



Welldon Kids Club

This document was updated for Morning and Afterschool club sessions following new guidance as of 14th June 2021

Summer holiday Club

Important information regarding covid-19 and the changes and measures put in place at Welldon kids club.

Children who can attend the setting -

Out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend.

Staff and workforce

Guidance states that we should ensure we have enough staff available to meet the required ratios for our setting.

We should have:

- at least one person with first aid training
- at least one person with up-to-date Designated Safeguarding Lead (DSL) training –

All staff members at welldon kids club hold a full paediatric first aid certificate and a full level 2 or 3 safeguarding certificate which has allowed us to easily meet this requirement. If a parent or carer would like to see a copy of any staff members certificate, please contact -Michelle langley - 07572286082

We will ensure that new staff members and volunteers follow the protective measures we have in place to help prevent the transmission of COVID-19.

Asymptomatic testing-

Asymptomatic testing will help to break the chains of transmission of coronavirus in education and childcare settings by identifying asymptomatic positive cases. This is important as up to one in three people who have the virus have it without symptoms (they are asymptomatic) so could be spreading the disease unknowingly. Staff who test positive then self-isolate, helping to reduce transmission of the virus.

All staff members at Welldon Kids club will be tested twice a week. Any staff who get a positive test result from a lateral flow test will self-isolate immediately, get a PCR test to confirm the result, and follow the guidance for households with possible coronavirus infection.

Covid-19 health and safety risk assessment implemented daily and reviewed regularly.

This is designed and assessed to minimise infection, risk, and spread of Covid-19 at Welldon kids club, based around the information provided below with the main aim of effective infection and protection control.

Hand Sanitiser

To be used on collection of children - applied at first contact with child.

To be used regularly throughout each session.

If a child may have any kind of reaction to hand sanitisers this must be reported to Michelle before your child attends the club.

Face masks

As of Monday 17th May 2021, facemasks are no longer a requirement to be worn by staff or children attending from year 7 and up.

Staff and visitors (visitor are only allowed to enter the building if it is extremely necessary to do so) will be advised to wear face masks as an extra precaution.

We completely understand that parents/carers may feel more comfortable with the use of facemasks for children if it is safe to do so BUT this will be at the request of parents. A consent form will need to be completed, consenting that it is your wish for your child to wear a facemask while at Welldon Kids Club. Child Face masks will need to be provided by parents/carers if you are requesting for your child to wear one, these will need to be clearly labelled with your child's name and directions on how to correctly wear them must be given to children by parents/carers. We ask that a spare face mask is provided in case the original face mask becomes damaged. A sealable bag must be provided to safely store the face mask if needed. Children should be able to put on and take off their face masks safely by themselves. If a face mask is seen to be worn unsafely by a child following guidelines set out in the below link, staff at Welldon Kids Club will remove it from the child for the safety of that child and others. Please note – Guidelines set link below –

[https://www.gov.uk/government/publications/Coronavirus-\(COVID-19\):-implementing-protective-measures-in-education-and-childcare-settings](https://www.gov.uk/government/publications/Coronavirus-(COVID-19):-implementing-protective-measures-in-education-and-childcare-settings) states- Schools and other education or childcare settings should therefore not require staff, children, and learners to wear face covering.

Gloves

Available to be used by staff in house and on collection of children, in cars, the minibus and when cleaning.

All gloves used at Welldon Kids Club will be LATEX FREE.

If a child may have any kind of reaction to disposable gloves this must be reported to Michelle before your child attends the club.

Hand hygiene

Both staff and children will participate in regular hand washing, especially on arrival and when using the outdoor section.

We will be promoting regular hand washing for 20 second with running water and soap. We will be conducting weekly child discussions on hand hygiene with demonstrations and fun activity sheets for guidance.

If a child may have any kind of reaction to any kind of soap or handwash this must be reported to Michelle before your child attends the club. Hand washing advice

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Promoting Good Respiratory Hygiene

We will ensure tissue is available in all areas around each group's space to ensure the promotion of 'catch it, bin it, kill it'.

