

## **St Claire's Corona Virus Staff Manual**

*We would like to welcome you all back to work after what has seemed like forever!*

In this pack you will get information relevant to your setting that you work in. Please read it very carefully as this is how we have to run our settings due to Covid-19. We all must stick to the new guidelines and new Risk Assessments as it is essential for everybody's safety in the workplace, and none of us wants to be the person who spread the virus to the setting!

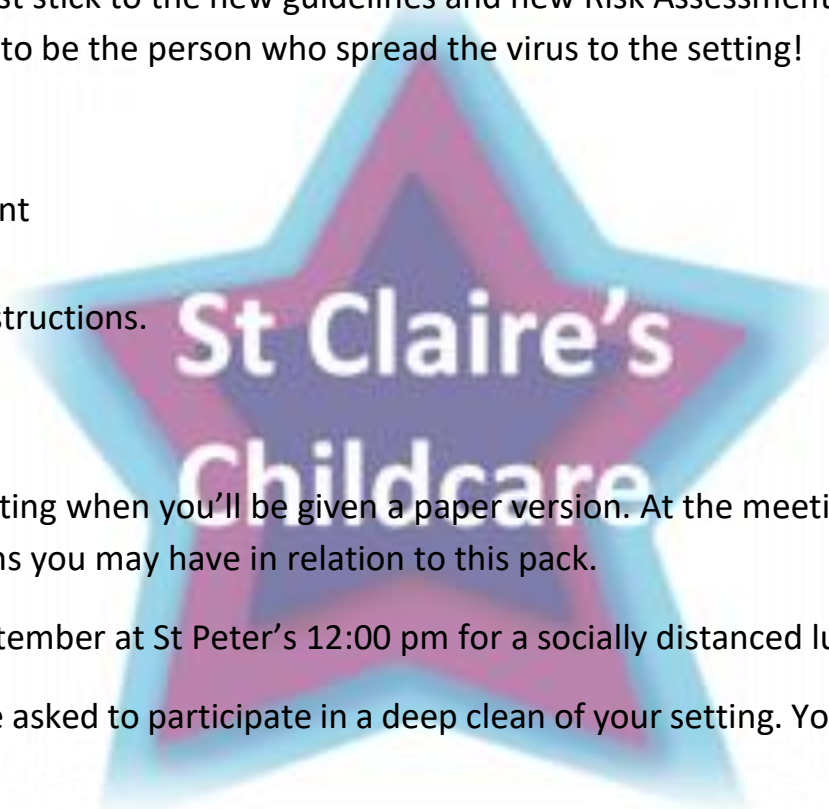
In your pack you will get:

- Your setting's new Risk Assessment
- Staff Code of Conduct
- New Fire Risk Assessment and Instructions.
- New Lone Working policy
- New Keyworking & EYFS Updates

Please read though this before the meeting when you'll be given a paper version. At the meeting you'll have chance to ask Tara answer any questions and to clarify any concerns you may have in relation to this pack.

We all will be meeting Thursday 3<sup>rd</sup> September at St Peter's 12:00 pm for a socially distanced lunch, then 12.30 start the meeting.

Additionally, all members of staff will be asked to participate in a deep clean of your setting. You will all be prepped on what needs to be included in the deep clean by Tara.



## Your Safety

Your safety is our top priority therefore we would like to introduce a traffic light system in order to score your health. Please score yourself, using the traffic light system below, and let Tara know at the meeting.

**Green** – I am healthy and a non-vulnerable person therefore I am able to go back to work

**Amber** – I live with a vulnerable person but am able to come back with the use of PPE.

**Red** – I am not healthy enough to come back to work or am I vulnerable person.

As well as scoring yourself, we need to know if you are comfortable and confident with coming back to work for the safety of others – this is vital that you let us know if you are not.

***Tara will be giving out PPE training during your meeting and you will be given a health declaration to sign in this pack please fill in and sign and give to Tara in an envelope with your name on.***

WE ARE LOOKING FORWARD TO HAVING EVERYBODY BACK AT WORK IN A SAFE ENVIRONMENT!

Keep safe and talk soon 😊

*There are 2 risk assessments in this pack, 1 is the phase opening for the year 6, 1 and receptions and the other is the update risk assessment for all years coming back. Both apply to you so that you are FULLY aware.*

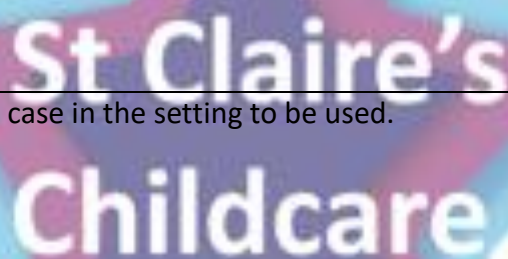
**St Claire's Child Care**

**Phased re-opening of setting risk assessment for Year 6, Reception and Year 1 children**

**at WINTON School.**

Risk	Mitigation/Control	Who to action this	Print name, date, and whether read or actioned
Inability to social distance effectively in the setting	<p>However possible for the staff and the children to keep 2m apart, the fact that this may not be possible at all times and with different ages of children must be clearly communicated to staff and parents.</p> <p>No mixing between groups – each group remains in isolation from others in school and club.</p> <p>Ensure distance between groups is maintained at all times and that neither children nor staff come into close contact with another group. This minimises possible transmission and balances the risk presented by the fact that social distancing is not always possible in the primary settings.</p> <p>All staff use pre-opening and post -opening checklist as a protocol to work to.</p>	<p><a href="#">Staff and mangers</a></p>	
Increased transmission rate due to higher numbers of staff/pupils	<p>St Claire's will have an identified shared toilet and a rota will be used and system to ensure children from different classes are not using the toilet at the same time.</p> <p>Staff to monitor and implement Toilet Plan.</p> <p>There will be no movement around school that requires corridor restrictions or one way systems. Exit and entry routes to go straight outside.</p> <p>No staff will enter the school office other than those that work in there. Any communication will be through the window or via phone.</p>	<p>See attached map of route</p>	

Increased transition rate due to physical environment	<p>One-way system for drop off and collection.(when number increase)</p> <p>Staff encouraged to spend sessions outside.</p> <p>Staff to social distance from staff in other groups including at break and lunchtimes.</p> <p>Snack to be eaten with less children around the tables, tables to be cleaned after each child has finished their snack.</p> <p>Environment adapted to minimise movement, eliminate shared equipment and ensure a cleaning routine if practical equipment is used.</p> <p>remove any shared use of cups, bottles etc.</p>		
Risk of transmission between home and setting environment	Limit transfer of equipment to absolute essentials – water bottle and lunchbox. No books or other equipment to go home.		
Individuals with symptoms may be present in the setting	Protocol for managing a suspected case in the setting to be used.		



