



Information, Policy & Procedure on the Coronavirus (COVID-19)

This document provides staff, volunteers, students, parents and carers with information on the Coronavirus (COVID-19). The information in this policy has been directly taken from the following sources: NHS, GOV.UK

Parents and adults working in the setting should acknowledge the contagious nature of Coronavirus and that the latest government guidance recommends practising social distancing and a range of other protective measures.

We have put in place a series of protective measures to reduce the risk of Coronavirus transmission within the setting, however even with all the protective measures taken Schools Out Club cannot guarantee that children or adults within the setting will not be exposed to Coronavirus whilst attending the club.

All parents and adults in the setting must follow the procedures set out by Schools Out Club when wanting to use the service and for those caring for children within the setting.

Each section will cover the following information:

- Information about the virus
- Symptoms of COVID-19
- How the COVID-19 is spread
- Isolating Rules for Everyone
- How we are minimising the spread of infection:
 - Risk Assessments
 - Handwashing
 - Following isolation rules

- Cleaning
- Group Sizes
- Social Distancing
- Support & Supervising Children
- PPE

- What happens if someone becomes unwell in our setting
- What happens if there is a confirmed case of coronavirus in our setting
- Coronavirus tests for children
- Tests for staff & adults supporting children in the setting
- Useful contact information

Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

Symptoms of the COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- difficulty in breathing
- **Fever**- this means you feel hot to touch on your chest or back (you do not need to measure your temperature. If you did measure a person's temperature, a high temperature is 38C or more.)
- Have a loss of, or change in, the normal sense of taste or smell (anosmia),

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

How COVID-19 is spread

From what we know about other coronaviruses, the spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes containing the virus are most likely to be the most common means of transmission.

There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

Isolating Rules for Everyone

Isolating means that the person/ people will need to stay in their home, not to go out, not to go to work or shopping during the time when they could be contagious and at risk of spreading the virus.

If staff, volunteers, students or children have any symptoms of coronavirus, they must follow isolation rules and test and trace procedures.

They must self-isolate for 7 days. If they live with anyone, those people in the household must also isolate but they must isolate for 14 days from the day the first person started having symptoms.

- **If you get symptoms that are still present after 7 days of self-isolating** – you should carry on self-isolating until they have gone. This may mean more than 14 days.
- **If you do not get symptoms while self-isolating** – you can stop self-isolating after 14 days.

- **You must request a test as soon as symptoms appear as there is a certain time period the virus must be tested for.** This can be done through a drive-through, walk through or home test kit. Please see the section on test and trace for more details.

How we are minimising the spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. Therefore the following preventive measures will be undertaken:

Risk Assessments:

- Risk Assessments have been refreshed in line with the [HSE guidance](#), identifying protective measures (such as those listed in the guidance on [Working safely during coronavirus \(COVID-19\)](#)). Our risk assessments and guidance has formulated the changes and restructures of how the settings will operate to minimise the risk.
- As some of the premises have been closed for several weeks, there are increased risks related to safety concerns around water hygiene as well as building and occupancy safety. This means that we will ensure that all health and safety compliance checks, including a fire risk assessment, have been undertaken before opening by checking with the owners of the premises. We have referred to the guidance [Managing school premises during the coronavirus outbreak](#), which outlines the types of checks that are undertaken before reopening.
- The risk assessment has been completed by Schools Out Club and owners of the premises.
- There will be a first aider present for each group. Any first aid certificates that expired after 30th March 2020 can be valid until 30th September 2020.

Handwashing:

- Children, staff and volunteers will be asked to use alcohol hand sanitiser when entering the premises or wash their hands with warm soapy water for at least 20 seconds.

