activities. |  |  |  |
| The Cylch / Nursery will not allow children to bring any item from home eg toy, book, pictures, items from outside |  |  |  |
| The Cylch / Nursery regularly wash toys and all surfaces between groups of children and activities |  |  |  |
| The Cylch / Nursery will disinfect toys (especially small toys) on a daily basis (small toys such as Duplo can be placed in a bucket of Milton overnight) |  |  |  |
| The Cylch / Nursery will wash/ disinfect the children's dishes daily (if the Cylch/ Nursery does not have a dishwasher machine, they should be placed in Milton overnight) |  |  |  |
| The Cylch / Nursery will not use sand or water over this period if they are unable to comply with infection control and disease guidelines. |  |  |  |
| The Cylch / Nursery has put in place measures that ensure that children do not share resources |  |  |  |
| The Cylch / Nursery has planned to maximize the use of its outdoor area (if possible) |  |  |  |
| A complete written risk assessment is in place for safeguarding resources |  |  |  |

**Food:**

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| **Steps** | **Completed** | **Not Completed** | **Notes** |
| The Cylch / Nursery has a clear written food handling procedure |  |  |  |
| Staff wear aprons when preparing and serving food |  |  |  |
| Staff ensure that children do not share food and drink, cutlery, plates or cups and eat snacks and meals while keeping a distance |  |  |  |
| Staff bring their own cups, plates, cutlery and lunch to the Cylch / Nursery |  |  |  |
| There is a complete written risk assessment for mealtimes |  |  |  |

**Nappy changing:**

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| **Steps** | **Completed** | **Not completed** | **Notes** |
| The Cylch / Nursery has a clear written nappy changing procedure |  |  |  |
| Cylch / Nursery staff wear aprons, gloves when changing each individual child's nappy |  |  |  |
| Nappies will be stored / deposited in a safe manner that meets hygiene and safety procedures |  |  |  |
| Staff disinfect changing mats immediately after changing each individual child's nappy |  |  |  |
| There is a complete written risk assessment for nappy changing. |  |  |  |

**Infections:**

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| **Steps** | **Completed** | **Not Completed** |
| All staff have read and understand COVID19 national guidelines and isolation rules |  |  |
| All staff have read and understood Public Health Wales infection control guidance |  |  |
| The Cylch / Nursery has identified a room / area to isolate a child with COVID symptoms |  |  |
| The Cylch / Nursery has a thermometer to test a child's temperature |  |  |
| The Cylch / Nursery has contact details for the Local Authority to claim Track and Trace tests for staff in the event of a COVID 19 outbreak |  |  |
| The Cylch / Nursery has an understanding of cleaning / disinfection requirements in the event of a Covid19 outbreak. |  |  |
| The Cylch / Nursery has notified CIW of a COVID 19 outbreak in the provision. |  |  |
| The Cylch / Nursery staff have read and understood the procedure for collecting a child who is ill from the provision |  |  |
| The Cylch / Nursery has PPE equipment in an emergency. |  |  |
| There is a complete written risk assessment for controlling infections. |  |  |

**Cleaning and disinfecting:**

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| **Steps** | **Completed** | **Not completed** | **Notes** |
| The Cylch / Nursery has a clear written cleaning and disinfection procedure |  |  |  |
| The Cylch / Nursery disinfects the children's toilets and staff after each use. |  |  |  |
| The Cylch / Nursery disinfects the provision’s sinks and taps after use. |  |  |  |
| The Cylch / Nursery disinfects tables and chairs after each use |  |  |  |
| The Cylch / Nursery disinfects nappy changing mats after each use |  |  |  |
| The Cylch Meithrin disinfects all baby mattresses / cots and bed/ cot linen after each use and puts the blankets in the wash after each individual use. |  |  |  |
| The Cylch / Nursery disinfects outside equipment and gates on a daily basis. |  |  |  |
| The Cylch / Nursery disinfects all resources and toys on a daily basis |  |  |  |
| There is a clear record of all occasions where resources and the provision have been disinfected during the day including time, date and name of the individual identified. |  |  |  |
| Phones, photocopiers, toilets, door handles, rails must be disinfected immediately after being touched. |  |  |  |
| There is a complete written risk assessment for cleaning and disinfecting. |  |  |  |

**Hygeine:**

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| **Steps** | **Completed** | **Not completed** | **Notes** |
| Robust written, clear hygiene procedures are in place |  |  |  |
| Staff have read and understood the hygiene procedures |  |  |  |
| Staff wash their hands when arriving at the provision and after touching any child during the day |  |  |  |
| Children wash their hands when arriving at the provision and after touching another child |  |  |  |
| Everyone is washing their hands after being outside |  |  |  |
| The Cylch / Nursery has created a sneezing and coughing corner which encourages children to use and throw tissues safely |  |  |  |
| The Cylch / Nursery will not encourage the sharing of food, drinks or toys amongst the children |  |  |  |
| Children must wash their hands regularly and after touching another child. |  |  |  |
| There is a complete written risk assessment for hygiene. |  |  |  |

**Visitors:**

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| **Steps** | **Completed** | **Not completed** | **Notes** |
| The Cylch/ Nursery has clear written guidance on receiving visitors. |  |  |  |
| The Cylch / Nursery does not allow visitors that are not priority |  |  |  |
| There is Antibacterial hand gel at the Cylch / Nursery’s reception |  |  |  |
| The Cylch / Nursery has agreed alternative arrangements to meet with partners such as LA, Support Officer, Advisory teacher |  |  |  |
| There is a complete written risk assessment for receiving vistors. |  |  |  |

**Please refer to:**
**Welsh Government guidance** <https://llyw.cymru/diogelu-staff-phlant-rhag-y-coronafeirws-mewn-gofal-plant>?

**Mudiad Meithrin’s policy** - Preparing to reopen a Cylch Meithrin

**Mudiad Meithrin Risk Assessment**

**Letter to parents and Guardians**

**Public Health Wales Infection Prevention and Control Guidance (2019) for Childcare Settings (0-5 years) in Wales**