

Site Operating Procedures for Kool Kids Club, 2020-2021

The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices, in-line with current government guidance. The design of our setting as a relatively small community for childcare on non-domestic premises and further subdivided rooms, greatly assists our ability to create physical distance between groups and place children into specific groups. For the purpose of this document, OOSC stands for ‘out of school club’ and ‘bubbles’ and ‘groups’ are the same thing.

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> • The Government has permitted children of all ages to attend OOSC provisions from the start of the autumn term. There is an emphasis on the importance of the return to school and the re-opening of OOSC settings to support children’s development and well-being, as well as to continue to provide a much needed service within the community. However, there are steps in place to ensure that all returns are done safely and managed effectively. • As with the summer holiday club, Kool Kids Club has completed a thorough risk assessment of the setting and worked with school staff to ensure that the club can resume breakfast and after school care in a way that is safe but accessible. All assessments have been, and will continue to be, updated in line with government guidance. • Only children who are symptom free or have completed the required isolation period should attend the setting.
	Physical distancing/ grouping	<ul style="list-style-type: none"> • <u>The government guidance:</u> It is advised that providers who operate on a school site should, where possible, seek to place children in the same groups or ‘bubbles’ that children are in during school hours. Where this is not possible, they should ‘seek to keep children in consistent groups, as far as possible, and frequently review these groups to minimise the amount of ‘mixing’’. The advice for these bubbles continues to be up to a maximum of 15 children with at least one adult. As a registered early years setting, staff to child ratios will apply, so these bubbles will be 14 children with 2 adults. The guidance adds that bubbles within the setting should also not be mixing ‘unless absolutely necessary’. However, ‘multiple groups of 15 can use the same shared space... with distancing between the groups’. It is the decision of the setting how this will be implemented.

		<ul style="list-style-type: none"> • Kool Kids has worked with the school to implement a procedure that ensures the adherence to the guidance, maintains a high level of safety and is also sustainable on a long-term basis. The decision was made to group children into bubbles of dual year groups, rather than individual year groups, as this would not be feasible to operate a breakfast and after school club. Bubbles have been set up for permanent bookings as follows: <ol style="list-style-type: none"> 1- FS1 & FS2 2- Years 1 & 2 3- Years 3 & 4 4- Years 5 & 6 • Bubbles 1 and 2 will be in the dance studio, and bubbles 3 & 4 will be in the music hall. This will be the case for both breakfast and after school club. • There will a 5th extra bubble at each breakfast and after school club session to accommodate children on flexible bookings; this is to ensure that the other bubbles stay in their consistent 'groups' as per the government guidance. Bubbles will be reviewed on a weekly basis and changes may be made, but we will let parents and carers know beforehand. • Care routines including provision of breakfast, snacks and toileting will be within the space allocated to each group/bubble. • Other than the main hall (which due to its size, good ventilation and layout is adequate for multiple groups/bubbles) the use of communal internal spaces other than the designated areas will be restricted as much as possible. Where used, these spaces will be well ventilated and social distancing between staff members and children will be maintained. • Outdoor spaces should be used by different groups at different times of the day, or steps should be taken to divide the areas, where able, to ensure that bubbles do not mix. Play equipment both inside and out will not be shared between bubbles, without being cleaned between use or until after a 72 hour quarantine has been implemented (for example with books).
	Wellbeing and education	<ul style="list-style-type: none"> • Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into

