

Our COVIDSafe Plan

Business name: North Brighton Kindergarten
 Site location: 145A Cochrane St, Brighton
 Contact person: Kylie Stanley
 Contact person phone: 4038 531 061
 Date prepared: 1 September 2020(update)
 28 October 2020 (update)
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Corona Virus hotline 1800 675 398 (displayed in the office in the kinder)
Corona Virus Early Years Advice line 1800 338 663 (number displayed)
COVID hotline if you think you have the virus 1800 675 398

We are following the immediate advice of The Department of Education.

Our mask wearing protocols will be in line with the advice of the Department. we will continue to share information with families as changes occur.

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene - refer to our Hygiene policy for more details	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<p><i>Refer to our Dealing with Infectious Diseases Policy v2 standard operating procedures and the responsibilities of members of the NBK community to assist in minimising the spread of COVID-19 whilst attending kinder.</i></p> <p><i>Hand Sanitiers provided at:</i> <i>Drop off point at front entrance to building</i> <i>At the back door entrance (for staff)</i> <i>In the office</i> <i>In the kinder room (on a shelf in a high walk through area)</i> <i>(refills are available in the kinder prep area on the top shelf)</i></p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p><i>In office; window to be opened when sessions are on or staff are at work.</i> <i>The back kinder door to the outside area is to be left open during sessions.</i> <i>The office door should remain open (unless privacy is required).</i></p>