- We will use alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available or as well as.
- Regular hand washing/ hand sanitising will be ensured when entering & leaving the building, before handing of food, eating and after going to the toilet. This will be supervised by staff in the setting to ensure children have washed their hands correctly and for long enough.
- Children will be taught the importance of handwashing and covering your cough or sneeze with a tissue through adult led supervision, activities and displays.
- We will be supplying hand sanitisers in each grouped area and asking children to use them when they get to a new activity area. Signs will be displayed and staff will also be reminding children to hand sanitise.
- Antibacterial wipes will be supplied on the tables with game consoles and hand held devices. Signs will be displayed and staff will also be reminding children to hand sanitise and clean devices.
- We require that children, students, staff, volunteers and visitors to our setting should wash their hands:
 - before leaving home
 - on arrival at breakfast club or holiday club
 - after using the toilet
 - after breaks and sporting activities
 - before food preparation
 - before eating any food, including snacks
 - before leaving school
 - on arrival at after school club
 - before leaving for home

Following isolation rules:

- Any staff, volunteers or children who feel unwell **MUST** stay at home and **MUST** not attend work or any education or childcare setting
- Any staff, volunteers, students and children that fall into the category of at risk group due to health factors for example asthma or diabetes will be kept furloughed or we will not accept those at risk into the setting for their own safety until the government advises them it is safe to do so. This has now been advised that shielding should be safe to cease as of 1st August 2020.
- Any staff or volunteers aged 70 years or over will not be allowed to come back to the setting until the government advises them it is safe to do so. This

has now been advised that shielding should be safe to cease as of 1st August 2020.

Cleaning:

- We will clean and disinfect frequently touched objects and surfaces. Such as door handles, door panels, chairs, tables, toys and toilets.
- There will be a cleaning time table to ensure all the areas risk assessed are thoroughly cleaned for high risk, commonly touched areas and after group usage of toys and equipment.
- There will be a cleaning table at the entrance to all settings which will have hand sanitiser, tissue, a bin and antibacterial wipes. Anyone entering the setting will have the option to wash their hands or use the hand sanitiser. It will always be recommended to wash hands over using hand sanitiser. Any items being brought into the setting as a necessity should wipe them over with antibacterial wipes.
- We will be asking all children to bring and use their water bottles and lunch boxes as usual which must be labelled with their name. These will be put in the drinks area so that children are only using their own bottle. Water bottles and lunch boxes should be cleaned on arrival using the antibacterial wipes.
- We will also be minimising the amount of plates as well as cups that we use. To start with we will be using a lot of disposable plates.
- Toys and resources will be cleaned with antibacterial wipes, sterilised or sprayed.
- We will not be using any soft furnishings resources, soft toys, dressing up, cushions, bean bags or small rugs. Toys that are hard to clean (such as those with intricate parts).
- Public health advice is that, as sand pits cannot be thoroughly cleaned between uses, they should not be used at this time due to the fact that it could easily harbour bacterial and is not able to be disposable after it is used.
- There will be no cookery activities until further notice.
- There will be members of staff that will be employed to prepare and serve food and then clean the setting daily.
- As with all frequently used surfaces, toilets will be cleaned thoroughly using standard products such as detergent and bleach. The frequency of cleaning required will depend on usage but will be more frequent throughout the day. In most cases we expect cleaning of toilet facilities to take place at least twice a day, and in particular between use by different groups.

- **Children should only bring items from home** if absolutely essential and, where this is the case, items should be cleaned with antibacterial wipes upon arrival to the setting.

Group Sizes:

To reduce the risk of transmission within our setting, we will aim to minimise the number of different people each child comes into contact with. As such, we will seek, wherever possible to maintain small, groups of no more than 15 children and at least one staff member.

For children who are 3 years old - up until the end of Reception year they will not have to minimise their bubble as outlined in the guidance for early years children. They will still be following all the hand washing and safety precautions put into place.

The EYFS group will be staffed as set out in a change to the protective measures in early years settings that will be effective from 20 July. This will mean removing the requirement to keep children in small consistent groups within settings but still minimising mixing where possible according to the ratio.

As far as it is possible, groups should also not be mixing within the setting itself and the groups will be allocated to aged.

