



**Expectations/new procedures/general information to enable staff to maintain maximum control in following Covid19 Protective measures - this document specifically during Holiday Club - summer 2020.**

All staff are expected to follow the procedures listed below in order to reduce the risks around Coronavirus COVID19 for all staff and users on site at The Dell summer holiday club 2020.

This document will be constantly updated and revised to reflect any changes, or improvements to practice, and differentiated in relation to both settings when we open our term time club in September 2020 over both sites.

Also, all staff will receive this document, and training/refresher given in September or to new starters.

**All staff to read our policy 'Protective Measures - COVID19' DP1.18 prior to reading this document.**

Guidance is based upon the following, and relates directly to the current Coronavirus (COVID 19) Pandemic as of 26.06.20 and is based on guidance and information from the NHS UK website and GOV.UK guidance specifically : 'Protective measures for Out - of School settings during the Coronavirus (COVID-19) outbreak' which may be updated, please see current information at [www.nhs.uk](http://www.nhs.uk) and <http://www.gov.uk/government/organisations/department-for-education>

In line also with our Dell/Parent/Child Agreement Coronavirus/COVID19 appendix to our Behaviour Policy we also recognise that The Dell Out of School Club/Holiday Club management have put in place a series of protective measures to reduce the risks around Coronavirus/COVID19 transmission within the setting, however it cannot be guaranteed that staff and other users will not be exposed to Coronavirus/COVID19 whilst attending the club despite these measures.

**Procedures/information & expectations:**

**Dell telephone numbers:** Yellow bubble - Abel Smith - 07432 120678.

Blue bubble - Morgans - 07958 521201

As a members of staff, I understand that our procedures, information and expectations, as listed below will be followed by :

Understanding that if I feel ill, or display COVID19 symptoms as described below, I will report asap to a manager and not come into work, and will follow the procedure outlined in the policy above DP1:18.

Follow the information received in training undertaken during the online COVID19 course actioned previous to summer holiday club.

Maintain appropriate staff: child ratio.

Maintaining as far as possible/safe to do so and reminding others of social distancing with children and adults, and between children and adults. If social distancing is not possible I understand that PPE is available and agree to wear this as required.

I understand that children cannot mix in other bubbles and will ensure children adhere to their boundaries.

Being present on site ready to start my breakfast club shift before the children and parent/carers arrive - 8.45am each morning - see rota. Or where different times are required, in time to take over from another member of staff as per rota.

Wearing a freshly laundered polo shirt daily, provided as uniform by The Dell, of the correct colour for the 'bubble' in which I work. Yellow for Abel Smith bubble and blue for Morgans,

Bring into the building as few belongings as you can manage.

Put your mobile phone onto 'redirect' to The Dell club phone on: 07958 521201 for any emergency calls you may expect. A message will be taken by a manager, and you will then be able to leave the bubble (being replaced by a manager) and use your own phone to call back if necessary.

Ensuring hands will be washed, and a strict level of cleanliness will be expected. Thorough handwashing throughout the day, if not soap and water, then an alcohol based gel. Reminding children of the same.

Cleaning down surfaces regularly with disinfectant containing bleach.

Avoid touching face, reminding children of the same.

Knowing that:

I have the choice to wear PPE or not, inside or outside.

PPE MUST be worn in close proximity to a child (or adult) in need. For example, when dealing with an accident/injury or incident. Intimate care, or when a child is anxious, or needs comforting.

Long hair (children and adults) must be tied back.

I will adopt the 'catch it/bin it' approach...or sneeze into the crook of our elbow - reminding the children of the same.

Following the plan for children in separate bubbles to use their own designated lavatories - in the vicinity of their classroom. Appropriate colour bubbles will be placed on lavatory doors to identify which one to use. Use a walkie-talkie to alert a manager (Shanelle - blue bubble, Carole - yellow bubble) to attend. Instruct the child to wait outside of the classroom or hall until a manager arrives. They will check that the child uses the correct lavatory and has washed their hands thoroughly, and that lavatories are cleaned, managers to deliver child back to the correct classroom/hall.

When children and staff are outside - the same procedure to be used...except the child will be collected from the senior/manager with the walkie-talkie. The manager collecting will deliver the child back into the care of the bubble manager.

Bubble manager/ yellow - Karen. Bubble manager/ - blue - Ben.

Staff should use designated lavatories as arranged - within the year 6 corridor.

Children will be signed in and out by managers Carole or Shanelle using tablets, also signed out on collection.

Parents are to be reminded to social distance according to the lay out set up on the pathway approaching the school. Diagrams attached to Dell/Parent/Child agreement...also emailed to all staff.