		<p>a tissue, coughing into the elbow etc. Posters will be displayed around the setting to help with this.</p> <ul style="list-style-type: none"> Children will be supported to understand the changes and challenges they may be encountering because of Covid-19. Staff need to ensure they are aware of children's attachments and their need for emotional support at this time. We will also make documentation and information available to parents to help support their well-being.
Workforce	Attendance	<ul style="list-style-type: none"> 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. Staff will have a rota which they should not deviate from. Consideration will 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. Where supply staff are required, rotas will be devised on a week basis and the staff member will be assigned to a specific bubble to prevent unnecessary mixing. Staff working at the school or with a 2nd job, will ensure that they return home between sessions and change their clothes to limit transmission between places.
	Physical distancing/ grouping	<ul style="list-style-type: none"> Wherever possible staff should remain with the small group of children who they are allocated to and not come into contact with other bubbles. Government guidance requires a minimum of one staff member per bubble (or more dependent on ratio requirements). Social distancing must be maintained as far as possible, during breakfast and snack times. Staff will support children's understanding of this. Children may be required to stagger their eating times to ensure appropriate distancing at the tables. Staff members should avoid physical contact with each other including handshakes, hugs etc. Staff members should only make drinks for themselves. Where possible, meetings and training sessions should be conducted through virtual conferencing.
	Training	<ul style="list-style-type: none"> All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating. A variety of training modules can be found on Virtual College,

		<p>NDNA, Flick and Noodle Now. Staff have completed a variety of courses over the summer and will continue to add to their CPD.</p>
Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • There will be a limit of 1 parent/carer per family to drop off/collect their child/children. • The parent/carer will need to drop off and pick up at the setting entrance designated for their child's bubble (studio or music hall doors). • Parents/carers will be asked to limit their child's contact with children in other groups/bubbles outside of the setting (e.g. in the car park, or while waiting to enter the setting) • When parents/carers are waiting to drop off or collect their child, physical distancing should be maintained in the designated areas, to ensure limited contact between parents/carers and other children. • Parents/carers will not be permitted to enter the setting when dropping off/collecting their child. This is to minimise the contact between staff, parents/carers and other children. Staff may make allowances for parent/carers to enter the setting for the purpose of settling a child if not doing so would cause a child distress. This will be at the staff member's discretion.
	Communications	<ul style="list-style-type: none"> • 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 and themselves. Information packs will be sent out and updated regularly and information will also be posted on relevant social media platforms.
Visitors	Visits	<ul style="list-style-type: none"> • 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). Where essential visits are required these should be made outside of the usual operational hours where possible. If this is not possible, any visitors will be required to leave contact details with the setting and should not work in proximity to any of the children or staff throughout the session.
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> • Wherever possible staff and parents/carers should travel to the setting alone, using their own transport.

		<ul style="list-style-type: none"> • If public transport is necessary, current guidance on the use of public transport must be followed, including the wearing of masks. Guidance on how to remove and dispose of/put away masks should be followed upon arrival at the premises. • Parents/carers should ensure they do not leave travel accessories including bikes, scooters etc inside the setting premises, but rather in identified external areas if necessary. Please follow school guidelines for this. • Outings from the setting into the local community should be restricted unless the setting has no or very limited outside space in which case outings to open spaces which do not include mixing with members of the general public could be considered. We have a great deal of accessible outdoor space so this is unlikely to be required at any point.
Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival at the setting. • Children and staff members should be encouraged to wash their hands frequently. Portable washing facilities will be on loan from the school to enable hand washing at frequent intervals without the need to continuously use the toilet facilities which could become crowded due to the small size of the rooms. Each bubble will have anti-bacterial hand sanitiser as an additional measure. Children should be encouraged to line up calmly and sensibly to wash their hands and maintain a safe distance from each other while doing so.
	Cleaning	<ul style="list-style-type: none"> • An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment. Items will be cleaned frequently between use, and always between use by different bubbles. Each bubble will have a box of its own general resources to prevent sharing between bubbles, but larger resources (eg. train set) will be thoroughly cleaned before being rotated to the next bubble. Items that cannot be easily cleaned between uses (eg. books) will be quarantined for a minimum of 72 hours before being passed on to another bubble. • Communal area, touch points and hand washing facilities will be cleaned and sanitised regularly. This will be completed by staff between uses. A staff cleaning checklist has been implemented to support staff.
	Waste disposal	<ul style="list-style-type: none"> • All waste must be disposed of in a hygienic and safe manner. • The setting will have a separate waste bin in the communal waste bin area to limit exposure for staff when disposing of waste. • Tissues must be disposed of immediately.

