

Frequently Asked Questions

Early Years and Childcare Providers

(please note these pages are continuously updated and where an update has been made, these will be shown in red)

[Actions for Early Years and Childcare Providers during the Coronavirus Outbreak](#)

[Ofsted: Coronavirus COVID-19 rolling update](#)

[Implementing protective measures in education and childcare settings](#)

[Preparing for the wider opening of early years and childcare settings from 1 June](#)

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1. Prioritising Children – Critical Families

- 1.1. Is there a difference between Critical Workers and Key Workers? I keep reading these two phrases and wondering which category we should now be having if there is a difference?

The words Key and Critical Worker are being used interchangeably to denote a worker whose role is essential in the current situation facing the country. In Kent we are generally using Critical Worker to avoid any confusion with the term Key Worker used in relation to children.

- 1.2. Where do I go for help in finding a place for a Critical Worker's child?

Parents and carers should contact Kent Children and Families Information Service (KCFIS) on 03000 412 323 or email kentcfis@theeducationpeople.org who they will be able to contact settings to find suitable options for the family's needs.

The information families need to provide is:

- Number and ages of children
- Date childcare is required from
- Days and times childcare is needed
- Home and work postcodes of parents
- Other relevant information such as hours of funding child receives, specific needs of the child/ren

- 1.3. Who will be defined as a Critical Worker?

People working in health and social care, education and childcare, key public services, local and national government, food and other necessary goods, public safety and national security, Border Force, transport, utilities, communication and financial services.

Here is the link to [the Critical worker list](#) as set out by central government.

- 1.4. Does proof that a parent is a Critical Worker need to be supplied?

Yes, many employers are issuing letters for their Critical Workers; settings can also ask for simple evidence that the parent in question is a Critical Worker, such as their work ID badge or payslip.

- 1.5. We have a child whose parents are not living together, Dad is classed as a Critical Worker in the food industry and Mum is a self-employed cleaner for two hours a day. She has requested a pre-school place for her child as a Critical Worker. In these circumstances, does Mum meet the Government criteria?

If the child is living with Mum as the primary carer then no, the child should be cared for at home.

- 1.6. If a parent has confirmation from their employer to indicate their Critical Worker status but they are working from home, should we still take their children?

There are many occupations listed on the Government's Guidance, some of which could be undertaken at home. However, childcare providers are encouraged to discuss with parents the Government's principle for children to be kept at home wherever possible to stop the spread of the virus.

- 1.7. When should I accept a child back to my setting when they have self-isolated due to having the Coronavirus or a member of their household has had or currently has symptoms?

If the child lives with others and they are the first in the household to have symptoms of Coronavirus, then they must stay at home for 7 days. If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14 day isolation period. Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person. Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation. This [link](#) provides a useful visual explanation of the guidance.

2. Funding

- 2.1. If a setting is staying open for Critical Worker children, can they take children from other settings and what happens to the funding this term? If those children then choose to remain at the other setting for the Summer term, what happens to the setting that they were going to, do they lose the funding even if they had a Parental Declaration signed?

Settings/childminders can provide temporary care for those children who cannot be cared for by their usual provider. The usual provider will still receive the funding for this child if the child is included in the Summer Headcount. In the first instance, the setting/childminder giving temporary care should use the Free Entitlement funding they have received for children that are absent as a result of the Coronavirus, to fund the temporary child's Free Entitlement offer. If this is insufficient to cover the additional hours provided, then a request for extra funding can be made via the adjustment process (please see funding guidance issued on 27 March 2020 for more details).

At this stage it is unclear how long these temporary arrangements will be in place and KCC's future funding policy will need to adapt to the changing

circumstances and latest Government advice. However, it is expected that once early years providers return to business as usual, the normal process for dealing with a child moving between settings will resume and providers will be asked to register any permanent changes through the adjustment process.
https://www.kelsi.org.uk/_data/assets/pdf_file/0009/106569/Early-Years-and-Childcare-Funding-Guidance.pdf

- 2.2. What happens if a funded Critical Worker child who doesn't usually take all their entitlement now needs to increase it due to working longer hours? Will we be able to claim for the extra hours?

Where a child of a Critical Worker needs to increase their entitlement over this period, the provider will be able to claim extra hours via the adjustment process.

- 2.3. Will we receive summer funding even if we are closed?

Yes, subject to completion of the summer term Headcount. Please refer to the email sent on 28/04/2020 from Management Information.

- 2.4. What will happen about Special Educational Needs Inclusion Fund (SENIF), Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF) for the summer term?

EYPP and DAF will be paid to the setting providing the care. Where a child is attending more than one provision, both EYPP and DAF funding will go to the setting providing most of the care.

Please refer to the SEN Inclusion Fund FAQ for further details about SENIF funding: https://www.kelsi.org.uk/_data/assets/word_doc/0018/71154/SENIF-Frequently-Asked-Questions.docx

- 2.5. Is the 30 Hours included in the funding we are going to receive, as this was in our Estimate Headcount Claim?

Payments will be based on the summer term Headcount. Providers must remind parents to re-validate their codes and/or apply for codes for 30 Hours in the normal way.

- 2.6. If settings can re-open in the summer term can we definitely record children on Headcount if they have told us they are absent due to Coronavirus? What happens if we don't have signed Parental Declarations yet and are unlikely to now before headcount?

Yes. If a child is absent due to Coronavirus you can claim. An email, letter or a text message from the parent/carer to evidence the days and hours of FEE required (along with any other details relevant for the child this term) will

suffice. This should be dated and retained. Ensure you have the Parental Declaration signed/completed by 22nd July 2020. If you subsequently do not receive a signed/completed PD the money will be reclaimed.

2.7. Will we get paid for new children that were due to start in the summer term?
If you can complete a headcount for these children, then yes.

2.8. Will the Government provide extra funding for those of us that won't receive payments from fee paying children?

The latest guidance on additional financial support that the Government has offered can be found using the following links:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#funding>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>

2.9. If a setting is happy to open during the holidays when they normally open term-time only, can they claim stretched funding?

Yes, but they must inform Management Information as soon as possible.

2.10. If we are receiving funding for the summer term, can we also furlough staff?

The Coronavirus Job Retention Scheme means that for employees who are not working but kept on payroll, the Government will contribute 80% of each worker's wages of up to £2,500, backdated to 1 March 2020. However, employees are not able to receive public funding for staff costs as well as Government furlough payments for the same staff. Providers can access this scheme for private income while continuing to be paid the Early Entitlements Funding by local authorities.

2.11. If we are taking on a child from another nursery that has closed and the child has claimed 30 hours at that nursery, where does that leave us in terms of funding?

