

## Back Up Nanny Advice & Guidelines

As the government guidance continues to change and evolve, at Bright Horizons, we will be adapting in response to these changes and how this may affect you.

We are eager to support and provide you work but first we need to ensure we are minimising risk by taking sensible safeguarding measures before, during and after care takes place to ensure the wellbeing of our Nannies and families. We have created the following guidelines and highlights on existing practices so that we can all work in partnership to Keep Everyone Safe.

### Are you safe to provide care?

**Please ensure you are following government guidance on coronavirus at all times. If you are required to isolate in line with government guidance for whatever reason then you must remain home and refrain from providing any other care. You must inform your agency immediately and you must not attend any family homes.**

### Before care takes place

#### Introductory call to the parent

During your introductory call with the parent we recommend covering the following points:

- What are both parties expectations around face masks? Best practice is detailed below but parental preference may be different with each booking.
- Confirm that you and the family have both been symptom free.
- Discuss child/ren's routines and activity ideas in depth to minimise face to face interactions during morning handover.
- If parents are not home who is the main contact in the case of emergency i.e. the child becomes unwell.
- Discuss where you can find essential items such as cleaning supplies, thermometer and first aid kit.
- Let the parent know you will reach out to them on the morning of the booking to check everyone is still well.

#### Check in with the family before leaving on the day of the booking

- Communication is vital, now more than ever! You should already have done your introduction call with the family and you must also contact them before you leave on the morning of care to check everyone is still well and no one is displaying any symptoms of COVID-19 (if anyone is displaying COVID-19 symptoms they must have a negative PCR test to prove that the illness is not COVID-19).

### During the day

#### Practice good hygiene on arrival and throughout the day

- When you arrive at the family home immediately wash your hands with soap and water for at least 20 seconds. Nannies and child/ren must wash their hands with soap for 20 seconds frequently throughout the day.

Examples such as:

- Before food and drink preparation and giving medication;
- After using the toilet;
- Before and after helping children with toileting;
- Before and after nappy changing;
- After contact with bodily fluids and blowing yours or a child's nose;
- After removal of Personal Protective Equipment (PPE).

### **Contain any coughs/sneezes safely**

- Nannies and child/children must be encouraged to cough or sneeze into a tissue or their elbow, put the tissue in the bin and wash their hands.

### **Wear a face mask for intimate care**

- If you are not already wearing one, we recommend wearing a face mask for intimate care such as nappy changes, administering first aid/medication or bottle feeding. (Refer to the end of this document for guidance on how to safely use face masks/coverings)

### **Encourage independence**

- Where age appropriate, encourage children's independence (wiping own faces, dressing etc.) to maximise social distancing.

### **Regular cleaning**

- Ensure you are regularly cleaning surfaces after use i.e. Tables, chairs, food prep areas (before & after), toilet seats where soiled/wet, potties after each use and changing mats/units.
- Where possible/safe leave internal doors open to minimise contact with door handles.

### **Contact your agency immediately if someone becomes unwell**

Whilst at the family placement - If you or the child/children or anyone in the family household develop any symptoms such as a new continuous cough or a high temperature, or a loss of, or change in, your normal sense of taste or smell (anosmia), where possible you should try and limit any unnecessary contact with them, put on a face mask and inform your agency immediately.

If you become unwell with COVID-19 symptoms up to 10 days after a booking has taken place please inform your agency.

#### **What we are asking our parents to do to keep you safe:**

- Ensuring they notify us immediately if any member of the household becomes unwell.
- We have asked parents to social distance from you where possible – no shaking hands, hugging or other physical contact when you arrive!
- We ask that they give you space to enter the home and direct you to the nearest bathroom to wash your hands before introductions and a handover is completed.
- Keep a high level of cleanliness in the home, ensuring frequently touched areas such as surfaces, sinks, taps, bannisters and door handles etc. are regularly cleaned.
- Ensuring there is sufficient supplies of hand wash and tissues in the home.