



Kool Kids OOSC Risk Assessment

Epidemic & Pandemic Diseases COVID19 Operational Return

THIS RISK ASSESSMENT IS TO BE USED IN CONJUNCTION WITH GOVERNMENT, PUBLIC HEALTH ENGLAND & NHS GUIDANCE AND ADVICE.

Area of risk	Possible Hazards	Who?	Controls	Risks which are not adequately controlled. What action would you take where possible to reduce the risk
Premises	Spread of COVID19 & other diseases	Parents, children & Staff	<p>Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks. <i>The school has remained open and checks have been done. KKC was open 4 days a week throughout the summer holidays.</i></p> <p>Keep windows open where possible to ensure good ventilation. <i>Where safe and appropriate, doors will be propped open as per the club's normal routine to ensure good ventilation and to limit transmission.</i></p> <p><i>The bubbles in the studio will use the toilets near the studio, the bubbles in the music hall will use the toilets in the library. Toilet use will be monitored by staff to ensure only one child enters at a time, and that surfaces can be cleaned where necessary to limit transmission between children.</i></p>	<p><i>As we approach winter, it will be more challenging to keep exterior windows and doors open, however the interior doors will continue to be propped open, and the design of the building and assistance of a good ventilation system will help to support this.</i></p>
Hygiene Hand washing, cleaning, waste disposal, laundry etc.	Spread of COVID19 & other diseases	Children & Staff	<p>All children and staff must wash their hands upon arrival at the setting, <i>before and after eating, if they touch their face, mouth, nose, or if they sneeze or cough.</i> Extra washing facilities continue to be provided, and KKC keep hand sanitiser available for each bubble as an additional measure</p> <p>Children and staff members should be encouraged to wash their hands frequently. Children & staff will use paper towels to</p>	<p><i>A deep clean has been undertaken by KKC staff each Friday throughout the summer. The school cleaners will resume their usual after school cleaning schedule which will support this.</i></p>



		<p>dry their hands. Extra portable sinks are available to encourage more consistent and frequent handwashing without the need for frequent trips to the toilets where crowding is more likely due to small size of the room. School staff will show club staff how to refill these and maintain them. These will need cleaning after use. The portable sinks continue to be used successfully. School staff have also assured KKC that children will wash their hands before entering the after school club. Staff will collect and bring (infant) children to the studio at staggered times to prevent children crossing each other both in the corridor area, and when going to wash their hands. FS1 & 2 children will sit with staff in the hub area for story time while year 1 & 2's, then the overflow 1's & 2's, go to the studio. Once year 1 & 2 have washed their hands and are seated for snack, FS1 & 2 will follow.</p> <p>An enhanced cleaning schedule must be implemented that includes furniture, surfaces, and children's toys and equipment. School cleaners will set aside cleaning equipment and products from school to be used only by Kool Kids staff throughout. This ensures the correct use of equipment and enables staff to implement the appropriate COSHH documentation to be in place (where needed) while maintaining strict hygiene procedures.</p> <p>Communal area, touch points, such as door handles, light switches and hand washing facilities must be cleaned and sanitised regularly.</p> <p>All waste must be disposed of in a hygienic and safe manner. Tissues must be immediately disposed of. Kool Kids staff will have a designated waste bin and entrance gate in the communal waste bin area to ensure no contact with other school staff (including the cleaners). This will enable Kool Kids to safely dispose of waste without contact from others.</p>	<p>Resources will be separated across the 4 bubbles to reduce contact, but will still be cleaned regularly, and always if resources are to go to another bubble.</p> <p>School have assured us that toilets are cleaned at lunchtime so we will not need to clean them after breakfast club. The cleaners will clean them after the after school club.</p> <p>Any surfaces used in the kitchen will be thoroughly cleaned after use. KKC will only use their equipment.</p> <p>Breakfast club will also be in the 2 rooms designated for the after school club, to maintain hygiene and reduce the chance for transmission. Tables etc. will be cleaned down after use by staff. A cleaning checklist for this will be implemented. Extra equipment (example</p>
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			<p>All items within the setting requiring laundering must be washed on a high setting.</p> <p>Items such as towels, flannels will not be used. Paper plates to be recycled, rather than washing up plates. Children to bring their own bottles of water for personal use only. Staff can refill these when needed. As over the summer, KKC will ask that children bring their own water bottles where possible, which can be refilled when required.</p> <p>Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. Posters and guidance will be provided. Activities aimed at ‘settling’ children in will be the focus for September, with a focus on well-being and helping children to overcome anxiety they may have about starting/returning to school. We will continue to promote the importance of hygiene and the reasons for it throughout the term.</p> <p>Outdoor equipment will be cleaned, where possible/necessary. Children will continue to wash their hands before re-entering the setting, after playing outside. Contact sports will continue to be avoided.</p>	<p>toaster) has been purchased to ensure that bubbles do not share equipment unless necessary. All staff handling food will have a food hygiene certificate.</p>
<p>Health & Safety & Risk Assessments</p>	<p>Spread of COVID19, infections, diseases, accidents etc.</p>	<p>Staff & children</p>	<p>All activities should be risk assessed and due consideration given to any adaptations to usual practice. Activities will be chosen which limit contact and enable staff to clean efficiently.</p> <p>This will include the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils. Toys and equipment that cannot easily and safely be cleaned between uses will also not be used. No cooking, baking or sports activities will be undertaken, unless able to do so in accordance with safety guidelines. Kool Kids has looked into ways that some of these activities can be done while</p>	



