

## Stortford KidsOut Site Operating Procedures COVID-19

These guidelines are based on Public Health England and Department for Education guidance for Out of School settings and their key workers.  
[COVID19: Actions for Out of School Settings Updated 27 August 2021](#)

The fundamental principle of this guidance is to ensure we are able to maintain our services now and in the event we are required to revert to more stringent controls, if required to do so, with the least disruption to parents. We will continue to maintain good hygiene practice, by encouraging children to 'catch it – bin it – kill it' and staff will supervise them washing their hands thoroughly and regularly. We will continue to clean the setting thoroughly and maintain adequate ventilation.

Stortford KidsOut at Summercroft is a large setting, Birchanger is a small setting, our outbreak management plan limits our ability to provide for all children whose parent seeks a place, particularly in relation to the number of children attending on any one day – this is to ensure that sufficient physical distance between 'groups' of children can be re-introduced if required. Birchanger, being a small club is predominantly unaffected by group size restrictions, the space offered by the school is adequate and older and younger children can be separated if required in the same single space. The final number of spaces are determined by Ofsted Regulations for child to staff ratios and are as follows:

### Summercroft

Under 8's → 24 (8 + 16)

Over 8's → 24 - 30 (12 + 12 or 15 + 15)

### Birchanger

Under 8's → 8

Over 8's → 10



Linda Davies 30 August 2021

FOCUS	ASPECT	RECOMMENDATIONS for PROCEDURE
Children	Attendance	<ul style="list-style-type: none"> <li>● Only children who are symptom free or have completed the required isolation period will be permitted to attend the setting.</li> <li>● Children may not attend if a member of the family is self-isolating or has or they have developed any symptoms associated with the virus, including a high temperature, persistent, dry cough,</li> <li>● Staff will take temperatures of children on arrival and risk assess with regular health questionnaires for returning children</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>● There will be TWO groups at Summercroft School, ONE group at Birchanger</li> <li>● The children may play TWO groups may be outdoors together but occupying different areas</li> <li>● The children are free to two groups will not mix indoors</li> <li>● A toilet will be allocated, one to each group</li> <li>● Children washing hands will be monitored by staff</li> <li>● Communal internal spaces will be restricted to essential access only staff will operate a single pathway, waiting until the space has been vacated by colleagues before passing</li> <li>● Staff will communicate with each other by using a walkie talkie and will not be permitted to move around to visit the other consistent group or 'bubble' unless essential e.g. for emergency reasons</li> <li>● Our outdoor space is large. It will be possible to accommodate the two 'bubbles' groups at the same time</li> <li>● The children will be encouraged to keep a 1m distance from staff if possible</li> <li>● Any child hurt or upset will be attended to by staff in the proximity required for the situation. If a younger child needs a cuddle, they will receive one, an older child will be encouraged to enter into dialogue with us in the first instance.</li> <li>● If required, children will be isolated when unwell either outdoors or in an indoor space not occupied by others music room until parents arrive</li> </ul>

	Wellbeing and education	<ul style="list-style-type: none"> <li>• Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, coughing, sneezing into a tissue and discarding safely</li> </ul>
		<ul style="list-style-type: none"> <li>• Children will be supported to understand the changes and challenges they may be encountering because of Covid-19. Staff will ensure they are aware of a child's need for attachment and emotional support; <del>there will be no social distancing between staff and EYFS children, it would be poor practice to do so, it would have a negative effect on emotional wellbeing.</del></li> </ul>
Staff	Attendance	<ul style="list-style-type: none"> <li>• Staff will only attend the club if they are symptom free, have completed the required isolation period or receive a negative PCR test result.</li> <li>• <del>We require all staff to have their temperature taken on arrival and we will risk assess with regular health checks for those returning from sickness absence</del></li> <li>• <del>HC Only. To accommodate a safe re-opening, we have designed the rota to limit the number of staff in the club and maintain a consistent group. We will open 8am to 5pm to make this easier to accomplish.</del></li> <li>• We will maintain staff to child ratios as a maximum 1 adult : 8 children under 8 and for Over 8's 1: 10 at Birchanger and 1: 12 Summercroft. We will employ an additional member of staff at Summercroft, the larger of the two settings, to give us ample manageability to support the continued hygiene and care routines required.</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• <del>Staff will remain with their group of children and will limit time spent with other staff or the other group of children</del></li> <li>• We will not need to use the revised Ofsted Emergency Revisions to the EYFS that provide many settings with flexibility on ratios and qualifications to make operating feasible for children in the EYFS</li> <li>• Qualified staff will be present in each room, club leaders will always be present every day. Staff are trained in first aid, safeguarding children, and infection control</li> <li>• <del>Staff must avoid physical contact with each other including handshakes and hugs.</del></li> <li>• <del>Ongoing staff training and staff meetings will continue via virtual meetings if necessary</del></li> </ul>

