

## The Cabin Crew Out of School Club

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# COVID-19 Handbook For September 2020



***Social distancing is not a personal choice,  
it is a collective responsibility.***

## **Introduction**

The Government's plan is that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. The Cabin Crew aims to be fully open to receive registered children from the start of the new term.

This handbook has been written to provide guidance for how we will achieve this at Cabin Crew. We will make reference to the latest guidance from the DfE throughout; in particular the document *Guidance for full opening: schools* which was published on the 2nd July, and *Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak* which was updated on 10<sup>th</sup> July. Parts of the guidance used in this booklet have been removed when it does not apply to an out of school club opening from September 2020. To view the complete guidance please follow the link above.

We are using the guidance for schools as we are intending to support and mirror most of the control measures put in place by Sidegate as our feeder school. There is guidance due for out of school settings in August, this handbook will be subject to review and may well change so we need to be mindful of the need to take a flexible approach to whatever we do.

We also need to be mindful of the fact that this may shape our processes and procedures for some time to come, so whatever we do in September, we will still need to be able to do in the depths of winter too.

*Providers who open should implement this guidance from the end of summer term, when state schools in their local area have closed. Until then, while schools are open in a provider's local area, they should follow the same protective measures as schools to limit different groups of children mixing*

- *working closely with the school or early years providers that their children attend, to ensure that, as far as possible, children are kept in the same small consistent groups that they are in throughout the day, and otherwise maintain social distance*

*This guidance is for organisations or individuals who provide community activities, tuition, holiday clubs or after-school clubs for children (up to age 18), as well as their staff and volunteers. This guidance will be relevant for those providers which fall within the government's definition of an out-of-school setting (OOSS), as well as those providers caring for children over the age of 5 and registered with Ofsted on either the compulsory or voluntary childcare register.*

**We cannot eliminate risk, but we will minimise the risks as far as is reasonably practicable - everybody has a collective responsibility to do this.**

## **Public Health advice to minimise COVID-19 risks**

Out of School Clubs must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Clubs should review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in clubs wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the club's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- staff maintaining distance from children and other staff as much as possible

### **System of Controls: Protective Measures**

*Many out-of-school settings operate in places that are normally open to members of the public, such as community and youth centres and places of worship. Therefore, as well as keeping children in small, consistent groups and ensuring that, as far as possible, the children, parents and staff that attend your setting follow the current government guidelines on social distancing, you should ensure that you have effective infection protection and control measures in place in your specific setting to reduce the risk of transmission.*

*These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:*

#### **Prevention**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the club.
- 2) clean hands thoroughly more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise 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 classes or groups of children and ensuring areas do not become overcrowded) and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

**Numbers 1 to 4 must be in place all the time.**

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Number 5 must be properly considered, and clubs must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

### **Response to any infection**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

### **1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the Club.**

#### **At The Cabin Crew:**

- If anyone becomes unwell with symptoms which are linked to COVID-19 they will be sent home and advised to follow **'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'**
- Adults will be sent straight home.
- Children awaiting collection will be moved to the isolation room (our office!). They will be supervised as appropriate by a member of staff. If a distance of 2m cannot be maintained, supervising staff will wear PPE.
- The office, or any other areas the unwell person visits and the areas around where they were working will be cleaned and disinfected before being used by anyone else.
- Members of staff who have assisted someone with symptoms and any others who have been in close contact with someone with symptoms, must clean their hands thoroughly after contact.
- Members of staff who have been in close contact with someone displaying symptoms do not need to go home and self-isolate unless: they develop symptoms themselves; the symptomatic person they had contact with tests positive; or they are requested to do so by NHS Test and Trace.
- Where possible all rooms will be well ventilated by opening windows and external doors
- Children should be encouraged to use quieter voices when inside the building. Singing, chanting or talking loudly should only take place outside with social distancing rules observed.

