

NFCC Out of School Club

Covid-19 Policy

NFCC recognises that careful planning is essential in order to keep the children and our staff safe, and to limit the spread of coronavirus/Covid-19, within our setting. Accordingly, we have conducted a thorough Covid-19 **risk assessment** and will review it on a monthly basis and whenever Government guidance changes.

Covid-19 symptoms

Covid-19 is a viral, respiratory disease, which is spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. Symptoms of Covid-19 can include:

Continuous dry cough	Sore throat
Fever (high temperature)	Tiredness
Difficulty breathing	Loss of taste and smell

The initial symptoms are similar to colds and flu-type illnesses, but the combination of a recent onset of fever and a new continuous cough seem to be present in many cases of Covid-19. However, it is important to be aware that in some cases the symptoms may be very mild or even non-existent, especially in children.

Procedure for infection or suspected infection

Any child who becomes ill with symptoms which could be Covid-19 while at the Club will be isolated from the other children by at least two metres until the child can be collected by his or her parents. If the child becomes seriously ill, we will call 999.

If a child or member of staff has suspected symptoms of Covid-19, they will be sent home and must follow the Government guidance for households with possible Covid-19 infection. This includes self-isolation and taking a Covid-19 test. See:

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

Most suspected cases of Covid-19 turn out to be negative, so the Club will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high risk groups.

If children or staff experience any symptoms of Covid-19 they must not attend the Club until all symptoms have passed and they feel well.

Infection control

Like the common cold and flu viruses, Covid-19 is spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (eg door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.

We will take the following steps to reduce the risk of catching or spreading Covid-19 at the Club:

Hygiene:

- Staff and children will wash their hands as soon as they arrive at the Club, and will be reminded to wash their hands regularly throughout the session, especially after using the toilet, before eating food and after coughing or sneezing.
- Hand sanitiser will be available in convenient locations throughout the club. For Adults only. Children to use Soap & water.
- We will have tissues readily available for use when sneezing and coughing, and these will be disposed of, in a lidded bin, immediately after use.
- If they don't have a tissue to hand, children will be instructed to cough or sneeze into the crook of their arm.
- We will discourage children from touching their faces.
- We will discourage children from touching each other.
- Children will not be allowed to bring toys or games from home, and we ask that they bring only essential items with them to the Club.

Cleaning:

- We will ensure that frequently-touched surfaces, such as handles, door plates, light switches, table tops and toys are regularly cleaned with anti-bacterial spray or wipes, before, during and after each session.
- We will remove toys that are difficult to clean.
- We will remove soft toys and soft furnishings, such as cushions and rugs, and place into storage
- We will restrict the sharing of toys and equipment between groups as much as possible. Any toys or equipment that need to be shared will be thoroughly cleaned before being used by the next group.
- Toilets and sinks will be cleaned before and after each session, and at specified intervals while the club is in operation. As per Rota

Arrivals and departures:

- We have amended our collection procedure, so parents will now collect their children from outside the Club.
- Parents will be asked to wait outside the Club at distances of 2m apart and wait for their child to be taken out to them. We will use technology to help with this process - parents will text to inform us of their arrival, staff will get their child ready and then text the parent to inform them that child is ready for collection from the outside door.
- If it becomes necessary, we will assign different collection points to limit the congregation of parents outside the Club.
- A Senior member of staff will sign the children in and out, in the presence of the child's parent.

Premises

- Any visitors will not be allowed to enter the premises.
- Windows will be kept open where safe to do so, to keep the premises well ventilated.

Movement around the club:

- Children will be put into groups of no more than 15, when they first come to attend the club. As far as possible, these groups will be maintained, whenever they attend.

- When indoors, groups will be separated into separate zones, we will aim to keep children within their year Group Bubbles as set by their school.
- When outdoors, groups will be based in separate zones, indicated by signage and markings.
- As far as possible, only two children will be allowed in the toilets at a time.

Activity planning:

- We will plan activities that minimise contact between children.
- Whenever possible, activities will take place outside.

Food:

- If children bring their own lunch or snacks, absolutely no sharing of food will be permitted, and children will be spaced apart while eating.
- If the club provides meals or snacks, a member of staff will prepare and serve food to each child, to reduce the risk any contamination of food or serving implements.
- No sharing of food is permitted at any time. If food isn't eaten by the children, it will be safely disposed of by staff.

Promoting good practice

We will promote infection control through the methods above, and in addition we will:

- Ensure that all staff have received training in, and understand, our new procedures
- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within the Club
- Dispose of waste promptly and hygienically
- Provide tissues and suitable facilities for their disposal.

Closure

We may need to temporarily close the Club if we have insufficient staff due to illness to run sessions safely. If this occurs the manager will contact Services for Young Children for further support and guidance. This will be dealt with by the Directors at Head Office.

In the event that we have a number of confirmed cases of Covid-19 associated with the Club, we may need to close if advised to do so by the local Health Protection Team in order to limit the spread of the virus.

If the Club needs to close, the Senior Management Team will notify parents or carers as soon as possible. The Senior Management Team will also inform Services for Young Children as well as other relevant parties, eg feeder schools, other users of shared premises, etc. The Senior Management Team will also notify Ofsted of the closure.

This policy was adopted by: [Insert club name]	Date:
To be reviewed: [Insert date]	Signed: [by Manager/Proprietor]

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.44].