	Training	<ul style="list-style-type: none"> <li>• All staff have received updated instruction and training in infection control before returning to work from furlough. All staff have been offered support to prepare them for a new way of working. They have attended a virtual staff meeting where we have discussed and agreed our operational procedures, COVID19 risk assessment and updated information about coronavirus, have been discussed fully.</li> <li>•</li> </ul>
Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child</li> <li>• <del>Please ensure that drop off and pick up is limited to 1 parent per family. We need parents to arrive within a 15 minute period and collect on time for your session</del></li> <li>• <del>Parents when collecting children from after school club, will be permitted to enter the Green Suite entrance only, one at a time. The arrangement at Birchanger is similar – parents will be invited into the entrance hall only, one at a time.</del></li> </ul>
		<ul style="list-style-type: none"> <li>• On dropping off in the mornings, staff will welcome parents &amp; children outside the building. Parents should hand over to staff maintaining social distance</li> <li>• <del>Only ONE parent at a time may approach a member of staff if required</del></li> <li>• We may adjust the procedures for dropping off and collecting / point/place of arrival/collection and advise parents in advance</li> <li>• <del>Parents should try and avoid mixing children into multiple person groups whilst attending club. This includes other settings (including childminders) or other increasingly larger social groups as permitted by government guidance, indoors and outdoors.</del></li> <li>• <del>Parents should avoid staying away from home for more than 2 nights in a public place. We will require a further 7 day absence, before returning to club for 3 or more overnight absences from home</del></li> <li>• <del>Exceptions are up to 6 member family groups or adopted family groups</del></li> </ul>

	Communications	<ul style="list-style-type: none"> <li>All parents will be expected to play a full and vital role in supporting us to maintain these safe operating procedures and any other measures that may evolve over time. We need your support to ensure the health, wellbeing and safety of children, staff and each of you as parents. Important updates will be communicated via email.</li> </ul>
Visitors	Visits	<ul style="list-style-type: none"> <li>There will no permitted visitors to the Green Suite unless for emergency repairs or maintenance purposes</li> <li>There will be no settling of new children with parents in the building / play spaces</li> <li><del>Essential/emergency visitors will have their temperature taken on entry</del></li> </ul>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>Staff and Parents are encouraged to travel alone, using your own transport</li> <li>There will be no outings from the club into the local community.</li> <li>Forest School activities will take place within the grounds of the host school</li> </ul>

Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> <li>• All children and staff must wash their hands upon arrival at club</li> <li>• Children and staff members are encouraged to wash their hands frequently for 20 seconds</li> <li>• Staff will monitor children in age appropriate groups washing hands <del>and ensuring they maintain 1m social distance</del></li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>• (Summercroft only) We will implement an enhanced cleaning schedule <del>twice</del> once a day, this includes furniture, surfaces, toys, equipment, and floors. Floors are washed daily by the host schools</li> <li>• Communal areas, touch points and hand washing facilities are cleaned and sanitised twice a day <del>up to three times a day as required.</del></li> <li>• Staff inspect the toilets every hour to clean and sanitise touch points</li> </ul>
	Waste disposal	<ul style="list-style-type: none"> <li>• All waste is disposed of in a hygienic and safe manner as usual at least twice a day, more if required</li> <li>• Used tissues are disposed of immediately</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>• Children will take home all soiled clothes</li> <li>• <del>We may need sufficient clothing replacements to meet a child's needs</del></li> </ul>
	Risk assessment	<ul style="list-style-type: none"> <li>• We will continue to risk assess the setting and practice in lie with updated Guidance from Public Health England / NHS Test &amp; Trace / DfE</li> <li>• <del>All activities will be risk assessed and due consideration given to any adaptations to our usual practice will be recommended. This will include, but is not limited to the suspension of learning experiences that involve materials which are not easily washable, e.g. playdough — cooked dough will not be excluded, this type of dough will be discarded daily.</del></li> <li>• <del>There is no contact sport, we will adapt existing sports to ensure they comply with social distancing requirements</del></li> </ul>