**Site Staff Actions Prior to Re-opening.**

Action	Sign and Date when complete
Check all fire doors are fully operational, unobstructed and moving freely.	
Ensure any PPE that may be required is available – gloves, aprons and face shields.	
Ensure lidded bins are available in each base area for any tissue or similar waste.	
Ensure adequate cleaning and other materials are needed for sanitation – stocks must be adequate to last until summer.	
Ensure door wedges are available for all internal and external doors that will be used.	
Place hand sanitiser by staff pinchpoints – in setting and cupboard.	
Discuss expected cleaning protocol, staffing and manageability	

Jugs and paper cups in rooms for emergency.	
Put fabric and spray in cupboard for easy clean.	
All staff to have done the online Infection Control course before starting work	

### Setting Staff Pre-Opening Checklist

Action	Sign & Date
Ensure all staff are aware of evacuation routes from setting. Ensure all exit routes are clear and fire doors are operational.	
Ensure hand sanitiser, tissues and lidded bin is present in teaching space.	
Ensure setting has paper cups for any child who does not bring a water bottle.	
Familiarise yourself with risk assessment, expectations both pre and post opening. Raise questions or issues with Tara prior to opening to allow consultation on risk assessment and associated plans to be amended based on feedback.	
Familiarise yourself with the <a href="#">protocol for managing a case in the setting.</a>	

### Site Staff Actions Once Re-Open

Action	Sign and Date when completed
Hold adapted fire drill to allow social distancing. Ring bell so pupils and staff are familiar then have individual group evacuation practices.	
Identify 72 hour storage location of potentially contaminated waste and liaise with cleaning contractor to make sure the waste is stored correctly. ( to be determined)	
Ensure staffing available for deep cleans and routine cleaning as required.	
Establish working pattern which focuses on emergency repairs, outside tasks and working in outbuilding. Ensure 2m social distancing between site staff and all other staff is strict. Site staff should maintain social distancing unless a job requires two people – PPE should be worn for such tasks.	
If someone in the setting presents symptoms report to Tara and ensure agreed cleaning protocol is followed.	

Provide cleaning materials, sanitisation equipment and PPE to Tara for distribution as necessary. Do not give equipment to staff directly or take instruction for tasks from staff directly. It is important that the school is certain all protocols are being/have been followed.

### **St Claire's Staff Post Opening Protocol**

<b>Action</b>
Enter the building from staff car park entrance, sign in. Do not use other entrances or exits. The door will be propped open unless weather is inclement. Wash hands on arrival or use hand sanitiser.
Carry out fire drill with children. Listen to pre-arranged bell and make children aware of fire evacuation procedure including if using toilets or other communal areas. Carry out exit drill at pre-agreed time.
Ensure children use, "Catch It, Bin It, Kill It" approach to tissues and that waste is stored in a lidded bin. Ensure that any used cups are thrown in the lidded bin.
Ensure children use the shared toilets identified and Agree handwashing times, use stop watch every 30mins.
If children are taken outside they should all use the toilet before going out to prevent the need to use other sets of toilets or to walk around school unaccompanied.
Staff should ensure children do not need to move around the school unaccompanied other than to use the identified toilet.
2m social distancing should be maintained between your group and any others at all times.
If practical equipment is used that it is collected and cleaned after use before any other child or group uses it. using Cleaning resources.
Do not allow pupils to take equipment between home and setting unnecessarily e.g. reading books. Only lunch boxes/water bottles are essential. Waste will be thrown away at setting where possible rather than being encouraged to take it home.
children must wash their hands-on arrival – establish a queueing system for this. One child goes directly to wash hands and the other lines up.
No malleable or hard to clean resources should be used in the setting e.g. playdough, soft toys etc. Other equipment such as construction toys should either be individual/not shared or washed before and after use in hot soapy water. It is suggested that a 72 hour rota is also used with equipment to prevent any further risk.
If anyone displays symptoms follow protocol for managing a case in the setting.

Management **Staff and Senior Staff Checklist Prior/upon re-opening**

Action	Name & Date
Limit visitors to site during the hours open to children. By pre-booked appointment agreed by Tara/Karen in advance. Sign in system will be no touch – manual list of people in the building will be used so visitors do not touch anything when they check in.	
Remain 2m from visitors, staff complete signing in – no physical sign in for visitors.	
Ensure PPE grab bag is available in each setting.	
Ensure each setting is fully equipped to deliver protocols	

**Cleaning protocol & guidance**

Situation	Protocol
Daily cleaning – needs to be rigorous to reduce risk of transmission	All touch points – desks, door handles, toilets to be cleaned thoroughly each day. Site manager discussion with cleaning provider. .
Deep cleaning required due to a suspected or confirmed case of the virus in an area of school.	<p>Whole area that may be affected cleaned with hot, soapy water. Then cleaned with disinfectant. Use disposable cloths. Particular attention paid to bathrooms, grab rails, door handles etc. PPE of apron and gloves must be worn. If there is heavy contamination – visible bodily fluids from an infected person then a face protector must also be worn.</p> <p>After cleaning aprons, gloves and cloths should be double bagged and stored for 72 hours prior to disposal. Once PPE has been removed then hands should be washed.</p> <p>Ensure the same protocol is followed for any mopheads as well as cloths.</p>
Routines and equipment will be required to ensure good hygiene practice is in place.	<p>Children will have to share handwashing and toilet facilities however a plan will be in place to ensure these communal areas are not too busy or used at the same time by children from different groups.</p> <p>Hand sanitisers by key pinchpoints such as by the main door and in the cupboard.</p> <p>Each setting to have a hand sanitiser and children to be encouraged to wash hands regularly. Handwashing is preferable and hand sanitiser should only be used when this is not possible.</p>

### Protocol for managing a case in the setting

Who	What
Management staff	Report suspected case to manager and director. Take child to another room. Staff to remain 2m from the child.
Manager	Provide ipad and resources to occupy the child and supervise them in another room until parent is able to collect the child.
Parent	Collects from middle gate.
Site Staff/manager	Follow deep clean protocol in cleaning protocol and guidance for small hall and equipment used. Remove equipment from use for 72 hours.
Manager	Explain to parent that they must get a COVID 19 test asap and report the result to St Claire's and school. Impacted group of children and staff to be told to self-isolate until test result is received. Inform parents of test result and next steps - either return to school or self-isolate for 7 days.

### Full re-opening for all yeas of Winton School - risk assessment September 2020

Risk	Mitigation/Control	Reference to other guidance
Health & Safety of building inadequate due to closure period	Partial reopening involved a full risk assessment and relevant certification to ensure the building was operational. Since then it has been fully operational. The same controls will be applied during the summer closure to ensure the building is fully operable in September e.g. equipment and water will be run at regular intervals.	Partial re-opening risk assessment.
Health risk to pupils and staff as a result of full re-opening requested by government.	Anyone presenting with symptoms must remain at home.  Robust hand and respiratory hygiene arrangements in place.  Enhanced cleaning arrangements. Active engagement with NHS Test & Trace.	<a href="#">Controls to limit transmission Hand &amp; respiratory hygiene arrangements.</a>



	<p>Planning incorporates consideration of reducing contacts and maximising distance between individuals where possible.</p>	
<p>Hand Sanitiser contains alcohol and is a risk if ingested by pupils. Increased cleaning increases the risk of children coming into contact with chemicals.</p>	<p>Ensure sanitiser use is supervised. Ensure sanitiser is stored safely or supervised.</p> <p>Ensure safe storage of cleaning materials. Store in cupboards if more is need inform Tara before it runs out.</p>	<p>Tara to keep on top of making sure cleaning materials are kept safe and are refilled when necessary.</p>
<p>Increased transmission rate due to higher numbers of staff/pupils</p>	<p>Enhanced cleaning routine.</p> <p>Minimise contact between individuals and maintain social distancing where possible.</p> <p>Implement class size bubbles wherever possible.</p> <p>Ensure EYFS arrangements maintain a year group bubble as a max.</p> <p>Reduce (or remove if possible) room sharing.</p> <p>No large gatherings – such as group games will take place physically.</p> <p>Staff required to work across more than one bubble must try and maintain distance from pupils and staff where they can. They should endeavour to maintain 2m from other adults.</p> <p>Staggered entrance and exit.</p>	<p><a href="#">Cleaning Protocol</a></p> <p><a href="#">Operational Procedures</a></p>
<p>Individuals with symptoms may be present in the setting</p>	<p>Protocol for managing a suspected case in the setting to be used.</p> <p>Engage with NHS Test &amp; Trace if required.</p> <p>Follow guidance from local health protection team.</p>	<p><a href="#">Protocol for managing a case</a></p> <p><a href="#">Flowchart of actions in case of symptoms</a></p>
<p>Cleaning needs to be of a suitable standard to minimise risk of transmission.</p> <p>Deep clean protocol needs to be implemented if suspected or confirmed cases of virus are in the school.</p>	<p>Discussion with cleaning contractor to clarify expectations in government guidance.</p> <p>Frequently touched surfaces, equipment, door handles and toilets will be cleaned thoroughly daily by St Claire’s staff.</p>	<p><a href="#">Cleaning Protocol</a></p>

