**Complete paperwork, for dropping off and collecting, by staff member during Covid- 19 pandemic.**

**Children will be dropped off and collected from outside the building.**

**Children should where possible be encouraged not to bring toys from home or to share their personal belongings. No additional water bottles are permitted from home as water will be provided.**

**Dropping off**

* **Staff members will be required to be outside to welcome the adult and child**
* **As the first child arrives 2 staff member will then stay inside with child/children.**
* **Other staff members to stay outside to welcome and accompany the child into the nursery setting, the child will then be accompanied to wash hands by adult. Adult to return outside.**
* **As the setting has more children, more staff will be required to support children inside following adult to child ratio of 1:8**
* **If a child is upset at being dropped off encourage the parent/carer to play outside with the child and then allow the staff member to step in to be beside the child, giving the parent/carer the opportunity to leave. This method will minimise close contact with adults. If close contact is unavoidable both adults will be required to wear a mask.**
* **There will always be a designated staff member recording; who is dropping off, who will be collecting and any other relevant information.**
* **Parent/carer dropping off will follow a system of waiting in line 2mtrs apart.**
* **Once it is parent/carers turn they will wait at the designated mark at front of the line until they have dropped off their child then the parent/carer will leave before another parent/carer can enter the area at gate to drop off their child.**
* **Staff re-entering building to use sanitiser then wash hands following 20 second procedure.**

**Guidance staff to follow**

* **Make sure that whoever takes the child to nursery informs staff who they are and who will be collecting before leaving the nursery.**
* **The lead or senior to review the book to ensure that it is clear who is collecting each child before pick-up time. Phone parent/carer before pickup if there is an issue.**

**Collection**

* **Staff member at the gate at pick up time should make themselves aware of who is collecting and if someone new is collecting. They will check persons before entrance into Nursery garden if they are a stranger to nursery. One adult at a time to collect their child**
* **Staff member at door of nursery to direct staff in nursery of which child is being collected and hand child over to correct parent/carer collecting.**
* **Guardian and child will leave by the P1 gate**
* **If not the correct person arriving for collection, staff member to contact parent/guardian to get this confirmed**
* **Do not let the child leave if there is any uncertainty as to who should be collecting (snack person to contact parent/carer/mum)**
* **Have a staff member at the gate and on door at all time until all children have been collected. Have a person on the gate until all parent/carers have collected their child and left the garden.**

**If there is an issue to the safety of children remove the children to a different part of the school (vacate by the quiet room exit or school door entrance whichever is safest)**

**Inform management**

**Call 999 if there is a cause for concern.**