In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<p>Staff are to wear face masks when:</p> <ul style="list-style-type: none"> -collecting children at drop off and doing temperature checks (<i>Temperature checks are no longer required, but if reinstated masks are available</i>) -when sitting the the office with another staff member (<i>This can be lifted when advice from the DET and Vic Government discontinue the requirement for masks at work</i>)
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<p>Staff are well trained in good hygiene.</p> <p>Posters are up in the office to demonstrate the appropriate use of mask wearing, removal and disposal</p> <p><i>All Staff completed the Coronavirus (COVID-19) eLearn module developed for the early learning environment</i></p>
Replace high-touch communal items with alternatives.	<p>Each staff member has their own set of stationary. (<i>Pens and other office items are now being shared, but efforts are made to use items at each staff members desk</i>)</p> <p>Each staff member has their own safe coffee cups.</p> <p>Each staff member brings their own cutlery. (<i>environmentally friendly disposable cutlery is now available in the shared kitchen</i>)</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning - NBK adhere to the NHMRC guidelines	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<p>Staff are cleaning with sanitiser and paper towel.</p> <p>Staff are cleaning regularly throughout the sessions.</p> <ul style="list-style-type: none"> All resources, tables, chairs and equipment are sanitised each session. Common areas such as the kitchen are also sanitised each day. Office workspaces and equipment are sanitised each day. Children's bathrooms are sanitised throughout the day including basins, taps, soap dispensers and toilets. Children wash hands on arrival, before and after each meal as well as after touching their faces (eg: nose blowing, sneezing etc) Windows and doors are kept open to allow for cross ventilation. Staff wash/sanitise hands between interactions with children, after assisting with personal care (eg child's toileting or changing soiled clothing) and after providing first aid. Fabrics and dolls clothes are removed after use and washing is attended to weekly. Outdoor equipment is washed and sanitised at the end of session including climbing frames and sandpit equipment. <p><i>(There has been a relaxation in sanitising between interactions within a group. There is a more detailed sanitise between groups on a day the room is shared)</i></p> <p>External cleaners attend each day. as well as their usual clean they are disinfecting high touch areas (light switches, door handles)</p>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<p>Staff to advise KS if supply becomes low.</p> <p>Hand soap is at the sink in the kinder prep area.</p> <p>Sanitiser is stored in the kinder prep area</p> <p>Hand Sanitiser is stored in the kinder prep area.</p> <p>Papertowel is stored in the kinder prep area.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p>Staff are only required on site to teach. Staff can come on site to prepare their program if they need to utilise resources and supplies at kinder. <i>KS (admin) is working onsite Wed/Thurs AM</i> <i>Staff can attend as required and work planning hours in the office if needed.</i> <i>KS (admin) works in the office as required, but will also work from home to minimise staff in the office when able.</i></p> <p>Staff have been holding remote meetings every Friday to keep each other informed and to coordinate planning. <i>Staff hold meetings offsite (2 per term). They continue to keep each other informed through emails. Currently online meetings are not held, but if required staff are able to revert back to their method of meeting.</i></p> <p>The CoM and KS have met remotely for committee meetings and other meetings to ensure successful management of NBK through this time. <i>The CoM are holding alternate online meetings and in person meetings. They continue to follow the guidelines set out by the Vic government</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>Currently only teachers who work at NBK exclusively are attending the site. (Term 3) NBK lunch cover teachers have other employment. They are aware of our COVID safe plans and work at other workplaces with COVID Safe plans. They are aware of their responsibilities We will not be using agency staff to cover staff who cannot attend work for short periods of time due to illness or other reasons (this is to be reviewed if a staff member is unable to work for an extended amount of time) <i>We have engaged with two relievers known well to the kinder, who will assist when staff are unwell or unable to teach. This will minimise the need to cancel classes.</i> <i>We currently have 1 staff member who works at another ELC. Best efforts will be made to only use current staff to cover shifts if the rostered teacher is unable to attend. If longer term arrangements are to be made, the details will be considered at the time .</i></p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p> <p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	<p>Staff are not to come to work if they show any symptoms of illness. We will utilise current staff members to cover shifts when staff are not able to attend work. If we are not able to cover a shift with our current staff, families have been advised that the session will be cancelled. <i>We will call our two relievers to see if they can cover the class before we cancel any classes.</i> <i>Classes will not be cancelled. A relief teacher will be found to cover the shift.</i></p> <p>Currently visitors are not entering the kinder room. All children are dropped off at the main entrance to the building - parents remain in the courtyard. <i>The DET have allowed for Prep teachers to attend onsite kindergarten to engage with the 4yo children and make some observations prior to starting school. Please see the communication in Attachment 3.</i> <i>The teacher's have signed a Visitor Agreement before attending.</i> <i>Visitors are now allowed to enter the kindergarten.</i></p> <ul style="list-style-type: none"> • <i>Masks must be worn when inside</i> • <i>parents on duty must wear masks inside</i> • <i>any visitor is required to sign the visitor register. Any visitor staying longer than 15 minutes is also required to sign-in using our registered QR code</i> • <i>parents are required to wear masks for drop off and pick up.</i> <p><i>These requirements may change inline with the advice from DET and the Victorian government. Families will be advised by email when changes are occurring.</i></p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. 	<p>There are to only be three staff members at anyone time in the office area. Masks should be worn in this space. When entering the communal kitchen and bathroom, and collecting children from the entrance, masks should be worn and only one member of staff should be in the area at one time. The number of people allowed in the courtyard is signed on the front fence. Tape has been put down around the entrance to the building to show 1.5m so parents and teachers maintain social distancing. The configurations of staff workstations allows for appropriate physical distancing.</p> <p>Staff utilise the back entrance, minimising the contact with other employees utilising the North Brighton Children's Centre.</p>

Minimise the build up of workers waiting to enter and exit the workplace.	<i>The limits to the number of people in the courtyard has been removed. The requirement is now for parents to wear face masks during pick-up and drop-off due to not appropriately social distancing during that time.</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Staff are aware of their responsibility around this. As teams they have coordinated their own plans around how they will work together with the children following advice from the DET. Staff have separate lunch breaks. Staff are encouraged to take walks and eat lunch outside during their breaks.
Review delivery protocols to limit contact between delivery drivers and staff.	<i>All deliveries are dropped off in the kitchen area.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<p>A visitor sign-in book is always in use. Minimal visitors have entered the kinder since April. (Support workers, photographer) <i>Prep teachers and support staff have allowed to visit the kinder on advice of DET</i> Visitors are now allowed to enter the kindergarten.</p> <ul style="list-style-type: none"> • <i>Masks must be worn when inside</i> • <i>parents on duty must wear masks inside</i> • <i>any visitor is required to sign in the visitor register. Any visitor staying longer than 15 minutes is also required to sign-in using our registered QR code</i> • <i>parents are required to wear masks for drop off and pick up.</i> <p><i>These requirements may change inline with the advice from DET and the Victorian government. Families will be advised by email when changes are occurring.</i></p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<p>Staff are aware of this process. An OH&S audit was conducted prior to the resuming of Term 4 classes <i>This update has been shared with all staff, NBK families and the greater community. Staff are aware of their responsibilities to advise if there are any OH&S issues. This is communicated by email to Kylie S.</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<p><i>This has been completed. See below for more details.</i> <i>If the centre receives information that there has been a positive test in any children we will close the centre immediately, advise DET and await their advice. Following the below procedures</i></p>

Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<i>NBK has a record of children attending the centre. NBK has contact information for all staff, children and families attending the centre.</i>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<i>The external cleaners (Direct Property Services Australia) who currently clean the centre provide a COVID approved deep clean service - details attached. DPSA are able to provide this service within 4 hours of the request.</i>
Prepare for how you will manage a suspected or confirmed case in a worker during work hours. Prepare to notify workers and site visitors (including close contacts)	<i>This has been completed. See below for more details. If the centre receives information that there has been a positive test in any children we will close the centre immediately, advise DET and await their advice.</i>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	Part of our process - see below
Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.	<i>Contact information for cleaners. Staff that are well are available to attend the service</i>

NORTH BRIGHTON KINDERGARTEN COVID-19 POLICY AND PROCEDURES

Risk mitigation strategies:

Many of these measures will continue, but they will be reviewed and modified as required to be fit for purpose. Reviewed 12/2/2021 Changes in green.

We will continue to follow the immediate advice of the DET and the Victorian Government, especially around the requirements to wear masks. This plan will not be updated to reflect all of these changes, as they can change regularly. This plan will be review in 3 months or updated if there are major changes to the advice from the DET

- exclusion of unwell staff, children and visitors
 - Any person showing symptoms of COVID-19 particularly a high temperature, cough without nose congestion and difficulty breathing should be tested and be excluded from kindergarten until their test results are received negative and their symptoms have ended or further advice is given at the testing centre or by a GP. Due to the high level of flu vaccinations and social distancing these symptoms are more likely COVID-19 than Flu.

- o Staff have had the flu vaccination for 2020.
- o Families are required to make efforts to have themselves and their children immunised.
- o Visitors are now allowed to enter the kindergarten.
 - Masks must be worn when inside
 - parents on duty must wear masks inside
 - any visitor is required to sign the visitor register. Any visitor staying longer than 15 minutes is also required to sign-in using our registered QR code
 - parents are required to wear masks for drop off and pick up.
 - These requirements may change inline with the advice from DET and the Victorian government. Families will be advised by email when changes are occurring.
- o All deliveries are to be left in the kitchen area
- having home learning options available to families that would like to access them
 - o There are current resources available on our website
 - o Families are able to access at home learning options delivered for their age groups. These are available on our website.
 - o Elsternwick Primary have also provided resources for our children to access and use
- ~~• reduce mixing of children by staggering meal and play times~~
 - ~~o The teachers have daily plans for their program that considers the needs of both 4yo and 3yo children.~~
 - ~~o Children are limited to two per activity table~~
 - ~~o Plans will be adapted each day in consideration of which children are attending the sessions~~
- providing an indoor/outdoor program when possible, whilst encouraging a lot of outdoor play
- Implementing increased cleaning procedures
 - o Our external cleaners are conducting a thorough clean of all touch points and high use areas (on top of their usual daily clean of the kinder)
 - ~~o The Educators are cleaning high use areas regularly through the day - activity tables are wiped as children move activities, high touch points and materials used by the children.~~
 - o A clean is done between groups on the days the room is shared.
 - o There are shared resources available to the children - markers, scissors, tape dispensers. They are cleaned regularly. Children are required to wash their hands when entering kinder, before and after meal times and also following coughing or wiping their nose and using the toilet
- There will be no excursions/incursions
 - o All visits to Arcare and St. Stephens garden will not occur at this time.