	Laundry	<ul style="list-style-type: none"> • All items within the setting requiring laundering must be washed in line with NHS laundry guidelines. • Items such as towels and cloths/flannels should not be used where possible, and must not be shared by staff or children.
	Risk assessment	<ul style="list-style-type: none"> • All activities will be risk assessed and due consideration given to any adaptations to usual practice. It is expected that this will include, but not be limited to, the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils.
	PPE	<ul style="list-style-type: none"> • Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for the administration of first aid and where changing of soiled garments is required. • Staff choosing to wear a face mask must be trained in safe use of PPE and how to remove/discard it, particularly if public transport is being used. • Update October 19th: 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 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-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe • 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

		<p>recommendation, so staff are not required to challenge parents/carers who are not wearing them.</p>
Premises	Building	<ul style="list-style-type: none"> • 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. Toilets to be flushed and taps left to run for a period of time to flush through pipes- The school have assured us that these checks have been completed as the school remained open for keyworkers throughout the lockdown period. Kool Kids was open throughout the Summer holidays so these checks will, again, not be required. • Keep windows open where possible to ensure ventilation. The hall and corridors are well ventilated with windows and large ceiling fans (these are very high and well out of reach, and are also in cages so pose no hazard to children or staff). Over the winter months, the exterior windows and doors cannot be left open due to low outdoor temperatures, however interior doors will all be propped open and the open design of the building and the fan systems will support good ventilation throughout the interior areas.
	Resources	<ul style="list-style-type: none"> • Children are not permitted to bring items from home into the setting, other than clothing (coats etc.), a packed lunch and bottle of water, unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival. • All resources required for play and learning experiences of children will be regularly washed and/or sterilised. • Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members, where possible, and cleaned regularly.
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> • The setting will continue to ensure an adequate supply of essential supplies and that contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control. • A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such

		<p>as the use of washable tabards. These items will be washed at a high temperature and separate to any other washing.</p> <ul style="list-style-type: none"> • 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>Responding to a suspected case</p>		<ul style="list-style-type: none"> - In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home (for 10 days) in line with the NHS guidance. - Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or ideally an outdoor area. If possible, a window should be opened for ventilation. - The staff member responsible for the child during this time should be a staff member from their group wherever possible. The manager may consider suitable PPE for this staff member if needed. The staff member will need to maintain social distancing from the child if possible. - 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. - The person responsible for cleaning the area should wear appropriate PPE. - In the event of a staff member developing suspected coronavirus symptoms whilst working at the setting, they should return home immediately and isolate at home in line with the NHS guidance. The staff member should undergo testing and self-isolate for 10 days if they receive a positive test. - The manager will need to notify all parents and staff by email of any suspected cases. Should there be a confirmed case the setting will follow the government advice and the setting's Coronavirus Policy, and all parents/carers will be informed of the outcome. - See 'what happens if there is a confirmed case of coronavirus (COVID-19) in a setting?' in the following document: <p>https://www.gov.uk/government/publications/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>

- The NHS 'Test and Trace' system is now running and more information can be found here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

-Kool Kids Club have provided permission slips for employees and parents/carers, to enable GDPR compliance.-

- You can find guidance for parents and carers here:

<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 Sept 18th: There is a new service available to advise early years providers who have been informed of a confirmed COVID-19 case in their setting. 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.

The line will be open:
 Monday-Friday: 8am-6pm
 Saturdays & Sundays: 10am-4pm

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.

Update Sept 29th: 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.'