In the first instance, the setting/childminder giving temporary care should use the Free Entitlement funding they have received for children that are absent, as a result of the Coronavirus, to fund the temporary child's Free Entitlement offer. If this is insufficient to cover the additional hours provided, then a request for extra funding can be made via the adjustment process (please see [funding guidance](#) for more details)

https://www.kelsi.org.uk/_data/assets/pdf_file/0009/106569/Early-Years-and-Childcare-Funding-Guidance.pdf

- 2.12. I have arranged for my Critical Worker children to attend another setting as I am unable to open. Can the setting ask me to transfer the funding for these children?

No. we do not expect funding to be transferred. In the first instance, the setting/childminder giving temporary care should use the Free Entitlement funding they have received for children that are absent, as a result of the Coronavirus, to fund the temporary child's Free Entitlement offer. If this is insufficient to cover the additional hours provided, then a request for extra funding can be made via the adjustment process (please see funding guidance for more details).

- 2.13. If a setting receives Free Early Education Funding only and no other income can they furlough staff, not claim from the government and pay their staff 80% from their FEE money?

If the only income a setting receives is EY funding, then that would fall into the definition of wholly publicly funded posts, and therefore not eligible for furloughing. Any business can negotiate with their staff team to agree them paying whatever percentage proportion, in this case 80%. It would not be able to go below the level of NMW, there would need to be a consultation process to reach the agreement.

<https://www.acas.org.uk/coronavirus>

- 2.14. A Critical worker is eligible for 30hrs free childcare but has never claimed more than 15hrs before so has never applied for their eligibility code. That parents working hours have increased so now requires the 30hrs but if they obtain their eligibility code this term it will not be valid until September. Is there any discretion as this is a critical worker? A critical worker has fallen out of eligibility for Summer 2020 term, can we still claim their 30hrs funding?

Temporary measures have been implemented by the Government to ensure critical workers will still be eligible for childcare offers. If you are caring for a child of a critical worker or a vulnerable child who has recently fallen out of eligibility for the summer term, Management Information can now accept 30 Hour codes where the original 31st March 2020 deadline was missed but has since been successfully applied/reconfirmed with HMRC. An adjustment can be made through Synergy but if you cannot add your extended hours into Synergy due to the code not having the correct dates applied please contact Management Information so the hours can be added manually.

- 2.15. Will I receive my summer Qualified Leader Supplement if I'm not open or I have furloughed the qualifying member of staff? If the qualifying staff member hasn't returned in June can I claim for the autumn term?

The Qualified Leader Supplement will stay in place for the summer term. If the qualified leader is still on the payroll (whether furloughed or not) and to the

best of the provider's knowledge they will return, they can be included on the autumn termly eligibility declaration. The qualified leader should not be included on the June declaration if the member of staff has handed in their notice, the provider has terminated their employment or they no longer qualify for the Qualified Leader Supplement.

2.16. If I am not able to reopen on 1 June or choose not to will I have to repay funding received for this term?

No.

3. Finance

3.1 If the school is closed our rental agreement says we must close, but what if we have Critical Worker children?

The Government now has powers granted by Parliament to enforce providers to either close or stay open if places are needed, hence we would expect this to override such agreements.

3.2. My insurance company will only pay out if I completely close, but if I stay open for Critical Worker children how do I make up the shortfall in income, as insurance won't pay?

Central Government has announced a package of support for workers and businesses which will benefit childcare providers. Please refer to the latest Government advice using the following links:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#funding>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>.

3.3 My insurance company won't pay out, what do I do to survive?

The Financial Conduct Authority (FCA) rules require insurers to handle claims fairly and promptly once settlement terms are agreed. In addition, the FCA has said that, in light of COVID-19, insurers must consider very carefully the needs of their customers and show flexibility in their treatment of them. The Government is working closely with the FCA to ensure that the rules are being upheld during this crisis.

3.4 If providers that are open must then close for a deep clean, do they have to offer replacement sessions or as others are closed anyway, will they just keep the funding?

No. Cleanliness is paramount in stopping the spread of the Virus.

3.5 What happens to staff not paying National Insurance?

Please refer to guidance on ACAS or Government website on additional financial support to early years providers.

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#funding>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>

3.6 Do we have to pay staff full wages? Can we reduce their hours?

You need to have discussions with staff about ways in which you can reduce your staffing bill during this difficult time. ACAS has guidance about what you can do if you are forced to reduce hours and/or lay staff off. Please also refer to the wider support packages being offered to businesses including the opportunity to apply for the Coronavirus Job Retention Scheme.

<https://www.gov.uk/government/collections/financial-support-for-businesses-during-coronavirus-covid-19>

<https://www.acas.org.uk/coronavirus>

3.7 I still need to pay my staff wages so do I need to transfer funding to another setting who is taking my Critical Worker/vulnerable children?

No. Please refer to the Government business support packages including the possible use of the Coronavirus Job Retention Scheme outlined by the Government which can pay up to 80% of staff salaries up to a maximum of £2,500. If you are a childminder this does not apply to you currently. Details of assistance for those who are self-employed were released on Thursday 26 March 2020.

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>

3.8 Where can we go to get information about the Government scheme to pay staff wages?

Please go to the Government website:
[Coronavirus Job Retention Scheme: step by step guide for employers](#)

or contact ACAS:
<https://www.acas.org.uk/coronavirus>

4. EYFS – statutory guidance

The Government has put in temporary measures regarding the EYFS and they can be read [here](#).

4.1. Will Ofsted relax ratios?

Yes. Paragraph 3.30 of the EYFS states: 'Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.' Ofsted consider the extent of the Coronavirus (COVID-19) outbreak to be exceptional. Remember with an Early Years Teacher or Qualified Teacher you can apply 1-13 for three to four-year olds if you are a group setting.

4.2. Do we need to notify Ofsted if we remain closed or change our usual operating pattern?

If your operating circumstances do change (i.e. you open or close), please let Ofsted know by sending an email to enquiries@ofsted.gov.uk with 'Change in operating hours' in the subject field. In the body of the email, please confirm the Unique Reference Number for each setting and the details of the change. You can find your URN on your registration, your inspection report(s), and on your Ofsted report.

4.3. If a setting is inadequate and Ofsted now doesn't come for an extended period can we claim for new children?

No, but we expect that Ofsted would inspect as a priority.

4.4. Where children join a setting temporarily, what happens about paperwork and planning?

On 24th April the Government put in temporary measures owing to Covid 19 and providers should make 'reasonable endeavours' to meet the learning and development requirements as set out in section one of the EYFS. Children's care is paramount and should receive a broad experience of educational opportunities.