Cleaning procedures

- We adhere to the cleaning guidelines set out in the NHMRC childcare cleaning guidelines - our cleaning will now go above these
- Handwashing

- o Posters are up at the kinder entrance and in the bathroom
 - o children will be reminded about handwashing and supervised when entering the kinder, before and after snacks and mealtimes, after using a tissue, after using the toilet
 - o Liquid soap is used at the children's sink, the prep sink and the kitchen sink in the shared area.
- Hand sanitiser
 - o available at the entrance to Kindergarten; near the sign-in books for families to use at drop off and pick up
 - o This will also be available to children
- Children's toilets
 - o ~~will be cleaned once during the session and~~ at the end of the session
 - o These are also cleaned again each night - extra sanitation of surface cleaning is in place
 - o Paper towel is used for hand drying
 - o Liquid soap is used for hand washing
- Sanitising
 - o Tools used by the children during the sessions (paint brushes, textas . . .) will be wiped down as deemed necessary by the staff through the session
 - o Tools used by the children during the day will be cleaned thoroughly at the end of the session
 - o all benchtop surfaces will be cleaned at the end of each day
 - o high-touch surfaces such as chairs, doorknobs, light switches, handles, sinks, desks will be cleaned and disinfected at least daily, but also throughout the day as deemed necessary by the staff
- Office
 - o Staff will sanitise keyboards, mouses and phones following each use - spray a paper towel, wipe and leave
 - o Desks and surfaces to be wiped down at the end of the day
 - o Each staff member will have their own stationary at their desk
 - o Leave office door open when possible and open windows
- Cleaners are conducting a thorough clean of all touch points and high use areas

Other

- Staff are not required to wear a face mask whilst they are teaching and interacting with children. They are required to wear a mask when in the office area, or outside the kinder space during breaks. Staff will follow the mask wearing requirements as set out by the DET. Masks are provided for staff to wear, but they are also able to wear their own masks if preferred.

Additional information for STAFF

- If a child starts to show any symptoms throughout the session, their parent/guardian should be contacted to come and collect the child as soon as possible.
- Any child with a temperature above 37.5 should have their temperature recorded. The child will be required to return a negative test before they return to kinder and symptoms have finished.

Arrival and departure procedures

We have put new procedures in place. These procedures will play an important role in keeping everyone safe. The aim is to protect staff, children and families. These procedures are based on the most up to date health recommendations. The procedures will minimise traffic through the Kindergarten door; an important safety measure.

PROCEDURES FOR ARRIVAL AND DEPARTURE AT KINDERGARTEN

The normal drop off and pick up procedures are now in place. Families are able to drop children off in the kinder room (wearing a mask) and pick up at the end of the day (wearing a mask) at the regular times.

Parents/carers doing the drop-off and pick -ups are encouraged to make the process quick and are asked to not hang around inside the kinder room or the courtyard area.

If there are any changes or tightening of restrictions the below (striked out) may be reinstated.

- ~~1. When you have arrived to drop your child off at Kindergarten please text the Kindergarten mobile 0426 076 256 with a message saying "Your child's name has arrived."~~
- ~~2. Please adhere to the 'number of people' within the fenced area~~
- ~~3. Please wait until a staff member comes to greet you. We ask that you maintain the social distancing requirements when we come out to greet you.~~
- ~~4. We will no longer be taking children's temperature at drop off. We will continue to follow the advice of the DET in relation to this.~~
- ~~5. We will then take your child into Kindergarten where they will wash their hands as usual before beginning the day.~~
- ~~6. At pick up time, please text us when you arrive. We will bring your child out to you and ask that you sign out using your own pen.~~
- ~~7. When arriving and departing; try not to come right at the usual times as we want to avoid lots of people being in the same space. You may wish to consider sending your child for a shorter time if you are concerned about their emotional wellbeing and how they might cope on their return to Kindergarten. We will call you if we think your child may need to go home early and is not coping well or if they seem unwell.~~

Family Responsibilities

- A reminder that we all need to follow the directions of the Victorian Government. We also receive further advice from the Department of Education.
- Please remember to keep your children home if they show any cold-like symptoms. They are able to return when they are well again.
- If you have visited any of the registered case and outbreak locations please keep your children home and get tested.
<https://www.dhhs.vic.gov.au/case-locations-and-outbreaks-covid-19>

Other information

A positive COVID case within the kindergarten - child or staff member.

