

## Risk Assessment Form

**Name of Establishment:** Ecclesall Kids Club – to be read in conjunction with Ecclesall Primary School Risk Assessment

**Description of Activity:** Corona virus risk assessment (as requested by school, to be used alongside the full school risk assessment document)

Possible hazard	Who is at risk?	Action required to remove or minimise risk	Additional control measures
Showing symptoms on entering setting or positive test in last 10 days	All staff, children, parents and visitors	<p>Ensuring that pupils, staff, parents and visitors do not come into the setting if they have corona virus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the session is sent home, are essential actions to reduce the risk and further drive down transmission of corona virus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p><b>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19)</b></p>	<p>Staff to ensure no children, parent or visitor enters the building displaying symptoms, they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed corona virus (COVID-19) infection’, which sets out that they must self-isolate for at least <b>10 days</b> and should arrange to have a test to see if they have corona virus (COVID-19). Tests can be arranged in Sheffield through calling the NHS Corona virus line on 119)</p> <p>Other members of their household (including any siblings) should self-isolate for <b>14 days</b> from when the symptomatic person first had symptoms. (At the time this risk assessment is published the self –isolation days are as directed by government, although please follow latest government guidance, as this is regularly changing.)</p> <p>Any staff who are unwell must phone in person and arrange a test and obtain a negative result before coming back to work.</p>
Becoming unwell during session and child/staff member/ visitor being sent home	All staff, children and visitors	<p>If anyone during session becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) they must be sent home immediately. Staff must go home immediately ensuring Play Manager is informed.</p> <p>If it is a child, parents to be contacted by Play Manager and asked to come and collect child.</p>	<p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p>

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		<p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</p> <p>If a child becomes unwell, bubble staff must radio for a designated floater member of staff to take child to first aid room. The member of staff should collect the child from the bubble and escort them to the first aid room. The member of staff will remain at least 2m distance from the child until the parent collects. If this is not possible PPE must be worn. <b>The child's temperature must be taken with the no touch thermometer and the parent informed on arrival.</b></p> <p>If a child is awaiting collection, they should be moved, to the school first aid room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. <b>Parents to collect child from Main school entrance</b> if child has been moved to school first aid room.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Everyone must wash their hands thoroughly for 20</p>	<p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace, Contact NHS on 119 to arrange a Covid test.</p> <p>The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance</p>
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		seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.	
Confirmed cases of coronavirus (COVID-19) in setting	All staff, children, parents and visitors	<p>Play Manager to inform Business Manager and committee via Committee WhatsApp. School to be informed.</p> <p>*If you have two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak, and must continue to work with colleagues in public health who will be able to advise if additional action is required.</p> <p>**See below for <a href="#">Additional Information: 1</a></p>	<p><b>You must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</b></p> <p><b>Book a test</b> if they are displaying symptoms. Staff and children must not come into the school if they have symptoms and must be sent home to self-isolate if they develop in session. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers <u>if using a home testing kit</u></p> <p><b>Provide details</b> of anyone they have been in close contact with if they were to test positive for corona virus (COVID-19) or if asked by NHS Test and Trace</p> <p><b>Self-isolate</b> if they have been in close contact with someone who develops corona virus (COVID-19) symptoms or someone who tests positive for corona virus (COVID-19)</p>
Storage of PPE and Cleaning Materials for Kids Club staff use	All staff	<p>Stock takes will be undertaken each week by the Health and safety lead, to ensure adequate supplies of cleaning materials are maintained.</p> <p>Each bubble will be responsible for cleaning their own bubble areas at the end of each session, along with any resources used before they are put away. <b>(see club cleaning schedule)</b> Floating staff will also be required to continuously clean during sessions; this could include toilets with frequently touched surfaces, resources that maybe needed to be shared on a weekly basis between bubbles and any other</p>	<p>PPE is available to all staff whilst at work. PPE Will be stored in an individual's staff members bum bag. Each staff member will be supplied with, a plastic apron, a mask and gloves along with a mini bottle of hand sanitiser to keep on them personally at all times.</p> <p>Each bubble will be allocated their own cleaning materials such as anti bac wipes, rubbish sacks, gloves to be kept within their bubbles. Additional cleaning materials will be available via staff floaters who will be able to distribute to the bubbles accordingly.</p>