Touching of faces and other people

Children will be reminded regularly NOT to touch their faces or NOT to touch other people around them.

Daily deep cleaning after each session

On top of our usual cleaning routine done daily after each session we will implement a deeper cleaning method designed to target toys, floors, door handles, handrails, surfaces, tables, chairs, books, pens, and pencils.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Water table

We will provide fresh jugs of water throughout each session – children must have a clearly labelled bottle which can be refilled throughout the session. We will not be providing plastic cups until further notice. Throw away cups will be used ONLY in a needed basis (children will NOT go without water).

Soft furnishings and toys that are unable to be cleaned properly at the club daily.

We will be removing the soft furnishings from the cosy hub – unfortunately we cannot guarantee good hygiene of these on a daily basis therefore removal of these items is safer – cushions and duvets used in the book corner and DVD corner (our soft easy clean matts are still going to be used and washed regularly throughout each session), all dressing up clothes, any soft teddy bears, any baby dolls with soft bodies, any doll accessories e.g. their dressing up clothes.

Ventilation of the setting –

To ensure good circulation of air, to help toward the spread of Coronavirus, doors and windows (where safe to do so) will be open throughout each session. Parents may want to provide children with an extra layer of clothing to use at the club to ensure they are comfortable while at the club. We will be positioning all tables, chairs and mats away from any direct draft that may be present.

The windows in the kitchen, side room, stock room and toilets will remain open throughout all sessions to provide extra circulation of air.

Arrival and Departure of children by parents/carers

To limit the amount of unnecessary contact to staff and children attending the club we have implemented a new drop off and collection system.

Parents/carers will not be able to enter the hall unless completely necessary to do so (if so masks and sanitiser will be given)

The direct mobile number for parents to call on arrival at the club. **07868 278011**

Staff will open the door to collect your child from you or will bring your child to the door for collection.

Staff will sign children in and out on arrival and departure.

If another parent/carer is at the door of the club we ask other arriving parents to patiently wait outside of the gate area (this means do not enter through the gate and onto the path way) please allow the other parent/carer to exit the pathway and gate leading to the door of the club before you enter.

One parent/carer should be allocated where possible to drop off and collect children from sessions. Preferably the same parent/carer for all session where this is at all possible.

Please ensure you keep a safe 2-meter distance from any other parent/carer in the car park area, who may also be waiting to collect a child from the club.

Do not under any circumstance gather around the door or entrance to the club.

Guidance states that settings should be encouraging all children attending their setting to walk or cycle to the setting, getting dropped off by a member of their household in a private vehicle, rather than taking public transport. Children should not car share with anyone outside their household.

There is also a link for parent/carers with guidance on how to safety plan their own journeys to and from the club

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Safeguarding –

At Welldon kids club we will continue to help to support all children, parents and staff affected by the coronavirus pandemic. To help with this process all parents and carers of children attending our setting should raise any concerns regarding the safeguarding of their own children to a member of our safeguarding team – Michelle Langley.

Supporting children and young people's wellbeing -

Our staff will consider how to support:

- children and young people who have found the long period at home hard to manage.
- those who have developed anxieties relating to the COVID-19.

Some children may have experienced bereavements in their family or wider circle of friends or may have increased or new caring responsibilities.

We will aim to provide:

- opportunities for children to talk about their experiences of the past few months.
- opportunities for conversations with trusted adults
- lessons on relevant topics, for example, mental wellbeing and staying safe **Equality**

It is important for us to offer our service and the opportunities at our club to enable everyone to engage equally and benefits fairly to the service that we provide. We will assess any individual needs of any child to allow us to provide the best possible care that we can to ensure the safety of all children and staff that attend our setting

Overall group information -

From 17 May 2021 children can be in groups of any size. These groups will be consistent until further notice. We will keep records of which children and staff attend the club for 21 days, to enable contact tracing if there is a confirmed case at the club.

