

## Covid-19 Policies and Procedures in Practice



Dear Smart Zone parents, carers and children,

As you will be aware there has now been guidance issued for the **FULL** re-opening of settings in September and we cannot wait to welcome everyone back including those new to our setting.

**In September Smart Zone will open on:**

- **1<sup>st</sup> September for a T.D.Day (7:30 am to 6:00 pm)**
- **From 2<sup>nd</sup> September for Wraparound Care (Breakfast – 7:30 to 8:50, After-School – 3:00 to 6:00)**

As a setting we are in the process of **carefully planning** for reopening in September, ensuring that we do this as safely as possible, following the guidance that has been given to us by the DfE, Public Health England and also Wiltshire Council. **The safety of children and staff will be our primary concern in this planning process and will remain so throughout.**

Every setting in Wiltshire is different and although each setting will be following the same guidance, how this is enacted safely will look slightly different according to context.

We have attempted to maintain a sense of normality, but with the recognition that things are different for us all. We ask you to please work with us over the next few months as we get the setting up and running. Smart Zone's new 'normal' will likely change from time to time; we will keep you informed of all changes via email and Facebook.

Parents and carers are encouraged to limit the number of settings their child attends.

Our full Covid-19 Policies and Procedures can be viewed on our website or can be requested via email.

**What these Policies and Procedures looks like in practice is outlined below and will help you and your child prepare for Smart Zone in September.**

**Promoting Good Practice:**

- All staff will receive instruction and understand our new procedures.
- Posters will display information to promote infection control and procedures.
- Kitchen staff will complete Covid-19 Health & Hygiene guidance.
- Staff will complete Covid-19 training.

**Infection Control**

- Parents or carers will not bring their child to Smart Zone if their child, or anyone in their household, shows any symptoms of Coronavirus.
- Smart Zone staff will not work at Smart Zone if they, or anyone in their household, shows any symptoms of Coronavirus.
- Staff will be vigilant for initial symptoms of Covid-19.
- All staff and children will have their temperature taken on arrival at Smart Zone breakfast club and after school club.

- School bags will remain closed whilst at Smart Zone.
- We will keep careful records of attendance at Smart Zone in case a member of staff or a child becomes infected with Covid-19.

#### **Children falling ill in setting:**

- Any child who becomes ill with symptoms which could be Covid-19 whilst at Smart Zone will be isolated from the other children either outdoors, or indoors by at least two metres until they can be collected by a parent/carer.
- If a child or member of staff is sent home with suspected symptoms of Covid-19, they must follow Government guidance.
- Most suspected cases of Covid-19 turn out to be negative, so Smart Zone will remain open until advised otherwise by Public Health England South West. However, parents and staff will be informed if their child has been in contact with anyone with suspected Covid-19.
- Children and staff must not return to Smart Zone until all symptoms have passed and they feel well.
- Please make sure we have all parent and carers up-to-date contact numbers, including emergency numbers, in case we need to get in touch.

#### **Hygiene:**

- Children will not need to bring in their own hand sanitiser, as a setting we will have plenty of hand sanitiser indoors and outside.
- Children will be encouraged to wash their hands regularly throughout their session at Smart Zone, but particularly on arrival, departure and around snack times. Paper towels will be used for drying hands.
- Tissues will be supplied when sneezing and coughing.
- Bins will be emptied after each session. These will be stored for 72 hours XXXXXXXXX before going into the school bins.

#### **Cleaning:**

- Frequently touched surfaces will be regularly cleaned with anti-bacterial spray or wipes, particularly those that are shared between both Upper and Lower school groups.
- Appropriate PPE will be provided for staff to use when cleaning, preparing food, etc.

#### **Arrival and Departure:**

##### **Breakfast Club:**

- One parent/carer will drop off their **lower school child(ren)** for breakfast club at the front door.
- One parent/carer will drop off their **upper school child(ren)** for breakfast club at the rear (emergency exit) door.
- Children must be escorted to the door where their temperature will be taken, before being signed in by staff.
- Please be patient as drop off may take longer than you are used to.
- All lower school children will be escorted to their appropriate entrance in the lower school by Smart Zone staff.

