

Mama Bear's Day Nursery/Bright Sparks			POLICY No: 0016
COVID-19 – System of Controls Policy & Outbreak Management Plan Last updated 08/01/22			

This policy has been prepared in accordance with Government Guidelines as detailed below as well as information sent out by Local Authorities and is effective from 16th August 2021.

Parents and staff should refer to the following government guidance for more detailed information:

1. Actions for early years and childcare providers during the COVID-19 pandemic – www.gov.uk
2. What parents and carers need to know about early years providers, schools and colleges during COVID 19 – <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>
3. Contingency Framework: education and childcare settings www.gov.uk

Any changes to National or Local Guidance that impacts this policy will be added to the Policy for the period implemented so please refer to this accordingly.

- Changes added 1st December 2021 – refer to bottom of policy for details
- Changes added 4th January 2022- changes to self-isolation periods for those testing positive and are fully vaccinated (amended as needed through the policy) and details of vulnerable children and critical workers added at bottom of policy.
- Changes added 8th January 2022 – regarding changes to requirements for confirmatory PCR test following positive LFT - added at bottom of policy

Actions for Early Years and Childcare Providers during the Covid-19 Pandemic

1. *Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak*
2. *COVID-19 – cleaning of non-health care settings*

This policy applies to all Mama Bears Staff, Children and Families. This is a working document and updates will be added at the bottom of the policy and dated accordingly as statutory guidance is updated.

All staff must read and sign a copy of this policy and it should be made available to all parents and re-circulated each time the policy is updated. This will be circulated through Parentzone.

Parents and carers must follow this policy, failure to do so may result in their child not being able to attend as these procedures have been put in place to safeguard all children, staff and families attending.

This policy has been adopted for the period of the COVID-19 outbreak and in supporting children to attend nursery in a safe way. Any updates will be added as they occur. It is the Managers responsibility of each setting to ensure that all staff read and fully understand the content of the policy and that this is signed by all staff. Where there are any Manager changes the new manager must ensure their staff team fully understand and adhere to this policy and provide any further training around this if needed.

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This policy must inform part of staff induction when new staff join a setting or the company.

For the period of the COVID-19 outbreak and until otherwise communicated, this policy will over-ride any existing policies where information is different to that contained within this policy.

In addition to this policy all settings must complete a risk assessment specific to COVID-19. The Nursery Manger is responsible for completing the risk assessment and ensuring all staff are aware of and fully understand its content. Where there are any Manager changes the new manager must ensure their staff team fully understand and adhere to this policy and provide any further training around this if needed.

In this Policy the terms ‘Coronavirus’ and ‘COVID-19’ are used interchangeably.

Please note, whilst our settings are open and staffed accordingly, there may be periods throughout the pandemic where settings may not be able to accept all children into Nursery, or where we have to offer a reduced service, for example if we have staff awaiting COVID-19 PCR test results or self-isolating; meaning we would not be able to maintain legal staffing ratio requirements. We will always inform parents of any disruptions as soon as we are able, but this may not be possible until the actual day when we are unable to accept children.

Where we know this will impact a setting, we will inform parents through ParentZone to advise of any disruption as early as possible.

Quite often we are notified of a positive case out of hours or during the weekend so it is likely that such notifications and information may reach families with very little notice.

We will always inform families of any disruption as soon as is possible,

We will also inform all families when there has been a positive confirmed case within the nursery, even if this does not impact on the service we provide, so that they are aware and can be alert to monitor their child for symptoms.

Managing Risk and Transmission

As Covid-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children’s education, particularly given that the direct clinical risks to children are extremely low.

Local Outbreaks

We are required to have in place a Covid Outbreak Management Plan outlining how we will operate if there is an outbreak in our setting or nationally / locally where additional measures are required.

If we have several positive confirmed cases of Covid 19 within a 14 day period this may be classed as an ‘outbreak’, and we have the duty to inform the local PHE office and follow any advice given to us by them, this may include contact tracing and persons being required to self-isolate. In all cases we will keep families fully up to date regarding any disruption to service or the requirement for staff or children to self-isolate.

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If we have several positive confirmed cases within a setting, we will contact the dedicated DFE helpline for advice and for it to be escalated to the Local Public Health Team who will advise if the setting's Outbreak Management Plan needs to be implemented.

The dedicated DFE helpline telephone number is: 0800 046 8687 and callers should select 'option1'.

Mama Bears Outbreak Management Plan

Step 1

When you are informed of more than one positive case with symptoms dating within 14 days of each other – go to step 2.

Step 2

Contact your local Public Health England Health Protection Team and inform your Area Manager of any advice given and follow this advice.