Where possible there will be sufficient changeover time between different groups to allow for cleaning to take place and to prevent children and parents or carers waiting in large groups.

At the St Edmund's site during the summer holidays groups will consist of:

Red Group St Edmunds- EYFS children 3 years – end of the reception year. They do not require a maximum number bubble and will be staffed according to ratio. They will be in a separate area to the other age group of children who will also attend this setting.

Blue Group St Edmunds - 6 years old or just finishing year one.

At Kilburn Baptist site during the summer holidays groups will consist of:

Red Group Kilburn- Children who are 7 & 8 years olds. This will consist of no more than 15 children per day.

Blue Group Kilburn- Children who are 9 years plus. This will consist of no more than 15 children.

Social Distancing for parents:

Reviewed 15/7/20, 13/7/20, 28/5/20,
20/5/20, 27/4/20

- Parents will not be allowed into the settings. Parents will be asked to wait at the front door instructed to do so with a sign. We will be including a telephone number for parents to call to let us know they have arrived and to open the door or a door bell at St Edmunds. Signs will be placed on the front door at St Edmunds and on the gates at the entrance to the church ground at Kilburn.
- We will get the child ready and pass the child over. Security issues for children will be checked prior to letting children leave with the adult and we will also be asking the child who the adult is before unlocking the door. Any person who comes to collect the child is not who we expect or do not know will not allowed to leave and this will need to be investigated following our usual guidelines for safeguarding children. We will ring the primary carer to see who is supposed to be collecting and then check with the individual ID or password or both before they can take the child home.
- Tape markers will be laid out on the concrete pavement outside to show parents the correct distances they must wait at these lines to ensure social distancing.
- If any parent wishes to speak with or hand over information we will encourage this through telephone or email. If this can not be done staff will speak to parents whilst maintaining at least a 1 metre plus distance.
- We will not accept cash payments and encourage online transfers using bank transfers or childcare vouchers or calling to take a payment using the visa machine over the phone.
- We will be limiting drop off and pick up to **one parent or carer per family**. The nature of the setting means that there will be staggered drop off and collection times as there is no set end time and one parent will collect their child when they have finished work.

Social Distancing for children & staff:

- While it is not expected that children and staff within a group will keep 1 metres apart, it is important for us to put into place measures that we can reduce contact between groups of children and staff as far as possible:
- By ensuring children and staff mix in a small consistent group and that each small group stays away from other groups as much as possible. Groups will consist of no more than 15 children.
- Individual groups will have an area of a setting as much as possible by having segregated areas for groups. There may be areas such as outdoor areas or toilets that will be shared but where possible this will be used at different times.

- Breakfast, snacks, lunch & tea will be served at the kitchen and food will be plated and served from the kitchen instead of buffet style. This will be done by calling children one at a time within each group to ensure children do not queue. Seating at the eating areas will spread children out as far as possible. Children will remain in their groups for all meals and snacks.
- Meal times and snack times will mostly take place in the children's group areas unless a group has a picnic outside.
- The room layout in the hall will ensure that activities, tables and chairs are spread out further apart to try and avoid as many close contact situations. We will have fewer toys & resources and this will be separated by having tables in-between mats on the floor.
- The room will be segregated into groups that have no more than 15 children per group except for the EYFS group.
- Where game consoles are used these will be moved further apart around the room. Chairs & seating will be laid out so that children know where to sit. They will not be allowed to move chairs around or closer to others. Staff will explain to children about how and why chairs and seating are located.
- Ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. This will be monitored by staff and placing a sign to say how many children can be in each particular toilet area at once. When it comes to group times using the toilets i.e before lunch one group at a time will use the toilet and handwashing facility and then they will be cleaned before the 2nd group uses the toilet facilities. When it comes to the group washing hands the toilets should not be over crowded and it is advised that the staff allocated to look after that group will call children so several children at a time.
- There will be a one-way circulation system in rooms and areas where needed.
- Games and activities that require close contact will not be carried out until further notice.
- Reduce children mixing groups by accessing areas at different times. For example outdoor play and moving about the building in groups should be done when the other group is in a different location and they will then avoid further contact with others. Outdoor time will be at a different time for the two groups.