	PPE	<ul style="list-style-type: none"> <li>• Government guidance is that PPE is not required for general use in our setting to protect against COVID-19 transmission. Disposable aprons, gloves, masks, protective gown are all available.</li> <li>• Clinical grade masks are available to staff. They are not required for use indoors or outdoors in a playwork setting and we prefer staff to not wear a mask</li> <li>• PPE will be required to clean the isolation room / area after use</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• A routine health &amp; safety check will be conducted.</li> <li>• Air conditioning units are standalone and may be used when required when temperatures rise in the summer term (Summercroft only)</li> <li>• <del>The heating thermostat is reduced to 15 degrees</del>, The heating is set to normal room temperature in the Autumn Term; the water temperature to the hot water tap has been increased from 30 – 50 degrees.</li> <li>• <del>We have been advised that taps have been routinely left open throughout the lockdown period to avoid the development of the legionnaire bacterium.</del></li> <li>• Windows must always be open to ensure ventilation</li> <li>• We will make use of the outdoor space where possible for activities, taking the ‘indoors’ out</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Children are not permitted to bring items from home into club, this includes mobile phones or tablets.</li> <li>• All resources required for play and learning experiences of children will be washed regularly, some resources will be washed more frequently e.g. paintbrushes, scissors etc</li> <li>• Equipment used by staff e.g. an club mobile is allocated to the person in charge on any given day. Staff are required to clean and sanitise the phone before handing over to a colleague.</li> </ul>

Supplies	Procurement & monitoring	<ul style="list-style-type: none"><li>• We will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages.</li><li>• We will not be able to operate without essential supplies required for ensuring infection control</li><li>• A monitoring system for the supply of hygiene stock items is in place, ensuring availability to meet the operational needs of the setting.</li><li>• <u>HC Only</u>. We will limit the food preparation required, children will bring packed lunches and light tea options, easily individualised for children, will be selected avoiding shared plates. Staff will serve the children with food wearing gloves.</li><li>• If a supply of food is interrupted, we have procedures in place to ensure the appropriate food alternatives are sourced.</li></ul>
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<p>Responding to a suspected case</p>		<ul style="list-style-type: none"> <li>• In the event of a child developing suspected coronavirus symptoms whilst attending the setting, parents will be contacted immediately. Children must be collected as soon as possible.</li> <li>• It is an essential part of opening that parents provide a reliable telephone number that will be answered in an emergency.</li> <li>• Children will be isolated from others in a dedicated room or area. The outdoor space is a preferred space in both settings, following risk assessment of the 'music room' (Summercroft) as the only designated separate 'unused' space available to us, this room is an internal room and offers no ventilation and therefore should not be used.</li> <li>• The staff member responsible for the child during this time will be from their group</li> <li>• Staff waiting with children in isolation will be required to wear a mask and gloves; an apron will be required if the child is vomiting</li> <li>• The room / area will be thoroughly cleaned immediately using our full sanitising process for a deep clean.</li> <li>• The person responsible for cleaning the area should wear appropriate PPE as detailed above.</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the club, they will return home immediately and isolate at home in line with the NHS guidance. Their group may have to close/number of children reduced if further staff are unavailable.</li> <li>• Minimum absence for everyone, including staff, is controlled by <del>Public Health England / NHS Guidance</del> / NHS Test &amp; Trace – <a href="#">children do not need to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19 unless they develop symptoms</a></li> <li>• Staff using Lateral Flow testing kits must follow the guidance for a positive result. Staff will follow the guidance of NHS Test &amp; Trace for any close contacts or isolation period required.</li> <li>• If the local authority contact us and require closure or a reduction in group size, we will need to comply and this may disrupt attendance of some children.</li> </ul>
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