### **2) Clean hands thoroughly more often than usual**

*Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.*

#### **At The Cabin Crew:**

- We have provided hand sanitiser units or dispensers in various locations around the club
- We have provided bottles of hand sanitiser for the entrance gate, marquee and outside areas
- Adults must remind children to wash / sanitise their hands:
  - On arrival at the club
  - Before leaving the club and after going outside
  - After using the toilet
  - Before eating
  - After eating
  - Before going home

- Children must be regularly reminded how to wash / sanitise their hands appropriately, this **slideshow** can be used with our groups of children.
- Children or adults with skin conditions should discuss their requirements with a member of the Senior Leadership Team who will endeavour to support their needs with appropriate alternative products
- Staff will need to regularly check soap and sanitiser dispensers. If they do run out, staff should refill the dispensers immediately

### 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

#### At The Cabin Crew:

- Each room is provided with tissues and paper towels, children should be encouraged to use these to catch sneezes and blow their nose. Used tissues must be disposed of in lidded bins (each room, office and toilet has a lidded bin).
- When children / staff cough or sneeze uncontrollably, they should be encouraged to “do the dab” to catch the sneeze/cough in their sleeve/elbow - see **slideshow**.
- After coughing or sneezing on to hands or blowing their nose, children / staff should wash / sanitise their hands.
- If a child is prone to spitting or needs support with nose blowing/wiping, this should be discussed with the Senior Leadership Team so that a separate risk assessment can be written, and appropriate PPE provided should it be required.
- The guidance states that *Public Health England (PHE) does not (based on current evidence) recommend the use of face covering in schools*. If an adult feels that they should or would like to wear a face covering, they must discuss this with the Senior Leadership Team.

### 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

*For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, **can be used and shared within the bubble**; these should be cleaned regularly, along with all frequently touched surfaces.*

***Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.***

#### At The Cabin Crew:

- Toilets are cleaned thoroughly after breakfast club and at the end of the after-school club session, and at intervals during the session.
- Frequently touched surfaces e.g. door handles are cleaned with the same frequency as stated above for toilets.
- Areas which are occupied by different group “bubbles” during the session will be cleaned and disinfected between groups
- Frequently touched surfaces are treated with a long lasting antibacterial and sanitiser called Zoono. This is applied at approximately 30-day intervals and is electrostatically charged to help it to wrap around surfaces onto which it is applied.
- Chairs and tables are cleaned at the end of each day using a solution of Milton

- Window winders, blinds, light switches and telephones are cleaned at the end of each day (or when no longer in use on that day)
- Children will use their own pack of “essential equipment” (pens, scissors, glue etc) which will avoid the need to share the items which are used most frequently.
- Any equipment which is shared within a group “bubble” which can be cleaned, will be cleaned using detergent after use.
- Where possible children will be engaged in cleaning the equipment that they use
- Any equipment which is shared between “bubbles” will be disinfected between groups e.g. Lego, cars
- Any equipment which is used by more than one staff member will be cleaned and disinfected after use.
- Outdoor playground equipment will be cleaned after use by each group. This includes playground equipment and outside tables.
- Children will be asked to soak snack equipment (plates, cutlery, cups) in a bowl of detergent before equipment is taken to the kitchen when the ‘bubble’ has finished snack time.
- We have discussed with Little Acorns what measures need to take place to ensure the safe use of the shared areas of our building e.g. middle room, office, accessible toilet. We are clear on who is responsible for cleaning the areas in between use.

N.B. Our cleaning protocols have been created with reference to the document: [COVID-19: cleaning of non-healthcare settings guidance](#). This guidance is due to be revised before the end of the summer term and we will make any revisions in accordance with any changes in the guidance before children return in September.

## 5) Minimise contact between individuals and maintain social distancing wherever possible

*Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19).*

*The overarching principle to apply is **reducing the number of contacts between children and staff**. This can be achieved through **keeping groups separate** (in ‘bubbles’) and through **maintaining distance between individuals**. These are not alternative options and both measures will help, but the balance between them will change depending on:*

- *children’s ability to distance*
- *the layout of the school*
- *the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)*

*It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.*

### **Points to consider and implement:**

#### **How to group children**

*Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.*



***In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.***

*Schools should assess their circumstances and if class-sized groups are **not compatible with offering a full range of subjects or managing the practical logistics within and around school**, they can look to implement year group sized ‘bubbles’. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.*

*Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will **still bring benefits even if implemented partially**. Some schools may keep children in their class groups for the majority of the classroom time, **but also allow mixing into wider groups for specialist teaching, wraparound care and transport**... Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.*

For Out of School Clubs, when considering group sizes we should make decisions based on:

