

Risk Assessment Form

Name of Establishment: Ecclesall Kids Club

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
<p>Showing symptoms on entering setting or positive test in last 10 days</p>	<p>All staff, children, parents and visitors</p>	<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>If a parents or carer insists on a child, attending the setting, you can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with covid.</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 10 days 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 10 days 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 PCR test and obtain a negative result before coming back to work.</p>
<p>Becoming unwell during session and child/staff member/ visitor being sent home</p>	<p>All staff, children and visitors</p>	<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 duty manager is informed.</p> <p>If it is a child, parents to be contacted by duty 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> <p>Any members of staff who have helped someone with symptoms</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 put on their PPE before collecting child from bubble and escorting them to the first aid room. The member of staff will remain at least 2m distance, where appropriate from the child until the parent collects.</p> <p>If a child is awaiting collection, they should be moved, if possible, 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 if required. 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. Parents to collect child from Main school entrance if child has been moved to school first aid room.</p> <p>If they need 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 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</p>	<p>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 & 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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		The individual should not use public transport if they are symptomatic and returning to their family home to isolate.	
Engaging with NHS Test and Trace to confirm a case.	All staff and Children	<p>All staff and pupils can access The NHS Test and Trace testing system, used to test symptomatic people (using a ‘polymerase chain reaction https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested’).</p> <p>Book a PCR test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste.</p> <p>Staff and pupils must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in setting.</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>All schools have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff that have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>Advice will be provided alongside these kits.</p> <p>All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or</p>	<p>NHS COVID-19 app</p> <p>The app is available to anyone aged 16 or over to download if they choose. Staff members will also be able to use the app. The guidance for schools and further education colleges in England is intended to provide information to senior leaders in education settings about the app and how it works, and to set out guidance for its use within schools in England.</p> <p>Full guidance on the use of the NHS Covid app in school is below:</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-educationcolleges/use-of-the-nhs-covid-19-app-in-schools-andfurther-education-colleges</p> <p>Please follow links to guidance related to travel and returning from abroad: https://www.gov.uk/uk-border-control/self-isolating-whenyou-arrive</p> <p>Please follow link to guidance related to Asymptomatic Testing in Schools and Colleges:</p> <p>https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges</p> <p>Step 4 – From 19th July 2021, out of school settings will not be expected to undertake contact tracing, NHS track and trace will work closely with the positive case to identify any close contacts. Contacts from an out of school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. Our setting may be contacted</p>

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		<p>carers if using a home testing kit</p> <p>Parents should be prepared to</p> <p>Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <p>Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries.</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.</p> <ol style="list-style-type: none"> 1. If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter (For anyone who has experienced illness of sickness and diarrhoea a 48 hour time period is recommended before returning to the setting). The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact. 2. If someone with symptoms tests positive, 	<p>in extreme cases to help with identifying close contacts.</p> <p>From 16th August 2021, children under the age of 18 years old will no longer be required to self isolate if they are contacted by NHS Test and Trace as a close contact of a positive case however all individuals who are contacted are encouraged to take a PCR Test if advised to do so. Whilst waiting for a PCR test, the individual should self-isolate.</p> <p>If a PCR test is taken within 2 days of a positive LFD test, and is negative, it overrides the self test LFD and the child or member of staff can return to the setting, as long as the individual does not have any Covid symptoms.</p> <p>If a parents or carer insists on a child, attending the setting, you can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with covid.</p>
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		<p>they should follow the guidance for households with possible or confirmed coronavirus (COVID -19) infection and must continue to self -isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 -day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self -isolate until their temperature returns to normal. Other members of their household should all self -isolate for the full 10 days from the day after the individual tested positive.</p> <p>Further information is provided in our guidance Coronavirus (COVID -19): test kits for schools and FE providers. Schools should ask parents of children attending school and staff to inform them immediately of the results of any tests taken outside school and follow this guidance.</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p>	
<p>Confirmed cases of coronavirus (COVID-19) in setting</p>	<p>All staff, children, parents and visitors</p>	<p>Duty manager to inform business manager and committee. School to be informed.</p> <p>*If you have two or more confirmed cases within 10 days or an overall rise in sickness absence where</p>	<p>You must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <p>Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop in session. All</p>

