

St Georges After School Club

COVID 19 Policy

Introduced:	Sept 2020
Review frequency:	Monthly and when guidelines change
Last reviewed:	Sept 2020
Next review date:	See Review Frequency

St Georges ASC

Covid-19 Policy

St Georges ASC 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:

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 his or her parents can collect them. 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:

- 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.

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 rugs.
- 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 at specified intervals while the club is in operation.

Arrivals and Departures:

Arrival

- Children will be brought to the school hall by a teacher, TA or collected by a member of the ASC staff

Departure

- Parents need to ensure they arrive promptly for pick up. This will be done via KS2 gate entrance where a password will be required.
- Parents should use the buzzer at the school gates to enter the premises and proceed to the school reception.
- Parents will collect their children from outside of the reception where a member of the ASC staff will bring your child to you.
- Only one adult per child please. Social distance should be adhered to at all times.
- If it becomes necessary, we will assign different collection points to limit the congregation of parents outside the Club.
- A member of staff will sign the children in and out.
- The club manager will inform parents of the password.

Premises

- Visitors, eg 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:

- Children attending this will ideally need to be kept in separate phase bubbles, observing very good hand hygiene.
- The hall will be set up so there are the following zones: Zone 1 - Bubble 1: Reception Zone 2 - Bubble 2: Year 1 & 2 Zone 3 - Bubble 3: Year 3 & 4 Zone 4 - Bubble 4: Year 5 & 6
- Resources should be organised into different boxes for each bubble. These resources should be cleaned at the end of each session.

Activity planning:

- We will plan activities that minimise contact between children.
- Whenever possible, activities will take place outside.

Food:

- To begin with, there will be no food provided so parents should pack some additional food for their child specifically for their time at the club.
- Absolutely no sharing of food will be permitted and children will be spaced apart while eating.

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 KCC for further support and 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 KCC Early Years and Childcare services as well as other relevant parties, eg feeder schools, other users of shared premises, etc. The manager will also notify Ofsted of the closure.

Useful contacts

Early Years or Childcare Service: 03000412323

Ofsted: 0300 123 1231

Health Protection Team (HPT): 03442253861

This policy was adopted by: St Georges ASC	Date: September 2020
To be reviewed: Monthly or when guidelines change	Signed: M Sheaf

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