<p>Primary children makes 2m social distancing either difficult or impossible.</p>	<p>Increased focus on minimising contact when distancing cannot be maintained.          If staff cannot maintain full distance from pupils, they should try and do so from other staff.          Minimise face to face contact with children. Stand or sit behind or side by side.          Be aware of the guidance relating to close contact and adapt practices that minimise close contact if strict social distancing is not possible.</p>	<p><a href="#">Close contact guidance</a></p>
<p>Staff or pupils at increased risk are exposed.</p>	<p>Pupils who are extremely vulnerable will continue to learn from home or have an EHCP/risk assessment in place which is led by consultant or professional advice.</p>	
<p>PPE presents increased risk of transmission, mis-use or lack of knowledge increases risk of transmission.</p>	<p>Staff who need to wear PPE as part of risk assessment ensure removal is correct through <a href="#">training in this guidance</a>. Waste is disposed of into lime green bin. Similarly, pupils who arrive with a face mask as a result of travelling on public transport are trained in removing in line with the above guidance.</p>	<p>Tara to train all staff on how to use and dispose of PPE.</p>
<p>Visitors present an increased risk of transmission but full curriculum entitlement must be offered including SEN support.</p>	<p>Visits by appointment only.          Appointments are managed within social distancing guidelines.          Where visits can be made outside of school time (e.g. contractors) they should be.          A record will be kept of all visitors to school including adequate contact information.</p>	
<p>Transfer of items between home and school increases transmission</p>	<p>New guidance removes some previous restrictions but encourages transfer of items being limited to essential items and those that improve education.          All communications electronic.          Handwashing after marking books or transfer of equipment.</p>	

## **Controls to limit transmission**

### **Who should not come to school?**

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

You can get further advice on symptoms here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

### **What else should you do?**

Notify Tara. Get a test. This can be done online you don't need to call unless you need medical advice as well. Details of how to get a test and which types are here:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

### **How long do I need to self-isolate for?**

If you have symptoms self-isolate for 7 days. If you test positive self-isolate for 7 days.

If temperature is still present continue to self-isolate until you have been symptom free for a sufficient period.

If you live with someone who shows symptoms you must self-isolate for 14 days.

If you test negative you may return to work once feeling better.

If in doubt, follow the guidance here:



<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

### **Protocol for managing a case in the setting**

<b>Who</b>	<b>What</b>
Manager of setting	Report suspected case to Tara. Take child to the corner of the room away from other children. Staff to remain 2m from the child.
Manager of setting	Provide iPad and resources to occupy the child and supervise them in corner of the room until Tara gets there and parent is able to collect the child. Open windows and close door. If child needs the bathroom use a disabled toilet and close it until cleaned and disinfected with standard cleaning products by site staff. Call parent and arrange to meet at middle gate. Notify school office staff – Tara to do this.
Parent	Collects from middle gate.
Site Staff/ Tara	Follow deep clean protocol in cleaning protocol and guidance for the room the child has been in and equipment used. Remove equipment from use for 72 hours.
Tara/Karen	Should child have a risk assessment in place relating to their EHCP or be distressed so that 2m social distancing cannot be observed PPE should be worn and individual risk assessment for pupil followed. Apply gloves, apron and face shield.
Tara	Explain to parent that they must get a COVID 19 test asap and report the result to school.

### **Hand & respiratory hygiene arrangements**

#### **Hand Hygiene**

St Claire's recognises that thorough and more regular hand cleaning is going to be required for the foreseeable future.

Staff and pupils should wash their hands regularly including:

- On entry.

- After touching shared spaces or equipment such as door handles, toilets etc.
- Before eating or touching their face.

Washing hands is the preferred method. Hand sanitiser is available when this is not possible. Hand sanitiser is available in all communal locations. Staff should not use hand sanitiser routinely to clean hands, a routine for washing should be put in place. Each room has a sanitiser for individuals to use when washing is not possible. This must be stored safely and due regard paid by classroom staff to the dangers of ingesting sanitiser. children must be supervised when using hand sanitiser.

Room’s leaders should have a rota to ensure regular handwashing and to encourage regular toileting.

Staff should continue to encourage regular handwashing and use the following resources to promote this with children.

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://e-bug.eu/>

### **Respiratory Hygiene**

The “Catch it, Bin it, Kill it” approach should be used with children. Staff should re-visit this regularly with children.

In each room there is a lidded bin. Children should put any tissues in this bin. This allows safe disposal of potentially infected waste. Site staff will ensure the bins are emptied daily, double bagged and waste is stored for 72 hours prior to going in waste bins.

### **Cleaning Protocol & Guidance**

<b>Situation</b>	<b>Protocol</b>
Daily cleaning – needs to be rigorous to reduce risk of transmission	All touch points – desks, door handles, toilets to be cleaned thoroughly each day. St Claire’s staff to clean deeply using PPE. School Site manager discussion with cleaning provider. Provider enters after staff leave.
Deep cleaning required due to a suspected or confirmed case of the virus in an area of school.	Whole area that may be affected cleaned with hot, soapy water. Then cleaned with disinfectant. Use disposable cloths. Particular attention paid to bathrooms, grab rails, door handles etc. PPE of apron and gloves must be worn. If there is heavy contamination – visible bodily fluids from an infected person then a face protector must also be worn.

	<p>After cleaning aprons, gloves and cloths should be double bagged and stored for 72 hours prior to disposal. If this guidance cannot be followed for any reason contact Initial (school contractor) for disposal of Category B waste. Once PPE has been removed then hands should be washed.</p> <p>Ensure the same protocol is followed for any mop heads as well as cloths.</p>
Routines and equipment will be required to ensure good hygiene practice is in place.	<p>Pupils will have to share handwashing and toilet facilities however a plan will be in place to ensure these communal areas are not too busy or used at the same time by children from different groups.</p> <p>Hand sanitisers by key pinch points.</p> <p>Each classroom to have a hand sanitiser and children to be encouraged to wash hands regularly. Handwashing is preferable and hand sanitiser should only be used when this is not possible.</p>
Staff will use cleaning equipment to ensure any shared equipment is cleaned before use by another group. It will also be used to ensure play equipment is regularly cleaned for children accessing the Foundation Stage curriculum.	<p>Staff to store cleaning equipment safely out of the reach of children and not in a place where children could access it without staff being aware. Cleaning equipment can be obtained by Tara. Staff to inform Tara when product is running low.</p>
<p>If further guidance is needed follow this link  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>          Amended guidance is expected before the end of summer term</p>	

