



## **Welldon Kids Club**

### **Morning and After School Club from September 2020**

#### **Important information regarding covid-19 and the changes and measures put in place at welldon kids club**

##### **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 1<sup>st</sup> 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**

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

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. . 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 states- Schools and other education or childcare settings should therefore not require staff, children, and learners to wear face covering.](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 groups 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 usually cleaning resume done daily after each session we will be 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 through out 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 furnishing from the cosy hub – unfortunately we cannot guarantee good hygiene of theses 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 requally thought out 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.

## **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)

Your child/children will be assigned to a set group (Bubble A, Bubble B and Bubble C)  
Each bubble has a direct mobile number for parents to call on arrival at the club. The staff member assigned to your bubble will open the door to collect your child from you or will bring your child to the door for collection.

All bubble information will be given to parents which will include information regarding – what bubble, the bubble mobile number and the staff assigned to your child bubble.

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 (or bubble).

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>

## **Structure to each session to allow social distancing as much as possibly able.**

Dividing areas – side room/main hall (as parents are aware, we are very lucky to have such a large main hall space that can be easily divided into small sections to accommodate a number of small groups, allowing allocated sections for set groups to use with no overlap from section to section – windows will be constantly open to circulate air.

Groups of no more than 15 children will be implemented. These groups will be consistent until further notice.

Particular attention around contact between different schools, mixing with other schools will be a major focus point for morning and after school club sessions. Where this is not possible the number of schools mixing will be limited as much as possible.

Children will only interact each session with the children assigned to their set group.

Children will be cared for by set/allocated staff at each session who have been assigned to each set group.

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 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, rain coat, welly boots – Welldon kids club does appreciate that parents won't be happy with a messy uniform or school shoes BUT will not be excluding children from being outside if they don't have welly boots and a rain coat.

### **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 parents book for next term as a bulk booking – preferably done with the same days of attendance each week, however there is 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**

- Morning and after school club children will need to have allocated permanent days of attendance each week. Unless you are booking for the full bulk of the term where this will be easier to ensure the same children attend the same groups and will also allow other flexibility for parents booking around your child's attendance. We will not be taking any weekly booked scattered days of attendance until further notice.
- 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 oversight of information regarding bookings, which could cause a problem to ensuring social distancing is achieved and the best way possible to achieve this is to only have bookings discussed with one main staff member.

### **Fees**

The price list for session times will remain the same as previously with no change where food provided by the club would usually be included. Please understand that the club as a whole has gained a larger number of outgoings through ensuring measures are in place to make the opening of the club possible. This has not allowed us to deduct any fees that may have been included for food.

### **Discounts to fees**

Unfortunately, we are unable at this time to continue to offer any discounts to fees (this includes sibling discount) This decision has not been made lightly BUT is essential to ensuring we are able to sustain the general cost of everyday running. This will be looked at each term to establish when we can re-introduce discounts back.

### **Registration Forms**

A new registration form will need to be completed by all parents for each child attending the club. We understand that this is a lengthy form and most parents whose children would normally attend will have one BUT we need to ensure information of all children/parents/carers of the children attending the setting is correct and up to date.

### **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](mailto: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 schools for drop offs and collections for morning and after school club running-**

Guidelines state that wherever possible walking should be the main way of travel (set out in document listed below). This will be implemented using our walking bus system for school where this is possible.

For schools where this is not possible staff will wear face masks in cars/minibus (under the guidance set out in the document listed below – ‘face coverings maybe beneficial for periods of indoors where there is risk of close social contact and where social distancing measures cannot be maintained’) –

we will only be collecting from one school per collection until further notice. (in normal practice we would assist collection of 2 to 3 schools on one set run dependent on school finish time)

Car windows will be open in a safe measure to provide a consistent flow of air within the car/minibus space.

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>

### **Food and Snacks provided by Welldon Kids Club**

We will NOT be providing breakfast or snacks at Welldon Kids Club until further notice.

Children will still be set appropriate breakfast, light snacks and main snack times as done in normal sessions, but these will need to be provided by parents/carers for each session attended.

Parents/carers will need to provide labelled containers/boxes – as an example –

Breakfast

4:00pm Snack

5:00pm snack (if your child attends until 6:00pm)

Please ensure all food brought into the club is NUT FREE. Staff will check all food at snack times to ensure this is followed and any food that contains nuts will be removed.

### **Reasons behind this decision**

Staff will be assigned to small groups of allocated children and under the guidelines it states that no interaction should be made between each group, therefore it is not practical under safeguarding guidelines for a staff member to leave their set group unattended to be able to prepare snacks for children of their set group and staff members of other groups are not able to leave their groups to prepare snacks for all the children attending.

At a later date measures will be put in place to assign one particular staff member to food preparation only. Once this is in place parents/cares will be informed.

### **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.

Children, staff and family members will be entitled to testing.

Government guidelines state –

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

a new continuous cough

a high temperature

a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you should self-isolate at home.

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

**Will children and young people be eligible for testing?**

When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

**Will staff be able to get tested if they have symptoms?**

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the full list of essential workers. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

If any child or person living in the same house hold as a child who is attending Welldon Kids Club has a test which is positive, the parent/carer of that child must report this to Michelle at the first available opportunity so the correct procedure can be put in place.

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.

### **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 7 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 14 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 COVID-19 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>