Mistley Kids Club

COVID-19 action plan Revised Aug 2020

**In this document we will lay out our actions and plans for our after school and holiday provision.**

**Steps we are taking to protect our families, staff and children.**

* There will be a maximum of 30 children per session made up of multiple groups of up to 15 children per group until guidance changes, these groups of children will be kept separate and will be based in the main hall, the lounge will be used as an extra space in the holidays.
* The groups will be made up of children from the same schools.
* When booking in, a reminder will be added onto the text advising people that their children cannot attend if they, or anyone they have been in contact with, have any symptoms within 10 days of developing them or within 14 days of someone they live with developing them. All children will be advised to get a test within 5 days of displaying symptoms (see NHS website for info)
* We may be running reduced hours to ensure proper cleaning is done before and after sessions.
* Those from different schools will be encouraged to keep a safe distance wherever possible and to stay in their school bubbles.
* We will have markers on the floor around games consoles and art tables showing children where they are allowed to have their chairs if they are not in the same bubble.
* Whatever activities can be done outside, will be.
* We will try to ensure staff are working at the same day each week to limit the contact they have with other households.
* All children will have to wash their hands when arriving at club and leaving the setting.
* All parents will be advised of a new contactless collection time. They will now have to call the Kids Club mobile to alert us they are in the car park, then their children will be brought out to them.
* We will be encouraging the use of online payments wherever possible.
* Tuck shop cash will be accepted but only in exact change placed directly into the tin or collection cup.
* At this time, it is not recommended that staff or children wear PPE during normal club activities.
* If we have more demand than we are able to accommodate, we will prioritise at the manager’s discretion.

**Safety in vehicles (after school only)**

* We will aim to use a taxi service wherever possible, and when it is not possible, a member of staff will be assigned to a school and that will be the main school they pick up from.
* Children will be given hand sanitiser before entering vehicles.
* A maximum of 3 children per car will be adhered to wherever possible.
* All windows will be open to allow for ventilation.
* Only children from the same school will be in the same vehicle.
* The driver will wear a face covering.
* All surfaces will be wiped down and sanitised after drop off at club by a staff member wearing the appropriate PPE.
* We will liaise with schools where will be the best place to collect children from.
* Children over 11 will be encouraged to wear face coverings (as long as still applicable in current guidance)
* Children over the age of 13 are still permitted to attend, they will not be able to car share with anyone from outside their household so each child will be in their own transport.

**Risk assessments**

* There will be a further risk assessment carried out whenever government guidelines change or the policy is reviewed.

**Toys and furnishings**

* We will be using the identifying bibs for children under 8, as this is a cross contamination risk children will be encouraged to keep the same bib for the day. Bibs will be washed and sanitised regularly.
* Only toys that can be easily cleaned will be brought out.
* Toys will be put back into the box away from children once they have finished playing, ready to be cleaned.
* All Console controllers and tablets will be cleaned between uses.
* There will be no soft furnishings or books out.

**Toilets**

* Toilets will have a member of staff assigned to supervise, allowing a limited number of children in at a time.
* Toilets and surfaces touched will be wiped down by a member of staff after each use.
* Hand washing will be supervised by this staff member also, to ensure it is done correctly.
* All children who require personal care will be done as it was before, but with enhanced PPE.
* If possible, changing will be done by 1 person and have a chaperone standing by the door 2 metres away.

**Hygiene**

* Rather than an all-day cleaning, there will be targeted cleaning undertaken by a staff member. Watching what the kids are doing and then cleaning the area once they have moved on, for example once a child has finished colouring at the art table, the chair will be wiped down, the table area they were sitting at and also whatever tools they were using.
* Children will be encouraged to wash or sanitise their hands whenever changing activity.
* All doors will be propped open so there is no need for children to touch them, and windows will be open to allow for ventilation and reduce infection risk.
* Before each session, common touch points will be cleaned in case of other people using the hall before us.
* All children who cannot independently wash their hands effectively will be assisted by a staff member; this staff member will then wash their own hands.
* All children will be asked to wash their hands after coughing or sneezing, and will be encouraged to cough and sneeze into their elbows.

**Meal times and drinks**

* All children will be encouraged to bring their own lunch and snacks for the day.
* They will all have to sit an appropriate distance apart if they are not in the same group.
* All children must wash hands before and after eating.
* Tuck shop will be done by a member of staff wearing gloves.
* Children will be asked to use their own water bottles where possible, refills can be requested – there will be no more self-service.
* If they do not have a water bottle, cups will be single use.

**Staff and child mental health**

* Children will be free to talk about their concerns about the situation.
* Staff will be given the opportunity to have frequent supervision meetings.
* All staff will have undertaken the covid-19 online training.
* Children who are not able to attend due to health reasons will be contacted regularly

**Staff in vulnerable groups**

* Staff who have been identified as clinically vulnerable will be given roles that will allow them to work at a safe distance wherever possible, the manager will discuss the risk with them.
* Those who are, or live with someone who is **clinically extremely vulnerable** can only attend if “stringent social distancing can be adhered to” as shielding ends on August 1st, but appreciate those it that category must be extremely vigilant still.

**Children in vulnerable groups**

* Children who fall into the clinically vulnerable category may attend setting if they are able to understand and follow the social distancing instructions.
* Children who are **clinically extremely vulnerable** are not expected to attend, they may however, if they have a letter from a consultant or other medical professional stating they believe it is safe for them to attend.
* Children who live with someone who is clinically vulnerable may attend setting as normal
* All children who are classed as vulnerable must have a letter from their Paediatrician/Consultant or other relevant medical professional, stating it is safe for them to attend kids club.

**If someone becomes ill at club with COVID-19 Symptoms.**

* If a child becomes ill at club, they must be sent home as soon as possible, to reduce the risk to others we will try to move them into a well-ventilated area away from other children and adults.
* If possible, a supervising staff member will stay with them but at a safe distance, PPE may be worn.
* The child’s family will be advised to get a test if and if it is positive, to isolate for the recommended amount of time.
* If a member of staff becomes ill, they will be told to go home and then all they have come into contact with will be wiped down.
* If a child or staff member tests positive, then everyone they have come into close contact with will be advised to self-isolate and get a test if they become symptomatic, and will be required to cooperate with the Test and Trace service.

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