



COVID-19

BREAKFAST AND AFTERSCHOOL CLUBS

**OPERATIONAL ARRANGEMENTS FROM
SEPTEMBER 2020
(SUN POSTAL)**

1 ARRANGEMENTS PER GROUP/BUBBLE FROM SEPTEMBER 2020

Arrangements	Infants	Juniors
<p>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</p>	<p>All infants child will form one bubble</p>	<p>All children from the Junior School will form one bubble</p>
<p>Venue to be used</p>	<p>The top half of the hall will be used for the infants</p>	<p>The bottom half of the hall will be used for the Junior</p>
<p>Toilets</p>	<p>All girls will continue to use the girls’ toilet. Toilet runs will be managed so that children are socially distanced to ensure no more than 2 children use the toilet at any one time</p>	<p>Boys will continue to share the boys’ toilet, they will be socially distanced to ensure there aren’t more than two children using the toilet at the same time.</p>
<p>Arrival and Departure from Club –</p>	<ul style="list-style-type: none"> • All children will arrive and depart from the main club gate. • Parents are no longer required to sign their children in or out. • On arrival parents are asked to keep a social distance and send children in. • During pick up please press the buzzer and a member of staff will sign out your child and release them to you. 	<ul style="list-style-type: none"> • The procedure described in the Infants section will apply to Junior School children



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

Arrangements	Infant School	Junior School
Reluctant Children – As part of their settling in or transition, there may be the occasion where children in nursery and reception classes may be reluctant at the door	We would normally support families with reluctant children at the door, however following government guidelines on social distancing we may not be able to offer the level of support in order to avoid to avoid crowding at the door. 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	The procedure described for the Infant School children will apply to Juniors
School start and finish times We will advice of other schools shortly	CASSIOBURY INFANTS - YEAR GROUP DROP OFF AND COLLECTION WINDOW NURSERY 8:50-9:00 3:00-3:10 RECEPTION 8:40-8:50 2:50-3:00 YEAR 1 8:50-9:00 3:00-3:10 YEAR 2 8:40-8:50 2:50-3:00	
Total numbers to be admitted – Due to government guidelines we can only accept a specific number of children in each group	15 children	15 children
Departing to the classrooms from Club and arriving from classrooms to club	Infant children will be dropped off according to the protocols of their various schools	Junior School children will be dropped of as per their schools' protocols
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

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
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 bubble
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 time to Breakfast club and picking up time from Afterschool club	
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

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

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:

<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 isolated 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)

	<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 Red Bar 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

<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
---	---