They have also stated there is no requirement to complete a progress check at two during this time however providers must be alert to emerging concerns and provide or seek additional support if needed.

4.5. Can children under five attend schools if the schools are happy to accept them, even though their age range is 3-11?

Yes, children aged three and four can attend if they are registered on school roll. The guidance states children should attend their usual provision if open.

- 4.6. Can the DSL remain in self-isolation at home, but still be contacted by their setting? Or does the setting have to have a DSL on site?

As long as they are contactable at all times during opening hours. If they are self-isolating due to illness, then the setting would need to follow their own safeguarding policy. For example, many settings have a deputy DSL to cover the role.

5. SEND/Vulnerable Children

For more information around support for vulnerable children and children with SEND, click on the government guidance below:

[Coronavirus \(COVID-19\): SEND risk assessment guidance](#)

[Supporting vulnerable children and young people during the Coronavirus outbreak](#)

[Changes to the law on education, health and care needs assessments and plans due to coronavirus](#)

- 5.1. Who is a vulnerable child?

Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, looked after children, young carers, disabled children and those with Education, Health and Care Plans (EHCPs). [Supporting vulnerable children and young people during the Coronavirus outbreak](#)

- 5.2. Can you please tell me whether a FF2 adopted child who no longer has a social worker is classified within the vulnerable group?

Yes, they are.

- 5.3. If a child is in the process of acquiring an Education, Health and Care Plan, are they still able to attend the setting?

Yes, if a child has a draft EHCP.

- 5.4. Do parents with children in the vulnerable groups HAVE to send their children to Nursery?

The Government continues to encourage vulnerable children and young people to attend educational settings, unless they have underlying health

conditions that put them at severe risk. Further detail on categories of vulnerable children is set out in [Supporting vulnerable children](#) guidance.

6 Out of School Providers

6.1. Are before and after school clubs allowed to operate?

Providers which are registered with Ofsted or with a Childminder Agency which have before and after school clubs on school premises and can ensure they follow the protective measures guidance, are able to operate. All other out of school settings are **not able** to reopen:

•**You can only provide wraparound childcare to the children who are attending school.** You cannot provide childcare for children who are not attending school, whether that's because the school cannot accommodate them at this time (e.g. insufficient space for all the eligible children), or because their parents don't want to send them back to school yet, or because their year groups aren't yet eligible to return to school (i.e. they are in years 2 to 5).

•**You can only provide wraparound childcare if you operate on school premises** and follow the same health protection procedures as the school, and the headteacher is satisfied with your arrangements.

•**You can only provide wraparound childcare to the children of the school within which you operate.** You cannot take children from other schools.

This means that if you operate your wraparound setting from separate premises, such as a community centre or church hall, you cannot open. The DfE updated its published guidance on 2 June to include this new rule (see para 6.3): [Actions for early years and childcare providers during the coronavirus outbreak](#)

The Government is keeping this position under review, and "*will let providers know more, including about arrangements for the summer holiday period, as soon as possible*". The DfE states that it does not anticipate out of school clubs being "*able to welcome back children at the same pace as schools expand their attendance*".

Link to: [out of school alliance - restrictions on reopening](#)

6.2. What is going to happen to out of school childcare that may literally not receive a single penny in income?

Out of school childcare is part of the offer for Critical Worker and/or vulnerable children. Central Government is referring providers to the wider support packages for businesses:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#funding>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>

7 Childminders

- 7.1. Are childminders considered to be self-employed, and what financial support is available to them if they have lost all their children?

Most childminders are considered to be self-employed, although some may be set up as a limited company. Childminders can check with HMRC their employment status for tax purposes. Please refer to the latest Government Advice for both businesses and employees (including self-employed).

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>

- 7.2. Can a childminder close if they have no Critical Worker children to care for?

From 1 June 2020 childminders are able to care for all children of all ages, in line with usual limits on the number of children they can care for. If families choose to keep their children at home and childminders have no children to care for they can choose to close. However, childminders may be asked to re-open if the authority has a shortage of childcare, unless you or your family members are in the groups identified as vulnerable/self-isolating.

- 7.3. If a childminder wishes to close to protect their own children by not having others in their home, are they able to if a child they are caring for has Critical Worker parents?

If you are a closed childminder it is possible that you may be required to open where there is a shortage of childcare. If you are a childminder about to close you should signpost families of key worker or vulnerable children to Kent Children and Families Information Service (CFIS) on 03000 41 23 23 or email kentcfis@theeducationpeople.org who will be able to assist in finding alternative care.

Childminders should follow Government Guidance in relation to clinically vulnerable people. If you are a childminder about to close and you are caring for vulnerable or Critical Worker children you should signpost families to Kent Children and Families Information Service (CFIS) on 03000 41 23 23

or email kentcfis@theeducationpeople.org who will be able to assist in finding alternative care.

The information families need to provide is:

- Number and ages of children
- Date childcare is required from
- Days and times childcare is needed
- Home and work postcodes of parents
- Other relevant information such as hours of funding child receives, specific needs of the children

- 7.4. I am a childminder who was not expecting to have a child in either the Spring or Summer term but has agreed to care for a child temporarily as their usual provision is closed/unable to provide support – will I get funded?

Yes you will be funded. Childminders should follow the most recent funding guidance provided by Kent County Council's Management Information Team.

- 7.5. If a child is attending school, should I be providing wrap around care particularly if it includes taking other children out to pick up?

The Government message is to maintain social distancing. Where childminders are able to walk to the school and avoid coming into close contact with others, this is something they may wish to consider. They may, however, consider it appropriate to speak to the families of existing children being cared for to seek their consent.

- 7.6. If childminders are already supporting children of Critical Workers and also wish to social distance by not taking on more as they have their own children at home, are they able to refuse a request for childcare from a Critical Worker if either it is known that there is another parent at home or that this particular Critical Worker is working from home?

The Government message is to maintain social distancing. Childminders know their own setting and their ability to maintain this. If they are currently caring for Critical Worker children and feel that taking on more may put themselves and other families at risk, it would be appropriate for them to refuse to care for more children. Childminders should adhere to EYFS ratios. Only in very exceptional circumstances should they depart from them.

- 7.7. I am being asked by a teacher working from home to provide care for her funded child. She also has a school aged child and she wants me to care for that child if the care is funded.

Government guidance is that wherever possible children should be kept at home. Where schools are open care should be arranged through them for

older children. There is currently no funding for childminders to provide this care. It is more difficult for younger children to remain safe where Critical Worker parents are working from home. Childminders should have a discussion with parents about the Government guidance and when childcare is necessary provide care if they are able to maintain safety for themselves, their own family and children currently in their care.