- *the current government guidance on social distancing*
- *the ability of the children in attendance to maintain social distancing*
- *the age of the children in attendance*
- *nature of your activity or provision (for example, static, classroom set-up rather than an activity that requires a range of movement)*
- *the size or layout of your premises*

*To reduce the risk of transmission within a setting, providers should aim to minimise the number of different people each child comes into contact with. As such, providers should seek to maintain small, consistent groups of no more than 15 children and at least one staff member.*

*This means that at the first session children should be assigned to a particular class or group and should then stay in those consistent groups for future sessions. So, for example on consecutive days or if attending one day per week, from the start of the summer until the end of the summer.*

*As far as it is possible, groups should also not be mixing within the setting itself.*

#### **At The Cabin Crew:**

- group size will be limited to a maximum of 15. They will all be from the same year group/key stage.
- children will be allocated a ‘bubble’ with 1 or 2 members of staff per bubble. There will be 5 bubbles per session.
- Children will be divided into Key Stage 1 and Key Stage 2 groups.
- Key Stage 1 will be allocated the middle room for the session, Key Stage 2 will be allocated the end room for the session. Children will not move between rooms.
- Key Stage 1 will be divided into a Reception ‘bubble’, years 1 and 2 will form a mixed ‘bubble’
- Key Stage 2 will be divided into a year 3 ‘bubble’, a year 4 ‘bubble’ and a mixed year 5 and 6 ‘bubble’.
- Children will stay in these consistent groups for all sessions.

- As far as possible, groups should not be mixing within the club. We have use of one of the school's marquees for our after-school sessions. The club is also investigating the purchase of our own marquee.
- All groups will utilise the outside space as much as possible even in bad weather!
- The club may not be able to offer additional sessions on an ad hoc basis if by doing so the group size would go above the maximum of 15.
- We will work with families to ensure that all records relating to children e.g. Club registration form, are up to date. Families will be asked to check the information held at the start of the new term.
- The Club will keep up to date records of the groups, including names of children and staff assigned to the group, and any changes made to the group each session.
- We will ensure the regular cleaning of shared equipment and resources.

### **Staff deployment**

*As part of your risk assessment, you should consider appropriate staff: child ratios for your setting. You should have no more than 15 children per small consistent group and should have at least one staff member per group, though dependent on the circumstances of your provision you may need to have groups of less than 15 children. More detail on group sizes is outlined in the section "**Considering group sizes**".*

### **At The Cabin Crew:**

- The Club maintains where possible that all permanent staff have completed First Aid training, and updates are completed as required.
- In each session there will be a Designated Safeguarding Lead or Deputy available. They may be contactable by phone if not in the building.
- The Club employs cleaning staff who undertake a thorough clean of the Cabin Crew area weekly, and a caretaker who undertakes any maintenance required. These members of staff have completed enhanced DBS checks.
- We will try to restrict staff movement across year groups, but this will not be possible for cover staff or specialist intervention staff.
- Where possible, we will try to minimise the number of year groups within which a member of staff works.
- Cover staff working across a range of bubbles must strictly adhere to 2m social distancing across the club - particularly from other adults.

***For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.***

*When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above.*

### **At The Cabin Crew:**

- Will work closely with Sidegate School to ensure, as far as possible, children are kept in the same small consistent groups that they are in throughout the day, and otherwise maintain social distance.
- Staff who are also working within the school will be kept with the year group that they support during the day.



- Staff arriving at the club from another setting will be encouraged to change clothes on arrival at the club and follow club handwashing guidelines.
- Where possible, groups will stay outside as much as weather permits
- At snack time children will remain in their year groups or key stage and if possible, seating will be only one side of the table, i.e. children will not sit directly opposite another child.
- Rooms must always be well ventilated with external doors and at least one window open, whatever the weather conditions outdoors. In the winter the club will be heated. Children and staff will be encouraged to come dressed for the weather conditions, so that doors can be open, and play can take place outside.
- Club routines will be established, including the collection of personal stationery equipment to facilitate social distancing between pupils wherever possible.
- Sidegate pupils have proved that they **can** socially distance with support and reminders, so we will continue to encourage social distancing whilst the children are in our club.
- At snack time, children will be sat in their year group bubbles within their allocated room. If possible, to mirror the routines of the school, the children will all sit on one side of a table, so that they are not facing other pupils (within less than 2m). Staff will stand above and behind pupils who need support with cutting up food.