			remaining 'covid-safe'. These will be done, only when safe to do so.	
PPE	Spread of infection	Staff, children & parents	<p>Government guidance continues to be that PPE is not required for general use in early years/childcare settings to protect against COVID- 19 transmission.</p> <p>Where staff request PPE, they must adhere to the guidance on safe use and removal of masks. New posters available to show this.</p> <p>PPE should continue to be worn as normal for toileting changing and the administration of first aid. Kool Kids has PPE in place for the circumstances where PPE may be required. Information on how to correctly apply and remove PPE, will be provided to staff before the club opens and information/reminders will be available to all staff throughout the summer. Staff who are cleaning will wear gloves and an apron in accordance with COSHH and government guidance on cleaning. The guidance for this has not changed. KKC will continue to provide advice to children and parents with regard to the safe removal of PPE when using public transport, for example.</p>	<p>W.H.O adapted guidance on the when and how to use masks.</p> <p>Further information and guidance can be found at www.who.it</p>
Supplies	Spread of infection	Staff & children	<p>The manager & staff should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate safely without essential supplies required for ensuring infection control.</p> <p>A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. Kool Kids staff will monitor and stock check PPE equipment and other supplies and order replacements when needed. Kool Kids will continue to order own PPE and paper towels etc.</p>	



			<p>When stocks are low, other options may be considered, such as the use of washable items. These items will be washed at a high temperature and separate to any other washing. These will only be used in the event that there is no other option.</p> <p>In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced, and normal food safety and hygiene processes are followed.</p>	
Attendance	Spread of COVID19	Parents	<p>Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</p> <p>Updated guidance for staff is on the noticeboard with regard to what to do in the event that they develop coronavirus symptoms or have been in close contact with someone who has tested positive.</p> <p>Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters at the setting premises.</p> <p>Kool Kids will limit drop off and pick up to 1 parent/carer per family and stagger the timings where possible. Although school start and finish times are staggered, it has been agreed that the breakfast club and after school club will open and close at the same times, but that KKC staff will drop off/collect children from school at the appropriate staggered times. This will ensure that parents are still able to access the club as they need to, while also ensuring that the measures implemented by the school are also adhered to.</p> <p>Arrange drop off and pick up at the setting entrance to avoid parents entering the setting unnecessarily. Parents and carers will not be allowed to enter the setting unless asked to by a</p>	<p>Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children, staff, and themselves.</p> <p>All parents/carers will receive a letter outlining all essential procedure information.</p> <p>Again, all parents/carers will receive a letter outlining all essential procedure information.</p>



staff member for a specified reason- for the purpose of settling in sessions if not doing so would cause a child distress. This will be at the staff member's discretion. This will continue to be the same.

When parents are waiting to drop off or collect their child, social distancing should be maintained in a safe area. Each group/bubble will have an entrance/exit, and a staff member will sign each child in/out as they come/go through the door. Markings will be in place outside where parents will be required to stand. These will be in place to ensure social distancing and will ensure minimal to no contact between parents or children in groups/bubbles. Parents/carers will be asked to ensure that their child does not mix with children from other groups/bubbles outside the setting (for e.g. in the car park or while waiting to enter and that they do not bring or collect other children to/from the setting).

This continues to be the case.

Bubbles have been agreed with school to be the following:

- 1- FS1 & FS2
- 2- Year 1 & year 2
- 3- Year 3 & year 4
- 4- Year 5 & year 6
- 5- Casual (flexible) bookings- at breakfast and after school club, likely based in the studio. To be reviewed weekly.

This is due to the school implementation of year group bubbles (as school are doing) being unsustainable for the breakfast and after school clubs. To maintain safety procedures, bubbles are limited to a maximum of 15 children with 1 member of staff (14 with 2 staff members) at any one time. These will stay 'consistent' with the majority of bookings made on a