- 7.8. If we are able to reopen on 1 June and parents choose not to send their children back, can I charge them?

Childminders in this situation should liaise with the organisation whose contracts they are using or contact their professional association for legal advice.

- 7.9. I run a large childminding setting. If I take back all of my children, I will need to bring in an assistant, can I do this?

Childminders must adhere to Government guidance, particularly in relation to social distancing and group sizes and should risk assess before they open their setting. Childminders will know their own childminding environment and will be aware how they can manage space and if they can meet the social distancing requirements between adults and keep all children safe. Communication with families is also a key factor.

- 7.10. Ofsted guidance says that childminders need to keep their own families away from their childcare environment. How do I manage this?

This guidance has now been removed by Ofsted.

- 7.11. Is there any clarification on mixing settings? I have two children that spend half their time with me and half their time with a pre-school or nursery. I'm not sure I feel comfortable with the amount of exposure I'm putting my home and family.

In their latest actions for educational and childcare settings document the DfE have indicated they will provide further guidance and support over the coming weeks. We will share the link to this guidance when it becomes available.

- 7.12. Is there any clarification on whether I can care for school age children and early years children together and can I do school runs?

From 1 June 2020 childminders can care for children of all ages subject to their usual maximum numbers. In their risk assessments childminders should consider how they can meet all stringent hygiene requirements and ensure minimal transfer of items between settings as school-aged children move between school and the childminding setting. Working with families and other settings is key in this respect as is working with families to plan

journeys to drop off and pick up from schools to reduce the need to undertake journeys with large groups of children.

7.13. I am confused about what children I can care for.

All childminders have been able to remain open to the children of key worker and vulnerable children since lock down.

Current DfE guidance makes clear that from 13 May 2020 childminders not currently caring for children of key workers or vulnerable children can open to care for the children from one household of non-key worker parents.

From 1 June 2020 childminders can care for all children of all ages subject to their usual maximum numbers. Before opening childminders need to have thoroughly read the guidance relating to implementing protective measures ([Implementing protective measures in education and childcare settings](#)) and have undertaken a full risk assessment to ensure they can keep themselves, the children and both sets of families safe. Childminders who or whose families are medically vulnerable need to have read the appropriate government guidance.

The DfE will be issuing further guidance and support over coming weeks which may answer further questions around the groups of children you may care for together.

7.14. Am I able to provide care to school age children during the normal school day?

Current published government guidance states that from 1st June, childminders are able to care for children of all ages subject to the maximum number of children they usually care for. The government have stated that they expect and strongly encourage all vulnerable and critical worker children in reception and years 1 and 6 to be attending their usual school, although they will not be penalising parents for non-attendance.

We are unable to find anything in the guidance currently that specifically prohibits childminders from providing care for school aged children during the normal school day. However, all school aged children are normally expected to undertake educational activities set by the school and childminders should consider how they are able to support children to achieve these expected activities alongside meeting the needs of younger children in their care. Some childminders may also have their own school aged children at home and/or attending school who also should be taken into consideration. All families should be made aware of all the children being cared for in the childminder's bubble. It is also important to remind parents that unlike a school, any such care will carry a fee.

7.15. **Can I take children out in the car if we stick to our bubble?**

In the Government guidance [Preparing for the wider opening of early years and childcare settings from 1 June](#) it states that, 'childminding settings should consider how they can work with parents and carers to agree how best to manage any necessary journeys, for example pick-ups and drop-offs at schools, to reduce the need for a provider to travel with groups of children'. Additional guidance around car sharing is also available [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

7.16. Am I able to have posters up on the wall?

Providers should remove from the setting, as much as possible, anything that cannot easily be cleaned. If a poster is displayed at child level, the provider may wish to consider moving it for use at a later time or laminating it to facilitate cleaning.

7.18. If the R rate does go up are we going to be like the North West where they have asked childminders to close?

We continue to follow guidance set out by government, which at present allows childminders to be open to care for children of all ages.

7.19. Should I let a child back to my setting that I feel has coronavirus symptoms but the parent refuses to get a test done?

Maintaining an open dialogue with parents around what is expected is key to communicating your policies and procedures. The Government is encouraging everyone with coronavirus symptoms to get tested and has given guidelines on self-isolation when symptoms present. See the [explanatory diagram](#)

7.20. How do I claim for the second payment of the self-employment grant?

This scheme is being extended. If you're eligible for the second and final grant, and your business has been adversely affected on or after 14 July 2020 you'll be able to make a claim in August 2020. You can claim for the second grant even if you did not make a claim for the first grant. [Find out more about the extension to the scheme](#)

7.20. What information should I give to parents about isolating if their child has coronavirus symptoms?

The Government has given guidelines on self-isolation when symptoms present. Please see [advice for households with possible coronavirus infection](#)

7.21. Do risk assessments need to be written?

Although it is not compulsory for risk assessments to be written, it is a good way to share these with families.

7.22. Do I need a separate handbasin in the garden?

No, normal hand washing facilities can be used, e.g. bathroom.

7.23. **How can I show new parents round my setting?**

Consider using online platforms such as Zoom to show parents around your setting. Depending on the risk assessment of your setting, you may be able to grant them access to your outdoor space, outside of your operating hours.

Preparing for the wider opening of early years and childcare settings from 1 June

8. Wider opening, including staffing

8.1. Can I reduce the number of children?

In some cases, it will be necessary for settings to introduce a temporary cap on numbers to ensure that children are kept in small groups.

8.2. Can I offer reduced hours to both funded and fee-paying children to enable us to have small groups?

Yes.

8.3. Can I change my pattern of delivery to enable children to return safely?

You need to discuss potential changes to their patterns with individual families.

8.4. If I don't have space for all the children to return safely on 1 June who will take priority?

You should focus first on continuing to provide places for priority groups and then in line with current guidance, prioritise 3- and 4-year olds.

8.5. Do children who receive 30 hours funding get preference over 15-hour children?

You need to consider the parental need to return to work and/or the needs of individual children.

8.6. Will it be mandatory for all registered childcare settings to open in some form?

No. The Government is asking settings to open more widely so that more children can be welcomed back but understands that some settings may be unable to open, especially if they are experiencing severe staff shortages due to self-isolation and sickness, or particularly low levels of demand. KCC will work with local settings to determine the best way to ensure sufficient childcare.

Settings should try to be as flexible as possible for parents and carers who work shifts or atypical hours and especially for parents who are critical workers.

