



Shanklea Out of School Club Covid-19 Policy – v.2

Shanklea Out of School 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:

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.
- Staff are voluntarily completing Covid Rapid Lateral Flow Tests at home. These tests are taken twice a week (every 3 or 4 days apart) and each result is reported to NHS Test and Trace on the same day as the test is taken.

<https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff>

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

Hygiene:

- Staff and children will sanitise and 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:

Our Breakfast Club will be open to children from 7.30am and the Out of School Club will be open until 5.30pm.

We have amended our drop off and collection procedure, so parents will now arrive and collect their children from the **Main Office Entrance**.

- As identified within Government guidance, face coverings are to be used, unless exempt, where it is a requirement of the indoor setting and where staff are likely to come into contact with other members of the public and/or where social distancing cannot easily be maintained.
- One adult will be allowed to walk with them whilst on the school site, where a member of our Out of School Club team will greet them and take them into school.
- Please do not arrive too early and remember to observe social distancing, using the orange lines on the ground, to remain 2 metres apart from other parents/guardians and children while outside the school building.
- A member of staff will sign your child/children in, in the presence of the adult dropping them off, to avoid sharing pens.
- All children will need to sanitise their hands before entering the building.
- When collecting your children from our Out of School Club on an evening, you must come to the **Main Office Entrance**.
- We will use a doorbell system to help with this process - parents/guardians will ring the bell, located in the Main Office Foyer to inform the Out of School Club Team of their arrival. Staff will acknowledge their arrival through the office door. Then staff will get their child/children ready and then complete the handover process.
- A member of staff will sign the children out, in the presence of the child's parent or guardian.
- If it becomes necessary, we will assign different collection points to limit the congregation of parents outside the Club.

Premises

- Visitors, parents, guardians, delivery drivers etc. will not be allowed to enter the premises.
- Doors and windows will be kept open where safe to do so, to keep the premises is well ventilated.

Movement around the club:

- Children will be put into groups 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.
- Where possible, children will be grouped into their base groups to prevent any mixing of the bases identified throughout school.
- When indoors, groups will be separated into their base groups in 4 identified zones in the Main Hall, tables will be socially distanced between each base group to identify the key zones.
Base 1: Early Years - 3-5 year olds.
Base 2: Keystage 1 - 5-7 year olds.
Base 3: Lower Keystage 2 - 7-9 year olds.
Base 4: Upper Keystage 2 - 9-11 year olds.
- When outdoors, groups will be based in separate zones, indicated by playground zones.
- Only one person will be allowed in the toilets at a time.

Activity planning:

- When indoors, children will participate in activities with peers from their base groups in their identified zone in the Main Hall.

- We will plan activities that minimise contact between children.
- Whenever possible, activities will take place outside.
- All equipment and apparatus will be disinfected and sanitised before and after use.
- Children will not share equipment between those identified in a separate 'bubble' group.

Food:

- Throughout Breakfast Club, the children will be sat in zones, in the Main Hall, that correspond to their base group.
- The children will be organised in 4 identified zones in the Main Hall, tables will be socially distanced between each base group to identify the key zones.
Base 1: Early Years - 3-5 year olds.
Base 2: Keystage 1 - 5-7 year olds.
Base 3: Lower Keystage 2 - 7-9 year olds.
Base 4: Upper Keystage 2 - 9-11 year olds.
- Out of School Club Team members will be allocated specific Base Groups to manage and supervise. Where possible, OOSC Team members will manage the same base group/s on a daily basis to minimise any contact between bases.
- Where possible, staff will only work with the base group that they work within during the usual school day.
- A member of staff will prepare and serve food to each child in their allocated base group/s only, to reduce the risk any contamination of food or serving implements.
- During Breakfast Club, absolutely no sharing of food will be permitted and children will be spaced apart while eating.
- Children will need to wash their hands/sanitise their hands before and after eating.

Promoting good practice

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

- Staff are required to wear a face covering, as identified within Government guidance. Unless exempt, it is a requirement of the indoor setting and where staff are likely to come into contact with other members of the public and/or where social distancing cannot easily be maintained, that a face covering is worn. [Perspex face visors/face shields are not an adequate substitution as they are unlikely to offer protection against aerosol transmission and therefore would need to be worn alongside a face covering].
- 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 [\[local Early Years or Childcare service\]](#) 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 local Early Years or Childcare service 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: [\[insert number of your local service\]](#)

Ofsted: 0300 123 1231

Health Protection Team (HPT): [\[insert number of your local HPT\]](#)

This policy was adopted by: Shanklea Out of School Club.	Date: 4.03.2021.
To be reviewed: 12.04.2021.	Signed: Mr Joshua Rutherford

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