Supporting & Supervising Children:

- **Children should only bring items from home** if absolutely essential and, where this is the case, items will be appropriately cleaned on arrival. We would

like to ask parents and children to not bring any toys into the setting. Children are not allowed to bring soft toys.

- We will teach and encourage children to avoid touching their eyes, nose, and mouth with unwashed hands
- Children will be told about what social distancing is, why we need to do it and give them examples so they understand it clearly. This should be done when taking registers and also when announcing an activity or meal time. We advise that it is done once a session.
- There will be activities that will reinforce the purpose of hand washing and good hygiene
- There will be time for staff to talk to children about how they have been coping with staying at home.

PPE- Personal, Protective Equipment:

- Staff, volunteers & students will have access to face masks, face shields, disposable gloves, disposable aprons. These can be used whenever staff need to wear them.
- We advise that face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained. It may be advisable to wear a face mask whilst in a vehicle or times of welcoming children and parents to the setting.
- PPE can be used at any time by staff. It will most commonly be used during meal times, first aid and supporting toileting routines with younger children or if any child becomes ill whilst in the setting a member of staff would use the full PPE whilst segregation with the child waiting for parent.
- Hand sanitiser will be available to use at any time for staff and children.
- Good ventilation of the building will be ensured by opening all the windows in all rooms, kitchen and toilets.
- Full PPE must be worn when caring for any child that shows any signs of COVID-19 whilst waiting for their parents to arrive.

Dedicated school transport, including statutory provision

We will minimise children using the bus where possible to get to and from school. This means that the schools that are in walking distance will walk to and from school.

- The schools that are too far to walk will use the Schools Out Club buses. Children will be sat as far away as possible from other groups.
- Windows will be open to circulate air where possible.
- Staff and children can wear face masks whilst in the bus if they wish.
- Bus runs will be conducted 1 run per school unless sufficient social distancing can be upheld whilst in the bus if very low numbers.
- use of hand sanitiser upon boarding and/or disembarking
- Additional cleaning of vehicles after each group of school by wiping areas like seat belt clips and handles
- We will organise queuing and boarding where possible encouraging children to have a 1 metre gap in between children.
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Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of 2 metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.

Which children can access the setting?

We will be open to all children 3 years plus from the beginning of the summer holidays.

Children depending on their age will be assigned a group and a setting for the summer holiday. These will be Red group for the younger children at each setting and blue group for the older children at each setting.

Children who are classed as vulnerable and who have been shielding can expect to join from the 1st August 2020

When will you be open?

From Thursday 23rd July 2020 we will be open for children aged 7 years plus or finishing year 2 onwards. This will be at our Kilburn setting.

From Monday 27th July we will be open for children who are 3 years old to 6 years old or just finishing year 1.

Which settings will be open?

Summer Holiday

We are opening from St Edmunds Church Hall for children aged 3-6years old (children who have just finished year one).

We are opening from Kilburn Baptist Church for children aged 7 years plus.

September 2020

From September at the start of the academic year we will be based at our usual settings.

What happens if someone becomes unwell in our setting?

If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products and following the [COVID-19: cleaning of non-healthcare settings guidance](#) before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.

They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

We will refer to the guidance [COVID-19: cleaning of non-healthcare settings guidance](#) for advice on cleaning facilities when they have been used by someone suspected of having coronavirus (COVID-19).

What happens if there is a confirmed case of coronavirus in our setting?

When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and children who are attending the setting will have access to a test if they display symptoms of coronavirus, and should get tested in this scenario. This is through the NHS please see the section on trace and test. Please see section on testing and tracing.

Where the child or staff member tests negative, they can return to the setting and the fellow household members can end their self-isolation.

If the child, young person or staff member tests negative but is unwell, they should not return to that setting until they are recovered.