- 8.7. If only a small number of families want to return on 1st June does the setting have to reopen?

The Government is asking early years settings to welcome back more children, including to reopen if they had previously closed. KCC will need to ensure there are sufficient places available to meet demand.

- 8.8. Do I need to supply you with regular information about children's attendance?

Yes, local authorities are required to continue to provide details of children in attendance at early years settings and the number of settings open, to the DfE.

- 8.9. We have a few members of staff with school age children who are not going back to school yet, how do we open if they have their own children to look after?

Childcare workers are classed as critical workers so children can return to school allowing staff to return to work.

- 8.10. If I have more than one setting can I offer the places in just one of them?

Yes, but this would need to be in discussion with the families to ensure they can access that setting.

- 8.11. If I need advice about my staff and their employment where do I go?

If you don't already have a contract with an HR company, please contact ACAS for guidance on staff and employment issues.

- 8.12. We closed because half our staff have underlying health conditions, but they are not considered to be extremely vulnerable, do we have to open?

Depending on the number of your children requiring a place, you may be able to open with the remaining staff who don't have underlying health conditions. Information on contract law and how to deal with staff in such circumstances is available from ACAS.

- 8.13. Where do we stand with staff refusing to come back?

As above. Information on contract law and how to deal with staff in such circumstances is available from ACAS.

- 8.14. Can we lay staff off while they are on furlough or do we have to take them off furlough and then lay them off out of our own money and not the government's money?

Please contact HMRC and ACAS for guidance.

- 8.15. I want my staff to work certain days, so they work and have contact with minimal numbers of other staff and children. What do I do if I cannot do this?

Early consultation with staff about your plans is always advisable. Please check the wording of staff contracts if staff are refusing to work in this new way and refer to ACAS for advice and guidance on what to do in these circumstances.

- 8.16. I have taken a member of staff off furlough to come into work, but she also works in another setting which is currently closed. If the government deem it ok to reopen on 1st June 2020 can we continue to share?

We are awaiting further guidance from the DfE with regards to staff working at more than one setting.

- 8.17. If a setting is remaining open can its staff bring in their own children and if necessary, can the age range be extended to accommodate this?

Individual staff members will need to check with owners/managers if this is possible as it will depend on several factors. The following Ofsted restrictions apply:

- Early Years Register – up to five years
- Childcare Register (Compulsory) – up to eight years
- Childcare Register (Voluntary) – over eight

Providers can in principle have flexibility of changing/adding registers according to need. Ofsted must be informed of any change. All the required documentation for the safe and efficient management of the setting and for the care of children still applies for the child(ren) of staff. For childminders who operate in their own home, consideration will need to be made regarding ratios if their own children are under the age of eight. In all relevant instances, care for children over the age of eight should not adversely impact on that for younger children.

- 8.18. Staff would be willing to work in other KCC services to help communities; how would we find out about this?

[Kent.gov.uk/social-care-and-health/health/coronavirus/kent-together](https://kent.gov.uk/social-care-and-health/health/coronavirus/kent-together)

- 8.19. Am I able to send a member of staff with Critical Worker children to another setting?

Staff who have had a DBS Check for the same regulated activity may work/attend another provision. This is set out in the [Actions for Early Years and Childcare Providers](#) document.

- 8.20. If schools can take early years children can we send a member of staff with them?

Childcare providers who are experiencing staff shortages should work with their local authority to identify how appropriate provision can be put in place. They can pool staff with another setting or take on qualified and DBS-checked staff from other educational settings (including local registered childminders).

- 8.21. Can the staff qualification levels be relaxed when a Level 3 manager is in self-isolation? So only a Level 2 left to open the setting?

No. Temporary revisions to the EYFS were made on 24/4/2020 to reflect the current situation however providers **must** continue to meet the requirements for a manager and deputy as set out in the statutory framework paragraph 3.23.

- 8.22. Is there a community group or site where people can offer staffing assistance to other local settings if they are shut?

Yes, not in a formal sense at this stage however early years hubs may be introduced where there is a demonstrable shortage of places for Critical Worker's children and those who are vulnerable

- 8.23. Following the Government requirements that anyone with a high temperature or persistent cough must self-isolate for seven days if living alone or 14 days living with others, what do I do if that means not enough of my teachers can come in and therefore, we cannot maintain the required ratios?

Temporary revisions to the EYFS were made to the EYFS on 24/4/2020 to reflect the current situation COVID-19 is an exceptional circumstance and the EYFS states, exceptionally and where the quality of care, safety and security of children is maintained, changes may be made. EYFS paragraphs 3.30/3.42

In addition to this maintained and independent nurseries should use 'reasonable endeavours' to ensure that a qualified teacher is present, however if not possible then to meet the requirements as set out in paragraphs 3.33 and 3.34. See [Actions for Early Years and Childcare Providers](#) and [Early Years Foundation Stage: Coronavirus Disapplications](#)

9. Risk Assessment

- 9.1. How can 1 key person look after their group of children AND greet parents/take children into the setting at the same time? Surely, it's better to have 2 staff working together?

You can have two or more staff working together, if you have the available staff to do so. Ideally these staff remain within the globe throughout the day and subsequent day and do not mix with other globes (adults or children).

This is set out in the government guidance [Preparing for the wider opening of early years and childcare settings from 1 June](#) Most childminders will work alone and will need to consider how they can manage greeting families as part of their risk assessment.

- 9.2. Testing for a symptomatic under 5 at a setting will happen and their household, but does this include younger siblings at home?

The Document '[Preparing for the wider opening of early years and childcare settings from 1 June](#)' states that children of this age can be tested if they display symptoms of coronavirus. The parents/carers of the child need to call 111 requesting a test.

- 9.3. How can we access tests for key workers and children?

There is guidance on obtaining testing for key workers in the Government guidance: '[Implementing protective measures for education and childcare](#)'

- 9.4. Can we ask parents/carers to take their child's temperature before arriving to school?

There is no Government guidance to say you must or must not do this. However, the Government document '[Preparing for wider opening for the early years and childcare settings from 1 June](#)' states that '*Public Health England's guidance is that routine testing of an individual's temperature is not a reliable method for identifying coronavirus*'.

- 9.5. Does anyone know where I can obtain 'fluid retention' masks for staff to use in an emergency. I have been advised not to order and leave for NHS supplies?

KCS stock these.

- 9.6. Would you advise staff wear PPE to meet and greet children into the setting? As this is not our normal procedure?

