

Coronavirus / COVID-19 Policy

Vicky’s After School & Holiday Club 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.

COVID-19 is a viral infection similar to flu, spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. Symptoms of COVID-19 can include one or more of the following:

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| New/Continuous Cough |  |
| High TemperatureA loss of, or change to, your sense of smell or taste |  |
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The initial symptoms are not dissimilar to other colds and flu-type illnesses, so the key question is whether the patient has also travelled to a high-risk area in the last two weeks,or been in contact with a person who has.

Any child who becomes ill with symptoms which could be COVID-19 while at the Club will be isolated from the other children by at least two metres until the child can be collected by his or her parents. Most suspected cases turn out to be negative so the Club will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high-risk groups.

If the individual tests negative, they can return to the setting. However, in the event of positive test result, the person must self-isolate at home for 10 days and follow guidance from public health.

If any staff or children have returned from a high-risk area, they will be asked to stay away from the Club for 14 days from their date of return.

**Infection control**

# Like the common cold and other flu viruses, COVID-19 is spread by:

# Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.

* Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes, or nose without first washing your hands.
* Touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes, or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.

We will limit the risk of catching or spreading COVID-19 at the Club by:

* Regular handwashing by staff and children and using hand sanitizer when they come into the club and before they go home.
* Minimising contact between our hands and mouth/nose
* Covering nose and mouth when coughing or sneezing; using a tissue when possible, and disposing of the tissue promptly and carefully (bag it and bin it)
* Cleaning hard surfaces (e.g. door handles, light-switches, tables, etc) with sanitizer frequently.
* Staff will wear face masks.
* Encouraging the children at the Club to follow the guidance above.
* Instructing staff to remain at home if they display any relevant symptoms or sending them home if they first display symptoms while at work. Staff are given the option to test twice a week in lateral flow tests which will be reported to school and the NHS

At Vicky’s After School Club, we will promote infection control through the methods above, and in addition we will:

* Ensure that adequate supplies of cleaning materials are available within the Club.
* Dispose of waste promptly and hygienically.
* Provide tissues and suitable facilities for their disposal.

**Please note we now have the following documents in place at each club:**

**Covid-19 Risk Assessment**

**Preventative Steps we are taking at each club.**

**Coronavirus Parental Agreement**

The risk assessment and preventative steps are live documents which we will update as regularly as we need too.

# **Closure**

If Vicky’s After School & Holiday Club is forced to close by order of Government, Local Authority or Environmental Health you will be offered either a credit for the amount unused or a refund minus £15.00. Your place will be held for you and no charge will be made for this until the club re opens.

There will be no refunds or credits for: Child Covid-19 diagnosis/ self-isolation, Parent/carer Covid-19 diagnosis/ self-isolation, Group Covid-19 closure/self-isolation (due to child/staff/parent/carer/school staff)

In the event of closure, the Manager will notify parents or carers as soon as possible. The manager will also inform the Oxfordshire County Council, Early Years and Childcare services Team as well as other relevant parties. The Manager will also notify Ofsted of the closure.

School clubs are not liable for failure to perform their obligations if such failure is as a result of Acts of God or Force Majeure including, but not limited to, snow, fire, flood, earthquake, storm, hurricane, infectious diseases, epidemics, pandemics,or other natural disasters that are beyond the reasonable control of the parties.

## Advance planning

In preparation for dealing with COVID-19, the Club will ensure that all contact details for staff, children and parents are up to date.

We will endeavour to build a bank of relief or supply staff who are able to provide cover should staffing levels fall below the required legal minimums. Any relief staff will be DBS checked at the time of joining our team, so that they are legally able to work with children should the situation arise.

**The Club will regularly update its information regarding COVID-19, by checking the latest guidance from Public Health England and the local authority and will inform parents and staff of any changes to our emergency plans.**

**Useful contacts**

Early Years or Childcare Service: 0845 604 2346

Ofsted: 0300 123 1231

Health Protection Team (HPT): 0344 225 3861

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| This policy was adopted by: Vicky’s After School Club | Date: 10/03/2021 |
| To be reviewed: on a regular basis by checking guidance from Public Health England and the OCC | Signed: Vicky Hickman |

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.44].