			<p>'permanent' basis (the same week to week). The 5th bubble has been introduced to ensure this consistency.</p> <p>School have requested that KKC only have children attending the breakfast and after school clubs who attend the school during the day, to prevent the risk of transmission.</p> <p>Flexible (casual) bookings are being taken, but care is being taken to limit mixing required by this through the use of a separate bubble, and the limited numbers, as listed above.</p> <p>Records of staff and children present at each breakfast and after school will be kept for the minimum 21 days as requested in the guidance, and reviews will be undertaken weekly.</p> <p>We will advise parents and carers to let us know if they intend for their child to attend any other oosc setting or activities, so that this can also be factored in to planning for bubbles. Advice for parents/carers from the government and the school, is to limit the number of settings the child attends to reduce the chance of transmission.</p>	
<p>Attendance</p>	<p>Spread of COVID19</p>	<p>Staff</p>	<p>Staff should only attend the setting if they are symptom free, have completed the required isolation period (10 days as of 30th July 2020) or achieved a negative test result.</p> <p>Wherever possible staff should travel to the setting alone, using their own transport.</p> <p>If public transport is necessary, current guidance on the use of public transport must be followed- this will include wearing a mask, so staff will need to follow guidance on both removing the mask and disposing/putting a reusable mask in a plastic bag to take home.</p> <p>Staff should travel in their own clothes and change into their uniform/set of fresh clothes once on the premises.</p>	<p>Relevant training links e.g. Noodle Now, NDNA, Virtual College Prevent COVID 19 etc.</p> <p>Staff have undertaken a range of Covid-19 related training, additional first aid training has also been completed.</p> <p>Staff will continue to be on a rota basis and will remain with the same bubble.</p>



			<p>Consideration should be given to limiting the number of staff in the setting at any one time to only those required to care for the expected occupancy levels on any given day. This will be designated in advance.</p> <p>All staff members must receive appropriate instruction and training in infection control, use of PPE, the standard operating procedure and risk assessments within which they will be operating.</p>	
Attendance	Spread of COVID19	Children	<p>Only children who are symptom free or have completed the required isolation period (10 days as of 30th July 2020) should attend the setting. This continues to be the case.</p>	
Attendance	Spread of COVID19	Visitors	<p>Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance). If it is unavoidable for the visitor to come on site, they must sign in and leave contact details, and they must not come within the children's area. See government guidance on visitors to the site for further information. The school has notified Kool Kids of essential maintenance work which is set to be carried out over the holidays. Staff have assured the club of the dates and times the workers are due on site, and which areas will be affected. Presently, the work due to be carried out will not affect or impact the running of the club. UPDATE: cleaners to strip studio floor on Tuesday 1st September and will do the hall floor over October half term.</p> <p>Designated spaces for breakfast and after school are the dance studio (year bubbles FS1 up to year 2) and the music hall (year bubbles year 3 up to year 6) as previously.</p> <p>The flexible booking bubble will also be in the studio, but will be reviewed weekly.</p>	<p>Where essential visits are required these should be made outside of the usual operational hours where possible.</p> <p>Advanced notice will be given for any situation that will impede the use of these rooms.</p>



<p>Social Distancing/Group work</p>	<p>Spread of COVID19</p>	<p>Staff</p>	<p>Staff should remain with the small group of children who they are allocated to and not mix with other groups. Once a child's group/bubble has been established, they will need to stay within that for the remainder of the summer holidays, unless it is not possible to do so. Groups will not be able to mix or share resources. This has been reviewed in accordance with government guidance released on the 10th July.</p> <p>Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible. In the autumn term, staff will be allocated a bubble as previous, and will remain with that bubble throughout. Bubbles will continue to be reviewed over the term. Daily registers of children and staff will continue to be kept for the minimum of 21 days in order to do this, as requested in the government guidance.</p> <p>Staff members should avoid physical contact with each other including handshakes, hugs etc.</p> <p>Where possible, meetings and training sessions should be conducted through virtual conferencing. This will continue.</p>	<p>Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to support this where possible. These emergency revisions have now been removed, so KKC will refer to early years guidance with regard to ratios etc.</p>
<p>Social Distancing/Group work</p>		<p>Children</p>	<p>Children where possible should be organised into small groups or rooms within the setting. Wherever possible these small groups should not mix during the session. Groups/bubbles will be allocated before a child attends, and they will remain in the same groups throughout the summer. Children will be in the same group/bubble with the same staff members, will use the same space, toilet facilities and equipment each time they attend to minimise transmission. This will be monitored and reviewed inline with government guidance. This will continue to be the case, with the agreed combined year bubbles as agreed with school.</p>	



Routines including provision of meals and toileting should be within the space allocated wherever possible.

Children should not serve themselves. Staff will provide snack for each child. Children will need to bring a personal water bottle (which a staff member can refill when needed). This will continue to be the case with both breakfast and snack times.

The use of communal internal spaces should be restricted as much as possible. Any shared space will be used in accordance with social distancing guidelines, will be well ventilated and will be thoroughly cleaned between use. Although there will be 2 bubbles in each space, there is adequate ventilation and space to ensure safe distancing.

Outdoor spaces should be used by different groups of children at different times of the day. Due to the extensive outdoor space at the setting, different areas for each group/bubble will be used- front playground and large grass area. Play equipment will not be shared between groups/bubbles. This continues to be the case, and areas will be regularly reviewed with regards to safe use/access.