Table activities and floor games will be implemented as much as possible at 2-meter distance between each chair or between each child's floor space when playing floor games. Covid-19 safe activities and games will be implemented to allow social distancing in a play environment.

Outdoor Space

Guidelines states that outside areas show less risk than inside areas – with that we will be using outside gazebos to provide shelter allowing children to spend as much of the time at the club outside. Each group will be allocated a set section off, outdoor space and gazebo to still implement social distancing and to ensure no contact between each set group.

Please ensure you provide your child with appropriate outdoor wear – sun hat, sun cream, raincoat, welly boots – Welldon kids club does appreciate that parent will not be happy with a messy uniform or school shoes BUT will not be excluding children from being outside on that basis.

Booking a place for your child/children at Welldon kids club

Taking all information regarding social distancing into account, organisation and preparation of the booking system will be key to ensuring we can achieve the social distancing measures set out by government guidance.

Unfortunately, we will not be able to offer as many spaces to children as previously given.

To ensure that a space is secured for your child this will need to be made ASAP and spaces will only be given if there is still availability at the time of you making your bookings. We would suggest that parent's book for summer holiday club as a bulk booking – more flexibility for parents who may book in bulk given different days for each week in advance for the full term.

We will have an extremely strict booking system in place.

All bookings must be made in advance preferably the full term in advance.

Booking will only be made directly with Michelle.

Any changes to bookings will only be discussed directly with Michelle.

We cannot have any oversite of information regarding bookings, which could cause a problem to ensuring social distancing and the guidance given to us is achieved and the best way possible to achieve this is to only have bookings discussed with one main staff member.

Fees

At this difficult time we ask all parents to ensure they refresh themselves with the fee policy – Fees must be made in advance before your child's first day of attendance each week.

Other essential forms -

Attendance form

Covid-19 parent agreement form

Covid-19 parent acknowledgement form

All about me pack (if your child is 4years to 5years old)

Please ensure all forms are correctly completed and returned to welldonkidsclub@gmail.com before your child's/children's first day of attendance. We are unable to care for children unless the correct documentation has been returned. If you have more than one child who is attending, please ensure you complete separate form for each child.

Equipment used at the club in each session

Equipment such as toys, books, pens, pencils, tables, chairs, board games, water jugs, play mats will only be used by each set group – these items will not be shared between groups. All items will be thoroughly cleaned after each session.

We will not be allowing children to bring in their own toys or electrical devices as we will not have control over the cleaning of these items.

Toilets

Children will only be able to use the toilets one at a time.

Sitting at tables

The tables will be clearly marked for children to see at a 2-meter distance between each space. Each group will have their own set tables and chairs, with child named spaces for children in each set group to prevent a table area or chair being used by more than one child per session.

Travelling to and from the club

Guidance can be found on the above in the section - Adjust transport arrangements where necessary in the below link -

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Clothes worn at each session by children and staff.

Guidance states that clothes worn by children at each session should be washed daily after leaving the club.

This will also apply to staff and uniforms.

Symptoms

To ensure the prevention of the spread of Covid-19 at Welldon Kids Club ANY child, staff member or person who have someone in their household who may have symptoms of Covid-19 must NOT attend the setting under any circumstances. This will help with dealing with the direct transmission and prevent the spread of the virus.

Information below taken from .GOV guidance.

The NHS Test and Trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased.

Anyone contacted by NHS Test and Trace and told to self-isolate has a legal obligation to do so, but they may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.

