

Childcare & Business Consultancy Services

Covid-19 Policy

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

Covid-19 symptoms

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

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

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

Procedure for infection or suspected infection

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

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

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

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

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

Infection control

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

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

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

Hygiene:

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

Cleaning:

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

Arrivals and departures:

- Drop off and collections, will take place at the gate of the Setting. All other entrances and exits are prohibited.
- Parents will not be allowed to enter the Setting.
- Children will be received by and collected from a member of staff at the Setting gate entrance, that member of staff will sign your children in or out as appropriate.
- Children will be readied by staff for collection.
- Only one adult to accompany each child

Premises

- Visitors, e.g. delivery drivers will not be allowed to enter the premises.
- Doors and windows will be kept open where safe to do so, to keep the premises well ventilated.

Movement around the club:

- Children will be put into groups of no more than 15, when they attend. As far as possible, these groups will be maintained, whenever they attend.
- When indoors, groups will be separated into separate zones, using different rooms / room dividers / other physical barriers / floor markings to mark the separate areas.

- When outdoors, groups will be based in separate zones, indicated by barriers / floor markings / cones
- As far as possible, only one person will be allowed in the toilets at a time using a “one in, one out” policy

Activity planning:

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

Food:

- Absolutely no sharing of food will be permitted and children will be spaced apart while eating.
- A member of staff will prepare and serve food to each child, to reduce the risk any contamination of food or serving implements.

Promoting good practice

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

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

Closure

We may need to temporarily close if we have insufficient staff due to illness to run sessions safely.

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

If we need to close, the manager will notify parents or carers as soon as possible. The manager will also inform the local Early Years or Childcare service as well as other relevant parties, e.g. feeder schools, other users of shared premises, etc. The manager will also notify Ofsted of the closure.

Useful contacts

Multi-Agency Safeguarding Hub (MASH): 020 8871 6622

Ofsted: 0300 123 1231

Health Protection Team (HPT): 0344 326 2052