No parent/carer must enter the area where classroom bubbles congregate on the playground once children are dropped off, or to collect a child.

Parents dropping off late or being collected early must call a manager on the Dell phone.

Activities:

- Following government advice, we note that there may be an additional risk of infection in environments where singing, chanting, shouting or conversing loudly occurs. This applies even if others are at a distance. We consider this added risk in environments that require children or adults to raise their voice. We reduce the risk by avoiding particular activities in our setting, such as group singing activities for example. However, during outside play this may be relaxed if we consider further social

- distancing and the ages and stages of the children in understanding our instructions to maintain a safer activity.
- During outside play we do not expect that children will be able to remain as social distanced as they are in their designated indoor spaces....therefore, as long as children are not hugging, touching faces, or being 'over familiar' when we would remind them this is unsafe...this may happen.
- Pens/crayons/pencils/felt tips/paint brushes and other tools are cleaned regularly using disinfectant/bleach and at the end of each day.
- Cycles, outdoor toys and equipment are cleaned after each session by different bubbles and at the end of each day.
- Swings are also cleaned in the same way after each child and by different bubbles, also at the end of each day.
- Desks and areas in use by the bubbles are regularly cleaned in the same way by staff in each bubble during the day, and a thorough clean also at the end of the day,
- Staff are expected to maintain cleaning procedures throughout the day, with a final cleanse at the end of each day after children have left.

Snack - will be prepared and delivered to a table outside of each classroom by appropriate manager at 10.35am. Snack to consist of largely individual fruit portions, biscuits, raisins, etc. Food must not be shared. Throw any 'contaminated' or uneaten food away into designated bin bag and request replacement for snack using walkie-talkie.

Lunch - 12 noon - 1pm (approx. end) brought in from home. Food not to be shared. Throw any packaging into waste bin, food rubbish into designated bin bag (as per snack), ensure children are aware of difference - managers to collect and dispose of this after lunch.

Named water bottles - to be kept with each child.

Lunch boxes or other apparel on coat pegs or benches outside of the bubble halls in designated areas, marked in bubble colour.

Siblings only may sit together.

When possible to eat lunch outside...making this an adventure and a fun time.

Accident/Injury/Incidents/Intimate Care - call a manager using your walkie-talkie to attend to any of these cases - obviously continue to provide TLC until manager arrives (20 seconds max) This will ensure that we maintain child : staff ratio, especially when outside. Paper work will be reduced by informing parents via email, or in more serious cases by telephone in the first instance, and then by email. Very minor issues, please administer.

**Report to your bubble manager in the first instance immediately if you become aware of any of the following: (they will then report to a senior manager)**

**Becoming aware of Coronavirus (COVID 19) symptoms as follows:**

- A high temperature - this means you feel hot to touch on your chest or back- normal body temperature is 37 degrees ...manager to check temperature.
- A new, continuous cough - this means coughing a lot more than an hour, or 3 or more coughing episodes in 24 hours (if there is usually have a cough, it may be worse than usual.)
- A loss or change to sense of smell or taste (anosmia) - this means it has been noticed that a person cannot smell or taste anything, or things taste or smell different to normal.

Most people with Coronavirus (COVID 19) have at least 1 of these symptoms.

- We will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area of the setting with normal household disinfectant or bleach (See our Risk Assessments) after someone with symptoms has left, which will reduce the risk of passing the infection on to other people.
- I understand that should there be a confirmed case, part or whole setting may be closed for the duration of the quarantine period, and that I would have to quarantine as per our guidance.

Managers have conducted rigorous **Risk Assessments** on and around the site. Please make sure you have read this document. ...A copy of which has been emailed to each staff member, and a copy enclosed within the bubble manager's pack.

The Dell operates our holiday club on the Morgan's school site. So far we are aware that there will be a sports club in operation on the whole of the main playing field... therefore our areas of use are as follows:

- The whole of the back area around the tree house including the nature trail. This will be marked off by tape.
- The playground directly in front of the tree-house/nature trail and the playground alongside the year 3 classrooms.
- We also have use of the garden area behind the kitchen.
- Inside we have the main hall, (yellow bubble) and the dining hall (blue bubble).
- Lavatories for yellow bubble in year 3 corridor, and in year 4/5 corridor for blue bubble.
- Managers will be located in the corridor between both bubbles.

- Staff lavatories are located in year 6 corridor.
  - Staff room, space outside of kitchen for staff lunches. Please be aware that there may be school staff onsite, and therefore to maintain social distancing.
- We will endeavour to follow and update government guidance as and when this is issued and will update staff in due course.

Let's all look forward to enjoying our time at The Dell summer holiday club 2020....any questions or suggestions, please let Shanelle or myself know.