	<p>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</p> <p>As outlined in our risk assessment, due to the app's use being intended for people aged 16 and over, and because parents and carers are not able to come in (or 'check in') to the setting, we are not required to have an NHS QR code. Advice for staff regarding the use of the app will be available.</p> <p><u>Update 19th October:</u> 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</p> <p>Guidance has been shared via email and on the club's Facebook page to support the changes.</p> <p><u>Update 5th November 2020:</u> Guidance has been released to support the sector through the implemented National Lockdown from 5th November to 2nd December 2020. Education and childcare settings will stay open throughout this time, open to ALL children not just keyworkers, and will be required to continue to assess risk and meet the system of controls as outlined in previous guidance documents. Kool Kids Club continues to update its own guidance and procedures to meet changes both nationally and within the school to ensure the safety of all children and staff. Staff will continue to</p>
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		<p>wear face masks/visors when moving around the school and when greeting parents, as per the request of the school.</p> <p>The guidance can be found here: https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?fbclid=IwAR3lKxh6YnChxx2jm_uS1gGttSBR3PAgFN7hflZgqbrMGF7Y6eIWQ1eR0Pw</p> <p>Parents and carers have been informed via email and social media that we will be remaining open as normal, for all children.</p> <p><u>Update 4th January 2021:</u> York is now in tier 3, however there are no further changes that affect the running of the club. Due to tier changes and the possibility of a 2nd national lockdown, a plan is being developed to support any required changes.</p> <p><u>Update 5th January 2021:</u> 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.</p> <p>School asked the club to operate with 2 bubbles; one for infants and one for juniors; and for both of these to be at either end of the main hall. We have been advised that the hall will not be used by anyone else during the day. The space is large and well ventilated, so as to enable a safe place to do this. All previous compliance revolving cleaning routines, hand washing, the distribution of breakfast/snack will remain as previous. At breakfast, staff will take children out to line up at the appropriate time (currently 8.20am for FS2, 8.30am for years 1,3 & 5 and 8.40am for years 2,4 & 6). Staff will collect children at the end of school (currently 3.20 for FS2, 3.30pm other years). Doors will be signed for parents to collect children from the club. All previous guidance on the wearing of masks etc. still stands.</p>
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		<p>Updates on 8/1/21: Definitions released on critical workers and vulnerable children to guide schools and childcare with regard to attendance. Critical workers determined as ‘parents whose work is critical to the coronavirus (COVID-19) and EU transition response.’ Full list can be found here: Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)</p> <p>New guidance regarding education and childcare regarding the new national lockdown can be found at: Education and childcare settings: national lockdown from 5 January 2021 (publishing.service.gov.uk) It states that: <i>Wraparound childcare for school aged children can continue to open for vulnerable children and children of critical workers. Vulnerable children can continue to access wraparound childcare as normal; and children of critical workers can continue to access these settings where it is reasonably necessary to enable their parents / carers to work, search for work, to undertake training or education, or to attend a medical appointment or address a medical need.</i></p> <p>New guidance on shielding and the clinically vulnerable can be found here: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Updated guidance regarding the operation of out of school clubs: 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)</p> <p>Main changes include:</p> <ul style="list-style-type: none"> - Updated section on who should attend out-of-school settings in line with new national lockdown restrictions- - <i>For the duration of the national lockdown, wraparound childcare and out-of-school settings should only offer face-to-face provision for:</i> - <i>Children of critical workers, where it is reasonably necessary to support their parents or carers to work, seek work, attend a medical appointment, or undertake education or training</i> - <i>vulnerable children and young people</i> - Updated section on group sizes with information on staff:bubble ratios-
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- *Where it is not possible or it is impractical to group children in the same bubbles as they are in during the school day - for example, if you only have one or two children attending your provision from the same school or school day bubble - you may need to group children with other children from outside their school day bubble, or from a different school. If you need to do this, you should seek to keep children in small, consistent groups of no more than 15 children with the same children each time, as far as this is possible (do not mix groups unless absolutely necessary). If necessary, and depending on the type of provision or size of the group, it would be appropriate for one staff member to supervise up to 2 small groups. This means that at the first session children should be assigned to a particular class or group and should then stay in those consistent groups for future sessions, that is on consecutive days or if attending one day per week, from one week to the next.*
- Updated section on educational visits and trips in line with new national lockdown restrictions. The club will not arrange any trips throughout this time.
- Updated section on staff who are clinically extremely vulnerable to reflect that shielding has been introduced nationally. Our staff team have been kept informed about these measures to ensure the safety of all.
- Updated section on music, dance and drama provision to reflect that live performances should not take place. N/A to the club.