The other household members of that wider group do not need 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 our setting on the most appropriate action to take. In some cases a larger number of other children and staff may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

All booked sessions will remain payable as per our 7 day cancellation policy for holiday club and 4 weeks cancellation for breakfast & after school club.

Test and trace

We will be keeping detailed registers and group logs on the children in attendance. In the event that a positive case of a child or adult who has COVID-19 the details of these individuals will be shared with the test and trace program who will advise us as a setting and also be in touch with individuals and advise accordingly.

The NHS Test and Trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so. The service:

- provides testing for anyone who has symptoms of coronavirus (COVID-19) to find out if they have the virus
- gets in touch with anyone who has had a positive test result to gather information about any close recent contacts they have had
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus
- We will promote the need to get tested if anyone is symptomatic
- encouraging staff to heed any notifications to self-isolate and supporting them when in isolation.

If anyone in your setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they should be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/)

Information from the NHS about how to access testing-

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

When to apply for a test

You need to get the test done in the first 5 days of having symptoms. It is vitally important that anyone with symptoms gets tested as soon as possible in order for the test and trace system to minimise the further spread of the virus.

Any staff or adults working in any of the settings must access the test within 24 hours of symptoms showing.

Parents of any children attending the setting should notify us the setting of any results from tests.

If you do not have symptoms, you can only get a test if your hospital has told you to.

Explains what kind of test you can order on different days – up to day 6 of symptoms

Days since symptoms started	What you can order
Days 1 to 4	Book a drive-through or walk-through test at a test site or order a home test kit. Order the kit by 3pm on day 4 to make sure you can do the test in the first 5 days.
Day 5	Book a test at a test site. It's too late to order a home test kit.
Day 6 onwards	It's too late for a test.

How do I get a test?

You can apply for a test online.

We'll ask you:

- how you want to get the test – at a drive-through or walk-through test site or by ordering a home test kit
- for details such as your name, mobile phone number and address

This service is for everyone.

Some people can get priority tests on GOV.UK. [Go to GOV.UK](#) if you:

- are an essential worker, including NHS or social care staff
- are asking for tests for the residents and staff of your care home
- have a verification code from your employer

Stay at home

If you are getting a test because you have symptoms, you and anyone you live with must stay at home ([self-isolate](#)) until you get your result.

Anyone in your support bubble must also self-isolate until you get your result.

<https://www.nhs.uk/ask-for-a-coronavirus-test>

Coronavirus Tests for children

When our setting opens to the wider cohort of children and young people, all those children eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus.

This will enable them to get back into childcare and education, and their parents or carers to get back to work, if the test proves to be negative.

To access testing parents will be able to:

- Parents will use the 111 online coronavirus service if their **child is 5 years old or over**.
- Parents will be able to call 111 if their child is aged **under 5 years old**.

Tests for staff and adults supporting children in the setting

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers.

Our setting can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal too. <https://www.gov.uk/apply-coronavirus-test-essential-workers>

Useful Contact Information

Call 999 in emergencies and life-threatening situations

Call 111 for advice on symptoms and what to do if you are worried about your symptoms or those of a child or colleague. Do not go directly to your GP or other healthcare environment

Visit <https://111.nhs.uk/> for online advice on symptoms and what to do

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

The NHS website will give you information on the following:

- Check symptoms
- Someone you live with has symptoms
- Testing for Coronavirus
- People who are at higher risk information

- Coronavirus in children information
- Social distancing advice
- Links to more information about coronavirus

<https://www.gov.uk/coronavirus>

The government website will give you information on the following:

- Protect yourself and others from coronavirus
- Testing for coronavirus
- Health and wellbeing
- Employment, financial support and money
- Working safely
- Businesses and self-employed people
- School openings, education and childcare
- Housing and accommodation
- Driving and transport in the UK
- International travel and immigration
- Volunteering and offering help
- Healthcare workers, carers and care settings
- Support if someone dies

DfE coronavirus helpline

Telephone 0800 046 8687