



(Essential Policies & Procedures for the EYFS)

BREAKFAST & AFTER SCHOOL CLUBS

COVID-19 Update

The following updates are to be included in our Policies and Procedures for the duration of the Covid-19 outbreak and may be included permanently at a later date.

Safeguarding children, young people and vulnerable adults

All staff remain alert during the current COVID-19 outbreak to any signs that a child in their care is suffering from or likely to be suffering from harm. This include signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

Student placement – Topkidz will not be offering placements for any new students.

This does not include staff who have been recruited and are currently completing their induction process whilst studying for childcare qualifications.

Health & Safety

During the Covid-19 outbreak we will be limiting the type of toys and equipment available to children; no soft toys, dressing up, cushions or rugs. All the floors in Topkidz are to be swept and mopped prior to the children entering the building at 8.30am (holiday clubs) OR 3.00pm (after school club). All toys will be sanitised at the end of each day.

Staff have gloves, aprons, masks and visors available to use. We have advised gloves, aprons and masks for first aid and supporting sick children.

Staff have been provided with a pocketed tabard so they can keep PPE close at hand at all times.

We have anti-bacterial liquid soap and hand sanitisers available for children and staff.

Children will be encouraged to wash their hands as soon as they enter the building, before and after snacks and lunch, plus before and after playing outside. Social distancing will be encouraged as much as possible.

During the after school club sessions, children will eat and do table based activities in the 'Year bubbles'. This is to minimise risk.

Staffing

During the COVID-19 outbreak, staff will be deployed as per the government guidance. Parents have been informed of how we will be deploying staff during the Covid-19 outbreak, we have also stated that should one member of staff be tested positive for Cov-19, Topkidz will close for at least 14 days.

Our child:adult ratios will remain the same during the Covid-19 outbreak, we will not be easing the ratios.

Managing children who are sick, infectious, or with allergies

During the COVID-19 outbreak, we have asked that parents do not send children to Topkidz with symptoms of any kind, including a heavily runny nose or cold for the safety of all children, staff and families.

For any child showing symptoms, such as a high temperature; a new, continuous cough; loss of taste or smell, the following sequence of actions need to be taken:

1. Child presents with symptoms; parents are requested to collect child and seek diagnosis from GP or take further advice from NHS 111.
2. Child's parents are requested to inform setting of outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion even if no symptoms are present.
3. Other parents shall be informed of such a case and extra time would be taken to ensure we deep clean the premises before children are allowed to resume the following day.
4. For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The line manager will inform the owner/trustees/directors and retain a confidential record.
5. Acting on the advice of the local HPT, the setting will either:
 - close for a set period and undertake a deep clean
 - carry on as usual but also undertake a deep clean
6. If a notifiable disease is confirmed, staff must inform the line manager immediately and Ofsted must be informed within 14 days. Cases of confirmed Coronavirus should be treated as a notifiable disease.
7. A deep clean is undertaken at the soonest opportunity following any illness outbreak. Staff are vigilant to any further signs of infection.
8. The manager continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.

Food and drink

Children will wash their hands as usual before snack as usual.

Staff will be vigilant during food prep and follow the usual food hygiene guidance.

Children are asked to bring in a water bottle that is clearly named.

Staff who are eating with the children must role-model hygiene best practice.

Tables are never overcrowded during mealtimes. Some social distancing is encouraged.

Risk assessment

We have annotated the Hertfordshire Table of Support in Early Years Settings and the Guidance for Early Years Settings – Covid-19 Site Operating Procedures as a risk assessment for our setting and routine.

A detailed plan derived from the Government Guidelines is adopted in line with this policy and shall be emailed to all parents on request - both returning children and new starters.

On a daily basis we have an 'OPENING' & 'CLOSING' RISK ASSESSMENT that is carried out by a member of staff.

Fire Safety and Emergency Evacuation

We have reviewed our policy and this will remain the same as we have procedures in place for evacuating inside and outside.

Promoting Positive Behaviour

This is an unsettling time for children. Practitioners are alert to the emotional well-being of children who may be affected by the disruption to their normal routine. Where a child's behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child's parents/carers and the principles of this procedure are adhered to.

Provider records

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

Social distancing

We shall keep encouraging social distancing and keep children in their class bubbles. This is to reduce the possible transmission.

Further guidance on COVID-19 related matters, can be found at www.eyalliance.org.uk/coronavirus-early-years.

Adopted: Jan 2021

Reviewed Feb 2022

To be reviewed with any further Government guidelines updates as received.