The Government advice for education is that '*The majority of staff in childcare settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others. PPE is only needed for children whose care routinely already involves the use of PPE, or if a distance of 2 metres cannot be maintained from any child displaying coronavirus symptoms*'.

- 9.7. Are we able to wear masks if we choose to? If the Government has advised us to wear masks when leaving the house it makes no sense to then not wear them at work to reduce the risk of spread.

The '[Implementing protective measures document](#)' states that '*wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually*

meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus¹.

- 9.8. Can I ask about staff toilets and expectations on users to clean after themselves?

Currently there is no specific guidance on the use of staff toilets, but they will be a high touch point and as such it is up to you to determine how hygiene practices are implemented, to ensure the toilets are disinfected regularly.

- 9.9. Is it safe to open with only 2 staff?

You can open with two staff if you are meeting the ratio requirements as stated in the EYFS, but you will need to assess the risk and explore control measures.

- 9.10. Soft furnishings - we have carpet throughout our room so should we stay shut?

The Government has advised educational settings to remove soft furnishings where it is practical to do so. It has not asked educational settings who have carpet to remain closed. As with any surface it should be cleaned more frequently to maintain high hygiene measures.

- 9.11. How should we manage physical contact between the children and between the staff and children? For example, if they get upset, hurt themselves, and ask for a cuddle?

- 9.12. A crucial part of early years care is supporting children's well-being especially at this time. Physical contact will be part of this and the Government has recognised the importance of supporting children's PSED in section 10 of the ['Preparing for the wider opening of early years and childcare settings from 1 June'](#) document.

- 9.13. What happens if we have to take a young baby from a parent?

You will need to reflect on what control measures you can put in place to receive the care of the baby.

- 9.14. My nursery is child led free flow indoors and outdoors with children aged 2-4 in one big room with free flow to the garden and a woodland area. Our children do not have key person time, circle time, structured activities, this key person globe would be very difficult to implement into our setting without changing our ethos and the way we run our sessions.

The Government has stated that if any setting cannot operate in small groupings (maximum of 16 children) to discuss this with the local authority. You can do this by emailing eycimprovementservices@theeducationpeople.org or childminding@theeducationpeople.org if you are a childminder, leaving your contact details and someone will contact you.

- 9.15. Could staff bring their own tablets/iPads in and only use those throughout the day to avoid sharing devices?

You need to consider the safeguarding implications and your own policies and procedures around staff using their own electronic devices within the setting. Consider, how you can monitor access of devices away from the setting, how can you be sure that other adults/young people cannot access the device? In addition, consider hygiene and the virus being transported between home and the setting on the device. The guidance is that this should not happen.

- 9.16. How do we manage children who attend more than one setting?

In the ['Preparing for the wider opening of early years and childcare settings from 1 June'](#), it states, 'to minimise contact between groups of children and staff, children should attend just one setting wherever possible and parents and carers should be encouraged to minimise as far as possible the number of education and childcare settings their children attends'. With this in mind you should work with each family and provider to agree how this can best be achieved.

- 9.17. Will there be additional funding for all the extra resources needed, such as cleaning materials, sanitiser, lidded bins, additional grab bags.

Currently there is no additional funding.

- 9.18. We understand in the disapplication document that we aren't expected to do the 2-year-old checks at the moment. Are we still expected to complete the school transition documents as normal?

Transition documents are not statutory unlike the 2-year-old progress check, so are not a legal requirement. However, to support transition we would recommend information is shared with the receiving schools.

- 9.19. Is there a certain staff to children ratio within the whole setting and in each key person globe to ensure where possible EYFS ratios are maintained?

Government guidance is to keep group sizes to 8 children, whilst adhering to EYFS ratios. Providers are expected to ensure that there are no more than 16 children in a group in early years settings.

- 9.20. Prioritising children – is it okay to prioritise September school starters over younger funded 3yr olds?

Yes. If necessary, settings should prioritise vulnerable children and children of critical workers, then 3- and 4-year olds, in particular those who will be transitioning to reception in September, followed by younger age groups.

- 9.21. Is opening only permitted once all paperwork and assessments are completed?

Yes. How can you open before you know the building is safe to use? How can you identify all hazards and appropriate controls measures if the assessments are not in place? These procedures need to be understood and followed by all to ensure the safety of everyone.

- 9.22. The manager and deputy are shielding until 17th June. We do not have enough staff as we are a small preschool to open at this time. Do we put this in our risk assessment?

You need to ensure you are able to meet the EYFS statutory frameworks. You need someone who can lead and take responsibility for the setting.

- 9.23. If staff usually work split shifts could we look at them being there all day?

This is for you to decide the best way of working the government planning document states 'as far as possible the same members of staff should be assigned to each group and these should stay the same during the day and on subsequent days, keeping your staffing arrangements as consistent as possible.

- 9.24. If you must rotate staff owing to their own childcare arrangements can this be done?

The government guidance states '*as far as possible, the same members of staff should be assigned to each group and these should stay the same and on subsequent days. In instances where this is not possible that it is agreed on a weekly basis not daily, limiting contact*'.

- 9.25. Could staff come to work in their own clothes and then change?

The guidelines recommend the washing of clothes after each day in the setting. However, it is for you and your staff team to assess if this is something you want to implement as part of your risk assessment.

- 9.26. You mentioned the disapplications and that we aren't expected to do 2 year checks currently. Are we still expected to complete the school transition documents as normal?

Transition documents are not statutory like the 2-year-old progress check. But good practice would be to have a professional discussion or give

receiving schools an overview of children's characteristics of effective learning. This is particularly important for your children who have a SEND.

- 9.27. If you only have 1 key person per bubble how can we change a child whilst keeping an eye on the bubble. If we have 8 children can we just have 1 bubble as we don't have many staff available.

The '[Preparing for wider opening of early years and childcare settings from 1 June](#)' guidance states that '*...a maximum of 8 children, while adhering to EYFS ratios, is preferable so groups are as small as possible. Providers are expected to ensure that there are no more than 16 children in a group in early years settings*'. If you have two separate bubbles the practitioner from the second bubble would be able to see and hear the children within the first bubble and visa versa and as a result would meet the requirements of the EYFS statutory framework.

- 9.28. Storage is a concern how can we store key worker resources to reduce the risk of transmission?

At this time you should be the only hall user and as a result items could be left out if an agreement was made with your hall hirer.

- 9.29. Can we take children on local walks in rural or urban areas?

If you go on outings you need to ensure you meet the requirements as set out in the EYFS statutory framework for outings. Pay attention to the first aid disapplication, if this applies. You also need to check with your insurance company if you plan to do this regularly as this may be a significant change to your usual operating for example using a hall.

