

Stivichall Fun Club

Covid-19 Policy

Stivichall Fun club recognises that careful planning is essential in order to keep the children and our staff safe, and to limit the spread of coronavirus/Covid-19, within our setting. Accordingly, we have conducted a thorough Covid-19 risk assessment and will review it on a monthly basis and whenever Government guidance changes.

Covid-19 symptoms

Covid-19 is a viral, respiratory disease, which is spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. Symptoms of Covid-19 can include:

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| Continuous dry cough | Sore throat |
| Fever (high temperature) | Tiredness |
| Difficulty breathing | Loss of taste and smell |

The initial symptoms are similar to colds and flu-type illnesses, but the combination of a recent onset of fever and a new continuous cough seem to be present in many cases of Covid-19. However, it is important to be aware that in some cases the symptoms may be very mild or even non-existent, especially in children.

Procedure for infection or suspected infection

Any child who becomes ill with symptoms which could be Covid-19 while at the Club will be isolated from the other children by at least two metres until the child can be collected by his or her parents. If the child becomes seriously ill, we will call 999.

If a child or member of staff has suspected symptoms of Covid-19, they will be sent home and must follow the Government guidance for households with possible Covid-19 infection. This includes self-isolation and taking a Covid-19 test. See:

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

Most suspected cases of Covid-19 turn out to be negative, so the Club will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high risk groups.

If children or staff experience any symptoms of Covid-19 they must not attend the Club until all symptoms have passed and they feel well.

Infection control

Like the common cold and flu viruses, Covid-19 is spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (eg door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.

We will take the following steps to reduce the risk of catching or spreading Covid-19 at the Club:

Hygiene:

- Children and staff who arrive at Fun club wearing face coverings must follow the Clubs process for removal of face coverings, as follows: - They are instructed not to touch the front of their face covering during use or when removing them - Wash their hands immediately on arrival on site - Dispose of temporary face covering in a lidded bin OR place re-useable face coverings in a plastic bag that they can keep with their possessions and take home with them - Wash hands again before heading to play space or place of work
- Staff and children will wash their hands as soon as they arrive at the Club, and will be reminded to wash their hands regularly throughout the session, especially after using the toilet, before eating food and after coughing or sneezing.
- Hand sanitiser will be available in convenient locations throughout the club.
- We will have tissues readily available for use when sneezing and coughing, and these will be disposed of, in a lidded bin, immediately after use.
- If they don't have a tissue to hand, children will be instructed to cough or sneeze into the crook of their arm.
- We will discourage children from touching their faces.
- We will discourage children from touching each other.
- Children will not be allowed to bring toys or games from home, and we ask that they bring only essential items with them to the Club.

First Aid

We always have enough first aid trained staff on site.

Most first aid will, where possible, be dealt with by staff within their groups. Should more significant first aid be required, a suitably qualified first aider will come to the location to collect the child and take them to an appropriate area to be treated or looked after. PPE will be available for first aiders to use should they need it and this will depend on each situation as it arises. First aiders will be mindful of the need to minimise physical contact but this may be an inevitable part of care and treatment.

Where any staff member suspects a child may have Covid-19 symptoms, we will remove them from their group, ensure they are supported and cared for safely in a designated and prepared space and contact parents immediately.

Children in Reception and year 1 will have any first aid reported to (and signed off by) their parents. We still need to follow this guidance. Parents will not be able to sign the book physically so, in each case, we will get in touch to advise you of the incident and ask for acknowledgement by email (a phone call is not enough).

We will contact parents of any age where we have given them first aid that involves a head injury or where we feel you would want to be aware for another reason.

Cleaning:

- We will ensure that frequently-touched surfaces, such as handles, door plates, light switches, table tops and toys are regularly cleaned with anti-bacterial spray or wipes, before, during and after each session.
- We will remove toys that are difficult to clean.
- We will remove soft toys and soft furnishings, such as cushions and bean bags.
- We will restrict the sharing of toys and equipment between groups as much as possible. Any toys or equipment that need to be shared will be thoroughly cleaned before being used by the next group.
- Toilets and sinks will be cleaned before and after each session, and while the club is in operation.