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		<p>areas as necessary.</p> <p>A regular <b>cleaning schedule</b> will be implemented and followed each session the club is open to follow and reinforce the school cleaning schedule.</p>	
<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using approved products</p>	<p>All staff, children, parents and visitors</p>	<p>A cleaning schedule must be implemented throughout the setting, ensuring that contact points, e.g. work surfaces, door handles, banisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly. Staff who are not linked to bubbles or needed to cover bubbles distantly are to ensure cleaning is carried out through the sessions.</p>	<p>All cleaning products should be stored out of the reach of children.</p> <p>All cloths and wipes should be doubled bagged and put in the external waste</p> <p>Bins (where possible to have a lid on) that contain used tissues, paper towels etc. must be regularly emptied</p> <p>Staff to wear PPE whilst cleaning. Staff should wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p>
<p>Minimising transition of virus through cleaning of hands more often than usual</p>	<p>All Staff, children, visitors.</p>	<p>All staff and children must clean their hands regularly, including when they arrive at session, when they return to their indoor zone from outside and before and after eating. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser. Staff to help and encourage young children and those with complex needs.</p>	<p>COVID-19 is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser</p> <p>Ensure that hand gels, sanitizers and wipes are available for staff and pupils to use regularly.</p> <p>Encourage staff and pupils to regularly wash their hands thoroughly with soap and water for at least 20 seconds</p>
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it'</p>	<p>All Staff, children, visitors.</p>	<p>The 'catch it, bin it, kill it' approach is very important, so you must ensure that you have enough tissues and bins available in the setting to support pupils and staff to follow this routine.</p> <p>As with hand cleaning, you must ensure younger</p>	

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<p>approach</p>		<p>children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how we operate.</p> <p>Some pupils with complex needs may need help to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant</p>	
<p>Administering first aid/ Medication and Intimate care</p>	<p>All staff, children, parents and visitors</p>	<p>Administering first aid/ medication and intimate care should be carried out in the usual way, unless someone is displaying symptoms of Covid 19, in which case the first aider should wear additional PPE over what is usually required to carry out the task, if close contact is required. Staff members who carry out intimate care must wear PPE when dealing with any bodily fluids.</p> <p>Hand washing is required before and after administering first aid/medication and intimate care.</p> <p>All bubbles will be staffed with first aiders, all bubble leads that will overlook 2 bubbles are also first aid trained. Each bubble will have access to their own first aid kit to ensure quick responses to any incidents and to avoid sharing resources.</p>	<p>All first aid and PPE should be disposed of by double bagging and put in external waste.</p> <p>Ensure adequate stocks of PPE are available and staff know how and when to use it and how to dispose of it.</p>
<p>Visitors to setting</p>	<p>All visitors, staff and children</p>	<p>Visitors should only enter the setting buildings when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or</p>	<p>Staff to communicate through telephone calls and emails where possible to limit the number of visitors to setting.</p>