Step 3

Should we have an identified local outbreak within the setting – we will follow the advice given to us by the Local Public Health England Health Protection Team; This may include:

- Re-introducing enhanced control measures such as requirement to wear facemasks, minimise group sizes, not admitting parents / carers into the setting, and not admitting visitors
- Re- introducing smaller group sizes
- Applying enhanced guidance rules around self-isolation and testing
- Partial closure or disruption to service
- Full closure

The above will only be applied if advised to do so by the Local Public Health England Health Protection Team, through statutory guidance or where we are experiencing a number of positive cases within a nursery which is impacting or likely to impact our staff, families and the service we can provide. and is not an exhaustive list of measures. Any such measures and action will be communicated to parents and carers through Parentzone emails.

Additional measures implemented may be for the company as a whole or for individual settings where we have seen positive cases of Covid or have numbers of staff awaiting PCR test results or being required to self isolate. In all cases, families will receive notification of this through the parenzone email function.

Workforce

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We actively encourage all staff members to have their Covid-19 vaccinations, and booster jabs to keep themselves and others safe.

Clinically extremely vulnerable (CEV) people are advised as minimum to follow the same guidelines as everybody else.

Social distancing measures are no longer required within the workplace.

Clinically extremely vulnerable children

Children who are clinically extremely vulnerable should attend the nursery as normal unless they are one of the small number of children under paediatric or other specialised care and have been advised by their clinician or other specialist not to attend.

Children and staff travelling from abroad

All children and staff travelling to England must adhere to current travel legislation current at the time.

Risk Assessment

Each setting must complete the COVID-19 Health and Safety Checklist and carry out a Risk Assessment addressing the risks associated with COVID-19, ensuring best endeavours are in place to control risks for children and staff. The Risk Assessment must cover all areas of this Policy, be setting specific and detailed and adhered to at all times. These documents must be working documents and updated in line with any changes or new legislation.

Mixing and groupings of children

it is no longer required to keep groups of children separate as much as possible. However, changes to this requirement may be implemented should we have to implement aspects of our Outbreak Management Plan, or where we are affected by staff absences or positive cases within settings. If this applies you will be notified by email through parentzone.

Tracing Contacts and isolation rules

Close contacts are now identified via the NHS Test and Trace Programme and nursery settings are no longer required to identify and notify any close contacts of a positive case within the nursery.

NHS Test and Trace will work directly with the positive case (or their parents/carers) to identify close contacts.

Contacts from the nursery will only be traced by NHS Test and Trace where the positive case

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specifically identifies the individual as being a close contact.

This is likely to be a very small number of individuals who would be most at risk of contracting Covid-19 due to the nature of the close contact.

The nursery will only be asked to identify any close contacts in exceptional cases to assist NHS Test and Trace.

From 16th August 2021 children aged under the age of 18 years in age will no longer be required to self-isolate (even if they are contacted by NHS Test and Trace as a close contact of a positive case of Covid -19) Instead, children may be advised to take a PCR test.

We would encourage all individuals to take a PCR test should they be advised to do so.

Those persons aged 18 years and 6 months will be treated as adults and will not need to self-isolate if they have received both vaccinations. (unless otherwise advised, for example, due to a new variant and the self-isolation rules changing)

Only staff who have not been double vaccinated and who are contacted by the NHS Test and Trace will be required to self-isolate.

We will continue to have a role in working with Health Protection Teams in the case of a local outbreak.

If there is an outbreak in a setting or if central Government offers the area an enhanced response package, a Director of Public Health may advise a setting to reintroduce some control measures.

In exceptional circumstances, education and childcare settings may be contacted by NHS Test and Trace if deemed necessary by the Local Health Protection Team in response to a local outbreak as currently happens in managing other infectious diseases.

In this scenario, settings may share proportionate and relevant information as requested by NHS Test and Trace without consent as it is enabled by specific legislation, but to support this the existing privacy notices should continue to be in place and easily accessible.

If we have any positive cases within a nursery, we will inform all families attending that setting of this so they are aware and can be alert to their child developing symptoms.

What if a setting has several positive cases in a 14 day period but haven't been contacted by NHS Test and Trace?

If you are concerned about several positive cases within a 14 day period you can call the dedicated advice service who will escalate the issue to the local Health Protection Team. (although it is not always necessary to take further action)

The telephone number is: 0800 046 8687 – please select option 1

Settings must not provide any personal information if asked by parents / carers and / or close contacts that would be a breach of GDPR or Data Protection Legislation.

Face Coverings

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The Government has removed the requirement to wear a face covering in law. As we are seeing a rise in positive cases we are asking parents and staff to continue to wear a face covering for drop off and collection times.