- Update October 19th: Due to the changes implemented within the primary academy, Kool Kids staff will now be required to wear a mask/visor when entering and exiting the school and when moving around the school. Due to the operation of the setting, specifically the inability for staff to social distance appropriately from children (to meet the recommended standards) during the breakfast and after school clubs, staff will be advised to keep a mask or visor on at all times within the setting. Visors are now provided by the club for staff to use. Further government guidance for staff who have been in close contact with a positive case and may need to



			<p>self-isolate even if they have been wearing PPE, and the use of face coverings in education settings and how to safely wear, remove and dispose of them, can be found here: https://www.gov.uk/government/publications/safe-working-in-education-child-care-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Parents and carers have also been asked by the school to wear masks or visors when dropping off/collecting children from the school/OOSC. This is a recommendation, so staff are not required to challenge parents/carers who are not wearing them.</p> <p>Update 4th January 2021: Staff continue to wear masks/visors throughout the school as per the school's request.</p>	
<p>Resources</p>		<p>Children & Staff</p>	<p>Children should not be permitted to bring items from home into the setting unless essential to their wellbeing. Where this is the case items should be appropriately cleaned upon arrival. This will be made clear in our letter to parents/carers. Children will be allocated a bike shed for their group/bubble in which they can store any scooters and bikes they may have travelled on to the setting. They will not be able to access these until home time. In the autumn term, KKC will expect children/parents to follow guidelines set by the school.</p> <p>All resources required for play and learning experiences of children should be regularly washed and/or sterilised. Activities which may spread infection such as play dough; salt dough and gloop will not be used for the duration of the pandemic. Any activities requiring shared resources (unless it can be sterilised quickly and efficiently) or food will also not be completed. Toys and equipment that cannot be easily and safely cleaned</p>	



			<p>between uses will also not be used. Toys and resources are rotated each Friday to allow for a 3 day quarantine before use. Resources for term time are separated into 'bubble boxes' to prevent mixing or cross-contamination. Toys or resources that need rotating, will be thoroughly cleaned and/or quarantined in the KKC storage shed for a minimum of 72 hours (eg. books) before being passed to the next bubble.</p> <p>Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly. Designated packs, and cleaning equipment etc. for staff will be provided. (See Room Risk Assessment for more information).</p>	
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Wellbeing		Staff & children	<p>Staff need to ensure they are aware of children's attachments and their need for emotional support.</p> <p>Children should be supported to understand age appropriately the changes and challenges they may be encountering because of Covid-19.</p> <p>The focus of activities for September will promote 'settling in' and support the return/start of school for children. Posters to support children's understanding of the coronavirus (COVID-19) and need for extra hygiene measures will be displayed where possible, and any guidance staff believe will support children and parents/carers will be displayed or passed on via social media and email. Staff will undertake any relevant training that will lend support to this. KKC will also work with school staff to support children where it is thought additional help is needed.</p>	<p>Stories/picture books are available free to download.</p> <p>Links for these will be posted on social media and in club update emails to parents.</p>
Suspected Case of COVID19	Spread of COVID19	All	In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected	https://www.gov.uk/government/publications/p



		<p>as soon as possible and isolate at home in line with the NHS guidance.</p> <p>Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area if possible- The designated space in school is the first aid room.</p> <p>Where possible, a window should be opened for ventilation.</p> <p>The staff member responsible for the child during this time should be a staff member from their room/area. The manager may consider suitable PPE for this staff member.</p> <p>If possible, the area should not be used for 72 hours after the child has been collected.</p> <p>The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.</p> <p>The person responsible for cleaning the area should wear appropriate PPE.</p> <p>In the event of a staff member developing suspected coronavirus symptoms whilst working at the setting, or they have had contact with a suspected case at the setting, they should return home immediately and isolate at home in line with NHS guidance. The staff member should undergo testing and self-isolate for 10 days (updated 30th July, 2020) if they receive a positive test. Information has been provided to staff regarding what to do in the event that they develop symptoms or have been in close contact with someone who has tested positive.</p> <p>The appropriate reporting procedures to the relevant bodies must be followed.</p>	<p>protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>The Government have indicated that a Track & Trace system will be in place by 1 June 2020. The manager will inform parents once government guidance is in place and clarification</p>
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		<p>Once a track and trace system is in place, we as an organisation will comply with government guidance.</p> <p>See our Coronavirus policy for detailed information about this. The information in the policy is from the government and Public Health England guidance and will be regularly updated. Staff will be informed of this and will sign the policy.</p> <p>Test and Trace is now in place. Kool Kids Club have provided permission slips for employees and parents/carers, to enable GDPR compliance.</p> <p>There is a new service available to advise early years providers who have been informed of a confirmed COVID-19 case in their setting.</p> <p>Providers will call DfE's existing helpline on 0800 046 8687 and select option 1 for reporting a positive case. If, following triage, further expert advice and action is needed, the adviser will then escalate the case to the local health protection team (HPT), who will then liaise with the provider to identify the next steps.</p> <p>The line will be open: Monday-Friday: 8am-6pm Saturdays & Sundays: 10am-4pm</p> <p>Callers will be put through to a team of advisors who will advise on what action is needed based on the latest public health advice, & work through a risk assessment to identify close contacts.</p> <p>We expect that the majority of parent/carers will support KKC with regard to children with symptoms not attending the setting.</p>	<p>on organisational decisions.</p>
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Although it is advised in the government guidance that settings 'should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of isolation' it also says that 'in the event that a parent or carer insists on a child attending the setting, the setting can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their children and staff from possible infection with coronavirus (COVID-19).'