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		other support is required). Social distancing rules should be adhered to at all times.	
From Abroad: Arriving and departing the setting	All staff, children and visitors	<p>The government has set a requirement for people returning from some countries to quarantine for 14 days on their return before returning to the setting. (please continue to check latest guidance, as this is continuously changing)</p> <p>Ecclesall kids club is to make a note of children/staff who have been abroad and which country they have visited to ensure correct government guidance is followed.</p>	The latest guidance on quarantine can be accessed at <a href="#"><u>corona virus (COVID-19): how to self-isolate when you travel to the UK.</u></a>
From home: Arriving and departing the setting	All Staff and children, parents and visitors	<p>Each bubble to be allocated a dedicated entrance and exit, where parents will drop and collect their child from in order to avoid mixing of bubbles. This will limit the amount of people in one area, reducing the risk of contamination and ensuring social distancing measures are easier to be maintained. Parents and children will need to enter via the school entrance on High Storrs Road and go straight to their entry point. (School have agreed our parents may still use the car park at the usual agreed times) Reception and Y1 will enter/exit via the kid's club entrance.</p> <p>Y2 and Y3 will enter/exit via the main school office.</p> <p>Y4, Y5 and Y6 will enter/exit via the gallery door, through the school playground.</p> <p>A door person or bubble lead will check the children in/out on magic booking using the tablet as per usual routine. When all children are outside playing,</p>	<p>Parents with siblings will need to collect from the dedicated year group bubble entrance/exit as the children can only use their dedicated entrance/exit to avoid contact with other bubbles.</p> <p>Parents to practice social distancing on collection and drop off.</p> <p>Further information is available on the government website: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers"><u>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</u></a></p> <p>Staff checking children in/out using tablets, using tablets to write first aid/ incident reports should ensure anti bac wipes are available to clean the tablet before and after use, <b>same tablets labelled and used by same person/zone for duration.</b></p> <p>Alongside magic booking, Class lists should be used for all age bubbles, to ensure a quick register call in case of a fire.</p>

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		<p>a member of staff will need to be positioned near the gate to radio for y4,5,6 children to let them out, as the gate will be locked when kids club are out playing. School have agreed if kids club are inside, we may open the gate, as long as the bubble leading member of staff ensures after their last child leaves, they lock the gate.</p> <p>Parents should only enter the setting buildings when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required).</p> <p>A record of all visitors will be made of those who attend the setting. Any meetings should take place at a safe distance.</p> <p>Staff, children (families) and visitors should be encouraged to either walk, cycle or arrive in their families personal vehicles to the setting and when departing the setting. Where this is not possible, those using public transport should adhere to social distancing and refrain from touching hard surfaces where possible and adhere to government rules of wearing face coverings on public transport to avoid transmitting the virus. Staff should be discouraged from sharing vehicles, with others who are not in their bubbles, as this could lead to spreading of virus between bubbles.</p> <p>On arrival to the setting, hands should be washed using soap and running water for a minimum of 20 seconds.</p>	
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<p>Arriving and departing sessions to and from school class.</p>	<p>All Staff and children and visitors.</p>	<p>Breakfast club: Staff to escort their year bubble to classrooms, ensuring they maintain social distancing from others, in time for their allocated start time, school are implementing a staggered start to the school day. All children who do not come to club will enter from the outside of the school, direct to classrooms. Kids' club bubbles may move through school corridors to reach their classrooms and must not be allowed outside as there will be no supervision in the yard and the gates will be open.</p> <p>After school club: In reverse of the morning school are implementing a staggered finish to the school day, bubble staff to be ready to receive year bubble based on finish time.</p> <p>Each bubble will be allocated a bubble zone, younger children (Rec, Y1/Y2) to be collected by their bubble staff and taken straight to bubble zone. Older children Y3+ to make their own way to bubble zone from class through school.</p>	<p>Class lists to be checked as normal and missing child policy implemented as normal should a KS2 child not arrive. Cover Supervisor and/ floaters will lead this process. Given KS1 children are picked up from the list and KS2 can only leave through the school as they will not be able to exit through their external classroom door or proceed into the yard as they used to be able to do KS2 children being unaccounted for or turning up late to club should actually be reduced. The fact we are having little or no adhoc or late bookings means our lists should always be real time. The School Office will remain our first checkpoint in case a child has gone home unwell and the parent has not informed us.</p>
<p>Minimising contact through use of year group bubbles for</p>	<p>All staff, children, parents and visitors</p>	<p>Children to be grouped into year group bubbles. (School are using year group bubbles for the children to mix at break and lunch times)</p> <p>Staff to be allocated to year group bubbles in which</p>	<p>Minimising contacts and mixing between people reduces transmission of corona virus (COVID-19). Children need to know that they will not be able to go in and out of their bubble year group zone without an adult and they will not be able to</p>