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	<p>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 Additional Information: 1</p> <p>If a case is confirmed then the bubble will be closed and all contacts (all members of the bubble) will be sent home to isolate.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self isolating subsequently develops symptoms themselves, unless they have been to to self isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate.</p> <p>If someone in the bubble, who has been asked to self isolate, themselves develops symptoms within the 10 days from after the contact with the individual who tested positive, they should get a test and if the test is negative they must remain in isolation for the remainder of the 10 day isolation period. If the test is positive they should inform the setting immediately and should restart the 10 day isolation starting from date of the onset of their symptoms. Their household should self-isolate for ten full days starting from when the symptomatic person in their household first had symptoms.</p> <p>You should not request evidence of negative test results or other medical evidence before admitting them back after a period of isolation.</p>	<p>children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <p>Provide details 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>Self-isolate 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> <p>A close contact means: (Taken from the government guidance Feb 2021)</p> <ul style="list-style-type: none"> • Anyone who lives in the same household as someone with corona virus symptoms or who has tested positive for coronavirus with a PCR or LFD test: • Face to face contact including being coughed on or having a face to face conversation within 1 meter. • Been within 1 meter for 1 minute or longer without face to face contact. • Sexual contacts • Been within 2 meters of someone for more than 15 minutes (either as a one off contact or added up together over 1 day) • Travelled in the same vehicle or plane <p>The advice service or PHE will advise on who must be sent home. To support this you must keep a record of pupils and staff in each bubble and any close contact that takes place between pupils and staff in different bubbles.</p>
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<p>Test and Trace support payments</p>	<p>All staff</p>	<p>Some staff may be eligible for a one – off Test and Trace Support Payment of £500.</p> <p>This is payable in one lump sum from the local authority.</p> <p>To be eligible for a Test and Trace Support Payment, you must:</p> <ul style="list-style-type: none"> • Be on a low income • Be unable to work from home • Be at risk of losing income as a result of self-isolating • Be living in England • Meet the eligibility criteria • Have been formally advised to self isolate by NHS Test and Trace, who will provide you with an NHS Test and Trace Account. <p>The department for health and social care has launched the self-isolation service hub (020 3743 6715). The phone line is open 7 days a week, 8am-8pm, allowing a school to provide contact details of those individuals who have been asked to self isolate and are likely to be eligible for the Test and Trace Support Payment or discretionary payment.</p>	<p>Further information on eligibility criteria can be found on the internet.</p>
<p>Admitting Children and Staff back to the Setting.</p>	<p>Senior Leadership/ Management</p>	<p>The pupil or staff member who tested positive for corona virus can return to their normal routine and stop self isolating after they have finished their isolation period and they feel well, their symptoms have gone or if they continue to only have a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek</p>	<p>Senior Leaders/ Management to liaise with school if this is at Breakfast club, having school agree with decision to refuse a pupil may help the parents to understand the seriousness of protecting others.</p>

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		<p>medical advice.</p> <p>You should not request evidence of a negative test or other medical evidence before admitting them back after a period of isolation.</p> <p>The majority of parents will agree that the pupil with symptoms should not attend the setting, given potential risk to others. In the event the parent insists you can refuse to take the pupil. As it is necessary to protect others.</p>	
New Variant	All staff, children, parents and visitors	In December 2020 a new variant of Covid 19 was identified in London and the South-East. This variant is no more severe in terms of impact on children and adults, but it is more transmissible. This means that mitigation and infection prevention control measures are more important than ever to help reduce transmission	Staff to ensure social distancing, appropriate PPE is worn, hand washing is regular and cleaning protocol is adhered too.
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. 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 areas as necessary.</p> <p>A regular cleaning schedule will be implemented and followed each session the club is open to follow and reinforce the school cleaning schedule.</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 personals 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>
Introduce enhanced	All staff, children,	A cleaning schedule must be implemented throughout the setting, ensuring that contact points,	All cleaning products should be stored out of the reach of children.