Staff also wear face coverings in all communal non teaching areas – such as staff rooms and offices.

Control Measures

- Ensure good hygiene for everyone – enhanced hand washing and use of hand sanitisers
- Maintain appropriate cleaning regimes, including completing daily cleaning disinfectant logs, cleaning schedules and daily fogging of nursery environments
- Keep occupied spaces well ventilated
- Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19

Use of PPE

No additional PPE requirements other than what is normally needed for work purposes.

When an individual develops Covid-19 symptoms or has a positive test result

Children, staff, and other adults must not come to the nursery if they have symptoms of Covid 19

- A new and continuous cough
- A high temperature
- Loss of taste and/or smell

If anyone in the setting develops symptoms of Covid 19 they should be sent home and they should follow current public health advice and are advised to take a PCR test.

If a child is awaiting collection, appropriate PPE should be used if close contact is necessary and areas where they have been should be cleaned using normal nursery cleaning procedures.

Staff who have a positive LFT test result should book a PCR test to confirm the result. (if symptoms are present)

Temporary updated rules re testing – as of 11th January 2022

All persons should follow the latest government guidance on confirmatory PCR tests following a positive rapid lateral flow (LFD test) – As of 11th January 2022 – persons testing positive on a LFD (rapid lateral flow test) should begin to self isolate immediately – there is no requirement to obtain a confirmatory PCR test unless one of the 3 main symptoms of covid 19 are present: – persons should take a LFD test on days 6 and 7 of isolation, which must be 24 hours apart and if both are negative, they can return to work, nursery on day 8. If one of these tests are positive they must continue to self-isolate until they have 2 negative results 24 hours apart up to 10 days and then can return. This is a temporary measure and this policy will be updated in line with guidance from the government.

All staff with a positive lateral flow test after asymptomatic testing must log their results on the NHS website and inform their line manager immediately. When isolation notice is received this must be sent to their line manager.

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Taken from gov.uk website:

From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test.

This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high, the vast majority of people with positive LFD results can be confident that they have COVID-19.

Lateral flow tests are taken by people who do not have COVID-19 symptoms. Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed.

While awaiting a PCR test following a positive LFT the individual should continue to self-isolate.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Where a child or staff member has had a positive PCR test, they can return to normal routine and stop self-isolating once the following conditions are met;

1. They have finished their self-isolation period and their symptoms have gone (for fully vaccinated adults the period is 7 days and they must test negative on a Lateral Flow Test on day 6 and day 7 of isolation, 24 hours apart – if both are negative they can return on day 8. For adults not fully vaccinated the isolation period is 10 full days as advised by the NHS information that will be sent to the individual)
2. They continue to have only a residual cough or loss of taste and smell (as these symptoms can persist for up to 6 weeks after a positive test result)

They should not attend nursery if they still have a high temperature after the isolation period or are otherwise unwell – they are advised to stay at home and seek medical advice.

Staff and children should only stay at home for covid reasons if;

1. They are symptomatic and awaiting a PCR test result
2. They have tested positive with a LFT or PCR test – they may return if a positive LFT result is followed by a subsequent confirmatory negative PCR test which has been taken within 2 days of the positive LFT result.
3. If NOT double vaccinated and contacted by NHS Test and Trace and advised to self-isolate (those who are double vaccinated and contacted by NHS Test and Trace do not need to self-isolate and can continue to work, unless otherwise stated, for example due to a new variant)

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Admitting children into the setting

Children with symptoms should not attend the nursery. And should not do so until they have received a negative PCR test or self-isolated for the 10 day period if opting not to take a test.

They should be 'advised' to take a PCR test, but this is not mandatory, and children can return to the nursery once they have a negative PCR test, or they have self-isolated for the 10 day period if they opt not to take a test.

Children cannot attend nursery if they have been administered Calpol or similar medications that can lower a temperature (for whatever reason they are taking the medication) as this could potentially 'mask' a temperature that could be a possible symptom of Covid 19. We are not able to administer Calpol or similar medications whilst in the setting unless a child develops a temperature, and a parent / carer has been contacted to collect the child and they are waiting collection.

If a child is sent home with a high temperature, and Calpol has been administered whilst awaiting collection, the child can return after a negative PCR test has been received or when they have self-isolated for 10 days if they opt not to take a test.

Side effects of children taking a routine vaccination or teething

Vaccines may cause a mild fever in children; this is a common and expected reaction. (children should not attend nursery for 2 hours after receiving any vaccination).

Teething can cause some known side effects such as flushed cheeks and sore gums (we can apply and use teething gels/ granules or rings but not Calpol or similar other medications) NHS guidelines on baby teething symptoms state that fever is not a symptom of teething.