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<p>both staff and children</p>		<p>they must continuously work with either full time or as part of their job share. Ideally where possible staff should stay 2m apart from each other and the children in particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Children old enough should also be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Please note some Staff will not be allocated to bubbles, designated to be Floaters, in order to be runners for the bubbles preparing and delivering snack and cover staff sickness (non Covid 19 related) and staff toilet breaks, where needed. These staff must always stay distant and when required to supervise bubbles, always remain a safe distance.</p>	<p>mix with another bubble at any time throughout the session.</p> <p>Whatever the size of the bubble, they should be kept apart from other bubbles and older children should be encouraged to keep their distance within their bubbles.</p>
<p>Staff communicating during sessions And personal bum bags</p>	<p>All staff</p>	<p>Staff must have a walkie talkie to ensure communication throughout the sessions; staff will be allocated a bubble numbered walkie talkie whilst at work and must clean it when returning it at the end of a session to reduce risk of contamination. Walkie talkies will be collected and returned to/from charging points by a designated member of staff.</p> <p>Each member of staff is going to be allocated a bum bag; it will be initialled for their use only. The bum bag will contain a PPE kit, consisting of mask, apron, gloves and a mini bottle hand sanitiser, which is refillable from large bottles provided by club. A pen and small note pad and a whistle in which can be used to get children's attention across a room without having to cross bubble lines.</p>	<p>At no time must staff personal mobile phones be placed inside the bum bag. The bum bags and their contents belong to Ecclesall Kids Club and have been supplied at a cost to the club, the club management team has the right to check them. Any items lost from the bum bags will need to be replaced by individuals rather than the club. Top ups and replacement items that have worn out or been used e.g. PPE will be replaced.</p>

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		<p>Staff signing in and out of work for time sheet and fire purposes should be done using their own pens. A signing sheet will be allocated in each bubble box for staff to sign in and out on. Each bubble lead will be responsible for checking for their staff during the event of a fire. Bubble floaters must also sign in via their bubble box</p>	<p>Bubble signing sheets to be given to Ian Grayson on the Monday following the end of the previous week for recording time. This time lag supports the 72-hour rule for infection control.</p>
<p>Bubble Zones + Children's Toilets</p>	<p>All Staff and children and visitors</p>	<p>A member of the supervisory team will be allocated to each zone, to supervise their bubble and their joint bubble. <b>They will only form part of 1 bubble in that area and will not cross over unless there is an emergency.</b></p> <p>Each year group Bubble to be allocated a zone indoors and outdoors and remain in their specific zones. (The Zones outside will match the zones used by school to avoid any cross contamination in areas) When indoors where a room is being used for more than one bubble it will need to be divided off using tables to stop the bubbles mixing.</p> <p>Bubble zones inside need to be well ventilated, where possible windows and doors (<b>where it is safe to do so</b>) should be left open to improve ventilation within the building and therefore reduce the risk of transmitting the virus.</p> <p>Toilets to be available close to each bubble to ensure children from different bubbles limit risk of mixing with each other and the need to walk around the setting. Where possible staff will monitor toilets to ensure social distancing.</p>	<p>Please note different groups don't need to be allocated their own toilet blocks, though individual toilets may be labelled for year bubbles but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p> <p>Each bubble will be allocated a first aid bag, to ensure quick response to first aid. An indoor and outdoor bubble zone and entrance plan will be shared with staff before we open.</p> <p>Toilets are assigned to each bubble using signage and are as follows</p> <ul style="list-style-type: none"> <li>• Reception and Y1 – Male toilet in the dining room.</li> </ul>