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<p>cleaning, including cleaning frequently touched surfaces often using approved products</p>	<p>parents and visitors</p>	<p>e.g. work surfaces, door handles, banisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly. Before, during and after each session. 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 cloths and wipes should be doubled bagged and put in the external waste Bins (where possible to have a lid on) that contain used tissues, paper towels etc. must be regularly emptied 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>There is a new variant of Covid 19 in the UK. This variant is destroyed by good infection prevention control (IPC) and by following all the measures you are already familiar with. Due to its increased transmissibility of the new variant it is important that you continue to implement all COVID-19 secure measures and reinforce the importance of IPC, notably regular handwashing and frequent cleaning.</p> <p>Staff must ensure that pupils and themselves clean their hands regularly using water and soap, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable</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. For the purpose of hand washing cold water and soap will destroy the COVID-19 virus.</p> <p>Ensure that hand gels, sanitizers and wipes are available for staff and pupils to regularly use</p> <p>Encourage staff and pupils to regularly wash their hands thoroughly with soap and water for at least 20 seconds</p>

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		future.	
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	All Staff, children, visitors.	<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 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 will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant</p>	
The Use of Face Masks in Schools	All Staff, parents and visitors.	<p>Public Health England now recommend the use of face coverings in primary schools where social distancing is not possible (in areas outside of classrooms/ bubbles between members of staff or visitors, for example in staffrooms and corridors) wearing face coverings in these circumstances is advised. Kids Club staff now as of 10/3/21 need to wear their masks at all times, whilst working in their bubble areas, as our bubble areas are classed as communal areas in school. Masks maybe removed when playing outside.</p> <p>Face shields only are no longer to be worn; only Face Masks or Face Shields with Masks are to be worn in all communal areas.</p> <p>Parents have been requested by school to wear a face</p>	<p>Access to face coverings</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 covering, Ecclesall Kids Club has provided all members of staff with Face Masks to wear whilst in club.</p> <p>Safe Wearing</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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		<p>mask when dropping and collecting their child at school/ or kids club.</p> <p>As From Step 4 19th July 2021 – Facemasks are no longer advised or legally required either in classrooms or communal areas, for children, staff, parents and visitors. If an out break occurs, public health may advise the setting that temporarily face coverings should be worn, unless the individual is exempt.</p> <p>Exemptions 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>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</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 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>

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		All bubbles will be staffed with first aiders, all bubble leads that will over look 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.	
Visitors to setting	All visitors, staff and children	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 other support is required). Social distancing rules should be adhered to at all times.	Staff to communicate through telephone calls and emails where possible to limit the amount of visitors to setting.
From Abroad: Arriving and departing the setting	All staff, children and visitors	The government has set a requirement for people returning from some countries on the red list to quarantine for 14 days on their return before returning to the setting. (please continue to check latest guidance, as this is continuously changing) 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.	Please follow links to guidance related to travel and returning from abroad: https://www.gov.uk/uk-border-control/self-isolating-whenyou-arrive
From home: Arriving and departing the setting	All Staff and children, parents and visitors	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) Y1 and Y2 will enter/exit via the kids club entrance.	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. Parents to practice social distancing on collection and drop off. Further information is available on the government website: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Staff checking children in/out using tablets, using tablets to write

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	<p>Reception and Y3 will enter/exit via the main school office. Y4, Y5 and Y6 will enter/exit via the gallery door, through the school play ground. 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, 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 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>first aid/ incident reports should ensure anti bac wipes are available to clean the tablet before and after use. Along side 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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		On arrival to the setting, hands should be washed using soap and running water for a minimum of 20 seconds.	
Arriving and departing sessions to and from school class.	All Staff and children and visitors.	<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 other children will enter from the outside of the school, direct to classrooms. Kids' club bubbles may move through school corridors to reach classrooms.</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.</p>	Should children not arrive in club when expected, missing child policy to be activated.
Minimising contact through use of year group bubbles for both staff and children	All staff, children, parents and visitors	<p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Where possible bubbles or groups should be maintained</p> <p>Children to be grouped into year group bubbles.(School are using year group bubbles for</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 won't be able to 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 where possible and older children should be</p>