- 9.30. One setting and only 4 children would you use the sandpit?

The advice is, if sand pits cannot be thoroughly cleaned between uses, they should not be used at this time.

- 9.31. Removal of soft furnishings does this include puppet, dressing up and carpet/rugs?

The guidance in '[Preparing for the wider opening of early year and childcare settings from 1st June](#)' states '**where practicable**, remove soft furnishing'. The removal of a rug would be more practicable than a whole carpet. Consideration also needs to be given if resources such as puppets and dressing up can be cleaned effectively.

- 9.32. How can one key person look after their group of children and greet parents/ take children into the setting at the same time? Is it better to have two staff working together?

You can have two or more staff working together, if you have the available staff to do so. Ideally these staff remain within the globe throughout the day and subsequent days and do not mix with other globes (adults or children). As set out in the government guidance '[Preparing for the wider opening of early years and childcare settings from 1 June](#)'

- 9.33. Is there a timeframe between bubbles sharing a space (tables etc)?

You need to allow enough time to carry out the enhanced cleaning routine for the area as stated within your identified risk assessment and cleaning schedule. This will vary greatly depending on the size of area that needs to be cleaned and the number of staff carrying out this process.

- 9.34. We have arranged the space to accommodate small group working 'bubbles'. However due to the size and set up of rooms it is necessary to change rooms throughout the day and at lunch. This would result with more than 16 children in one room (with tables spaced out). Is this acceptable for half an hour while staff take breaks?

The '[Preparing for wider opening of early years and childcare settings from 1 June](#)' guidance asks you to plan your settings groups to reduce contact between children and staff which includes staff and staff too. It also states that '*providers are expected to ensure that there are no more than 16 in a group*'. The planning document also asks you to consider snack and mealtimes to ensure groups of children are kept together. Groups should be kept apart, but brief, transitory contact such as passing in a corridor is low risk. This is to keep everyone safe and reduce the risk of transmission. If you do not think you cannot achieve this to contact the local authority and discuss your options.

- 9.34. If I only have one room can I only have 16 children?

This will depend on the size of the room and how you can divide it effectively to enable groups/bubbles of children within it. Any shared spaces will have to be cleaned between groups as stated within government guidance. This is about limiting working bubbles so you do not want a different 16 children on different days with the same staff members as potentially they may come into contact 32, or 64 children across the week and as result this would increasing the risk of transmission.

- 9.35 If a group of keyworker/vulnerable children have been attending the setting all day, from 1st June do they need to be in a 'bubble' of their own or can they join other bubbles with children attending all day?

This is for you to risk/benefit assess what is best for the setting and families at this time. There is currently no guidance on this. Moving forward it is about the bubbles remaining the same.

- 9.36 Where do we stand as practitioners comforting crying babies/children and can we comfort them?

Children's personal, social and emotional development is paramount at any point of their lives but during these uncertain times even more so. The guidance recognises you cannot keep two meters distance from children. In order to meet the requirements of the EYFS statutory framework you will need to comfort and support children/babies at this time, as you would normally.

- 9.37 Can we state that children do not crossover/change 'bubbles' in order to reduce the risk of transmission? As a setting we feel they should only be in one bubble, but parents have requested they swap between.

For children attending the same setting the guidance does say to minimise the contact between groups/bubbles. The children should attend just one setting wherever possible and to minimise as far as possible the number of education and childcare settings the child attends. It is also about staff safety. The '[Preparing for wider opening of early years and childcare settings from 1 June](#)' guidance says that sessional nurseries that have different cohorts of children at different times of the day, may wish to consider having smaller groups to limit the amount of children they come into contact with. For example, one staff member may have two groups/bubbles (a bubble of 8 children on Monday and Tuesday and a bubble of 8 different children Thursday and Friday, as a result that one staff member only comes into contact with 16 children in any one week).

- 9.38 It was my intention to have two dedicated key people to each group of eight children. This will allow for children to be properly supervised and always in sight of an adult at all times. If a child is taken ill and needs to be removed from the group that second adult is crucial.

How you decide to operate your globes/bubbles and assign staff is your decision to make. The EYFS requirements state children must be within sight and/or hearing at all time, so depending on your layout you may need additional staff within each globe/bubble.

- 9.39 Physical contact between the children and between the staff and children? For example, if they get upset, hurt themselves, and ask for a cuddle?

A crucial part of early years care is supporting children's well-being especially at this time. Physical contact will be part of this.

- 9.40 Is there a certain ratio to staff and children within the whole setting and in key person globe?

Whole setting is to ensure where possible EYFS ratios are maintained, the guidance for early years and childcare settings recommends that groups of 8 children is preferable, however they also state no more than 16 children within a group.

- 9.41 Does the same parent have to drop and collect or just one parent?

One parent, this is to limit the number of adults waiting to collect and as result aids social distancing outside of the premises.

- 9.42 Are we still allowed to give parents their children's learning journal in paper format when they leave us for school? Do we still need to do transition forms?

You need to assess the risk in doing this and if there are control measures you can put into place to reduce the risk of transmission, like using an electronic format (emails, texts, etc).

Transition forms are not a statutory requirement, but good practice would be to have a professional discussion or give receiving schools an overview of children's characteristics of effective learning. This is particularly important for your children who have SEND.

- 9.43 Would you encourage sanitising children's hands after handwashing to reduce the risk of contamination?

The government say ensure children are supervised when handwashing especially if using hand rub/sanitiser. Children should be taught how to effectively wash their hands or use rubs/sanitiser effectively.

- 9.44 As we are in one room will all staff and children need to self-isolate after a child/adult showing symptoms? If a child or staff member get sent home due to displaying symptoms should we inform the other parents?

You need to agree a protocol to responding to a suspected case of Coronavirus. Following the guidelines [What to do if you or someone in your household develops symptoms](#).

- 9.45 We want to use air conditioning units/fans as our building can become very hot and window ventilation is not sufficient. Can we use these electrical items?

The government document '*Implementing protective measures in education and childcare settings*' May 2020 states '*Where possible, all spaces should be well ventilated using natural ventilation (opening window) or ventilation units.*' Further information on ventilation units can be found in '*Managing school premises during the coronavirus outbreak*', which states that natural ventilation from open windows and vents is best and should be used as far as possible. If ventilation systems have to be used these need to be set to full fresh air where this is an option.

- 9.46 Is there a specific minimum percentage of alcohol that is deemed 'safe' to use?

The advice is a minimum of 60% alcohol. Here is a [link](#) for further information.

- 9.47 Do I have to report to RIDDOR if I have a confirmed case of Coronavirus?

