

Name of Setting- Dragonfly Afterschool club

COVID-19 Site Operating Procedures

The implementation of these precautionary measures is to reduce the spread of COVID-19 disease in the Afterschool. These considerations form Site Operating Procedures and are based on Public Health England and Department for Education guidance for educational settings and their key workers.

<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>

The fundamental principle of these procedures is to ensure physical distancing between identified groups and to implement good hygiene practices. The design of the Afterschool with subdivided rooms greatly assists our ability to create physical distance between groups and cluster children into specific cohorts or 'bubbles'.

Focus	Area of consideration	Measures
Children	Attendance	<ul style="list-style-type: none">• Only children who are symptom free or have completed the required isolation period or achieved a negative test result are able to attend the setting.• Children will be allocated a drop-off and collection entrance point.• Children's temperature to be taken on arrival to afterschool and recorded• Children's hands will be washed with water and liquid soap on entry to Afterschool.
	Physical distancing/ grouping	<ul style="list-style-type: none">• Children will be organised into groups according to schools, and will remain in these groups throughout their time at afterschool.• Care routines including provision of meals, and toileting will be within the space allocated to each 'bubble' wherever possible• The use of communal internal spaces will be restricted as much as possible• Outdoor spaces will be used by different 'bubbles' as much as possible.
	Wellbeing and education	<ul style="list-style-type: none">• Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue• Children will be supported to understand the changes and challenges they may be encountering because of Covid-19 and staff will ensure they are aware of children's attachments and their need for emotional support at this time. Specific focus on ED throughout the returning term• Staff will be vigilant to the symptoms and signs.• Regular telephone contact kept with key contacts for all vulnerable children during nonattendance.• Staff to monitor children's wellbeing closely upon their return

Workforce	Attendance	<ul style="list-style-type: none"> • Staff will only attend the Afterschool if they are symptom free, have completed the required isolation period or achieved a negative test result. • Staff temperatures will be taken on arrival and recorded • Staff will wash their hands with water and liquid soap when entering Afterschool. • We will continue to risk assess with regular health questionnaires for returning staff. • Consideration will be given to limiting the number of staff in the Afterschool at any one time to only those required to care for the expected occupancy levels on any given day • Staff are required to wash all clothing on arriving home after working within the Afterschool
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Emergency revisions to the EYFS may be implemented if necessary. • Social distancing must be maintained during breaks. • Staff are encouraged to spend time outdoors during their break times. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Meetings and training sessions will be conducted through virtual conferencing or when social distancing can be maintained. • Office team members will have an allocated workspace
	Training	<ul style="list-style-type: none"> • All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating
Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child • Pick up will be limited to 1 parent per family • Parents will be asked to use their allocated Picked up entrance and to adhere to protocols for minimising adult to adult contact. Parents must not gather at entrance gates or doors. A member of staff will support and guide parents. • There will be a limited number of people within the entrance space at any one time. • When parents are waiting to collect their child, physical distancing should be maintained in a safe area. These will be marked where possible. • 1 parent will be allowed to enter the Afterschool for the purpose of settling in sessions, if not doing so would cause a child distress. On these occasions the parent's temperature will be taken and recorded, and the person asked to wash hands on entry to the building.
	Communications	<ul style="list-style-type: none"> • Parents will receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves

Fees	Payment Methods	<ul style="list-style-type: none"> Fees are payable on or before the 1st of each month. We aim to avoid cash or card payments where possible, our preferred method of payment is direct debit. We are now relying on parents and carers to reciprocate by ensuring invoices are paid by the 1st for parents that have various contracts your credit or debit will be added to your next invoice. Unfortunately, if fees have not been received in our bank account, we will be unable to accept your child into Afterschool.
Visitors	Visits	<ul style="list-style-type: none"> Attendance to the setting will be restricted to children and staff as far as practically possible and visitors will only be permitted to the Afterschool unless essential (e.g. essential building maintenance). Where essential visits are required these will be made outside of the usual Afterschool operational hours where possible. Show Rounds and Afterschool viewings will be limited and children's 'bubbles' will be respected and maintained. On these occasions the visitor's temperature will be taken and recorded, and the person asked to wash hands on entry to the building.
Travel	Travel associated with Afterschool operations	<ul style="list-style-type: none"> Wherever possible staff and parents should travel to the Afterschool alone, using their own transport Parents, Children and staff are encouraged to walk or cycle to Afterschool where possible. If public transport is necessary, government guidance on the use of public transport must be followed including the avoidance of peak times. Parents are unable to leave travel accessories including buggies, car seats and scooters in the Afterschool Outings from the setting into the local community will be suspended.
Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> All children and staff must wash their hands upon arrival at the Afterschool, after going to the toilet, before eating, after blowing their nose, after coughing or sneezing, after coming in from outside or if required to move into another room using water and liquid soap. Children and staff members will be encouraged to wash their hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Staff will ensure that help is provided to children who have trouble cleaning their own hands independently. Games, songs, and repetition will be used to aid learning and practice these habits. Where sinks are not nearby, hand sanitizers will be provided Disposal hand towels will be used. Children and staff will be encouraged not to touch their mouth, eyes or nose. The number of children accessing the bathroom areas will be limited to ensure toilets do not become overcrowded.
	Cleaning	<ul style="list-style-type: none"> An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment

		<ul style="list-style-type: none"> Communal areas, touch points and hand washing facilities will be cleaned and sanitised regularly every day
	Waste disposal	<ul style="list-style-type: none"> All waste will be disposed of in a hygienic and safe manner Tissues will be immediately disposed of, ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
	Laundry	<ul style="list-style-type: none"> All items within the setting requiring laundering will be washed in line with NHS laundry guidelines Items such as towels, flannels and bedding will not be shared by children, will be personal to children and washed after use
	Risk assessment	<ul style="list-style-type: none"> All activity will be risk assessed and due consideration given to any adaptations to usual practice. This will include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils.
	PPE	<ul style="list-style-type: none"> Government guidance is that facial PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE including gloves and aprons will continue to be worn as normal for nappy changing, serving of food and the administration of first aid
Premises	Building	<ul style="list-style-type: none"> Health & Safety checks will be conducted prior to reopening including legionnaires checks Windows will be kept open where possible to ensure ventilation
	Resources	<ul style="list-style-type: none"> Children will not be permitted to bring items from home into the setting unless essential for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival and stored appropriately. All resources required for play and learning experiences of children will be regularly washed and/or sterilized Soft furnishings, soft toys and toys that are hard to clean will be removed from afterschool and other learning environments where there is space to store it elsewhere Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned regularly with alcohol wipes.
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> The setting will ensure an adequate supply of essential supplies and contingency plans are in place to minimize the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other Afterschool washing.

		<ul style="list-style-type: none"> • In the case the supply of food is interrupted, procedures will be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.
Kitchen and Mealtimes		<ul style="list-style-type: none"> • Restricted entrance to the kitchen • Food to be served directly onto plates (suspension of children serving own foods) • Tea served in designated school group area • Staggered sittings • Adequate spacing between tables and chairs.
Responding to a suspected case		<ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance • Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area. If possible, a window will be opened for ventilation • The staff member responsible for the child during this time will be a staff member from their 'bubble'. Consideration will be given to suitable PPE for this staff member. • The area will be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours • The person responsible for cleaning the area will wear appropriate PPE • In the event of a staff member developing suspected coronavirus symptoms whilst working at the Afterschool, they will return home immediately and isolate at home in line with the NHS guidance, until they can be tested.