**Burghclere Pre School After School Club COVID 19 Policy**

**1.38**

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment, Health**

 **Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.  The provider must promote the good health of children attending the setting.**

 **Policy statement**

The health and safety of the children attending our setting, our staff, and the families of staff and children are of paramount importance, along with the safety of the wider community.  Children’s emotional wellbeing is of equal importance and will be supported as skilfully as possible within the necessary restrictions that need to be implemented.  Staff are trained and will utilise strategies to provide as safe, stimulating and nurturing after school club experience for all who attend.

These procedures are written in line with guidance from UK Government*;* <https://www.gov.uk/coronavirus> the manager is responsible for ensuring all staff understand and follow these procedures, and for updating procedures as guidance may change.  The policy is additional to our general policies and should be viewed in partnership with them.  Some necessary measures may supersede our existing policies temporarily.  Where permanent changes are adopted, existing policies will be updated.

**Risk Assessment**

Our risk assessment process will be published on our website and sent to parents via email with regular updates.

**Procedures**

* The after school club will only open when the Government issues confirmation that it is safe to do so. After school club will close as and when necessary through local and national guidance.
* Staff, parents and children must follow all necessary social distancing guidance, both at home and at the after school club. This guidance may change; parents and staff must ensure that they keep updated and follow national guidance and strategies in relation to COVID 19 at all times.
* Numbers of children may be reduced and or a phased return implemented after any necessary closures, to ensure that all necessary hygiene, and infection controls can be implemented and to manage staffing fluctuations that may be necessary. Places will be prioritised in the following order: vulnerable children, children of critical workers, children starting school in September.

 Indoor and outdoor environment

* The layout of the setting will change to encourage social distancing for everybody. ‘The outdoor area will be fully utilised.
* Security
* Due to lower staffing levels and to comply with social distancing, parents will not be allowed into the building and will need to ring the bell and wait for an adult to let the child out.

Infection controls – symptoms

Anyone experiencing any of three coronavirus symptoms MUST stay at home.  The symptoms are:

* 1. A high temperature
	2. A new, continuous cough
	3. A loss of, or change to, sense of smell or taste
* Children should NOT be given analgesia such as Calpol, or other ibuprofen/paracetamol products before attending preschool as this could mask symptoms of COVID.  The after school club reserves the right to refuse admission to children if this is not adhered to.
* Staff, parents or children with any of the 3 main symptoms – high temperature, new, continuous cough, loss or change to sense of smell or taste will not be permitted on after school site.
* Temperatures of staff and children will to be taken on arrival at the after school club.
* If a staff member experiences symptoms while at work they will go home, parents will be contacted to collect their children and after school club will close for 2 weeks or until the results of tests are received that confirm a negative result.
* If a child presents with symptoms they will be taken to a separate room with a staff member who will wear PPE, parent of the child will be contacted to collect the child and the rest of the parents contacted to collect their children. After school club will close for 2 weeks or until the results of tests are received that confirm a negative test.
* If a diagnosis of Covid is confirmed all necessary bodies will be informed, including Ofsted, Public Health England and in the case of staff contracting the virus, Riddor.
* We advise and expect parents and staff to fully support contact tracing measures and to follow the advice given, should they be contact traced.  Parents must inform the after school club if they/or any member of their household has been advised to self-isolate.

Infection controls – track and trace

* All users of and visitors to the setting will be required to fully support any Track and Trace guidance measures, including self-isolating.
* Any contact for Track and Trace must be declared to the setting, with relevant measures explained, including contact relating to other members of the persons household
* The after school club will also declare to users of and visitors to the setting should any staff member need to follow Track and Trace instructions.

Infection controls – other household members

* Staff MUST declare if they have a member of their household displaying signs of COVID-19 and may NOT come into preschool.
* Parents MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into preschool.

Shielded and clinically vulnerable adults and children

* Some adults and children are advised not to attend.  If this is the case the after school club would not require staff to work and would not permit the attendance of those children affected.

Social distancing

 Staff, children, parents and visitors will be permitted to wear face coverings and masks if they wish.

 Social Distancing – Visitors

* Children and staff will be the only persons to enter inside the after school club area of the building during operating hours. No other visitors will be permitted unless absolutely necessary and by arrangement with club manager.
* Anyone using main doors to the building e.g. hall parents, will inform after school club manager of time and date of entry.

Social distancing – parents.

* Social distancing must be observed on leaving the after school club.
* Children will be released to parents via the front door, one by one at home time –
* It is advised that only one parent collects children, and that the same parent does this each day.

Social distancing – staff

* Staff will observe stringent social distancing with each other and as much social distancing as possible with children.
* Staff members will observe practice and give reminders and support to ensure that social distancing is adhered to as much as practicable.

 Hygiene controls – hand washing

* Staff and children will wash their hands on arrival to the premises, and often throughout the session and before they leave the after school club.
* Additional hand sanitiser stations will be set up in the after school club.
* Parents are requested to teach /remind children how to wash hands thoroughly.
* <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Hygiene controls – toileting

* Children will use the toilet one at a time. There is a designated toilet or each year group.
* If a child is in need of assistance staff will support them from the side/behind to avoid face to face close contact.
* Staff will have PPE to carry out any intimate care duties.
* Parents are asked to explain to children some of the restrictions that are necessary so that they understand some of the differences that they will experience.

Infection controls – resources

* The resources offered will be limited to those that are not considered an infection risk.
* Resources will be swapped over and cleaned in between each use.

 Infection controls – cleaning

* Staff will conduct rigorous and thorough cleaning before children arrive at the after school club, throughout the session and at the end of the session. This will include high contact areas such as door handles in addition to resources.

Infection controls – Snacks

* Water bottles MUST be supplied (containing water/squash) and clearly named.
* If a child appears unusually reluctant to eat snack or complains that it doesn’t taste right, this will be deemed as a possible symptom and procedures followed for the child to be collected, self-isolate and tested before returning to after school club.

Infection controls – payments

* We are reluctant to accept cash payments or donations. Parents are encouraged to make usual fees by on-line banking.

 Infection controls – administering first aid

* Any necessary first aid will be carried out by all staff that are first aid trained.  Staff will use PPE
* All notifications of accidents/ incidents and first aid will be written down as normal.
* Major accidents/incidents will be dealt with in the usual way using PPE.

 Infection control – physical intervention

* Staff will only physically intervene with a child if necessary to avoid injury to people.
* Staff can still use physically intervene to take an unsettled child on arrival to after school club however measures will be taken to try and encourage the child to enter after school club voluntary.

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| This policy was adopted at a meeting of | Burghclere Pre-School a/s club |  |
| Held on | n/a | (date) |
| Date to be reviewed | April 2021 | (date) |
| Signed on behalf of the management committee |  |
| Name of signatory | Hayley Lynch |
| Role of signatory (e.g. chair/owner) | Manager |