### **Operational Guidance**

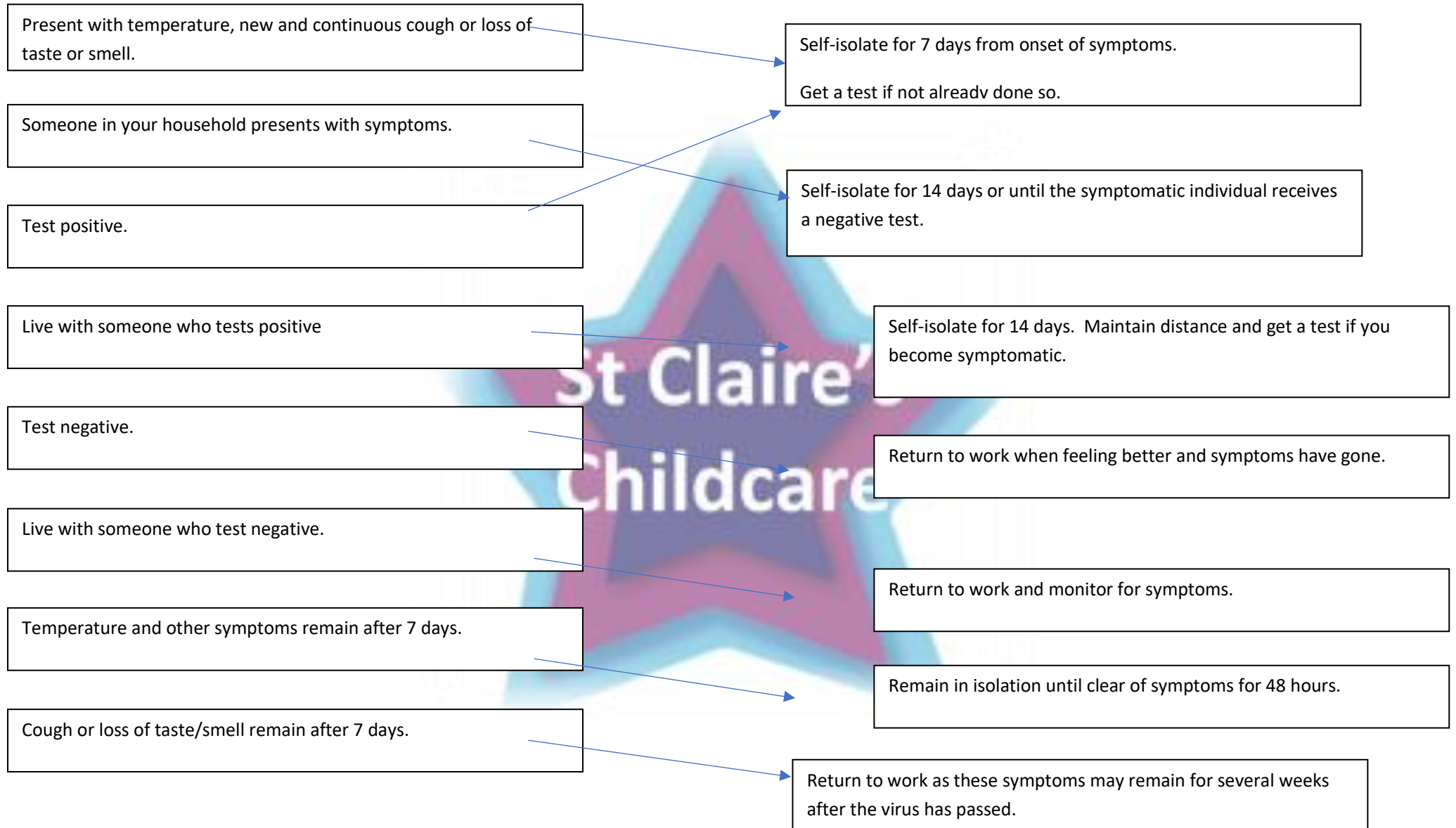
Staff	<p>St Claire's is now expected to deliver a broad and balanced free play setting and a full day/week.</p> <p>Minimising contacts and maintaining distance are the two complimentary approaches to reduce transmission. They go together but due to the age of our children the emphasis for us is more on minimising contacts.</p> <p>Entry to the room's will be through an external door or in accordance with the <a href="#">movement map</a>. Initially pupils will enter the room and have use to the toilet.</p>
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	<p>Tables should be arranged in a way that they keep the 2m distance .ensuring the children are not face to face or side on. They should be side by side.</p> <p>Where possible children should have their own or limited Equipment. Where this is not possible sharing should be minimalised and cleaning should take place before equipment is used by another bubble or unused for 72 hours. Although there is a move back towards using resources so that children’s free play is not negatively impacted staff should consider whether an item can be cleaned before using it. Difficult to clean items such as soft toys should only be used if essential to an effective reason. Generally hard to clean items should not be used.</p> <p>Creating a larger bubble should be discussed with Tara and headteacher in advance.</p> <p>Will have to accept medicines or other items coming to school that would normally go to the office.</p> <p>Social distancing should be maintained between members of the rooms and other bubbles. This includes staff.</p> <p>Use of communal areas should be minimised (cupboard 1 adult at a time) and where used social distance should be maintained and hands should be washed after using.</p>
Senior Staff	<p>Should stick to social distancing arrangements between the two bubbles.</p> <p>Should follow similar guidance to other staff groups in that they should minimise movement between bubbles and where necessary maintain social distancing.</p>
All Staff	<p>Should use external routes to move around school whenever possible.</p> <p>Where internal routes have to be used maintain a “Walk on the Left” approach and follow the <a href="#">map for movement around school.</a></p>

### Staggered Timetable

Entry Time	Exit Time	Classes
8.30	3pm	Year 6, Year 4, 2KL, 2SP
8.40	3.10	Year 5, Year 3, 2KB, 2AL
8.50	3.20	1ND, 1EG, Cherry, Apple
9	3.30	1LY, 1NP, Pear, Plum

## Flowchart for managing symptoms or cases





If a positive case is found, then Tara will liaise with the school and health protection team in deciding who must be sent home. Individuals who have had close contact must self-isolate.

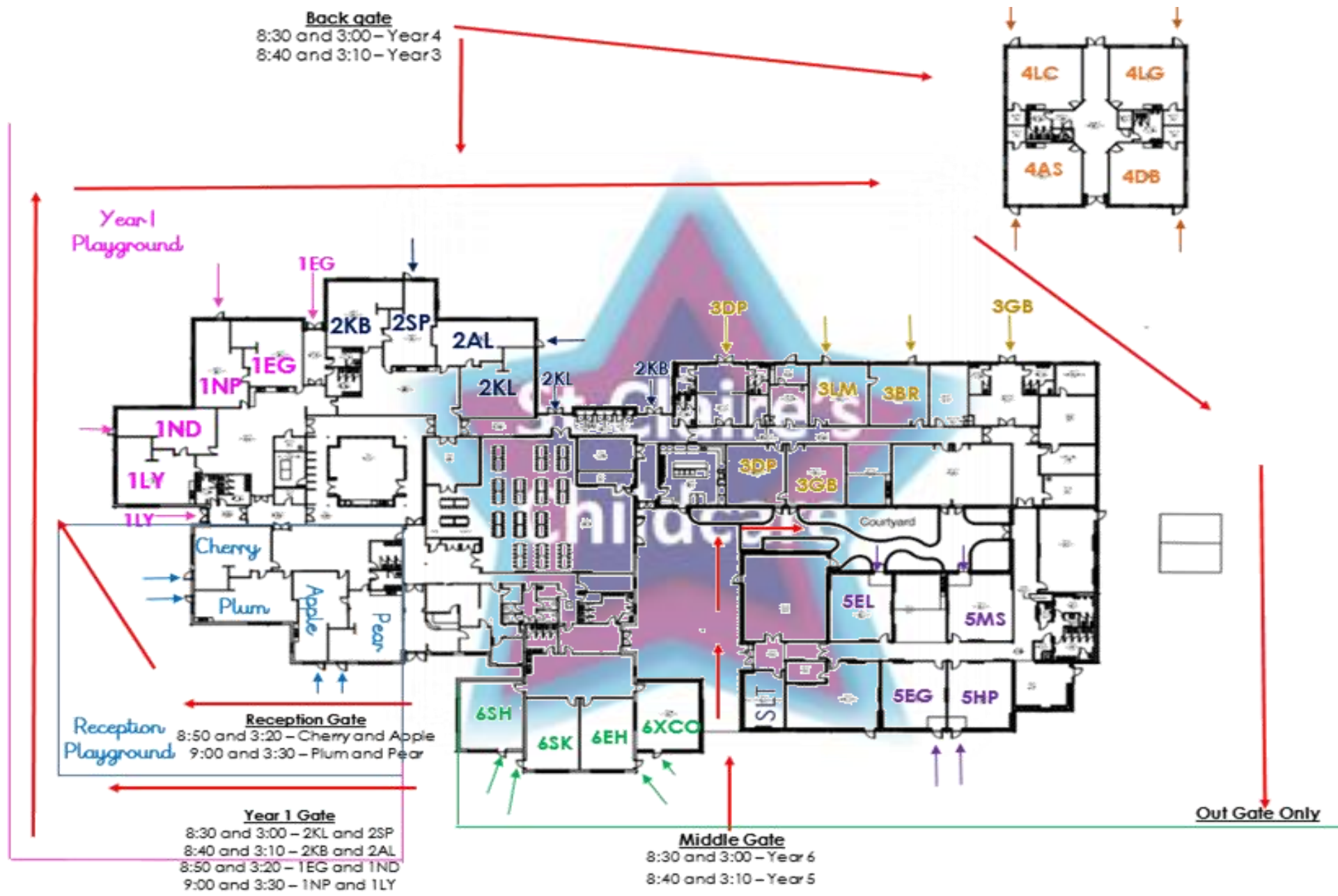
Close contact is defined as:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Household members of people sent home do not need to self-isolate unless the person self-isolating develops symptoms.