Arrivals and departures:

- We have amended our collection procedure, so parents will now collect their children from outside the Club.
- **Arrival and departure Arrangements**
- All parents/carers will be required to drop off and pick up via the Green Lane entrance, only one parent/carer will be allowed per family for drop off and pick up and we ask that wherever possible, this is the same person every day.
- **Dropping off**
- You will be asked to queue on markers behind the railings, a member of staff will instruct you when to send your child down to the entrance door, and the staff member will sign your child into Fun Club. Please ensure your child leaves all none essential items at home.
- **Picking up**
- You will be asked to queue on markers behind the railings, a member of staff will ask you whom you are collecting, and they will sign your child out and send them to you. If your child is in the art room, you will be asked to go to the art room door and the member of staff will sign out your child and send them out to you. This will also be the case if your child is taking part in any outside activity. Your child will already have their belongings and the member of staff will sign them out and send them to you.
- **Please note** When going to the art room or outside activity your child will be reminded to take their belongings, if personal items are forgotten we cannot allow entry back into Fun Club or their classroom. If your child is in the following morning, they will collect their belongings then. If not, the belongings will be taken to your child's classroom for the following morning.
- ***Please can we ask you in advance for your patience when dropping off and collecting, we can have up to one hundred children per session. It is imperative, we operate in line with government guidance and safeguarding practices.***

Communication methods Email, phone and texting will remain the central communication methods with information also shared via the school website and Magic bookings. If parents have specific queries, they will need to email or ring about these as we are aiming to reduce social contact.

Unfortunately, parents and carers will not be able to talk to the fun club staff at the door at drop-off and pick-up. Parents will not be able to enter any part of Fun club.

Premises

- Visitors, e.g delivery drivers will not be allowed to enter the premises.

- Doors and windows will be kept open where safe to do so, to keep the premises well ventilated.

Movement around the club:

We aim to place children in bubbles of no more than 15, when they first come to attend the club. As far as possible, these groups will be maintained, whenever they attend.

When indoors, groups will be separated into separate zones.

- Reception will have their own screened off area of the dining room and their outdoor play will operate on the reception playground.
- The Art room located on the key stage one playground
- The school hall will provide space for two groups to operate.

Activity planning:

- We will plan activities that minimise contact between children.
- Whenever possible, activities will take place outside.
- When outdoors, groups will be based in separate zones, across key stage one/two playgrounds and weather permitting the playing field.
- As far as possible, only one person will be allowed in the toilets at a time.

Food:

- Kitchen facilities comply with the latest Covid19 guidance to reduce the risk of infection and contamination. Food that is produced on site complies with Covid19 health and hygiene guidance
- Catering staff have undertaken training to help them meet the increased risks presented by Covid19.
- Snacks will be taken in Play worker groups in their designated areas, the current menu will be adapted to allow ease and safety for a member of staff to serve the children. Children will no longer be able to help themselves to foods during snack time.

Promoting good practice

We will promote infection control through the methods above, and in addition we will:

- Ensure that all staff have received training in, and understand, our new procedures
- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within the Club
- Dispose of waste promptly and hygienically
- Provide tissues and suitable facilities for their disposal.

Closure

We may need to temporarily close the Club if we have insufficient staff due to illness to run sessions safely. If this occurs the manager will contact our local Early Years or Childcare service and follow school guidance.

In the event that we have a number of confirmed cases of Covid-19 associated with the Club, we may need to close if advised to do so by the local Health Protection Team in order to limit the spread of the virus.

If the Club needs to close, the manager will notify parents or carers as soon as possible. The manager will also inform the local Early Years or Childcare service as well as other relevant parties, eg , other users of shared premises, etc. The manager will also notify Ofsted of the closure.

Useful contacts

Ofsted: 0300 123 1231

Health Protection Team (HPT): 0344 225 3560

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| This policy was adopted by: Stivichall Fun club | Date:29/08/20 |
| To be reviewed: 29/09/20 | Signed: Karen Howell |

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare Requirements: Health [3.44].