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 on 2nd Feb 2021: Section on home education updated; children who are home educated should not attend out of school clubs for the duration of the national lockdown. Children who are home educated and considered vulnerable may be eligible to attend. This decision should be made by the child's education provider or local authority, when considering the needs of the child.

Also an update on the test and trace support payment: if staff working in wrap around care are requested to self-isolate and they are unable to work from home, resulting in the loss of income,

they are eligible for the one off payment of £500. More information can be found here:
<https://www.gov.uk/test-and-trace-support-payment>

The full guidance document can be found here: www.gov.uk/government/publications/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#home-education

Update also to the guidance for parents, requesting that parents/carers limit the number of settings a child is attending. 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 \(www.gov.uk\)](http://www.gov.uk/guidance/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)

Update 24/2/21: Guidance for schools and wrap around care to take effect from March 8th 2021 has been released. The club will continue to provide care before and after school with the same operating hours. Bubbles will continue to be in year groups as agreed with the school, of no more than 15 children per bubble with a minimum of 1 staff member. Although additional advice introduced in this guidance to work with parents and carers to keep siblings in the same bubble has been considered, due to the high number of siblings across a wide age range, and the varied booking patterns of families, it has been determined that this would increase the mixing of children at the breakfast and after school club, and would therefore increase the risk of transmission, rather than lower it. This will be reviewed for the holiday club, dependent on the bookings, as it will likely be needed there.

Due to the requirements for distance and ventilation between bubbles, and to prevent any 'crossing' between bubbles, the club has arranged with the school to move the 3rd bubble from the studio to the hall. Reducing the bubbles in the studio to 2 will provide a more appropriate play space where children can move safely and comfortably, while ensuring that we are able to comply both with this guidance and the recommendations provided previously by Ofsted. After the Easter holidays the school may need the space in the hall for extra curricular activities, therefore we may need to re-evaluate and make alternative arrangements for this 3rd bubble. However, unless the number of children in the bubbles reduces significantly, it may not be appropriate to move it back

into the studio. As we head into the summer term, we will utilise outdoor areas more which will support this.

All staff on rota will return to the setting and resume normal working hours (holiday club hours will be reviewed to meet demand). Staff will continue to wear masks in the setting until the school notify us otherwise and will also continue with lateral flow testing twice a week. All staff have received updated information to support their return. A full staff briefing will take place in the week commencing 1st March to ensure that all staff are confident to return to the setting.

The club will continue to implement the system of controls as listed on the guidance, and all previous cleaning practices will also continue. All procedures will be reviewed regularly. Further guidance can be found [here](#)

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

Update 8/4/21:

The main changes to this guidance 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

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

From Monday 12th April, Kool Kids staff will move onto their own lateral flow testing programme (and not take part in the schools). Staff have been prepared for this changeover. Testing kits are now being provided by Department of Education and Public Health England. All staff will continue to test twice a week. Spare masks are also available on site for emergency use, although all staff currently provide and wear their own.

All prevention documentation continues to be reviewed and updated with guidance change.

From April 12th (step 2 of the Covid response which can be found [here](#)) all children will be able to attend wrap around care settings, although they are advised to only attend those local to where they live. Further guidance for parents and carers can be found [here](#)

[Update 11/5/21 & 14/5/21:](#)

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 while inside the school building as previous due to the nature of the playwork role involving more close contact with children, and therefore the difficulty of adequately social distancing, and due to the fact that staff move between areas within the school.