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		<p>the children to mix at break and lunch times)</p> <p>Staff to be allocated to year group bubbles in which 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, 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 stay distant at all times and when required to supervise bubbles, remain a safe distance at all times.</p>	<p>encouraged to keep their distance within groups.</p> <p>During lockdown transmission in school settings was highest between staff to staff. Therefore, protective measures in place must apply to staff as well as pupils. The Public Health team continue to remind settings that it is vital that staff maintain and adhere to the guidance as much as possible throughout the academic year the Leadership team should continue to reinforce the importance of staff maintaining social distancing at all times between professionals</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 should they need to, they can get children's attention across a room without having to cross</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.</p>

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		<p>bubble lines.</p> <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.</p>	
<p>Parents dropping off and collecting</p>	<p>Parents</p>	<p>Parents need to drop off/ collect their children at the correct entrance/exit. Parents have been informed at which entrance/exit to use in relation to the Childs year group.</p> <p>Parents should remain at least 2 meter distance from others and ensure they are wearing a face covering when on school site, no parents without a pre agreed appointment may enter the premises.</p> <p>Club staff will sign the children in and out using the ipads on magic booking.</p> <p>If a parent cannot collect their child, they must ensure they inform those they send to collect are aware of and follow the rules as set out by school, they inform kids club staff of any last minute changes to collection and ensure the collector is named on the collectors list in Magic booking.</p>	<p>Parents also need to follow the schools one-way systems and parking rules when using the car park.</p>
<p>Bubble Zones + Children's Bubble 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.</p> <p>Each year group Bubble to be allocated a zone indoors and outdoors and remain in their specific zones. (The Zones outside will need to match the zones used by school to avoid any cross contamination in areas) When indoors where a room</p>	<p>Please note different groups don't need to be allocated their own toilet blocks, 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.</p> <p>From Step 4 - 19th July 2021- Wrap around childcare may take</p>

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	<p>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 should be left open to improve ventilation within the building and therefore reduce the risk of transmitting the virus. Staff should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>As the risk of transmission is lower outdoors each bubble will spend as long as possible outside each session.</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>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 runners at the end of each session, 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.</p>	<p>place in groups of any number and it is no longer recommended that it is necessary to keep children in consistent bubbles however at EKC we will be operating 2 consistent bubbles during the summer holidays. It is a possibility in some local areas it may become necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups.</p>
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<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.</p> <p>Dependent on staffing required for bubbles, they may have to move around as one group either all in or all out.</p>	<p>Staff to ensure when moving around the setting to enter and exit there bubbles they ensure social distancing and wear faces mask except those who are exempt.</p>
<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.</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>Staff must familiarise themselves with the new 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 runners in order to ensure we can meet adequate staffing levels for each bubble in case of staff sickness, (non covid related).</p>

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		<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. Staff will never be alone, as there will always be other staff close by monitoring their own bubbles. Staff will have access to walkie talkies in case of emergency.</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.</p> <p>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>	<p>Staff to support each other in their bubbles, helping to alleviate each other fears through teamwork, encouragement and confidence building.</p>
<p>Asymptomatic testing using Lateral Flow Devices for Staff</p>	<p>All Staff</p>	<p>Following the latest government guidance all staff will have access to LFDs Asymptomatic testing will help to break the chains of transmission of corona virus in education and childcare settings by identifying asymptomatic positive cases.</p> <p>Following the school Head Teachers request staff will need to test Mondays and Thursdays. Staff will need to test 1 hour before shift on a Monday and After shift on a Thursday. Any staff that have a positive result will need to report to management ASAP, not attend the setting and book themselves a PCR test to confirm the result. Any staff who have a LFD test carried out by a professional at either school/ college, does not need to obtain a PCR test and must isolate according to the positive LFD result.</p>	<p>What is a Lateral Flow Device test and how does it work?</p> <p>Lateral Flow Devices (LFDs) are a new kind of technology that can be used to test a higher proportion of asymptomatic people, better enabling us to identify and isolate more people who are at high likelihood of spreading virus and break the chains of transmission.</p> <p>An LFD detects the presence or absence of coronavirus by applying a swab sample to the device's absorbent pad. The sample runs along the surface of the pad, showing at the end a visual positive or negative result dependent on the presence of the virus.</p> <p>School will be informed of a positive case within the club staff team.</p>