# Drop Off and Pick Up Map



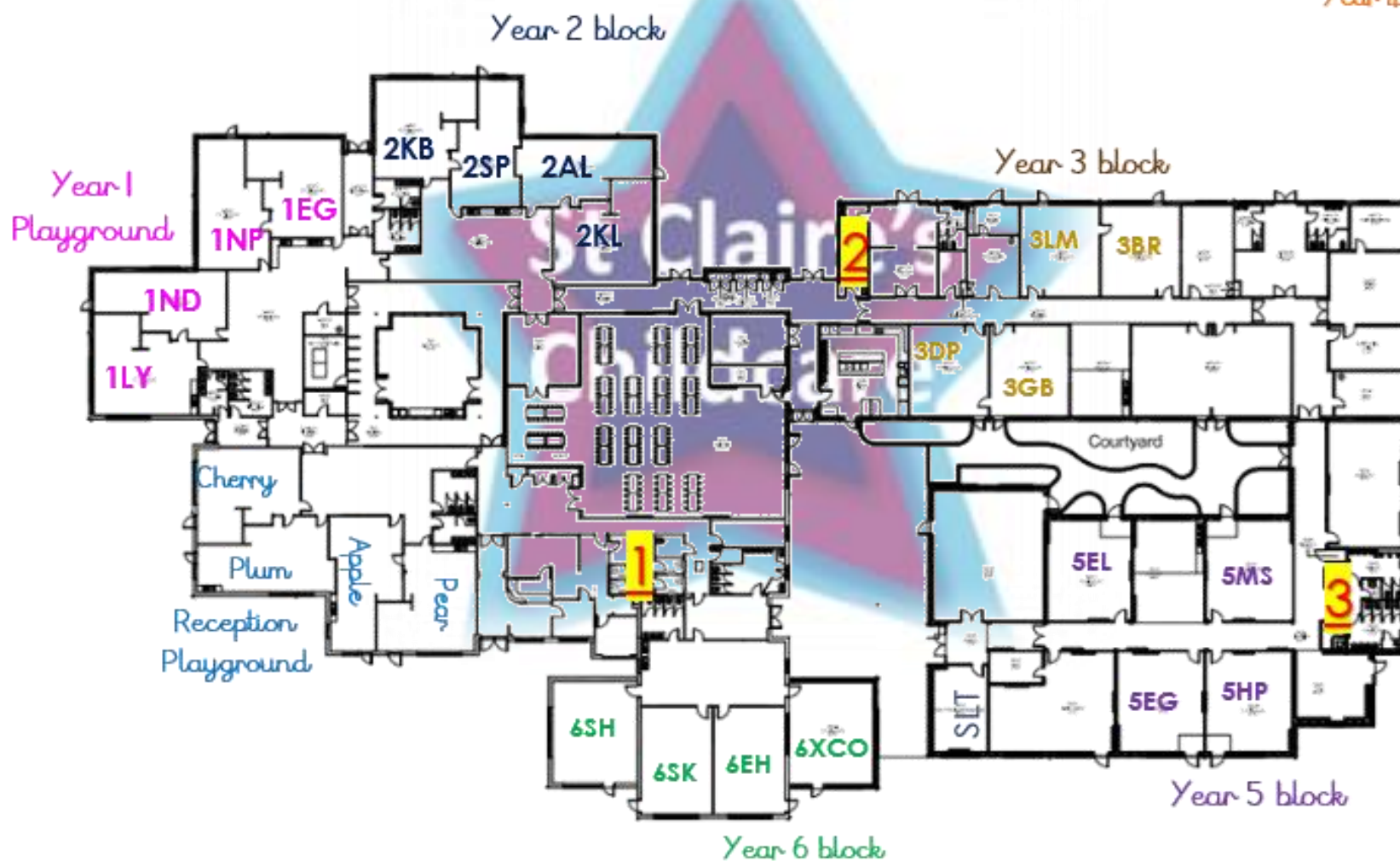
Toilets

- 1 – Staff in Year 6, Year R and Year 1 bases
- 2 – Staff in Year 2 base and Year 3 bases
- 3 – Staff in Year 5 base
- 4 – Staff in Year 4 base

St Claire's staff and children to only use number 3 toilets.



Year 4 block



## Winton Staff Code of Conduct –

### Measures to keep everybody safe within the setting

#### Day – to – Day Routine

**BEFORE DOING ANYTHING, PLEASE ENSURE YOU WASH YOUR HANDS OR USE HAND SANITIZER EVERY SESSION.**

#### **Breakfast Club:**

- Enter through the middle gate and go into the school building and through into St Claire's room by using door code (0095)
- Wash hands with soapy water
- Ensure all surfaces are cleaned with antibacterial spray including tabletops, Light switches, plugs, iPad and open doors for ventilation.
- Open all doors for venation
- Open the inner gate using the key located in the cupboard (hanging up on wall in cupboard on the left side on blue lanyard).
- Put the St Claire's sign out under the window of Mr. Tarchetti's room.
- Children will enter through the Under's room exit door by using the middle and inner gate.
- Children are asked to place belongings in the hallway.
- Children are to wash hands straight away using the year 5 toilets – using the 1 by 1 procedure staff to supervise.
- Children are asked if breakfast is wanted – if so, staff is to clean the table down make the breakfast using the food hygiene policy as well as using the correct PPE (gloves and apron).
- Paper bowls and cups are to be used where possible; only if paper cups/plates are not available, plastic is permitted.
- The table is to be cleaned with spray and paper towel after each child has finished ready for the next child to sit down.
- Children need to wash their hands again before leaving the room using the same 1 by 1 procedure mentioned above.
- Children to be dropped off to classes using the the flow chat given in risk assessment, using the outside route (see map) and dropped to the back doors of year 4, the doors that face the field. 2m guidelines need to be followed.
- You walk back the way you came as there is no access in the school corridors
- Bring the St Claire's sign back into room and leave the sign by the exit door.

