



Coronavirus/COVID-19 virus temporary operating procedures

Safe Hands recognises the importance of advanced planning in order to maintain services and limit the spread of the new coronavirus, known as COVID-19, within our setting. In order to minimise the risk of spread Safe Hands will operate in a risk aware manner until further advice.

If your child or a member of the household develops coronavirus (COVID-19) symptoms, or have been advised by NHS Test & Trace to self-isolate, do not attend Safe Hands and advise Claire Alberts immediately.

Government advice is that the number of settings a child is attending should be kept to a minimum. To keep all the staff and children safe we ask that your child is not attending any other childcare setting (not including school) without a one week isolation period before their booked session at Safe Hands.

It is vital that your contact details are up to date, when logging onto Clubsbuddy, check and update any contact information.

Arrival

The latest government discourages children travelling to/from settings by public transport. So please, wherever possible walk, cycle or arrive in a private vehicle.

Arrive at Safe Hands in good time to allow for any delays.

On arrival to the St Cuthbert's Primary School car park please walk up the steps. Our entrance is the set of white double doors to your right (under the porch cover).

Wherever possible, follow a one way system up the stairs and down the ramp. If this is not possible please ensure that you wait for anyone travelling up/down the ramp to avoid passing another caregiver/family in close proximity. Alert us to your presence by ringing the bell, we are using a new video doorbell, there is sometimes a slight delay, however, if there is no answer after a minute please ring the Safe Hands phone 07486484556. Please stand two meters apart if another family is already waiting.

We will greet families at the door, and children will be subject to a temperature check on arrival to our Early Risers session, a high temperature of 37.8C or more (as defined by NHS) will result in a child being unable to attend their session and asked to return home. We will assume, unless advised otherwise, that a child that is attending a Sundowners session has been well throughout the day at school and therefore will not routinely check temperatures. However, should a child appear unwell the staff will check their temperature and follow isolation and caregiver contact procedures.

Caregivers will not be allowed to enter the setting and must say goodbye at the door. Please be patient while waiting for children to give cuddles and say goodbyes, some children will be attending for the first time and sometimes saying goodbye to someone we love is hard.

During the session

Children at Safe Hands will be

- Cleaning hands more often than usual. We will wash our hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered. If your child has any allergies or skin sensitivities parents are asked to provide a suitable cleanser for their child.
- Ensuring good respiratory hygiene by following the 'catch it, bin it, kill it' approach.
- Spending lots of time outdoors.
- Kept in separate Key Stage Bubbles. Any equipment and toys are either kept within each bubble or are cleaned and quarantined before moving into another bubble.

As well as the above, staff at Safe Hands will be

- Encouraging good hand washing techniques and respiratory hygiene with games songs and activities.
- Cleaning frequently touched surfaces more often than usual using sanitising products.
- Cleaning toilet areas frequently.
- Minimising contact and mixing by altering, as much as possible, the environment (such as layout) and timetables (such as allowing for sufficient changeover time to clean the area between different groups of children and ensuring areas do not become overcrowded).
- The current guidance states that the risk of transmission is considerably lower outdoors and in well ventilated areas. Therefore, in order to create a safer play space for the children in attendance we will endeavour to operate as an outdoor provision with a temporary shelter whenever possible. Only utilising indoors for toileting, poor weather, and in small groups where distancing can be encouraged.
- In the colder months we will be indoors when we feel that we need to prioritise the children's comfort. In this case the space will be continuously ventilated.

As an outdoor provision caregivers are asked to ensure that their child has appropriate outdoor wear for the session. The weather is unpredictable so lots of layers, sun protection, a warm waterproof coat and sturdy shoes are a must to ensure the safety and comfort of the children.

Unwell Children

If a child becomes unwell with symptoms of COVID-19 during their session they will be isolated from the other children and a caregiver will be required to collect the child and follow guidance on obtaining a Covid-19 test and self isolation or contact 111 if necessary.

Unwell children cannot return Safe Hands until they have received a negative PCR Swab test, details of how to book a PCR test at a testing facility, or how to request a home test, can be found at gov.uk.

Additionally, children need to be symptom free for 24 hours. Children displaying symptoms consistent with Covid-19 cannot be accepted into our care.

Collection

Wherever possible, follow a one way system up the stairs and down the ramp. If this is not possible please ensure that you wait for anyone travelling up/down the ramp to avoid passing another caregiver/family in close proximity. Alert us to your presence by ringing the bell, if there is no answer please ring the Safe Hands phone 07486484556 or stand two meters apart if another family is already waiting.

Prices and Bookings

Bookings on clubsbuddy are now open. Please book your sessions in advance wherever possible. As a provider we are required to reduce the contact between children by forming 'consistent groups'. As an ad-hoc provider this will be a difficult task that requires a lot of admin time. Advanced booking and clear communication is the only way that this can be achieved. We reserve the right to cancel any booking that we cannot accommodate.

Additionally, we will now be asking for a small deposit on bookings* and we will no longer be able to rearrange or refund any cancelled or non attended sessions. Holding a place for your child on a session, within the current climate, means that we have arranged a group space, resources and staff. Meaning we could be turning away another family and have staff in place that need to be paid. Please check your bookings are correct before confirming on clubsbuddy, your bookings can also be viewed through the diary section of the portal.

By booking on Clubsbuddy you are confirming that you have read and agree to the COVID-19 policy, the procedures outlined in this document and our Risk Assessment. Please disseminate the relevant information to your child so they know what to expect.

Contacting us and updates

We are contactable by phone during Safe Hands opening times on 07486484556. However, this is for urgent queries only. Staff will have their hands full with lots of children to entertain. The phone is switched off and left at the club at closing time. Email remains the best way to contact us on safe.hands@hotmail.com

We send any updates via the clubsbuddy messaging feature so please check that these aren't finding their way into your Junk mailbox. We also regularly update our Facebook page "Safe Hands Out of School Club" with photos, video and reminders.

* The booking deposit is taken through Clubsbuddy via Paysafe or your wallet credit balance. If paying by childcare voucher/tax free childcare and you do not have any existing credit please contact safe.hands@hotmail.com

Temporary procedures are in place until revision based on government advice
Updated 19/01/2021 by Claire Alberts, owner and manager