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		<p>In the case of a member of staff testing positive, the children who attended the bubble within the previous 48 hours must be contacted and told to isolate including any colleagues who have also worked in the bubble in the previous 48 hours. Floating staff will be able to step in to continue running the bubble, for any children still at school, who have not attended within the last 48 hours.</p>	
<p>Staff who are extremely/ clinically Vulnerable</p>	<p>All staff</p>	<p>Staff who are extremely clinically vulnerable</p> <ul style="list-style-type: none"> • Following the reintroduction of national lockdown, clinically extremely vulnerable staff are advised that they should not attend the workplace. • Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV list). • Staff who are identified as clinically extremely vulnerable should follow the published guidance. • Staff should talk to their employers about how they will be supported, including to work from home. • Schools should continue to pay clinically extremely vulnerable staff on their usual terms • Those living with someone who is clinically extremely vulnerable can still attend work where home working is not possible <p>Staff who are clinically vulnerable</p>	<p>Adults with the following conditions are automatically deemed clinically extremely vulnerable:</p> <ul style="list-style-type: none"> • solid organ transplant recipients • those with specific cancers: • people with cancer who are undergoing active chemotherapy <p>people with lung cancer who are undergoing radical radiotherapy</p> <ul style="list-style-type: none"> • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • people having immunotherapy or other continuing antibody treatments for cancer • people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppressant drugs • those with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary

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	<ul style="list-style-type: none"> • Clinically vulnerable staff should be supported to work from home wherever possible. If they are in the workplace you should carry out a specific risk assessment to ensure that their role is adapted and suitable/appropriate mitigations put in place. • If in school they should follow the sector specific measures in this document to minimise the risks of transmission. It is recommended that individual staff risk assessments are carried out for clinically vulnerable staff. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the ‘prevention’ section of this guidance. • This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. • Adults should continue to take care to socially distance from other adults including older children and adolescents. • People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings. • If staff are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, we 	<p>disease (COPD)</p> <ul style="list-style-type: none"> • those with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease) <p>those on immunosuppressant therapies sufficient to significantly increase risk of infection</p> <ul style="list-style-type: none"> • adults with Down’s syndrome • adults on dialysis or with chronic kidney disease (stage 5) • pregnant women with significant heart disease, congenital or acquired • Other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions <p>From Step 4 – July 19th 2021, the guidance states Staff who are CEV should currently attend the work place if they cannot work from home.</p>
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		<p>recommend leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place</p>	
Staff who are Pregnant	Female Staff	<p>As per national current restrictions, staff should work at home where possible. If home working is not possible, pregnant staff and their employers should follow the advice in the Coronavirus (COVID-19): advice for pregnant employees.</p> <p>Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in schools.</p> <ul style="list-style-type: none"> • All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. • An employer’s workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). • Any risks identified must be included and managed as part of the general workplace risk assessment. As part of their risk assessment, employers should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. 	<p>Government Guidance placed those who are pregnant in the list of people who are vulnerable, meaning that they are at high risk of severe illness from COVID-19. Some pregnant school-based staff may be defined as ‘clinically extremely vulnerable’. Those who are pregnant should still take care to minimise contact with others from outside their household and should only return to the workplace if it is demonstrated that it is safe to do so.</p> <p>An individual risk assessment should be produced for any staff members who are pregnant or a new mother, including clear plans which demonstrate that there will be compliance at all times with the measures identified to manage the risk.</p> <p>There are some concerns re risks of COVID-19 in the 3rd trimester of pregnancy. Data from the UK-wide Obstetric Surveillance System has identified that women in the third trimester are more at risk of becoming seriously ill, if they contract COVID-19. Therefore, it's important to pay particular attention to social distancing from 28 weeks of pregnancy. Also, some pregnant women are at a higher risk of developing serious illness, including:</p> <ul style="list-style-type: none"> • pregnant women from black, Asian and minority ethnic (BAME) backgrounds • women over the age of 35 • women who are overweight or obese • women who have pre-existing medical problems, such as high blood pressure and diabetes <p>Therefore, it is helpful to factor these issues in to any individual risk assessment. If your member of staff feels comfortable with continuing to work in your setting and you are able to implement</p>

