



COVID-19

BREAKFAST AND AFTERSCHOOL CLUBS

**OPERATIONAL ARRANGEMENTS FROM
SEPTEMBER 2020
(HOLY ROOD)**

1 ARRANGEMENTS PER GROUP/BUBBLE FROM SEPTEMBER 2020

| Arrangements | Nursery and Reception | Years 1 and 2 | Years 3, 4, 5 and 6 |
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| Groups or bubbles – Following government guidelines, children can no longer be kept in one big group; they can only be looked after in groups of 15 and they should not mix. The groups opposite have therefore been created to meet these guidelines | Nursery children continue to attend breakfast club only, they will therefore be a part of this group for breakfast club only | As above for breakfast and afterschool club | As above for breakfast and afterschool clubs |
| Venue to be used | Bistro - Front room of club | Key Stage 1 hall – where breakfast and tea are served | Key stage 2 hall |
| Toilets | Toilet in Bistro | Toilet in SENCO room | Key stage 2 will use the toilets to the left as they go down the stairs from the Key Stage 2 hall to the year 3 classrooms |
| Arrival and Departure from Club – The different groups cannot mix/interact, the entry and exit points have therefore been separated to ensure the groups don't mix | <ul style="list-style-type: none"> • Please arrive via the gate to the staff car park • Follow the pedestrian walkway • Go up the stairs and access the club via the main club door • Once your child is dropped off please exit via the car park | <ul style="list-style-type: none"> • Arrive via gate to the staff car park • Follow the pedestrian walkway up to the bins • Walk up the stairs • Access the club via the door before the main club door • After dropping of your child please exit via the car park • When picking up from the afterschool club please follow the one-way system | <ul style="list-style-type: none"> • Arrive by main gate to the playground • Access hall via door opposite to the bike rack • After dropping off or picking up please exit via gate opposite the School office |



1 ARRANGEMENTS PER GROUP/BUBBLE FROM SEPTEMBER 2020 (CONTINUED)

| Arrangements | Nursery and Reception | Years 1 and 2 | Years 3, 4, 5 and 6 |
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| Reluctant Children – As part of their settling in or transition, there may be the occasion where children in nursery and receptions classes may be reluctant at the door | Following government guidelines on social distancing we may not be able to support in the way we usually would. Should your child be reluctant to attend please spend a little longer away from the door to try and settle them. Staff will assist as best as possible | | |
| Signing in and signing out | Parents no longer need to sign in or sign out, children will now be signed in and signed out by Adventure Club staff | Parents no longer need to sign in or sign out, children will now be signed in and signed out by Adventure Club staff | Children will be signed in and out by Adventure Club staff |
| School start and finish times | Reception classes will start at 8.30am and finish at 2.45pm. Children will be dropped off and picked up by Adventure Club Staff in the first term. | Classes will begin at staggered times to be established. Children in years one and two can leave the club from 8.45am to go to their classrooms and can arrive from 3.00pm. Children will follow the school's one way system to depart and arrive | As per arrangements for years one and two |
| Total numbers to be admitted – Due to government guidelines we can only accept a specific number of children in each group | 10 children | 15 children | 15 children |



1 ARRANGEMENTS PER GROUP/BUBBLE FROM SEPTEMBER 2020 (CONTINUED)

| Arrangements | Nursery and Reception | Years 1 and 2 | Years 3, 4, 5 and 6 |
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| Departing to the classrooms from Club and arriving from classrooms to club | Nursery and reception children will be dropped off to their classrooms and picked up by Adventure Club staff following the school's one-way system | Children will be supervised to go to their classrooms following the school's one way system. | Children will depart and arrive on their own following the |
| Picking up a child who does not live in your household | Children can only be picked up by family members who live in the same household, this applies to all age groups | | |

2 GENERAL OPERATIONAL ARRANGEMENTS

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| Mealtimes | Breakfast and tea will be served as usual; children will however not be able to serve themselves food items, food will be served in packaged portions. This is to ensure that children are not handling food items touched by others |
| Seating at mealtimes | Children will be socially distanced at mealtimes, a table with a capacity to seat 12 children will be staggered to seat 6 children. Children will be served food in their individual groups |
| Water | Children are encouraged to bring their own water bottles. Water will no longer be served in jugs. Bottles of water will be available to children who may have left or lost their bottles. Please ensure water bottles are clearly labelled with your child's name |
| Indoor activities | Only resources that can be easily cleaned will be available to children. Items such as cushions, books, rugs, tents and cuddly toys will not be available for children to play with |
| Use of outdoors | The use of the playgrounds will be staggered to ensure that the different groups do not mix |
| Pick up/drop off | We are unable to introduce a timed pick up/drop off as parents' work patterns vary. We however encourage parents to stick to the social distancing rules in place by the government and to follow the one-way system |
| Picking up siblings from different groups/bubbles | Should you have children in different groups/bubbles they will need to be picked up from the door of the group they are in. This may mean following the one-way system to get to the other sibling's door |
| Request for siblings to be put in the same group | Siblings can only be put together in the same group if they are twins or fall in the same year group bubble (for example where one child is in year 1 and the other in year 2) as prescribed, they will otherwise have to stay within their agreed groups |
| Number of parents picking up or dropping off | Following government guidelines, we encourage only one parent to pick up or drop off to reduce the number of adults at the doorway and onsite |
| Dropping off to Sun Postal after 6.00pm | Due to COVID guideline, we are no longer able to children off to Sun Postal where care is required beyond 6.00pm |
| Dropping off time to Breakfast club and picking up time from Afterschool club | Children will be arriving at school from 8.30a. Please note children attending breakfast club must arrive by 8.20am the latest and children must not be picked up from the afterschool club before 3.00pm |
| Latest time for serving breakfast | Breakfast will be cleared at 8.10am, children arriving later than 8.10am will not be served breakfast |