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		<p>Staff should check the toilets, before, during and after a session to ensure there is running water, plenty of hand soap, and paper towels for drying hands. Staff should also ensure they limit the number of children in the toilets at any one time to avoid crowding. Staff should ensure toilets are cleaned throughout sessions to limit risk of transmitting the virus.</p> <p>In addition to ongoing cleaning through sessions, by staff at the end of each session <b>after we have closed (6-6.15pm)</b>, the bubble Zones are to be additionally cleaned paying particular attention to frequently touched areas which are not limited to but include tables, chairs, door handles, switches toilet flushes and taps.</p>	<ul style="list-style-type: none"> <li>• Y2 and Y3 – Reception toilets, exit through bottom hall door.</li> <li>• Y4, Y5 and Y6 – Year 2 toilets.</li> </ul>
<p>Moving around the setting whilst in bubbles going inside/outside</p>	<p>All staff, children and visitors</p>	<p>Movement around the setting must be kept to a minimum. While passing briefly in the corridor or playground is low risk, bubbles should avoid creating busy corridors, entrances and exits by keeping to their assigned entrances/exits.</p> <p>Movement between bubble zones inside/outside should be done in a phased way by each bubble to maintain social distancing where possible. Dependent on staffing children may have to be located all in or all out to ensure adequate supervision. Over time we hope to introduce more choice.</p>	<p>Outdoor bubble zones and a sequenced exit plan outline how we will safely get children to their zone, using walkie talkies to empty each zone prior to the next one walking through. The same in reverse for coming back into the building. Crossing through bubble spaces by children and staff should be avoided wherever possible. We have the option to exit reception, Y1 and Y2 into the yard via our main entrance and the caged walkway directly into the yard.</p> <p>Floater to help with socially distant supervision of the yard and indoor spaces.</p>

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<p>Storage of Children's and staffs personal belongings whilst at club</p>	<p>All staff, children, parents and visitors</p>	<p>Each bubble will have 3 IKEA bags, 1 for children's coats, 1 for children's book bags and 1 for the children's water bottles. Children have been asked by school not to bring in any unnecessary items from home.</p> <p>Each bubble of staff, including floaters will be allocated a lidded box to place their belongings into whilst at work. Staff should bring the minimum items to work with them to ensure the safe storage of their personal items whilst at work.</p>	<p>Children and staff to bring minimum personal belongings to the setting. Additional portable storage provided in bubble areas.</p>
<p>Staffing</p>	<p>All staff</p>	<p>Staff will be given the opportunity to complete a Covid – 19 training course before returning to work and will be given relevant paperwork to read before entering the setting.</p> <p>A recruitment process has been undertaken to ensure adequate staffing levels in order to meet setting needs. Some staff have also extended their availability to help support the club during this time.</p> <p>It is expected that staff will be anxious on returning to work. Staff will be supported through the reassurance of bubble working and training prior to returning to work, to alleviate anxiousness.</p> <p>During sessions we are insured for staff to work on a ratio of 1:30 with the children, we aim to have no more than 1:15 and our aim will be no more than 1:10. Staff will never be alone, as there will always be other staff close by monitoring their own bubbles and a zone supervisor in each area. Staff will have access to walkie talkies in case of emergency. A</p>	<p>Staff must familiarise themselves with the new operating guidance in order to adopt new safer practices for themselves, their colleagues and the children they look after.</p> <p>Staff will be allocated a bubble along with staff who will be allocated as Floaters in order to ensure we can meet adequate staffing levels for each bubble in case of staff sickness, (non covid related).</p> <p>Staff to support each other in their bubbles, helping to alleviate each other fears through teamwork, encouragement and confidence building.</p>

