

**Covid-19 Policy**

**Statement**

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal. This policy and associated risk assessment is to limit the spread of the virus within the setting.**

Who is at risk?

All patrons of the setting are at risk including staff, children, parents /carers of the children attending, any other individuals involved in the day to day operation of the settings. Some groups of people are more vulnerable to the virus and these include the elderly, pregnant women, and those with existing underlying health conditions.

Government Education Coronavirus helpline 0800 046 8687 (Option 1 or 2) will provide advice about steps to take if we have a positive case of Covid. We will also inform Ofsted, Public Health and our insurance provider. See Action Card attached for steps.

Please read this policy in conjunction with our Risk Assessment. This document will be updated as Government Guidance is updated.

What controls are required to limit the spread of the virus?

The following controls will always be in place:

1. **Handwashing**
* All staff and children will be required to wash their hands immediately upon entry to the setting and before leaving.
* Hand washing facilities will be available at all times with soap and water in place.
* Paper towels will be used to dry hands, and these will be placed in a lidded bin.
* Gel sanitisers will be available in any areas where there are no immediate handwashing facilities for example in the garden.
* Staff and children will be reminded to wash their hands on a regular basis for a period of 20 seconds with soap and water and reminded of the importance of drying hands properly with the disposable towels.
* All children will be reminded to catch coughs and sneezes in a tissue which will be disposed of immediately in a lidded bin. The contents of the lidded bin will be disposed of at least every hour. Follow Catch it, Bin it, kill it to avoid touching the face, eyes, nose or mouth with unclean hands. Tissues are made available throughout the setting.

**2: Cleaning**

The setting will be thoroughly cleaned at the beginning of each session. Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, furniture, and toys. The areas will be cleaned regularly, using appropriate cleaning products and methods. Rigorous checks will be carried out by managers to ensure that the procedures are always being fully adhered to.

**3: Social Distancing**

The recommended distance for safe distancing is 2metres however this is difficult to maintain in a childcare setting. The following changes will be made to the running of each session:

* Parents /carers will not be permitted to enter the setting. Their child/children must be dropped off at the doors.
* Parents will be asked to practice safe distancing of 2 metres whilst waiting to drop off/ and pick up their children. We appreciate that this will increase the time waiting to enter the building therefore please practice the 2 metres distancing.
* Children will be in bubbles of up to 15 children.
* Breakfast and light tea will be brought to bubble tables.
* Please see our Covid Risk Assessment for details of new procedures including cleaning and hygiene.
* Outdoor play will be encouraged as much as possible.

**4: Sickness**

* If anyone becomes unwell with a continuous new cough, loss of taste or smell, or a high temperature above 38 degrees, they will be isolated and sent home to follow the stay at home guidelines. Parents will have to collect ill children from the setting within 30 minutes.
* Children and staff with any signs of illness will not be able to attend Rebecca’s.

**5: Masks/Face Coverings**

Public Health England does not (based on current evidence) recommend the use of face coverings when children are participating in out-of-school settings activities. This evidence will be kept under review. They are not required during out-of-school provision as children and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (except children under the age of 11), when attending a hospital as a visitor or outpatient, or when in a shop or a supermarket.

Outside of a traditional classroom, out-of-school settings should consider recommending the use of face coverings where it is a requirement of the indoor setting and where the teaching, training or activity is taking place in an area in which children aged 11 and over or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance).

In addition, when an area moves to local COVID alert level high or very high, face coverings should be worn by adults and children aged 11 and above when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Out-of-school settings providers should also have a process for removing face coverings when children and staff who use them arrive at the setting and communicate it clearly to them. Children and staff must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all children and staff), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their group within the setting. Guidance on [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) provides more advice.

(This guidance is taken from the following government guidance

Protective Measures for Holiday and After School Clubs, and other out of school settings during the Corona Virus (Covid 19) outbreak, 5 November 2020).

Because we operate in several different schools and locations, the rules may vary and we follow the policy of the school.

|  |  |  |
| --- | --- | --- |
| This policy was adopted at a meeting of | Rebecca’s out of school club |  |
| Held on | 17 November 2020 | (date) |
| Date to be reviewed |  | (date) |
|  |  |
| Name of signatory | Tracy Hannigan-Palmer |
| Role of signatory (e.g. owner) | Owner |



**Covid Parental Agreement**

All parents must sign this agreement for their child to attend Rebecca’s. **Please read carefully.**

**Risk Assessment**

I confirm that I, as the parent, have read the Rebecca’s Covid Risk Assessment and policy and am happy for my child/ren to attend the out of school club on that basis. (Your child/ren will be divided in to two groups Key Stage 1 and Key Stage 2)

**Signed:**

**Ibruprofen**

I agree that I will let Rebeccas know if I have had to administer paracetamol or ibruprofen to my child in the previous 6 hours before coming to club. I understand that if this is the case my child will not be able to attend the setting, in order to protect the other children and staff.

**Signed:**

**Symptoms and Isolations**

I understand that if my child or anyone in the family/household shows symptoms of Covid, that the person with symptoms will need to isolate for 10 days and the rest of the family will need to isolate for 14 days. However, if we are tested and this is negative then the child can return back to club straight away as long as proof of the test is provided.

**Signed:**

**Temperature**

I agree that my child can have their temperature checked with a hand held scanner if they become unwell while in the setting. I also understand that my child(ren) will not be able to attend if their temperature is above 38 degrees.

**Signed:**

Continued>

**Signing in and out**

I agree for a staff member to sign my child in and out of Rebecca’s until restrictions are lifted.

**Bubbles and isolation**

I understand that if anyone if my child’s bubble at Rebecca’s test positive to covid-19, my child will have to also isolate for 10 days.

**Signed:**

**Details of Emergency contacts (We will call parents first, however if we cannot get hold of anyone we will try the emergency contacts)**

**Name of emergency contact: …………………………………………………………………………………………….………….**

**Address of emergency contact: ……………………………………………………………………………………………..………….**

**Telephone number of emergency contact: ………………………………………………………………………………………………….……..**

**Name of emergency contact: ……………………………………………………………………………………….……………….**

**Address of emergency contact: ……………………………………………………………………………………………………….**

**Telephone number of emergency contact: …………………………………………………………………………………………..…………..**

**Or**

**I do not have a second emergency contact [ ]**

**Signed: ………………………………………………………………………….…….………….**

**Print name of parent/carer: ……………………………………………….……………….**