NHS COVID-19 app- this has been introduced as a key element 'aiming to extend the speed, precision and reach of NHS Test and Trace in England, as well as NHS Test, Trace and Protect in Wales. The app will complement the overall service by automating some aspects of the process of contact tracing. Working together, NHS Test and Trace and the app are designed to slow the spread of coronavirus (COVID-19) by alerting people who may have been exposed to infection so that they can take action.'

Further information about the app is available here:
<https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>

The app is not designed for use by children under the age of 16, so this will not be used at the setting. Parents and carers do not 'check in' to the setting and therefore the setting is not required to provide an NHS QR code.

Guidance states that the introduction of this app **does not** change the process for reporting cases; settings will still contact the DfE helpline as listed above.

No changes to policies including those for mobile phones are required, and staff are not required to have the app installed. If staff do have the app installed and are likely to store their phones in close proximity to one another, then it is advised that they pause the contact tracing element to prevent inaccurate readings, as per the guidance. Staff are not permitted to carry



their mobile phones with them while at the club unless requested to do so (in an emergency situation) therefore the app will not be beneficial while working at the setting.

Update 19th October: York has now been placed on a 'high' (tier 2) alert level. As such, further restrictions are now in place, for example, mixing with family and friends not in your household/support bubble indoors is not allowed. Education and Childcare are exempted from the majority of restrictions; *'you can continue to use early years and childcare settings, including childminders, after-school clubs and nannies'*. Students are able to travel between areas to access education and all childcare providers can continue to open as normal and are still exempted from the rule of 6. "Childcare" includes nannies and 'informal' childcare but in high and very high alert areas 'informal' childcare is restricted to being between the same 2 households forming a childcare bubble. This 'bubble' restriction has implications for other people bringing children to a setting or school. More information can be found:

https://www.gov.uk/guidance/local-covid-alert-level-high?utm_source=ef3f6775-4d20-4ea0-b21a-baa587c77c4a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

and:

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Update 5/11/2020:

Guidance has been released regarding the National lockdown set to be implemented from Thursday 5th November until Wednesday 2nd December 2020. This guidance states that:



Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to:

- work or search for work
- undertake training or education

It continues by stating:

‘These settings should continue to undertake risk assessments and implement the system of controls set out in the protective measures for holiday clubs and after-school clubs and other out-of-school clubs for children during the coronavirus (COVID-19) outbreak guidance.’

Kool Kids Club will therefore stay open with the normal opening and closing times; will be open to ALL children not just those of keyworkers; and will continue to maintain all risk assessments and implement the systems of controls, working with the school to ensure the highest possible standards of safety and care. The club will also continue to keep parents updated with any changes.

Further information can be found in the guidance for this period of lockdown here: https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?fbclid=IwAR3IKxh6YnChxx2jm_uS1gGttSBR3PAgFN7hflZggbrMGF7Y6eIWQ1eR0Pw

Updated January 2021: Changes made for tier updates- York currently resides in tier 3. No immediate changes need to be made at the club at this time. Further changes may be made, and KKC is in the process of establishing a plan, working with the school, to follow in the event that York goes into tier 4 and/or the school should decide to close, or if there is a full national lockdown that includes the closure of schools other than for children of keyworkers or vulnerable children.



Guidance currently states that:

'All children can continue to attend out-of-school settings and wraparound childcare in tiers 1, 2 and 3 unless they are one of the very small number of pupils or students under paediatric or other NHS care and have been advised by their GP or clinician not to attend an education setting. Shielding advice is currently in place in tier 4, so all children deemed clinically extremely vulnerable are advised not to attend out-of-school settings. Children and young people whose parents or carers are clinically extremely vulnerable can continue to go to out-of-school settings. The Department of Health and Social Care has published updated guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 outlining what steps should be taken to minimise the risk of infection and transmission of the virus at each local restriction tier.'

Changes 5th January 2021: On the evening of Monday 4th January 2021, the government announced a national lockdown with immediate effect which would include the closure of all schools and colleges until February half term. As with the previous lockdown, schools will only be open for the children of keyworkers, and vulnerable children. OOSC settings can remain open but they can only accept children who qualify to attend the school during the day. Further guidance is yet to be released.

It has been agreed with the school and trustees that the club will remain open for these children:

- Staff will be rota'd and furloughed to support them and the opening of the club and its continued operation.
- All precautions will be taken to limit the number of staff on site and to continue to ensure environmental safety as previous.