### **Measures elsewhere**

*Attending OOSS can have a positive impact on the wellbeing of children and young people. However, it is crucial that we ensure we are minimising the risks to the nation's health. It is for this reason that parents and carers are being encouraged to limit the number of settings their children attend as far as possible, and ideally to ensure their children attend the same setting consistently.*

*Providers are encouraged to consider measures they can put in place to reduce the extent to which children are mixing with others, by ensuring that children who attend your setting are assigned to a particular class or group when they return and stay in those consistent groups for future sessions, as far as it is possible. You should also discourage attendance from children who live outside the local area. Ideally, children who attend your setting should live within walking or cycling distance.*

### **At The Cabin Crew:**

- Children attending our breakfast and after school sessions attend Sidegate Primary School, we are not open to children from any other school.
- Children attending our holiday clubs attend schools from the surrounding area and further. We will encourage families to use a club nearer to their home, and where this is not possible, we will undertake risk assessments to maintain effective control measures.
- Children attending our holiday clubs will be assigned a 'bubble' and where possible, will remain in that bubble for the duration of that holiday club.
- Snack times will be staggered to prevent prolonged mixing of bubbles.
- Snack tables will be cleaned between groups.
- Staff areas will be allocated for use in holiday club to provide space for break times. There will be a designated number of people able to use the area at any one time, seating will be placed to allow for social distancing.
- Staff will be allocated one hour for lunch if working a full day session within the holiday club.
- Space will be created for groups of staff to work collaboratively in a socially distanced way.
- Staff meetings will be held outside or virtually.

### **Measures for arriving at and leaving school**

#### **At The Cabin Crew:**

- Due to the "flexible arrival" which Sidegate are introducing at the beginning of the day, Club children will be taken by Club staff to the playgrounds at 8.30am. Key Stage 2 children will be

greeted by a member of school staff on arrival in the classroom. Children will not line up - they will go straight into school. Key Stage 1 children will be taken to their classrooms as normal.

- We will thoroughly clean the middle room before Little Acorns arrive at 8.50am.
- Sidegate are introducing a staggered departure system will operate between 3.00 and 3.15pm. This is to reduce transitional contact between year groups at the end of the school day. Club staff will arrive at the exact time for collection, wait in a socially distanced manner and leave the playground once the children have been collected.
- Club staff will be expected to follow the one-way systems in place on the school site and return to the club as soon as possible. Key Stage 1 children will be collected from the classroom or Rabbits classroom area. Older children (Year 3 onwards) may walk to the Club from school unaccompanied.
- Staff are expected to wear face coverings when entering the school.
- Club staff are not to remain on the playground once children have been delivered to or collected from school, unless collecting from a school run after school activity e.g. gym or band.

## 6) Where necessary, wear appropriate personal protective equipment (PPE)

*The majority of staff in OOSS will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases:*

- *children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way*
- *PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus (COVID-19) symptoms*

*The Department for Education has published guidance on [Safe Working in Education, Childcare and Children's Social Care Settings, including the use of Personal Protective Equipment](#) which may be helpful for OOSS providers to refer to in order to understand when PPE should be used.*

### At The Cabin Crew:

- All staff will be provided with "Marigold-type" gloves for disinfecting / cleaning with Milton solution or warm soapy water - the wearing of these gloves is a personal choice. Each member of staff MUST name their gloves. Gloves MUST not be shared.
- Staff MUST wear PPE for:
  - intimate care (incontinence)
  - first aid that requires close contact with a child for a prolonged period of time
  - close contact or time in an enclosed space (e.g. first aid room) with a person who is exhibiting COVID-19 symptoms
- Ready made up PPE packs including gloves, apron, respiratory mask and safety glasses are available from the store cupboard. Visors are also available for anyone who wishes to wear one.
- All masks, aprons and gloves must be disposed of by double bagging the equipment and placing in the Cabin Crew medical waste bin after use, this is in the office.
- PPE should be donned in accordance with manufacturer's instructions, see **mask instructions**
- PPE should be removed safely, see **How to Safely Remove Your Disposable Gloves poster**
- Safety glasses and/or visors can be reused but should be thoroughly cleaned with Milton after use.