(see What to do if you have a positive case of COVID-19 at your service ELAA fact sheet in the COVID Google Drive folder)

- If the kindergarten is advised of a positive case (prior to being advised by DET) we will close immediately.
- If there is a session in progress, staff will call all families of children attending and request for them to come and pick up their children as promptly as possible.

Step 1

- If NBK is informed of a COVID positive test of a child or staff member prior to DHHS we need to:
 - •Notify DHHS on 1300 651 160
 - •Act on DHHS advice
 - •DHHS will provide you with an excel spreadsheet for contact tracing.
- (A specialised team has been established within the Department of Health and Human Services (DHHS) to provide end-to-end support for early childhood services required to close because of a confirmed COVID-19 case that is associated with the service. Services

affected by a confirmed coronavirus (COVID-19) case will be assigned a case manager to ensure services are supported throughout the process. A new hotline will be open 8.00am to 8.00pm weekdays and 8.00am to 6.00pm on weekends. The number is 1800 338 663.)

- We are also required to call Worksafe if an employee has tested positive and has attended NBK during the 14 day infectious period. - see Attachment 1

Step 2

- Notify DET 1800 338 663 / 1300 307 415
- Lodge a notification on [NQA ITS](#) of the positive case (within 24 hours)
- Lodge a 2nd notification on [NQA ITS](#) if we are required to close

Step 3

- All families attending the centre will be advised of the positive case, the group and the last date that the child/teacher attended kinder. (see sample letter in Google Drive Folder)
 - This information will also be shared with Brighton Playroom and Maternal Child Health nurse
 - Continue to provide updates and details. There are resources to use in the COVID Google Drive Folder
 - We are required to complete the contact tracing form provided by DHHS

Step 4

- A deep clean of the centre will be required. Our cleaners (*Direct Property Services Australia, contact Sam Perera 0403 173 453*) are available to conduct a deep clean within four hours of the request. They provided detailed information about their processes. (See information in COVID Folder on Google Drive)
- Refer to the DHHS information sheet for cleaning after a confirmed case (On drive)

Step 5

- NBK will be closed for a minimum of 72 hours if it is found that the person attended kinder whilst infectious.
- NBK will follow the advice of DHHS and DET, keep families informed and advise of when we are able to resume onsite classes.
- If this situation occurs, and NBK are required to close for an extended period of time, families will continue to have access to online learning resources and more involved online learning engagement may be implemented.

A child/teacher has been a close contact positive case.

Definition

'Close contact' means having face-to-face contact for more than 15 minutes with someone who has a confirmed case of coronavirus (COVID-19) – or alternatively sharing a closed space with them for more than two hours.

Close contact can happen in many ways, but examples include:

- living in the same household or household-like setting (for example, a boarding school or hostel)
- direct contact with the body fluids or laboratory specimens of a confirmed case
- being in the same room or office for two hours or more
- face-to-face contact for more than 15 minutes in some other setting such as in a car or a lift or sitting next to them on public transport.

Step 1

- All members of the NBK community are required to inform the kindergarten if they have been a close contact of a positive case.
- Any close contact should be tested and should not attend NBK whilst awaiting a test result.
- Any close contact is not to attend NBK until they have received a negative test result and they are symptom free.

NBK community member responsibilities

- ~~all members of the NBK community (families and staff) will be required to sign an attendance agreement to return to kinder for term 4.~~
- ~~This agreement will require members to read the COVID safe plan and understand their responsibilities in relation to the Dealing with Infectious Diseases Policy and hygiene Policy. An EDSMART WITH ALL OF THIS INFORMATION HAS BEEN SENT TO FAMILIES ON RETURN TO KINDER IN T4.~~

ATTACHMENT 1 - Work Safe

Step 1

Call Worksafe 13 23 60 or complete a [COVID-19 reporting form](#)

Step 2

After notifying WorkSafe online or by phone, you will receive an email with a link to a second form where you can complete the final stage of the incident notification. You must complete and submit the full details in writing, within 48 hours.