- Staff will continue to be updated with any changes.
- The School informed parents and carers about the club remaining open for keyworker and vulnerable children and they have been advised to contact us to book their child in.
- As per the school's request, there will be 2 bubbles; one for infants and one for juniors; and for both of these to be at either end of the main hall. The hall will not be used by anyone else during the day.
- All former cleaning routines, hand washing, the distribution of breakfast/snack will continue to be done as previously.
- All previous guidance on the wearing of masks etc. still stands.

Update 8/1/21: Updated guidance released which includes:

- Definitions regarding 'critical workers' and vulnerable children for schools and childcare. The club will continue to work with the school to determine who needs access to childcare.
- Updated guidance for education and childcare settings during the new national lockdown which states that wrap around care settings can continue as normal for children of critical workers and vulnerable children. The club is working closely with the school to maintain the club for breakfast and after school.
- Updated guidance regarding shielding for the clinically extremely vulnerable.
- Further updates for the operation of out of school settings with updates on who can access childcare (critical workers and



vulnerable children); staff:bubble ratios have been increased to support sustainability- one staff member may supervise 2 small bubbles where needed: *'If necessary, it would be appropriate for one staff member to supervise up to 2 small groups provided that any relevant ratio requirements are met.'*

- Also in this document are updates to visits and trips (the club is not organising these), update of staff who are clinically extremely vulnerable- who are advised not to attend the workplace- (no staff on the team meet this criteria but all have been made aware of this), and an update on live music, dance and drama performances (does not apply to the club).

The club will continue operating to meet the system of controls, maintaining all previous cleaning regimes, and keeping parents aware of our operating procedures as previously. Staff will continue to wear masks/visors in and around the setting as agreed with the school, as outlined previously.

As of 20/1/21 all staff who are working onsite are taking lateral flow tests 2 days a week and the club and school are monitoring results to ensure swift action is taken where needed.

Update 2/2/21: Guidance for parents is updated to make it clear that children should attend as few settings as possible. More information can be found here:

[Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)



Update also to the guidance for out of school clubs regarding children who are home schooled (they should not attend wrap around care unless the child is deemed vulnerable and it is at the request of an education provider or local authority) and also for staff at wrap around care settings regarding test and trace support payments. More information can be found here:

[Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)

Currently only children of keyworkers and vulnerable children are attending the club.

Update 24/2/21: Until the 8th March 2021 wrap around care settings will only be able to open for the children of keyworkers and vulnerable children. After this date, these settings will be able to provide indoor and outdoor provision to all children. However, parents and carers will only be able to access settings for certain essential purposes:

Therefore, from 8 March, providers should only offer indoor and outdoor face-to-face provision to:

- vulnerable children and young people
- other children, where the provision is:
- reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group
 - being used by electively home educating parents as part of their existing arrangements



for their child to receive a suitable full-time education

- being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments

This also applies to holiday clubs where schools are closed. Care must be taken to reduce the mixing of children across different settings, including school. 'Children should be encouraged to attend settings close to where they live or go to school. This should, ideally, be within walking or cycling distance. Children deemed clinically extremely vulnerable are advised not to attend out-of-school settings while shielding advice applies nationally. The Department of Health and Social Care has published updated [guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19](#).'

'The government's intention is then for out-of-school settings and wraparound childcare providers to be able offer provision as normal, to all children, from the start of the school summer term. This will be no earlier than 12 April, and will be confirmed as part of step 2 of the COVID-19 Response - Spring 2021.'

(Clarification- 'as normal' only refers to who can attend NOT how the setting is run)

There must be sufficient, trained staff to meet the required ratios. Staff who are [clinically extremely vulnerable](#) (CEV) are advised not to attend the workplace and should follow the [guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#).



'Clinically vulnerable staff can continue to attend the setting where it is not possible to work from home. They should practise good hand and respiratory hygiene, minimise contact and maintain social distancing. Those living with someone who is clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and in home settings.'

There is specific [guidance for pregnant employees](#) because pregnant women are considered clinically vulnerable.

The club will continue to maintain the system of controls in place:

Prevention

Providers (including their staff where applicable) must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend your setting.
- 2) Ensure face coverings are used in recommended circumstances. (Face visors or shields should not routinely be worn as an alternative to face coverings.)
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.



			<p>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>6) Consider how to minimise contact across the site and maintain social distancing wherever possible.</p> <p>7) Keep occupied spaces well ventilated.</p> <p>In specific circumstances:</p> <p>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</p> <p>9) Promote and engage in asymptomatic testing, where available.</p> <p>Staff continue to take lateral flow tests twice a week and wear masks as per the school's request.</p> <p>As well as this, the club will continue to respond to any infection:</p> <p>Providers (including their staff where applicable) must always:</p> <p>10) Promote and engage with the NHS Test and Trace process.</p> <p>11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the setting community.</p> <p>12) Contain any outbreak by following local health protection team advice.</p> <p>The following guidance can be provided to staff, parents and carers: covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	
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Primary school children are not required to wear masks.