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			social distancing if the children in bubble are older etc., and none of the above risks apply then they can continue to be bubble based. The key recommendation is social distancing.
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>Each bubble will be allocated a folder informing the staff of any children within their bubble of allergies, medical and SEN information, which will impact on their care within the bubble.</p>	<p>Bubble staff will discuss with parents additional support measures and keep them updated on the children progress, enabling the parents to make a decision 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>
Safeguarding and Well-being	All children	<p>The coronavirus (COVID-19) outbreak may have caused significant mental health or wellbeing difficulties for some children and they may be at increased risk of harm or abuse.</p> <p>Due to the current circumstances, vulnerable</p>	<p>Staff to ensure they report any concerns to management, who will be able to seek advice from the local Sheffield Safeguarding Hub who can be contacted on 0114 273 4855</p> <p>Management and Staff team to be aware how hearing children's situations can affect individual member of staff involved and are able to support the member of staff, in order for them to be able to support the child and respect any confidentiality required.</p>

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		<p>children may be particularly isolated, meaning that the family, community and professional networks they usually rely on may be unavailable or hard to access.</p> <p>It is important that all staff are aware of safeguarding issues and the signs to look out for.</p> <p>In addition to Safe-guarding staff need to be aware of and able to support</p> <ul style="list-style-type: none"> • children who have found the long period at home hard to manage • those who have developed anxieties relating to the coronavirus (COVID-19) <p>Also Some children may have experienced bereavements in their family or wider circle of friends, or may have increased or new caring responsibilities.</p>	
<p>Parent communication</p>	<p>All staff and parents</p>	<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>We will aim to reduce parent anxiety/aggression through keeping parents well informed of any changes in advance by email updates. However should the situation arise, we respond in a calm and controlled manner in order to de-escalate the situation</p>

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		Staff should be aware of parent aggression due to anxiety and stress	
Fire procedure	All staff, children and visitors	<p>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 outside.</p> <p>Each bubble lead will need to register their bubble children and bubble staff, with the duty 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>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.</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,	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 and must be prepared and wrapped in grab bag and delivered by a staff runner. Who will deliver the food and drink to the bubble. Each bubble will have access to fresh drinking water at all times. 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	<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</p>

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		<p>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 staff , in line with our food and hygiene procedures, all staff are aware of enhanced 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>	
<p>Resources</p>	<p>All staff, children, parents and visitors</p>	<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. Indoor Sand play sand play may now be reintroduced. Only children from the same bubble can use sand. Once used by a bubble the sand must</p>	<p>Ensure approved cleaning products are available to clean hard surfaces regularly throughout the day and staff follow cleaning schedule.</p> <p>Resources should be dived and allocated to each bubble dependant on age appropriateness, to avoid the need for sharing. If this is not possible resources to be left as stated for 48 hours before sharing to avoid transmitting virus.</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>not be shared between classes. During sand play if more than one child is playing with the sand, they must be stood side by side and not face to face.</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 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 48 hours (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>	
<p>Deliveries Transmitting virus.</p>	<p>All staff</p>	<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>	<p>Kids club staff who have access to the kitchen, ie allocated floaters, and those that work in the school kitchen during the school day should only placed the food delivery away due to having to spend prolonged time in the kitchen.</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:

- 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 place 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](#)'

Risk Assessment Form – A continually updated working document

Signature: N.Lunn (Play-Manager)

Last Updated: 12/7/21