HSE have set [guidance](#) on when it is reportable.

- 9.48 Are staff expected to apply sun cream? We plan to ask parents to apply an all-day sun cream before arrival. Is that ok?

You need to assess any additional risks involved with applying sun cream during this time and what measures you would like to put in place to minimise risk of transmission.

- 9.49 The cleaning guidance mentions using bleach. Is it safe to use in a childcare setting?

In the planning guide it directs you to the [COVID-19: cleaning of non-healthcare settings](#)

- 9.50 I run a pre-school in a multi-use hall, how can I be sure the hall has been adequately cleaned before I arrive?

You need to discuss and agree the level of cleaning you require with the hall hirer.

10. Key Person Globe

- 10.1 Lots of people asked specific questions about their globes, below is a statement in relation to globes.

To maintain the integrity of the globe it should have consistent children and staff for the session and all subsequent sessions, where possible. Regardless of the approach taken by the setting it has to be fully risk assessed, taking into consideration the Government's guidance around social distancing, personal hygiene, and cleanliness of the environment. The Foundation Years has a [vodcast](#) you can listen to about consistent globes. It is 35 minutes into the vodcast but we recommend you listen to all of the vodcast as a representative from the Department for Education discusses the planning document.

- 10.2 Can you have two members of staff assigned to a key person globe, if the globe has a small number of children in?"

You can have more than one member of staff assigned to a key person globe and this would support the running of the globe and maintain its integrity. The planning guide for early years and childcare settings states, *'Audits and staff availability and assessment of the likely demand for places for children who will be attending settings from the 1st June should be used to plan groups, ensuring staff ratios set out in the EYFS framework are adhered to. Consider any risk assessments that you will need to undertake to ensure the safe care of groups of children can be maintained at all times, taking the need for staff breaks into account.'*

- 10.3 If a member of staff is sick (not COVID-19 related) or on a day's holiday - what happens to their "bubble" group of children - do the children have to remain at home until that member of staff returns?

You need to refer back to the planning guidance which says, *'As far as possible, the same members of staff should be assigned to each group and these should stay the same during the day and on subsequent days, keeping staffing arrangements as consistent as possible.'*

In instances where you do need to use staff from other settings or agency staff, ensure that this is agreed on a weekly basis, not daily to limit contact. If we take this as a guiding principle, then if you know that someone will be on holiday cover will need to be planned. If a member of staff is sick running a key person globe with more than one adult would be an effective contingency. Another option could be having a quarantined member of staff who could step in if they have not had contact with another globe within the setting.

- 10.4 We only have one room and one set of toilets. We were thinking we could have two globes, with separate children and staff. One attending Monday Tuesday and one on Thursday Friday. The room would be deep cleaned on Wednesday and at the weekend and resources would be kept separate for each globe. Would that be acceptable?

Yes – ensure you follow the guidance and ensure plans are operationally viable for your settings' context.

- 10.5 Would students be allowed to attend nurseries and be part of the key person globe?

The setting will need to risk assess the scenario and decide whether this is a safe option. The Government guidance says *'only staff and children should enter the premises'*.

- 10.6 Do we count staff in the total of 16 too?

No, the planning in early years and childcare settings states that there should be no more than 16 children in a group in early years settings.

- 10.7 Are children expected to play separately from the same globe? i.e. in their own space, Montessori style? Or can 2/3 children play together (from the same globe) with building blocks for example? Or should they have their own individual set of blocks and build separately alongside each other? They can see their creations but not help each other with them?

No – children within their globe can play together. What they should not do is mix with children from another globe.

- 10.8 How would settle sessions work with new children or children that have been off for so long?

The setting should work with parents and carers to work out how to best manage drop off times to meet the needs of individual children while adhering to social distancing requirements between adults. The guidance states as far as possible, parents and carers should not enter early years premises.

- 10.9 Is it best to have 2 adults per globe so you can have breaks, staff members can go to the toilet and leave their group with other staff member etc?

You can have more than one member of staff assigned to a key person globe and this would support the running of the globe and maintain its integrity. The planning guide for early years and childcare settings states, *'Audits and staff availability and assessment of the likely demand for places for children who will be attending settings from the 1st June should be used to plan groups, ensuring staff ratios set out in the EYFS framework are adhered to. Consider any risk assessments that you will need to undertake to ensure the safe care of groups of children can be maintained at all times, taking the need for staff breaks into account.'*

- 10.10 Do you think it's best to start off with key workers' children/ 3-4-year olds to begin with before introducing the younger ones back into the setting?

Settings have the flexibility to focus first on continuing to provide places for priority groups that have been identified with in the guidance and then three and four year olds (particularly those that would be transitioning to school in September) then followed by the younger age groups. You can read the [blog](#) for more information regarding prioritising children.

- 10.11 I work with babies how can I ensure physical handovers will be safe when I must get very close to the parent?

When young babies arrive, they will need handing over and this means it is difficult to maintain physical distancing. The setting will need to risk assess this and identify any control measures that can be put in place to reduce the risk of transmission. The importance of effective hygiene practices will be essential.

- 10.12 Can you advise how you suggest we 'clean' a child's cuddly toy/comforter brought in for sleep time?

Guidance advises against items from home being brought into the setting unless essential for the child's health and well-being. The setting will need to assess the risk involved and identify what measures need to be put in place to mitigate the risk of transmission.

- 10.13 Is it ok for a childminder to send their own child to preschool? Will this class as two settings? What procedures can we put into place (together with the family) to ensure the safety of the child?

Guidance does ask children should attend just one setting wherever possible. You need to work in collaboration with the family to risk assess and reduce the risk of transmission.

- 10.14 Not all children are returning to preschool. Do you think it is fair to only keep developmental track of those children attending? Would it not be unfair on those staying at home? To what extent are we aiming to track progress against the EYFS?

The Early Years Foundation Stage Disapplication and Modification Guidance states that early years providers should use *'reasonable endeavours to meet the existing learning and development requirements. As far as possible children should benefit from a broad range of education opportunities. The requirements that parents should be kept informed of their child's ongoing progress and development within section 2 of the statutory framework is still relevant.*

- 10.15 Parents need to sign in and out their children, would it be beneficial to have hand sanitizer near the sign in and out sheets assuming parents won't have their own pen?

There is no statutory requirement for parents to sign their children in and out. The requirement is set out in bullet 3.76 of the Statutory Framework, being a daily record of the names of the children being cared for on the premises their hours of attendance and the names of each child's key person. You need to assess the risk involved with parents signing in their children and what measures you can put in place to minimise risk of transmission.