3. Indoor group sizes- As stated in our risk assessment, there is no longer the need for 15 or fewer in a group if certain criteria can be met.

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. Bubbles will therefore be as follows:

- FS1&FS2 – with Jane & Stephen
- 1&2- with Lauren & Ryan
- 3&4 – with Callum & Sophie
- 5&6 – with Jonny
- Marie & Emma will provide additional support to the bubbles in their area, with particular regard to maintaining recommended staff to child ratios

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. KKC has liaised with the school and it has been agreed that the area use will remain the same as current: FS1-year2 are in the studio and years 3-6 will be in the main part of the hall. The music hall will be free for school to use for extra-curricular activity clubs when the weather is bad etc. KKC have also assessed and put in place, a contingency if the school need to use the main hall for staff training/events. As the music hall is not large enough to enable the 2 bubbles to adequately social distance, in this plan the year 3&4 bubble will use the music hall and the year 5&6 bubble will use a section of the library (near the reception doors). This enables the group to continue to access the same toilets, and they can go outside to play via the main reception. This will be suitable as the year 5&6 bubble is the smallest and the activities they undertake often involve less need for space. The school have agreed to let us know in advance if this is needed.

- 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. Staff should continue to converse briefly with parents upon collection/drop-off to ensure that they are kept apprised of their child's activities at the club, and the club will also continue to seek other ways of maintaining good communication with parents to ensure that relationships and communications are developed and sustained.

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.

Update 9th July (to take effect from the implementation of step 4):

- OOSC are open to all children (this includes from other schools)
- Bubbles are no longer required; OOSCs can have groups taking part in activities in any number. We will maintain 2 loose bubbles for infants and juniors over the summer as, after consultation with staff and children, we have found that the quality of support provided when doing activities to be higher when having this in place. This also provides a contingency arrangement if bubbles are needed to be re-introduced due to a rise or outbreak of local cases
- Appropriate ratios and workforce arrangement deemed best to be arranged by setting leaders now; to meet the needs of the children
- Those deemed clinically extremely vulnerable no longer advised to shield (unless specifically asked to by a GP etc.) Staff in this category are advised to attend their work place if they cannot work from home
- Staff will continue to complete twice weekly lateral flow tests and report results to the NHS Test and Trace system. Our plans in the event of a positive case for a staff member in the setting will remain in place. From 16th August, children are no longer required to isolate if they are a contact of someone who has tested positive; however if a child appears to have symptoms or tests positive on a PCR test, they will be asked to isolate, and we will take the appropriate action needed to report this and any further action required
- Staff will have the option to wear face masks both inside/in communal areas and outside if they wish, however any wearing of face masks will not be mandatory; we want our staff to feel safe at work
- In the event of a local outbreak, we will refer to the procedures utilised in step 3 but only as a last resort; we want to minimise any impact on the children's experience at the setting. We will coordinate with local health teams to ensure that any action required is taken
- We will follow the 4 control measures as recommended:
- 1. Ensure good hygiene for everyone; we will continue to promote the importance of hand washing etc.

- 2. Maintain appropriate cleaning regimes, using standard products such as detergents; all current cleaning routines will remain in place
- 3. Keep occupied spaces well ventilated; we will continue to keep windows and doors open as much as possible
- 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19
- Although we are no longer required to limit the attendance of parents inside the setting, we will continue to do so. 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.
- Although trips and visits are now permitted (with thorough risk assessments) we have none planned for the summer holidays. We may go for a walk around the lake at the back of school, but parents will be notified beforehand.

Guidance documents for further information include:

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-outbreak)

Guidance for parents and carers can also be found [here](#)

These guidelines are based on Public Health England and Department for Education guidance for OOSC and educational settings

Updated by EB 9/7/2021, Signed: EB, ME