3 FIRST AID, PPE, INCREASED CLEANLINESS

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| First Aid | Staff will administer first aid as per our normal practice. Staff will however wear PPE and socially distance as far as is practicable |
| PPE | Staff and children are not required to wear face coverings and PPE unless required for a specific reason, such as if a child, became unwell with symptoms of coronavirus (COVID-19) while at the club and required direct personal care until they were pick up. In these circumstances a fluid-resistant surgical face mask will be worn by the supervising staff if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn |
| Infection protection and control | <p>Infection protection and control will be implemented as follows:</p> <ul style="list-style-type: none"> • Children will be required to sanitise or wash their hands on arrival to club • Staff and children will clean hands more than usual. Children will be encouraged to wash hands thoroughly for 20 seconds with running water and soap. Sanitisers will also be available for use regularly. • Good respiratory hygiene will be promoted by using the ‘catch it, bin it, kill it’ approach • There will be frequent cleaning of touched surfaces such as door handles, tables and surfaces using standard products such as detergents, antibacterial and antiviral products • There will be minimal contact with individuals who are unwell or have coronavirus symptoms or whose family members have the virus or its symptoms |
| Shielded and clinically vulnerable children | Whereas COVID-19 is a mild illness for most children, it could bring quite complicated outcomes to children with pre-existing medical conditions who have been asked to shield. We do not expect clinically vulnerable children to attend, we however encourage parents to follow medical advice if their children fall into this category. Further advise can be obtained from: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 |



4 ADMINISTRATION

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| Booking forms | Please submit all booking forms electronically (E-mail, WhatsApp, text). Please note we can no longer handle booking forms at the door |
| Electronic Payments | Please make all payments electronically (bank transfer, vouchers etc) |
| Cash payments | We are no longer able to accept cash payments, please make all payments electronically |
| Communication at the door | In order to observe social distancing and to keep the flow of traffic at drop off and pick up we encourage that all questions or queries should be messaged to 07525 001 964 or emailed to info@adventureclubwatford.co.uk |
| Application Forms | Application forms can be obtained as follows: <ul style="list-style-type: none"> • Email request to info@adventureclubwatford.co.uk • www.adventureclubwatford.co.uk • Telephone 07525 001 964 |
| Requesting changes to attendance | Changes to attendance can be requested as follows: <ul style="list-style-type: none"> • Email info@adventureclubwatford.co.uk • WhatsApp, text or telephone 07525 001 964 |
| Accident/incident reporting | All accident and incident reporting will be sent to parents electronically on the day of accident or incident |



5 PROCEDURE TO BE FOLLOWED IN SUSPECTED OR CONFIRMED CASE(S) IN A CHILD OR MEMBER OF STAFF

Where there is a suspected or confirmed case of COVID-19 at the club the following procedures will be followed:

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| <p>Suspected Case(s) in a child or adult/staff</p> | <ul style="list-style-type: none"> • If a child or staff member falls ill at the setting they will be asked to isolate away from others and be sent home. • All rooms used by the individual will be cleaned and disinfected in accordance with government guidelines • The staff or parents of the child will be advised to get tested or call 119 • The rest of their household will need to isolate for 14 days • They will be asked to isolate at home for 10 days from the first day of showing symptoms • Hertfordshire Early Years Service will be informed and we'll contact you to find out about the results of the test • If the test is negative, the staff or child can return to the club when they feel better |
| <p>Confirmed Case</p> | <ul style="list-style-type: none"> • Confirmed cases will be asked to isolate at home for 10 days from the first day symptoms show • Public Health England Health Protection Team will be notified if it's a single case. Public Health England will complete a risk assessment with the club • Public Health England Health Protection Team will undertake an assessment to determine if anyone else at the club needs to self-isolate at home for 14 days • Where it's deemed appropriate, Public Health England Health Protection Team will provide template letters to the club to send out to: <ul style="list-style-type: none"> - any contacts requiring self-isolation for 14 days and - if symptomatic to the wider community advising on symptoms and how to get tested • Rooms the confirmed case used will be cleaned and disinfected according to government guidelines and appropriate PPE used • Further suspected cases within the group of contacts will be advised to arrange testing |

5 PROCEDURE TO BE FOLLOWED IN SUSPECTED OR CONFIRMED CASE(S) IN A CHILD OR MEMBER OF STAFF (Continued)

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| | <ul style="list-style-type: none"> • They will be required to isolate for 10 days from the onset of symptoms and the rest of their household will be asked to isolate for 14 days unless the test comes back negative • The affected children or staff can return to the club once the isolation period is completed. If the child or staff still has a fever, diarrhoea or is feeling/being sick, they should continue to isolate until 48 hours after the onset of symptoms • Hertfordshire Early Years Service will also be informed |
| Isolation room | Staff or children with suspected or confirmed cases of COVID-19 will be isolated in the first aid room whilst waiting to go home |
| Diarrhoea and or vomiting | Please note where a child has had diarrhoea or has vomited, they are still to stay at home for 48 hours whether related to COVID or not |

6 COVID SYMPTOMS

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| <p>Covid Symptoms include:</p> <ul style="list-style-type: none"> • A new and continuous cough • A high temperature • A change or loss of taste or smell • Diarrhoea | <p>Should you experience any of these symptoms:</p> <ul style="list-style-type: none"> • Visit www.gov.uk/get-coronavirus-test and book a test • Should you require assistance to book a test or not have access to the internet, contact the Testing Call Centre by dialling 119 between 7am and 11pm • If you have speech or hearing difficulties dial 18001 300 303 • The call centre will answer all enquiries about the testing process and advice what to do after you have your result |
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