



## COVID 19 POLICIES AND PROCEDURES

### STAFF

- Staff to put coats and bags in designated locker and change into work t-shirt
- One member of staff to be responsible for disinfecting all door handles, light switches, surfaces, work phones and equipment before and after the session

### PARENTS

- No parents/carers to enter the hall. Children will be brought to the door to minimise contact.
- Parents/carers to practice social distancing when waiting to pick up, by joining a clearly marked queue

### SOCIAL DISTANCING-

We will follow guidance published by the DfE with regards to social distancing in childcare settings. This guidance is designed to ensure that social distancing is adhered to as effectively as is practicably possible with groups of children aged between 4 and 11. It is the same guidance that is currently being followed by schools, and advises measures including (but not limited to):

- Staff to remain in assigned bubbles and to practice social distancing from other staff where possible
- Using outdoor space wherever possible
- Ensuring frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing
- Reducing capacities where required, to ensure adequate space is available
- Avoiding contact with anyone with symptoms

Further information is available in the DfE publication: “Current guidance on Coronavirus (COVID-19): implementing protective measures in education and childcare settings.”

#### BUBBLES-

The current guidelines suggest children should be in bubbles of no more than fifteen. We plan to split the hall into two separate spaces (with a separate corridor for toilet access) and hold two bubbles of fifteen children. Bubble one will be for reception, year one and year two children. Bubble two will be for years three, four, five and six. This will be dependent on each day

#### HEALTH AND HYGIENE-

We will follow guidance published by the DfE with regards to Health and Hygiene in childcare settings. It is the same guidance that is currently being followed by schools, and advises measures including (but not limited to):

- Ensuring frequent hand cleaning
- Promoting good respiratory hygiene practices

- Regularly cleaning frequently touched surfaces, such as: door handles, handrails, tabletops, play equipment, toys and electronic devices (such as phones)
- Using detergents and bleach when cleaning surfaces, as these will be very effective in getting rid of the virus
- Ensuring appropriate use of PPE when undertaking personal care or dealing with a child or team member who is showing symptoms

Handwashing will be regularly built into the sessions; children will be expected to wash their hands:

- On arrival at the setting
- After using the toilet
- After breaks, play and sporting activities
- Before eating any food

We will talk to the children during Daily Housekeeping to remind them of the importance of handwashing as well the most effective techniques to use.

Further information is available in the DfE publication: “Current guidance in Safe Working in education, childcare & children’s social care settings, including the use of personal protective equipment (PPE).”

#### CLEANING MEASURES-

We will be working closely with the schools/church hall to ensure that there is regular cleaning throughout the day with additional deep cleans at the end of each week. Staff will also follow our Cleaning Risk Assessment which follows current guidance.

#### PPE-

Current guidance advises that our staff do not need to wear PPE unless they are dealing with a child or team member who is showing symptoms or

undertaking personal care. We will have PPE available on site for such an event.

#### ACTIVITIES-

We plan to provide an exciting and fun range of indoor and outdoor activities, including arts & crafts, sport, group games and team challenges. Wherever possible these activities will be delivered outdoors, as we know this reduces the risk of transmission. If we need to be indoors due to bad weather, we will ensure that any rooms used are well ventilated and give the children reminders about social distancing.

#### IF YOUR CHILD BECOMES UNWELL-

If your child becomes unwell, they will be moved to an area away from the other children and you will be asked to collect them as quickly as possible. A member of staff will remain with your child (with PPE on) and support them until you arrive. If your child is displaying COVID-19 symptoms, they will need to self-isolate along with any other members of your household in line with the current government guidance. We would ask you to inform us of the test result, should one be carried out.

#### IF A CHILD/STAFF MEMBER TEST POSITIVE FOR COVID-

We will:

- Ensure that parents/carers of other children within the setting are advised and told to self-isolate for 14 days. There is no requirement for other household members of that wider group to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid

investigation and will advise on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure.

- We will ensure parents/carers and staff are kept informed of any decisions following advice from Public Health England's local health protection teams.