- Staff to clean all toys (inside and out) that have been used by the children using hot soapy water in the red washing up bowl and left to dry where possible.
- Leave the premises out of St Claire's fire door and leave out of the top gate keeping your 2m distance.

**After School Club** – If you are driving and walking to After School club:

1. Park your car at the front entrance,
2. Walk into reception to sign in using either the pen and paper or touch screen (whichever is available for St Claire's staff to use)
3. Walk out reception and the gate entrances to the school to walk on the pavement around to the back of the school, where the field is located.
4. Once you get to the back of the school, use the carpark gate to enter the school using the door code (0095)
5. Once in the school, walk around the building until you get to the small playground outside the Under's room (follow map).
6. Use the Under's room exit door to enter the building.
7. If you are walking, follow steps 2-6.

**Start of session:**

- Arrive through the back gate as stated before.
- Staff members must wash their hands upon entering.
- Place all belongings in the cupboard; if possible, please leave phone in car or at home. However, if you bring your phone please put in the draw within the lock box.
- Open all doors for ventilation.
- Place St Claire's sign back outside under the window of Mr. Tarchetti's room.
- Wipe every surface that is used like tabletops, light switches, plugs, and door handles etc.
- Clean iPad and iPhone with antibacterial spray then sign in as normal.
- Ensure that there are tissues available as well as a bin nearby for disposal.
- Open windows for ventilation.

### **Snack:**

- Snack table need to be cleaned with antibacterial spray before and after everything has finished – if you have more than four children, separate their eating times and ensure the table is cleaned after every child has finished eating.
- The children cannot sit or face each other, you will need to separate hem.
- Ensure hair is tied up
- Hands are washed thoroughly and correctly and gloves are on.
- Paper plates and cups are to be used where possible to be thrown away after use – if not, plastic plates and cups can be used as a last option.
- Use the correct chopping boards when preparing snack.
- Use separate shelves for the storage of food.
- Hot soapy water is to be used to wash all chopping boards, knives and plastic plates/cups.
- Paper towels to be used to dry up and placed in the bin straight away after use.
- Use a clean j-cloth every time a j-cloth is needed – to be thrown away after every use.
- Staff are to dry using blue paper towels instead of tea-towels.

### **Children entering Under 8s Room:**

- Staff are to pick up children from doors of the class rooms using the outside pathway (use maps if needed) – please stick to the 2m guidelines.
- Walking back the same way you went/ unless stated otherwise.
- Upon entering the Under's room, Children are to put their belongings in the hallway and wash hand straight after, using the government 20 second guidelines and the 1 by 1 procedure that we have put in place staff to supervise.
- Proceed to have snack; if wanted – staff are to wear appropriate gloved and aprons when serving snack – the child is to stand behind the lineto get food, staff are to plate up and give the child the plate.
- Paper plates/cups are to use all the time, throw everything away after use; if unavailable, plastic may be used but deep cleaned at the end of the session.
- Children are to be 2m apart from each other *wherever possible*.

- The table needs to be cleaned after every child has had their snack ready for the next child.
- The children's toys need to be limited so that they are easily cleaned – i.e, if a child wants to play with Lego, give them a handful.
- Preferably the staff are to take the children outside (NOT to the big playground – ensuring THE CHILDREN STAY IN THEIR BUBBLES) as much as possible but within keeping the 2m distance.

### **INTWEENERS PICK UP FOR AFTER SCHOOL CLUB**

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#### **Collection of children:**

- Parents are not to come into the school building.
- Parents are to come through the middle and inner gate to the Under's fire exit door.
- Parents are advised to follow the 2m distancing guideline when collecting their children.
- At this moment in time there is no one way system for the parents; however, if numbers increase both pairs of double gates should be opened to allow room for the 2m distance.
- If parents wish to talk to a member of staff, they are to be advised to stay 2m apart; however, if there seems to be a queue, ask the parents to wait to the side for a minute whilst other children are collected. The office can always be emailed or called if needed.
- If lone working, then the member of staff has to stand in the doorway of the fire exit to ensure they are able to supervise every child present in the setting.

#### **End of session:**

- Every toy that the child/ren have played with must be cleaned with hot soapy water and left to dry overnight where possible.



- The rugs on the floor are to be sprayed with antibacterial spray and left to dry overnight.
- All the surfaces need to be cleaned with antibacterial spray.
- Staff need to bring the St Claire's sign back in and leave by the exit door.
- Staff is to lock the inner gate after bringing in the sign.
- Ipad and phone is to be wiped after the end of each session as well as the end of each use.
- All plastic plates/cups need to be cleaned thoroughly if used.
- Clean all lidded bins and ensure the bins are emptied out every day.
- Leave the premises via inner double doors and out through the middle gate.

**If symptoms are displayed:**

**Child:**

- If arrived with symptoms, they should be sent home immediately.
- If symptoms are developed, the child needs to put on PPE and removed from the play area and be taken into the cupboard next to the cupboard.
- Member of staff need to be wearing PPE when with the child.
- Other children are to be outside ASAP.
- Manager/director need to be informed.
- Parents are to collect child from the setting via the fire exit door. Child is to be wearing PPE.
- Area of work/ toys and resources are all to be cleaned in hot soapy water by staff wearing PPE.
- A staff member is to suggest to the parents about getting their child tested in the Covid-19 centre (if the child is 5 or over) and isolate for 7 days and the household for 14.

**Adult:**

- If symptoms occur, staff are to wash their hands, put on a face mask and exit the building to go home by following the 3m social distancing guidelines.



- The children are to be outside.
- Area needs to be cleaned by other members of staff wearing PPE.
- If lone working, contact on call manager (Tara) or deputy on-call (Karen) if on call manager is unavailable to inform them; put PPE on as soon as possible, ensure you are following the 2m distance rules and wait to be relieved and go home.
- Book a test, if positive self-isolate for 7 days and the household for 14.

#### **First Aid**

- Staff should be wearing the usual PPE when helping a child.
- If the 2m distance rule is unavoidable, then staff should not be face-on to the child; the staff member should be beside or behind the child.
- Always try and keep the 2m distance.
- The gloves that are worn should be disposed of immediately to prevent cross contamination.