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		<p>Zone cover supervisor will be available at all sessions to step in in a socially distant way to supervise whilst a supervisor is absent.</p> <p>Staff will still have access to the school toilets when at work, located by the main reception. School have asked that the main doors remain wedged open and ensure all staff clean the toilet after use. Staff may continue to use the school photocopier but this must be wiped down before and after use with anti bac wipes. Staff must wash their hands/ use anti bac after using the photocopier.</p>	
Children	All Children and staff	<p>Children with additional needs, unable to follow guidance will be supported by their bubble staff, who will work closely with the child's parents to implement additional support measures. Due to the sensory room being an enclosed space for both staff and children, it will remain closed for now. All Children will need reminding that they cannot just wander off from their allocated bubble room and need to remain in one place. Staff will need to work with school on an individual child's needs, to provide consistency in supporting them.</p> <p>Staff will use child friendly approaches to explain the changes to children and answer their questions on the changes implemented in club.</p> <p>Children who are siblings, who are grouped into different bubbles, especially new EYFS children will need to be supported by staff to help them settle in club.</p>	<p>Bubble staff will discuss with parents additional support measures and keep them updated on the children progress, enabling the parents to decide if the club is suitable for their children during this time.</p> <p>Staff will discuss with parents any concerns the child maybe having in the setting so parents can support the child at home.</p> <p>Where possible each bubble will be located in a different room, to limit possibilities of children mixing with other children. Where separate rooms are not possible, room dividers will be used. Staff to ensure children do not leave their bubbles to mix with other bubbles to reduce risk of transmitting virus between bubbles. Where children repeatedly mix bubbles, parents will be spoken to and maybe asked to remove their child from the setting.</p>

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		Each bubble will be allocated a <b>bubble folder</b> informing the staff of any children within their bubble of allergies, medical and SEN information, which will impact on their care within the bubble.	Zone Supervisors are responsible for all the children in their zone and ensuring each bubble folder contents re allergies and children with additional needs has been read by the bubble staff.
Parent communication	All staff and parents	<p>Emails to parents, specifying changes to procedures will be sent out before the setting re-opens and any changes after will be communicated as and when required.</p> <p>Parents will be contacted by phone should club staff need to talk to them regarding a first aid incident or behaviour incident, along with a follow up email of the report.</p> <p>Where possible the setting will also display signs/posters to inform parents of new changes.</p> <p>Staff should be aware of parents and children feeling anxiety, stress and apprehension</p>	We will aim to reduce parent anxiety and support our parents and children through keeping parents well informed of any changes in advance by email updates via Magic Booking. We will also reintroduce our Newsletter.
Fire procedure	All staff, children and visitors	Whilst bubbles are in place, a change to the usual fire procedure will need to be implemented. On hearing the fire alarm, bubbles will need to exit the building through their nearest emergency exit. Each bubble should remain distant from each other, where possible and congregate in their own bubble space	Ensure all staff are aware of new fire drill procedures of bubbles lining up rather than usual policy of alphabetical groups to avoid bubbles mixing. Bubble staff to ensure their bubble group remains quiet for registration and is adhering to social distancing, if possible.

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		<p>outside.</p> <p>Each bubble lead will need to register their bubble children and bubble staff, with the Play Manager also accounting for the staff runners and any visitors. To ensure a quick register bubble lead to use class paper lists to register children.</p> <p>When safe, a phased return to bubble zones should be adhered to, to avoid congestion and maintain social distancing. Where possible the bubbles should re-enter the premises through their allocated entrance points. Upon entry hand washing/ sanitising is still required.</p>	<p>After first fire drill a debrief should be undertaken between bubble leads, to see what needs to be changed/improved for next time as this is a change to the usual tried and tested procedure.</p> <p>As usual fire drill to be recorded.</p>
Consumption of food and drink	All Staff and children,	<p>Ecclesall kids club will continue to offer breakfast and afternoon snacks however all food and drink must be consumed by the children in their bubble zones (or outside as a picnic) and must be prepared and wrapped in grab bag. Floaters and cover staff will deliver the food and drink to the bubble. Each bubble will always have access to fresh drinking water. All children will need to have a named water bottle which can be refilled at club. The water bottle should be thoroughly cleaned at home after being in school each day. Disposable cups can be provided for those who do not have a water bottle however these must be placed straight in the bin after use.</p> <p>The food offered at Ecclesall kids club will be prepared in the school kitchen by a member of <b>School kitchen staff</b>, in line with our food and hygiene procedures, all staff are aware of enhanced</p>	<p>Ensure approved cleaning products are available to clean eating areas before and after eating. Should the children need to take turns in the seating area, all tables and chairs should be cleaned in between use.</p> <p>Kitchen facilities comply with the latest Covid19 guidance to reduce the risk of infection and contamination. Food that is produced on site complies with Covid19 health and hygiene guidance. <b>Only our staff who work in the kitchens for Taylor Shaw are allowed in the kitchens to do food prep or access the fridge and water taps etc.</b></p>