Staff members, parents and carers will need to book a test if they or their child has symptoms - the main symptoms are: **a high temperature a new continuous cough**

a loss or change to your sense of smell or taste

self-isolate immediately and not come to your setting if they develop symptoms or they have been in close contact with someone who tests positive for COVID-19

anyone in their household or support or childcare bubble develops symptoms of COVID-19 they are required to quarantine having recently visited countries outside the common travel area they have been notified by NHS test and trace or the PHE local health protection team that they have tested positive -provide details of anyone they have been in close contact with, if they test positive for COVID-19 or if asked by NHS Test and Trace

Polymerase chain reaction tests (PCR) for symptomatic testing

Anyone who displays symptoms of COVID-19 can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for COVID-19 website, or ordered by telephone via NHS 119 for those without access to the internet.

Critical workers, which includes anyone involved in education or childcare, have priority access to testing. All children and young people can be tested if they have symptoms.

This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stayathomeguidance-for-households-with-possible-coronavirus-covid-19-infection>

Testing for Coronavirus – this information was taken from

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> Any person who has any symptom of Coronavirus must get a test.

Shielded and clinically vulnerable children and young people

Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised by the government to shield. Parents should follow medical advice if their child is in this category.

Please see the links below for further government guidance for

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Living with a shielded or clinically vulnerable person

If a child attending Welldon Kids Club lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, parents/cares should follow the guidance set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

What will happen if a child becomes ill at the club displaying symptoms of COVID-19

Following the guidance set out in Coronavirus (COVID-19): implementing protective measures in education and childcare, If a child becomes unwell with a new, continuous cough or a high temperature while at the club they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, if this is not possible the child will be kept at a secured 2 meter distance from other children and staff members, depending on the age of the child and with appropriate adult supervision if required. A window will be opened for ventilation.

PPE will be worn by staff caring for the child while they await collection if 2 metres distance cannot be maintained (such as for a young child or a child with complex needs).

In an emergency, we will call 999 if they are seriously ill.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, guidance states that they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.

Staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people.

We will take swift action when we become aware that someone who has attended has tested positive for COVID-19. If they test positive

NHS Test and Trace will speak directly to those they have been in contact with.

This may mean that the rest of their bubble will be required to self-isolate. If this is the case, they will be advised to self-isolate immediately and for at least the next 10 full days counting from the day after contact with the individual who tested positive. It is a legal requirement for an individual to self-isolate if they have been told to do so by NHS Test and Trace.

To support NHS Test and Trace in reaching close contacts, we will keep a record of:

- close contact between children and staff in specific groups or rooms
- the timing of the activities and interactions Records will be kept for 21 days.

We will inform the local authority of a positive case in our setting.

Household members of those contacts who are sent home do not need to self-isolate themselves unless they subsequently develops symptoms, or they have been told to self-isolate by NHS Test and Trace, in which case they must self-isolate - this is a legal obligation. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed COVID-19 infection. 26

If a child or staff member is symptomatic, tests positive for COVID-19, or is a close contact of someone who tests positive for COVID-19.

We will encourage parents of children and staff members to engage in asymptomatic testing where appropriate.

If a child, young person or staff member should test positive they must self-isolate.

What will happen if there is a confirmed case of coronavirus at the club

Following the guidance set out in Coronavirus (COVID-19): implementing protective measures in education and childcare, if a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and children who are attending the club will have access to a test if they display symptoms of coronavirus and will be encouraged to get tested for confirmation.

If a child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

If a child or staff member tests positive, the group of which that child was allocated to will be sent home and advised to self-isolate for 10 days. Household members of the child or staff member do not need to self-isolate unless the child or staff member they live subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the club, Public Health England's local health protection teams will be contacted and will advise the club on the most appropriate action to take.

Parent/carers of all children attending the club will be contacted if at any point a confirmed COVID19 case presents at welldon kids club.

Useful links for parents

Guidance for parents and carers to support them to understand how they can reduce the risk of transmission of the virus, if they choose to send their children to out-of-school settings.

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

This link is useful for parents to safely plan their journey to the club <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> Stay at home guidance if a child or a person who lives in the same household as a child who will be attending the setting and whom may have symptoms of COVID-19

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> Guidance on hand cleaning

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public> Advise for parents/cares of vulnerable children

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>