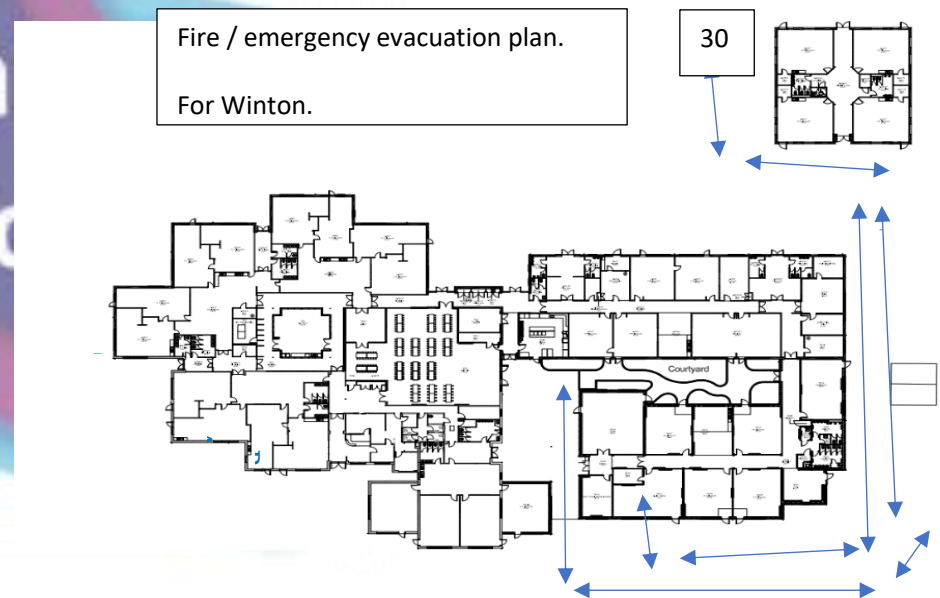
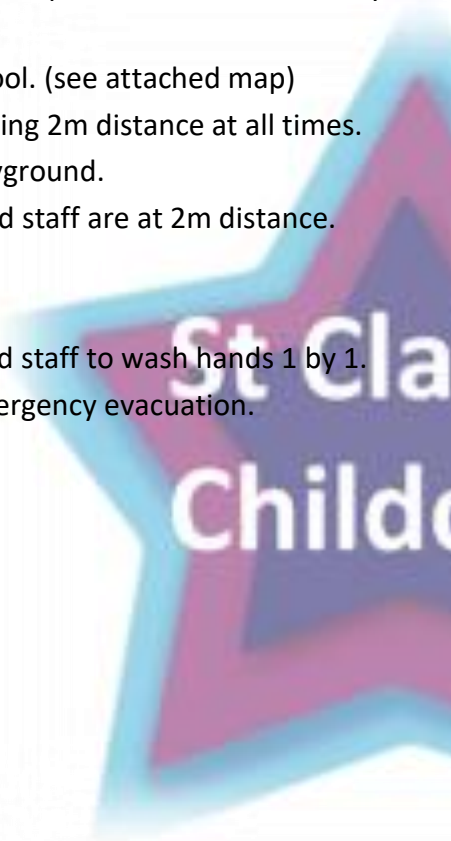
#### **Other important information staff should be following:**

- Staff should be within appropriate uniform and preferably clean uniform every day.
- If walking around the school premises (i.e – to go to the toilet), ensure you keep to the 2m distance guidelines and if another adult/child is walking, stop in a nearby bay.
- Moving around the school should mostly be done via the outside walkways.
- Doors are to be wedged to decrease the physical contact with them.
- Wash hands or use hand sanitizer regularly.
- PPE should be available at all times and stocked appropriately.
- Avoid using material items as much as possible.

**Winton fire risk Assessment for the period of the covid 19, 2020.**

In case of a fire or an emergency evacuation please follow the fire drill routine.

- Staff to encourage children to line up with the 2m distance by the back door.
- Staff to get iPad and phone.
- lead the children out of the school. (see attached map)
- Walking around the school keeping 2m distance at all times.
- Line up at number 30 in the playground.
- Staff to make use all children and staff are at 2m distance.
- Staff to take register.
- Wait to be told to go back in.
- Once back in setting children and staff to wash hands 1 by 1.
- Staff to log fire evacuation / emergency evacuation.
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## COVID UPDATE

### Lone Working Policy

While it is legal and often unavoidable for a member of staff to be alone with a child/ren or working alone, it is necessary that the following guidelines are followed:

- You are within earshot of someone who can help in an emergency or
- You have a company phone you can use in the event of an emergency
- You make sure the space is easily visible and accessible to others
- You ensure someone is aware you are lone working
- You are checked on frequently by other members of staff
- You do not do personal care tasks for a child while lone working (helping change in event of a toilet accident for example- always ensure you are in sight of another member of staff for such cases)
- Report any concerns, incidents or accidents directly and immediately to your manager

**Updates to Practice April 2020:** *Guidance has been taken from Childminding Practice and Out of School Alliance.*

Staff members who are suitable for lone working have been approved under the following criteria:

- current 12 hour paediatric first aid certificate
- L2 safeguarding
- food handling and hygiene certificate
- competent use of English
- the necessary skills and experience to supervise the children
- Have had no concerns or complaints about their practice
- Are up to date with Supervision and Appraisal, DBS declarations & Fitness to Work Statements.

- does not have any medical condition that might affect their suitability to work alone.
- is familiar with/ receives induction for the emergency evacuation procedure – and how this can be adapted to lone working situations.

The following steps have also been taken:

Parents have been informed that we are currently Lone Working.  
Our insurers have confirmed that our club is covered when only one member of staff is on duty.

Ensuring all Lone Workers are Vigilant with the following practice:

Ensuring all visitors sign in on the portal – including school staff if in the room for significant amount of time

Ensuring, school staff / visitors are noted in the Day Book

Document every accident and incident that occurs while children are in our care, informing parents of such and requesting them to sign the portal as per usual or Day Book if not on portal..

Noting ***any and all*** marks on the children when they arrive and asking parents/school to inform us of any accidents that have occurred whilst outside our care.

Ensuring the children are within sight and/or hearing at all times according to the **child's** age & stage of ability.

Keeping accurate records on each child and writing the Day Book carefully.

All essential resources must be readily to hand and not kept in a separate part of the building: eg Phone, Tablet/iPad, chargers, ability to log in, first aid kit, non-contact thermometer, Day Book etc.

*If an allegation is made the member of staff must follow the Safeguarding procedure detailed in Policy immediately.*

Additional Safeguards:

Tara Latham is your Onsite Safeguarding Lead, Karen Hodgson is the DSL

Tara is Managing the rota and will make unannounced visits

Karen will make unannounced visits in Tara's absence.

Tara will be on call and can be summoned in case of emergencies and contacted for all queries.

In addition, a back up 'on call' person whom the member of staff can summon in an emergency will be nominated for each session – this is always Karen.

The 'on call' person (Tara) must be able to be on site within 30 minutes.

Note to Staff: It is important that while caring for children you do your best to encourage social distancing guidelines – ie, two meters apart, and maintain high levels of handwashing and setting cleanliness – wipe high contact areas when you arrive and leave. If you are running low on supplies – particularly hygiene products, let Tara know.

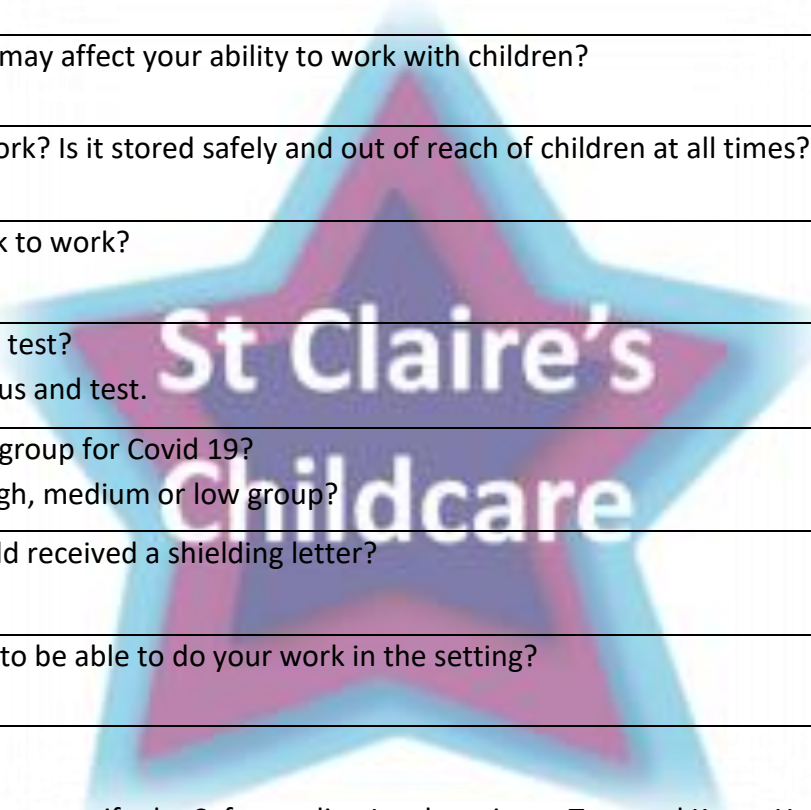
IF AT ANY POINT YOU FEEL YOU NEED PERSONAL PROTECTIVE EQUIPMENT YOU MUST RAISE THIS IN WRITING WITH KAREN WHO WILL RISK ASSESS & TAKE ADVICE.