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		<p>hygiene required when prepping food due to Covid 19. Food will be wrapped individually for each child to avoid cross contamination, through children helping themselves. Food and drink must be consumed by the child whilst seated to avoid choking and the area must be cleaned before eating and after eating has taken place by a member of staff.</p>	
Resources	All staff, children, parents and visitors	<p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items. Each staff member will be allocated a bum bag for their own personal use, which will enable them to carry their own personal equipment such as pens, paper, mini hand sanitisers, to minimise transmitting through sharing resources.</p> <p>Each year group bubble will be allocated their own craft pack, the packs will be age appropriate for the year group and will contain resources that can be easily cleaned. Any resources that cannot be cleaned such as malleable materials, will be allocated individually to a child and wrapped/stored individually and named, if this is not able to be stored it will be thrown at the end of the Childs session.</p> <p>Setting based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Outdoor playground equipment should be more</p>	<p>Ensure approved cleaning products are available to clean hard surfaces regularly throughout the day and staff follow cleaning schedule.</p> <p>Resources will be divided and allocated to each bubble dependant on age appropriateness, to avoid the need for sharing. If this is not possible resources to be cleaned and left as stated for 72 hours over a weekend before sharing to avoid transmitting virus. Shared resources e.g. large table games will be shared weekly on a rota. Tec will be labelled and kept within bubble for the duration.</p> <p>Any resources that cannot be easily cleaned will be removed from play, to reduce the risk of transmitting the virus.</p>



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		<p>frequently cleaned.</p> <p>Resources that are shared between bubbles, such as sports, art and technology equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 72 hours for plastics between use by different bubbles.</p> <p>It is recommended to reduce the numbers of resources/toys in this circumstance and ensure that cleaning is consistent after every bubble group to minimise risk.</p>	
Deliveries transmitting virus.	All staff	<p>All deliveries to kids club including the food shopping should be kept to a minimum, placing as many items on to the same delivery to avoid the need for lots of separate orders.</p> <p>Staff not to approach delivery drivers, deliveries to be left in a safe place. Deliveries should be sanitised before bringing into school premises and staff not to sign for deliveries.</p> <p>Staff should wash hands/ sanitise after touching/moving deliveries.</p>	Kids club staff who have access to the kitchen those who work in the school kitchen during the school day should put the food delivery away as only they will have access to our fridges.
The Use of Face Masks in Schools	All Staff, parents and visitors.	Public Health England now recommend the use of face coverings in primary schools where social distancing is not possible (in areas outside of classrooms between members of staff or visitors, for example in staffrooms) wearing face coverings in these circumstances is advised. Kids Club staff do not need to wear their masks whilst working in their	<p><b>Access to face coverings</b></p> <p>It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering.</p> <p>However, where anybody is struggling to access a face</p>

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		<p>bubble areas, as these our classrooms.</p> <p>If staff wish to wear face coverings at all times, this should be supported and not discouraged.</p> <p>Parents have been requested by school to wear a face mask when dropping and collecting their child at school/ or kids club.</p> <p>All settings should continue to reinforce key COVID-19 messages as sometimes when face coverings are worn other measures tend to reduce and people can feel a false sense of security, causing them to socially distance less and reduce the number of times they wash their hands. Therefore please continue to reinforce key messages of good infection prevention control and maintaining social distancing where possible.</p> <p><b>Exemptions</b></p> <p>Some individuals are exempt from wearing face coverings. This applies to those who: cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</p>	<p>covering, Ecclesall Kids Club has provided all members of staff with Face Masks to wear whilst in club.</p> <p><b>Safe Wearing</b></p> <p>Requires cleaning of hands before and after touching – including removing or putting them on – and the safe storage of them in individual, sealable plastic bags between uses. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p>
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### \*\*Additional Information: 1

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

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- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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