Parents and carers should monitor side effects from a vaccination or teething and if they are concerned about the child's health to seek advice from their GP or call NHS on 111.

Notifications and OFSTED

Ofsted must be notified of any confirmed case in the nursery whether this is a child or staff member.

Where there has been a positive confirmed case of Covid 19 within the setting, the Covid checklist must be completed by the most senior member of staff on site at the time and sent to the Operations Director.

Visitors to the Nursery

Visitors are permitted in the nursery as per pre pandemic guidelines. This includes but is not exhaustive of;

Parents/ carers for show arounds

Parents / carers attending for settle sessions

External professionals

Extra-curricular activity groups

Contractors

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Ofsted / EHO/ LA teams

Apprentice assessors

All of the above will be measured on a setting-by-setting basis dependent on numbers of cases locally and within the nursery and the impact that this may have on the nursery. Where we are implementing further control measures, we will inform those concerned accordingly.

Nursery Cleaning – Fogging

We have supplied each setting with an Edge Protect Fogging Machine and Triguard / Oleonix cleaning solution which is used in each setting for enhanced cleaning.

Edge Protect's fogging decontamination system is lab tested to kill coronavirus / COVID-19, as well as other seasonal virus outbreaks. Edge Protect's Triguard and Oleonix solution enables effective sanitising of the nursery environment.

Triguard and Oleonix are UK manufactured, non-alcoholic sanitising solution, lab proven to kill and protect against 99.99% of bacteria including Coronavirus, MRSA, E-Coli and Norovirus. As a 3 on 1 product, it can be used for: hand sanitising, fogging decontamination and a multi surface cleaner. Triguard is a non-toxic, water-based PH Neutral Solution, making it safe to use on all surfaces including soft furnishings, textiles, wood, metal and plastic.

Fogging decontamination is a fast way of sanitising any room or open space. Generating extremely small droplets, fogging enables the solution to settle on all hard to reach hotspots where regular cleaning can miss.

Benefits:

- A quick and easy to use in-house coronavirus decontamination solution
- Multi use solution
- Significantly reduces the risk of outbreaks and spreads of contamination
- Takes around 10-30 seconds to do each room
- Protection and reassurance for all staff, children and their families
- Works on soiled surfaces
- No specialist training required – staff are required to just watch the training video and read this risk assessment.

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- Regular cleaning is to be scheduled in line with the 'Daily Disinfectant Log of High Traffic Areas' form
- A new form [one single control copy per day] is to be produced and completed every day. This should be displayed in a prominent place where the Nursery / Duty Manager has oversight
- The Nursery / Duty Manager is responsible for printing out the 'Daily Disinfectant Log of High Traffic Areas' forms, staff tasked with cleaning duties must initial the form as disinfecting duties are completed, to record that these tasks have been done
- By midday of the following Monday the Nursery / Duty Manager must scan and email the week's forms to the Area Manager, cc the Compliance Manager
- The nursery playrooms are cleaned each day with a fogging machine and cleaning solution.

Shared resources between home and setting

Children are able to bring in items from home where needed, but this should be limited to what is absolutely necessary.

New Admissions and Settle sessions

We have started to reintroduce show arounds during open hours from July 19th 2021 – There may be measures implemented as to when these take place to minimise contact, for example during quieter times of the day. Staff conducting the show around, and those adults visiting the nursery are asked to wear a face covering and to observe social distancing throughout.

Parents are able to stay for settle sessions in the nursery as they did prior to the pandemic where this is felt it will benefit the child – unless we are advised otherwise through local or national guidance.

However face coverings must be worn by all adults and social distancing / reducing contact with others is required.

External Professionals visits

External professionals visiting can resume.

Messy Play / Sensory Play

Sensory play can be reintroduced as normal pre pandemic – but handwashing should take place before and after each use.

Outings

Outings can resume – with a full risk assessment in place, our outings policy being implemented fully and good hygiene practice to be maintained on outings – such as the use of hand sanitizers.

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Dual Placements

Children can once again attend more than one setting but parents must advise us what other setting their child is attending and if they are claiming funding across more than one setting must inform us how many hours of universal and extending funding they are using with the other providers.

Drop off and collection procedures

We are continuing with collecting children from the nursery door and bringing children to the door at the end of their session and currently are not permitting parents into the buildings at these times due to an increase of positive cases and managing any increased risks of contact and mixing to keep all children and staff safe.

