



# Whittlesford Out of School Club

## Covid-19 Policy

Whittlesford 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:

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 government guidelines below:*

<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 and self-isolate for at least 10 days. If the child is still unwell after 10 days then they need to stay at home until they are fit and 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/sanitise 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, moving from one activity to the next, before eating food and after coughing or sneezing.
- Hand sanitizer 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 before and after lunch while the club is in operation.

***Arrivals and departures:***

- We have amended our collection and drop off procedure, so parents will now collect their children from outside the Club by the double doors by the fish tank entrance.
- Children will be brought to the club using the one way system entering through the main entrance gate by the sensory garden and will follow the cones keeping a safe distance using the cones as guidance.
- A member of staff will be waiting to collect your child from outside the doors by the fish tank entrance and will take them into the club using the main office door.
- Parents/carers will leave the premises via the small gate next to the gate leading into the school car park.
- A member of staff will sign the children in and out once they have been handed over to staff on drop off and parents/carers on collection.

### **Premises**

- Visitors, eg delivery drivers will not be allowed to enter the premises and will leave parcels/letters in the box provided outside the door.
- Doors and windows will be kept open where safe to do so, to keep the premises well ventilated.

### **Movement around the club:**

- Children will be in a group of no more than 15 children. We will only have 1 group in the WOSC room. The children will stay in this group for the duration of the week.
- When indoors, the children will have access to toys and activities that can easily be cleaned if needs be (no soft furnishings or books). Children will be encouraged to sanitise hands when moving from one activity to the next.
- When outdoors, children will need to sanitise hands before going out and again when entering back into the building.
- As far as possible, only one person will be allowed in the toilets at a time.

### **Activity planning:**

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

### **Food:**

- Children will bring a packed lunch from home (no nuts please) with a healthy snack for the morning.
- Children are to bring a labelled water bottle with them.
- There will be absolutely no sharing of food that will be permitted, and children will be spaced apart while eating. Where possible we will eat outside (weather permitting)

### **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 The Local Authority 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 club 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.

The club will regularly update its information regarding Covid-19 by checking the latest guidance from public health England and the local authority. We will then inform staff and parents of any changes to our emergency plans.

Please ensure to regularly check [www.wosclub.co.uk](http://www.wosclub.co.uk) for any updates.

### Useful contacts

Early Years Childcare Service: 0345 045 1360

Ofsted: 0300 123 1231

Health Protection Team (HPT): 03003038537. Out of hours: 01603481221

This policy was adopted by: Whittlesford Out of School Club	Date: August 2020
To be reviewed: monthly	

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