

## Coronavirus (COVID-19) Policy

Little Diamonds Out of School Club will actively take precautions to mitigate the spread of coronavirus. Staff, children, parents/carers and visitors are kindly requested to follow all these rules diligently, to sustain a healthy and safe environment for all. It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) policy is subject to changes as and when the government introduces additional guidelines. (<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>). If so, we will update you as soon as possible and share any updates with staff, children, parents/carers and visitors.

### **What to do if you are worried you have the virus, or you feel you have come into contact with someone who has the virus.**

If you are presenting any of the virus symptoms:

- a high temperature
- a continuous cough (3 or more coughing episodes in 24 hours. If you usually have a cough it may appear worse than usual)

### **Procedures to follow:**

**Children** – in the first instance, children should not be sent to the Club if they are experiencing any Covid-19 symptoms and parents/carers are advised to follow the government isolation guidelines. Where a child presents any Covid-19 symptoms while at the Club they will be separated from their group and be placed in the Quiet Room until they are collected by a parent/carer. Staff will retrace steps of the child and carry out relevant sanitisation using PPE provided and appropriate cleaning products. Once the child has been collected, staff will sanitise the Quiet Room as appropriate.

**Staff** – remain at home and follow the government isolation guidelines and or seek advice from NHS Direct on **111** or your local GP. Ensure to follow sick/absent guidelines found in Staff Handbook. Where staff display such symptoms on site, they must inform the manager who will give authorisation to go home. Sanitising regimes will be followed as previously stated above.

**Parents/Carers** – until further government guidance has been provided, once you have notified staff of your arrival, we ask all parents/carers dropping off or collecting children to wait outside the building while maintaining social distancing rules (**side entrance - the iron gates adjacent to the church and near the bus stop**). This will support us in keeping any potential spread of the virus to a minimum.

Where there has been positive COVID-19 diagnosis, the manager/senior will follow reporting procedures in line with regulatory bodies. The staff member or child can return to the Club only after a full recovery. We may request a doctor's note confirming recovery.

### **On-site activities**

We aim to minimise the spread of the virus while children participate in daily activities. This will be achieved by keeping children in smaller groups (siblings remain together) for the duration of the day. Children will be



encouraged/supported to wash their hands on a regular basis throughout the day and hand sanitisers will be at all activity stations.

An example: children will be allocated to a group (no more than 5 children and 1 staff member) where they will participate in a range of activities both indoors and out. This will allow us to maintain the social distancing rules where possible and minimise the spread of the virus.

#### **Off-site activities**

Until further notice:

- All off-site activities such as museum, theme park and seaside trips will be postponed to ensure we minimise any risk.
- In-person meetings should be done virtually where possible, or by telephone.

#### **General hygiene rules:**

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the advised 20 second handwashing rule). You can also use the sanitisers which will be available at each activity station.
- Where possible, cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, place it in the bin provided then clean/sanitise your hands immediately.
- Where possible, open windows to ensure ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with others and take extra precautionary measures such as informing the manager/senior.

**Date:** 29<sup>th</sup> April 2020

**Updated:** 26<sup>th</sup> May 2020

**Review date:** As and when required

**Policy adopted/updated by:** Owner/Manager

**Signature**