The logo for St Claire's Childcare is a large, multi-colored star. It has a blue outer border, a purple middle section, and a pink inner section. The text "St Claire's" is written in white across the top part of the star, and "Childcare" is written in white across the bottom part of the star.

St Claire's  
Childcare

**Health Declaration for the period of Covid 19, 2020**

Is your health currently sufficient to meet the requirements of your job description? If not please give details:	Yes/No
Are you taking any medication which may affect your ability to work with children? If so please give details:	Yes/No
Are you taking medication while at work? Is it stored safely and out of reach of children at all times? If so please give details:	Yes/No
Do you feel you are able to come back to work? If not please state why?	Yes/No
Have you had Covid 19? Did you get a test? If so please give dates you had the virus and test.	Yes/No Date:
Do you feel you are in the vulnerable group for Covid 19? If so please state why , are you in a high, medium or low group?	Yes/No
Have you or anyone in your house hold received a shielding letter? If so is it for you or a family member?	Yes/No
Do you feel you need PPE at all times to be able to do your work in the setting? If so please state why?	Yes/No



If any of these conditions changes, you must notify the Safeguarding Lead on site or Tara and Karen Hodgson as soon as is reasonably practicable. I understand that the information I have given is true and correct.

Print Name: ..... Signed..... Dated.....

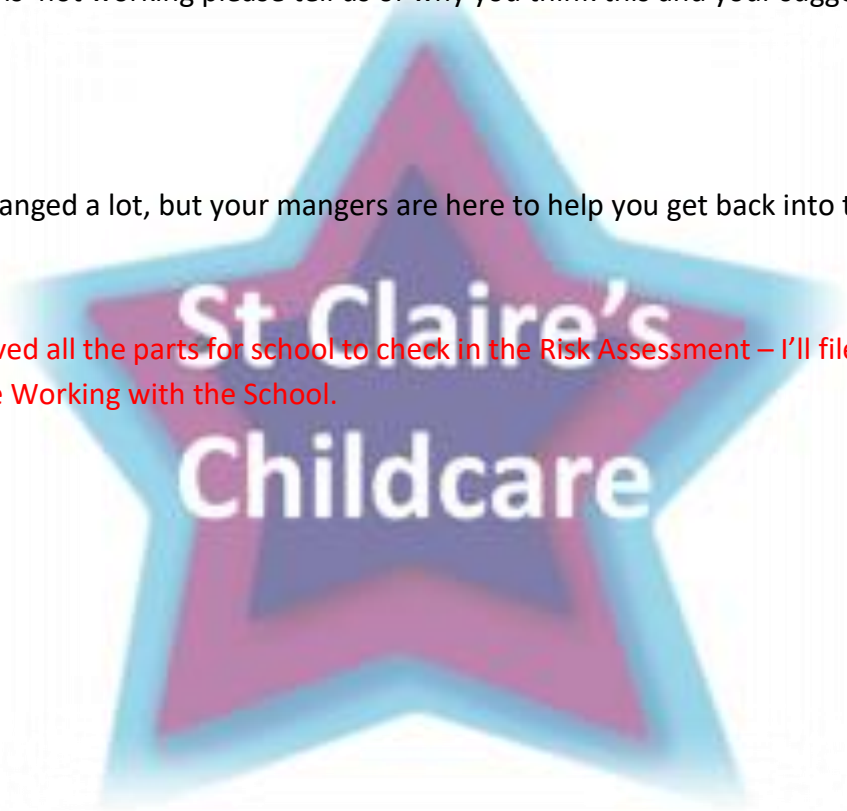
## Other things you will need to know and think about:

- If you need to go to the office any reason you must call Sarah to book a time slot for you to go in or if you need you need something i.e. photocopying, please phone Sarah and will advise what you need to do and when .
  - You cannot just pop in to the office anymore.
- As we may not have as many numbers of children as we used to have that means some clubs will be working with 1 staff (this can be done with our lone working policy). And once all the children have gone and you have done your cleaning you can leave.
- So as you all know, all staff have been on furlough, some for a long time and some sort a short time. The furlough scheme will continue until the end of October
- Sadly, we have lost about 50% of our usual bookings although we do expect there to be an ongoing increase as parents get back to work. As a result of this, we are working as closely to ratio (1:9) as possible. This means most people will be partially furloughed, working a three or four day week, finishing early etc. Staff meetings cannot be missed. As numbers go down, where practicable, someone should go home early. Therefore, part of your hours (the ones you work) will be full pay and the other (the ones you don't) will be at 80% furlough money, with this in mind you **MUST** make sure you are hot on yourself signing in and out of club so we can claim the right amount of money from the furlough payment for you. PLEASE COMPLETE YOUR TIMESHEET DAILY TO AVOID FORGETTING.
- During your day at home, we ask that you get your quizzes up to date, do any identified training (there will be more Covid safety coming) and ensure you have read all the Covid Updates to documentation.
- If a member of staff is not in / not rota'ed on please mark them as absent on the portal.
- The infection control course Karen asked you all do, we need that ASAP or you will be sent away until you have completed it, this a must as it is very important you know how and what to do in the work place – it is a very basic course and only takes a few minutes.
- The law states the the ratios for us is 1-30 but we run to 1-9 as you know, this being said if you are 1 or 2 children over please do not worry- we are just trying to make sure bubbles work, parents can work and we stay in business!
- If your rooms have been split up in to sections, we ask that 1 adult signs the children out, the member of staff just tells the other staff member who has gone home and picked up by whom.(Please sign it like this on IPad - mum/TL)

- It's worth knowing that some schools have taken over / back the ASC dew to Covid so please keep this in mind if the School doesn't think we are proving a safe place or not controlling Covid they can take St Claire's over. This is not to scare you but to make you aware of how important it is for us all to be on top of the cleaning, policy's and much more.
- This is all new to us all and we are trying our best to find out what works and what does not, so if you feel there is something that we have put in to place an you feel is not working please tell us of why you think this and your suggestions of how we can change this.

Please do not panic, yes things have changed a lot, but your mangers are here to help you get back into the new routine.

Note from Karen to Tara – I have removed all the parts for school to check in the Risk Assessment – I'll file the original (with all the school liaison work) in the OFSTED folder to evidence Working with the School.





Covid Safety Declaration:

I have read the Risk Assessment for my setting

I have signed the Risk Assessment for my setting

I will re-read it every week during my furlough day

I will sign it after each time of reading.

I will action each of the points on the Risk Assessment

I will be thorough in cleaning, washing and social distancing

I have done the required Infection Control learning

I am aware further Infection Prevention training will be required, I will do it promptly

I will adhere to Government guidelines for Covid safety outside of work – I understand if I put myself at risk, I may be asked to self-isolate without pay until I get a negative test result.

I am aware that my actions could spread the virus and will do my best to ensure the safety of those around me,

I understand that careless and/or reckless failure to prevent Covid will be a disciplinary offence.

Print Name: ..... Signed..... Dated.....