Temporary Occupational Health and Safety (COVID-19 Incident Notification) Regulations 2020 (OHS COVID-19 Regulations) commenced on Tuesday 28 July 2020.

The OHS COVID-19 Regulations will extend the operation of Part 5 of the Occupational Health and Safety Act 2004 (OHS Act) to require duty holders to notify WorkSafe Victoria if:

- an employer (Approved Provider) becomes aware that an employee or independent contractor engaged by the employer, and any employees of the independent contractor, has received a confirmed diagnosis of COVID-19, and has attended the workplace within the infectious period (being 14 days prior to receiving the confirmed diagnosis of COVID-19 and until clearance from isolation has been received); or
- a self-employed person (e.g. bookkeeper who owns their business) has received a confirmed diagnosis of COVID-19 and has attended the workplace within the infectious period (being 14 days prior to receiving the confirmed diagnosis of COVID-19 and until clearance from isolation has been received).

A penalty will apply for failing to notify WorkSafe under section 38 of the OHS Act – up to \$39,652 (240 penalty units) for an individual or \$198,264 (1200 penalty units) for a body corporate.

Further information is available on the WorkSafe website [here](#) or at 13 23 60.

ATTACHMENT 2: Further advice and support

Contact the following organisations for further advice and support:

- ELAA - memberservices@elaa.org.au
- Department of Health and Human Services - 1300 651 160
- Department of Education and Training - 1800 338 663
- WorkSafe – 1800 136 089
- Department of Education, Skills and Employment – 1300 566 046
- Beyond Blue – 1300 224 636

DET - Communication Pack

<https://education.vic.gov.au/Documents/about/department/covid-19/ecinitial-closure-comms-pack.docx>

DET – Managing a confirmed case of coronavirus (COVID-19)

<https://education.vic.gov.au/childhood/Pages/closure-preparedness.aspx>

DHHS -

<https://www.dhhs.vic.gov.au/information-education-sector-coronavirus-disease-covid-19>

ATTACHMENT 3 : ADVICE AROUND TRANSITION FOR 4YO TO PREP

Communication received 27/10/2020

Dear Service Provider

The Chief Health Officer has advised that transition to school visits can now occur in metropolitan Melbourne in line with what is already occurring in regional Victoria.

This is an exception and does not change other advice on limiting visitors under the Second Step of the Roadmap for Reopening.

Foundation teacher transition visits to kindergartens – Term 4 2020

This decision allows on-site kindergarten visits to commence. One Foundation teacher (from across all sectors, government, Catholic, and Independent) per visit will be able to meet a Kindergarten teacher and children in a kindergarten setting to support the transition of children into Prep in 2021.

On-site school visits – Term 4 2020

This decision also enables a small group (of no more than 10 in total) of incoming children, their parents and/or early childhood educators to visit with one Foundation teacher per visit in schools to support the transition of children into Prep in 2021.

Schools will only be allowed to have one small group visit the school at any one time (i.e. there may not be multiple groups of 10 visiting the school at the same time).

Requirements to support these visits

- *Children attending the transition activities must be enrolled in the school*
- *No intermixing with other children at the school is permitted as part of the visit*
- *Schools to follow standard practices for recording information of all visitors*
- *The 10 visitors to a school must remain in the designated area assigned for the transition activity*
- *Strict physical distancing should be observed*
- *Face masks to be worn by all adults*
- *Cleaning of all areas used for the transition activity, including high touch points, toilets, etc after each session*
- *Regular hand hygiene*
- *No food be offered or exchanged in the transition activities.*

The Operational Guidance for Foundation teacher transition visits to kindergartens will be updated to reflect these changes, as soon as possible.

Thank you

Early Childhood Improvement Branch | Bayside Peninsula Area

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