Guidance for bubbles: The club will continue to keep the children in designated year group bubbles, to align with the school's, of no more than 15, with a minimum of 1 staff member. Due to the high number of siblings across a wide range of ages at the breakfast and after school club, and the variable booking patterns for some families, it is not possible to place siblings in the same bubbles. This would increase the mixing of children within the setting (and thus within the school) rather than reduce it, and would also make it unviable to run. The bubbles will continue to be reviewed and changes made where necessary. This may be implemented at the holiday club however, dependent on the bookings.

Further information can be found here:

[Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](#)

[Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](#) (This will be sent to parents).

[Update 08/04/21: 7](#)

The main changes to this update include:

- [updated advice on the use of face coverings](#)



- updated advice on Lateral Flow Device (LFD) and polymerase chain reaction (PCR) testing and self-isolation
- removing information on who can attend out-of-school settings prior to 29 March
- updated information to reflect the commencement of step 2 of the COVID-19 response – spring 2021

- Face coverings: These are recommended for children in year 7 and older. 'In settings where only children below year 7 are attending, we recommend that face coverings should be worn by staff and adults (including visitors) in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school (or of equivalent age) should not wear face coverings.'

The staff at Kool Kids already wear face masks at all times as per school advice, and will continue to do so.

Lateral Flow testing: These tests are being used more commonly now and are available to families and employees across a number of sectors. An update with specific regard to an LFT- '[a person] must immediately cease to attend and not attend for at least 10 days from the day after... the test date if they did not have any symptoms but have had a positive LFD test (if a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the child or staff member can return to the setting).



- Who can attend OOSC settings: 'Until 12th April, out-of-school settings and wraparound providers are able to offer outdoor provision to all children, without restrictions on the purpose for which they may attend and indoor provision... From 12th April, in line with the commencement of step 2 of the COVID-19 response – spring 2021, out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend.' Families are still encouraged to limit the number of settings children attend and to only use settings within their local area.

The club continues to review it's prevention measures and assess bubbles on a regular basis. Information is shared with staff, parents/carers and school.

Update 10th May 2021:

The main changes to this update include:

- additional guidance on residential visits, which can commence from Step 3 (no earlier than 17 May) – Kool Kids Club do not have these
- Updated use of face coverings
- Updated guidance on indoor group sizes
- Updated advice on parental attendance at settings

2. Face coverings- Staff will continue to wear face coverings as previous, as the nature of play work means that staff are not able to adequately distance themselves from children at all times



without negatively impacting their provision of support. Staff also need to move around between areas, at which point face coverings should still be worn. Kool Kids continues to keep a contingency of face coverings on site.

3. Indoor group sizes- there is no longer the need for 15 or fewer in a group if certain criteria can be met. Sizes of the groups should be based on:

- whether the activity takes place indoors or outdoors
- the current government guidance on social distancing
- the ability of the children in attendance to maintain social distancing and practise hand hygiene
- the age of the children in attendance
- nature of your activity or provision (for example, static, classroom set-up rather than an activity that requires a range of movement)
- the size or layout of your premises, and the recommended occupancy levels of the premises
- the ability to ventilate your premises effectively with fresh air

‘where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number. However, when considering appropriate group sizes, it will be important to take into account the factors outlined above, such as the recommended occupancy levels of the premises you are operating from and levels of ventilation... if you are operating from a premises which is not well ventilated or in which it is difficult to maintain social distancing, you should have smaller group sizes (e.g. 15 children or fewer per group)’



It remains important to minimise mixing between children; ensuring consistent groups, or small groups where this is not possible. At Kool Kids Club, this will involve keeping bubbles of year groups- FS1&FS2 together; 1&2; 3&4; and 5&6. As stated in our site operating procedures, **after May half term** we will discontinue the use of a 5th bubble of children attending 3 sessions or more a week and these children will go into their year bubbles. Children attending on a casual basis will continue to go into their year bubbles as previously. This will continue to minimise the risk of transmission, will be more in-line with how school arrange bubbles, and will enable the club to meet ratios with the increasing numbers of children in attendance. There is adequate ventilation and distance in the hall and studio to support this successfully. FS1-year 2 will remain in the studio and years 3-6 will remain in the main hall. A contingency plan has also been advised (see site operating procedures). The following will be monitored and reviewed each week:

- Staff to child ratios within each bubble- Marie and Emma will provide extra support where needed in order to maintain this. It may mean that we cannot take some bookings if the bubble is full as there are no extra staff to supervise
- Adequate space and ventilation- the spaces we are using are adequate (and well ventilated) for the number of children we can take per our recommended ratios, but this will be evaluated if this changes. The numbers are within the recommended occupancy numbers for the space
- How well children are able to maintain hygiene and distancing- if there are any barriers or issues with the daily hygiene routines e.g. access to sinks, if groups need to be distanced more etc.