##### **After-school Club:**

- Lower school children will be collected from their appropriate entrance in school by Smart Zone staff. They will then enter Smart Zone by the front entrance where their temperature will be taken.
- Upper school children will arrive unescorted and enter Smart Zone by the rear exit door, where their temperature will be taken.
- One parent/carer will collect their child(ren) from after-school club from a socially distanced space on the Smart Zone playground.
- If necessary, a parent/carer can telephone Smart Zone on 01793 751113 to inform staff that they have arrived.
- Staff will get the child ready and then escort the child to the door of Smart Zone (lower school = front door, upper school = rear exit).
- Staff will sign each child out when the member of staff sees that the child has located their parent or carer.
- Please be patient as collection may take longer than you are used to.

#### **Premises:**

- Visitors, parents or carers will NOT be admitted into the Smart Zone building unless deemed absolutely necessary. If adults need to access the building, they must wear a face covering and social distance.
- Doors and windows will remain open to a comfortable level throughout all sessions, to keep the premises well ventilated.
- Cushions and rugs will be removed from Smart Zone.
- The layout of Smart Zone is to change to minimise contact between the upper school children (Y3 to Y6) and the lower school (YR to Y2), within the Smart Zone building.
- The lower school will use the front door, the cloakroom and half of the indoor space.
- The upper school will use the rear (fire exit) door and half of the indoor space.
- The outdoor space will be shared by all children.

#### **Toilets:**

- The lower school children will use the girls' toilets, with no more than one child (or two if urgent) accessing these toilets at any one time.
- The upper school will use the boys' toilets, with only one child using these toilets at any one time.
- Children will queue for the toilets within the main room.

#### **Activity Planning:**

- All soft toys and dressing up clothes will be removed from the setting.
- Children may not bring toys, games or equipment from home or school to Smart Zone.
- Toys and games will be organised separately for upper school or lower school to play with.
- Where toys are to be shared between upper and lower schools, they will be used on a rota system with 72 hours between session use.
- Wherever possible, activities will take place outside.
- Outdoor toys will be sprayed with disinfectant before being passed on to another child.
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#### **Food:**

- Breakfast and snacks will continue to be served at Smart Zone. Please let the staff know if you would prefer your child to bring their own snacks.
- One member of staff will prepare all food during each session at Smart Zone.
- Children will wash their hands thoroughly before and after all snacks.
- Children will need to bring a packed lunch for the T D Day. Absolutely no sharing of food will be permitted.
- Children will not help themselves to food or queue at the serving hatch. Instead they will be served individually whilst seated at tables.
- Children will be spaced as far apart as possible while eating. Tables will be separated for upper and lower school children. On busy afternoons, snack may be served at two sittings with tables cleaned using anti-bacterial spray and wipes between each sitting.

### **Settling in procedure**

We totally recognise that for some children and adults, a return in September will be an anxious time. We will be doing our best to mitigate these concerns and help your child have a smooth and happy start back with us.

Knowing that your child will be in a safe environment, is with friends, playing games and happy is one way we can reduce everyone's concerns.

**You are therefore all invited to an open morning on Friday 21<sup>st</sup> August between 10 and 12 am where the Smart Zone staff look forward to seeing you all.**

The purpose of the open morning is for all parents, carers and children to have the opportunity to:

- familiarise yourselves with the Smart Zone setting,
  - allow children to play together outdoors (fingers crossed for good weather),
  - allow new parents and children to look around indoors,
  - allow our returning parents the opportunity to see what measures we have in place
- (all parents will need to wear a face covering indoors).

**Please keep an eye on our Facebook page, and watch out for emails with information and updates regarding any changes to our Covid-19 Policies and Procedures.**

Should you have any queries, concerns or suggestions then please do email us directly,

With kindest regards,

*Lisa and Jo*

Lisa Longstaff & Joanne Ferris

Smart Zone Children's Club

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