Updates and changes – 1st December 2021

The Actions for Early Years and Childcare Providers during the COVID 19 pandemic was updated on 29th November 2021 and as a result effective of this date – the following apply in our settings:

The Prime Minister announced on 27th November 2021 the temporary introduction of new measures as a result of the Omicron variant. This advise remains subject to change as the situation develops.

- All children and staff travelling to England must adhere to travel legislation at the time of entering England – details are set out in the Government Travel Advice which can be found at www.gov.uk
- All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative PCR test result. If the test result is positive, they should continue to self isolate and follow rules on isolation following a positive test. All RED arrivals will enter quarantine. Further details can be found at www.gov.uk
- self isolation rules are unchanged. Individuals are not required to self isolate if they live in the same household as someone with Covid 19 or are a close contact if any of the following apply:
 - They are fully vaccinated
 - They are below the age of 18 years and 6 months
 - They have taken part in or are currently part of an approved covid 19 vaccine trial
 - They are not able to get vaccinated for medical reasons
- Staff who do not need to self isolate and children who usually attend the setting and have been identified as a close contact of someone with covid 19 should continue to attend the setting as normal.
- In Early Years settings facemasks should be worn when in communal areas – this applies to staff and visitors (this is a temporary measure until further advised by the government) and includes areas such as staff rooms and the nursery office when used by more than 1 person at a time.
- Staff should continue to take part in twice weekly at home testing using LFT tests – this is voluntary but strongly recommended – if the result is positive, they should self-isolate and will need to book a PCR test. While awaiting the PCR test, they should continue to self-isolate. If the PCR test is taken within 2 days of the positive LFT and is negative, it over rides the LFT and they can return to the setting as long as the individual does not have Covid 19 symptoms.

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Updates and changes – 8th January 2022

- All persons should follow the latest government guidance on confirmatory PCR tests following a positive rapid lateral flow (LFD test) – As of 11th January 2022 – persons testing positive on a LFD (rapid lateral flow test) should begin to self isolate immediately – there is no requirement to obtain a confirmatory PCR test – persons should take a LFD test on days 6 and 7 of isolation, which must be 24 hours apart and if both are negative, they can return to work, nursery on day 8. If one of these tests are positive they must continue to self-isolate until they have 2 negative results 24 hours apart up to 10 days and then can return. This is a temporary measure and this policy will be updated in line with guidance from the government.

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Lateral flow tests are taken by people who do not have COVID-19 symptoms. Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed.

ANNEX A

List of Vulnerable Children and Critical Workers

Early years and children care settings, schools and colleges continue to be open for all children and young people in England and attendance of school age children remains compulsory.

Should settings need to restrict attendance due to severe staff shortages due to absences related to coronavirus, In all circumstances, and in all settings, priority should continue to be given to vulnerable children and young people and children of critical workers (as defined below) to their normal sessions.

Vulnerable children and young people

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities

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(including children's social care services), and who could therefore benefit from continued full-time attendance. This might include:

- children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services or who have previously received support from children's social care services (as identified by local authorities)
- adopted children or children on a special guardianship order
- those at risk of becoming NEET ('not in employment, education or training')
- those living in temporary accommodation
- those who are young carers
- those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- care leavers
- children and young people in a family circumstance presenting challenges for them, such as drug and alcohol misuse, parental offending, adult mental health issues and domestic abuse
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

Critical workers

Parents whose work is critical to the coronavirus (COVID-19) response include those who work in health and social care and in other key sectors outlined in the following sections.

Health and social care

This includes, but is not limited to, doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

Education and childcare

This includes:

- childcare
- support and teaching staff
- social workers
- specialist education professionals who must remain active during the COVID-19 response to deliver this approach
-

Key public services

This includes :

- those essential to the running of the justice system
- religious staff
- charities and workers delivering key frontline services
- those responsible for the management of the deceased
- journalists and broadcasters who are providing public service broadcasting
- Local and national government

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- This only includes those administrative occupations essential to the effective delivery of:
- the COVID-19 response
- essential public services, such as the payment of benefits including in government agencies and arms length bodies

Food and other necessary goods

This includes those involved in food:

- production
- processing
- distribution
- sale and delivery
- as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines)
-

Public safety and national security

This includes:

- police and support staff
- Ministry of Defence civilians
- contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic)
- fire and rescue service employees (including support staff)
- National Crime Agency staff
- those maintaining border security, prison and probation staff and other national security roles, including those overseas

Transport

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

Utilities, communication and financial services

This includes:

- staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure)
- the oil, gas, electricity and water sectors (including sewerage)
- information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response
- key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services)
- postal services and delivery
- payments providers
- waste disposal sectors

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This policy will be reviewed and updated in line with any changes to guidance and legislation.