- Parental attendance at settings- the advice remains that parents and carers should not be present during sessions at out of school clubs. Parents and carers will need to continue waiting outside for a staff member to bring their child/when they drop off their child. Settling in sessions with parents/carers will not be possible, however the club will update parents and carers if this changes in any way.

All previous hygiene routines will remain in place within each bubble; each will have their own cleaning equipment, first aid kit etc.

More information can be found [here](#) and parent/carer information can be found [here](#)

Update 15th June:

Procedures from previous May updates remain in place.

The main changes include:

- additional guidance on residential visits, which from 21 June can be undertaken by groups of up to 30 children

This change does not affect the club as we do not offer residential visits. The club will continue to operate using year group bubbles and, when the weather allows, will endeavour to move outside as much as possible. All cleaning routines will remain in place. All staff continue to test using LFTs twice a week.

More information can be found [here](#)



Update 9/7/21 (pending commencement of step 4):

- OOSC settings can provide provision to all children, without restriction on the reasons for which they may attend.
- OOSC setting leaders are now considered ‘best placed to determine the workforce required to meet the needs of the children in attendance’.
- Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.
- Staff in out-of-school settings who are CEV should currently attend their place of work if they cannot work from home.
- Wraparound childcare and other organised activities for children may take place in groups of any number.
- *‘At Step 4, we will no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’). When we proceed to Step 4, this means that bubbles will not need to be used for any summer provision or from the autumn term’.* The club has prepared contingency plans in the event that we do not move to stage 4, or if local outbreak management plans mean that bubbles are needed to be reintroduced, so that we can continue to operate the summer holiday club safely for all staff and children.
- We will continue to regularly review and update our risk assessments in light of any developments, to ensure the safety of all our staff and the children in our care.
- Staff will continue to take twice-weekly lateral flow tests and use the NHS Test and Trace system to report test results; *‘out-of-school settings will not be expected to undertake contact tracing... 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.’ We will adhere to the NHS Test and Trace system.

- *‘From 16 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 COVID-19 case...Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.’*
- *From Step 4, face coverings are also no longer legally required to be worn in rooms or communal areas in community settings or on public transport. We have discussed this with our staff team, and will allow them to decide whether they will wear these when at the club from this point; we want all our staff to feel safe at work.*
- *In the event that there is a local outbreak, we would roll back our practice to meet the requirements of Step 3 of the restrictions. This would include:*
 - *The re-introduction of separate bubbles and a cap on numbers within these*
 - *The wearing of masks in all communal areas by staff (if not already wearing)*
 - *Ensuring that bubbles have separate equipment and play in separate outdoor areas to reduce the chance of transmission*

These actions would only be taken as a ‘last resort’ to ensure minimal disruption for children and families using the club.

- *We will work with health protection teams in the event of a local outbreak.*
- *We will follow the 4 control measures as recommended:*
 - *1. Ensure good hygiene for everyone*



- 2. Maintain appropriate cleaning regimes, using standard products such as detergents
- 3. Keep occupied spaces well ventilated
- 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

- If we suspect a child has shown Covid symptoms we may ask that the child does not attend the setting: *'In most cases, parents and carers will agree that a child with symptoms should not attend your setting, given the potential risk to others. If a parent or carer insists on a child attending your 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-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice'*
- Although we are no longer required to limit the attendance of parents inside the setting. After consultation, it was noted that there were more benefits to this, particularly with regard to safeguarding. We will continue to keep all parents/carers apprised of the goings on at the club, particularly with regard to their own children. Visits and settling in sessions can also recommence where possible.
- We will not be undertaking any trips or visits over the summer holidays (other than to the local lake etc. for walks) however the guidance does state that *'out-of-school settings and wraparound childcare providers may undertake educational visits in groups of any number and children will no longer need to be kept in consistent groups.'*
- More information can be found [here](#)
- We will, of course, also refer to other guidance documents such as:

[Actions for schools during the coronavirus outbreak - GOV.UK](#)



			<p>www.gov.uk</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</p> <p>Guidance for parents and carers can also be found here</p>	
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Assessment by DA							
Updates:	06/07/20 by EB	13/7/2020 by EB	07/8/20 by EB	01/09/20 by EB	21/9/20 by EB	29/9/20	20/10/2020
Signed:	EB,	EB, ME	EB,	EB	EB	EB	EB
Position:	Manager	Manager	Manager	Manager	Manager	Manager	Manager

Assessment by DA							
Updates:	5/11/2020 by EB	04/01/2021	06/01/2021	11/1/21	3/2/21	24/2/21	08/04/21
Signed:	EB,	EB	EB	EB	EB	EB	EB
Position:	Manager	Manager	Manager	Manager	Manager	Manager	Manager

Assessment by DA							
Updates:	11/05/21	14/05/21	15/6/21	9/7/21			
Signed:	EB	EB	EB	EB			
Position:	Manager	Manager	Manager	Manager			