

Updated March 2021

## Stortford KidsOut Site Operating Procedures COVID-19

These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers.

The fundamental principle of this guidance is to ensure physical distancing between consistent groups and to maintain good hygiene practices. Stortford KidsOut at Summercroft is a large setting, Birchanger is a small setting, Magna Carta is a growing school with limited year groups, the spaces in each setting vary from one to two key spaces. This phenomenon limits our ability to provide for existing numbers of children, create sufficient physical distance between defined 'groups' of children and retain any specific / designated 'bubbles' the school create.

Our ability to operate at Easter is entirely on a reduced number basis with a maximum 32 children present, assuming the outdoors is used between 9-3pm for two interchangeable groups of 8 + 8 children

We have approved applications for a place that take into consideration the following priorities:

Number of days in a week

Consecutive weeks

Critical worker parents

Key worker parents

Vulnerable children

Working parents (no one home)

Other

Days of the week

Hours of the week

Linda Davies July 2020

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 a high temperature</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, Green Suite for the duration of the holiday clubs</li> <li>• The TWO groups may be outdoors together, but occupying different areas</li> <li>• The 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 and 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' at the same time</li> <li>• <del>The children will be encouraged to keep a 1m distance from staff if possible</del></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 if unwell in the music room until parents arrive</li> </ul>

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	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; 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.</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 COVID19 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>• 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. <del>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, this gives us ample manageability to support the hygiene and care routines required</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Staff will remain with their 'bubble' and will limit time spent with other staff or the other 'bubble' or consistent group of children</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 be present all day, every day. Staff are trained in first aid, safeguarding children, and infection control</li> <li>• Staff must avoid physical contact with each other including handshakes and hugs.</li> <li>• Ongoing staff training and staff meetings will continue via virtual meetings if necessary</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 normal' KidsOut. 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> </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>• 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</li> <li>• Parents will not be permitted to enter the Green Suite.</li> <li>• Staff will welcome parents &amp; children outside the building, Parents should hand over to staff maintaining social distance (adults only). There is no social distancing for children who remain in the EYFS up to 31 August 2020.</li> <li>• Only ONE parent at a time may approach a member of staff if required</li> <li>• We may adjust the point/place of arrival/collection daily and advise parents in advance</li> <li>• 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.</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>

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Visitors	Visits	<ul style="list-style-type: none"><li>• There will no permitted visitors to the Green Suite unless for emergency repair purposes</li><li>• There will be no settling of children</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 20seconds</li> <li>• Staff will monitor children in age appropriate groups washing hands and ensuring they maintain 1m social distance</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule is implemented twice a day, this includes furniture, surfaces, toys, equipment, and floors. Solid floors are washed twice, toilets more frequently or as required.</li> <li>• Communal areas, touch points and hand washing facilities are cleaned and sanitised up to three times a day as required.</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>• We will need sufficient clothing replacements to meet a child's needs</li> </ul>
	Risk assessment	<ul style="list-style-type: none"> <li>• 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.</li> <li>• <del>There is no contact sport,</del> we will adapt existing sports to ensure they comply with social distancing requirements</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 should they decide to use them. They are not currently required for use indoors or outdoors in a playwork setting</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>• <del>There is no planned use of the heating in the Green Suite.</del></li> <li>• <del>There is to be no use of air conditioning.</del> Air conditioning units are standalone and may be used when required when temperatures rise in the summer term</li> <li>• The heating thermostat is reduced to 15 degrees, the water temperature to the hot water tap has been increased from 30 – 50 degrees.</li> <li>• We have been advised that taps have been routinely left open throughout the lockdown period to avoid the development of the legionnaire bacterium.</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</li> <li>• All resources required for play and learning experiences of children will be washed daily, some resources will be washed more frequently e.g. paintbrush handles, scissors etc</li> <li>• Equipment used by staff e.g. an club mobile is allocated to the person in charge 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>• 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 or choices</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 following risk assessment of the 'music room' as the only designated isolation space available to us. This room is an internal room and offers no ventilation.</li> <li>• The staff member responsible for the child during this time will be from their consistent group</li> <li>• Staff waiting with children in isolation will be required to wear an apron, a mask, and gloves.</li> <li>• The room / area will be thoroughly cleaned within a time frame ranging from immediately to 72 hours, depending on how long it is judged it can be left unvisited.</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 consistent group may have to close if further staff are unavailable.</li> <li>• We co-operate with the Track &amp; Trace principle, we will suggest you seek medical advice if you or your child feels unwell</li> <li>• Minimum absence for everyone, including staff, who become infected with coronavirus is mandated by Public Health England / NHS Guidance</li> <li>• If the local authority contact us, we may be forced to close the setting as an option for reducing the spread of the virus in the locality / community / among staff and children</li> </ul>
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