## 7) Engage with the NHS Test and Trace process

See Appendix 1 for full guidance

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

#### At The Cabin Crew:

- All members of staff MUST engage with the NHS Test and Trace process
- All members of staff must stay away from work if they are displaying COVID-19 symptoms - high temperature, continuous cough, loss of taste or smell.
- Any members of the club or school community must be tested if they have symptoms.
- Staff must self-isolate until the results of the test are known and must inform the club of the result immediately upon receipt.
- Staff may return to work if they have tested negative, no longer have a raised temperature and are feeling well enough to do so. Staff may be asked to provide results of their test before they can return to work. As we move into the winter months, the occurrence of the common cold and other viruses will increase, these viruses may also cause similar symptoms to COVID-19.
- Any pupil with COVID-19 symptoms will be isolated and sent home, the above conditions for staff will also apply to pupils.
- Parents will be instructed to get their child tested and must inform the club of the result immediately upon receipt. They may be asked to provide evidence of the results of the test before their child can return to the club.
- Staff will be paid if they are instructed to self-isolate due to a work association, evidence of this instruction may be required.
- If a pupil or member of staff tests positive, they should follow the '**stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection**' and must:
  - Continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill.
  - If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.
  - Other members of their household should continue self-isolating for the full 14 days.
- We will contact the local health protection team if we become aware that a child or staff has tested positive for coronavirus (COVID-19)

## **Premises**

**See Appendix 2**

### **At The Cabin Crew:**

- We have not needed to make any significant alterations to our premises. Some furniture and resources will be stored in other locations to maximise the amount of available space for children.
- We have completed risk assessments and implemented control measures. We will make every possible effort to maintain the safety of the children and staff whilst on the premises.
- Prior to reopening in September, we will have ensured all necessary premises safety checks e.g. fire risk assessment and equipment, legionella risk assessment, play equipment, will be completed and any repairs undertaken if possible before the start of the new term.
- Good ventilation of the building will be maintained throughout the year. Middle and end room windows will always be opened. External doors will always be left open if safe to do so. The building will be heated, but the increased ventilation will mean that additional warm clothing is recommended.
- We have individual air conditioning units operating in each room. These have been serviced prior to re-opening.

## **Snack Arrangements**

### **At The Cabin Crew:**

- All pupils will be expected to wash or sanitise their hands before they eat. Younger pupils will be supported to achieve this.
- Snacks will be prepared in the kitchen and served to the children in their allocated room.
- Whilst we have always encouraged the children to be independent and to serve themselves at the tables during snack times, due to the contamination risks involved we will no longer be able to allow this. Children will choose their snack and be served by staff.
- Children will be encouraged to eat their snack and leave the room - there will not be time for them to sit and chat.
- Queueing will be socially distanced.
- Dining tables will be cleaned between "bubbles".
- During holiday club, all packed lunch rubbish will need to be put back into pupils' own lunch boxes and taken home.
- If weather permits, packed lunches and snacks will be eaten outside where possible.

## **Toilets**

*Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.*

### **At The Cabin Crew:**

- Toilets, sinks, taps, door handles, bins, soap and paper towel dispensers are thoroughly cleaned after each session.
- Staff will monitor children's use of the toilets and provide a 'quick' clean once used.
- Staff will be responsible for cleaning the toilet and area after own use.
- Paper towels and lidded bins are provided.
- Children are reminded to wash and sanitise their hands after they have been to the toilet

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- children are reminded to close the lid of toilets (where fitted) before they flush them
- Unless there are specific circumstances for an individual pupil, only one boy or girl from each class bubble will be permitted to go to the toilet at any one time.

### **Staff Welfare**

*Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.*

### **At The Cabin Crew:**

- We need to accept and respect that social contact between staff will need to be heavily restricted whilst in the club. We will not be able to revert to our “normal” social behaviour.
- Staff will be encouraged to bring their own drink in a flask from home.
- Staff will need to bring their own mug and utensils for holiday club.
- Staff must clean down any surfaces and contact points after use.
- Staff need to be willing to challenge (and be challenged) if they are not following the control measures.

### **Safeguarding**

#### **At The Cabin Crew:**

- We will continue with our usual Safeguarding arrangements, taking full account of the statutory guidance **Keeping children safe in education - (from 1 September 2020).**
- Staff will receive Safeguarding Refresher training during the winter term.
- Our Safeguarding policy has been updated to reflect the coronavirus situation.
- We will support children who have found the long period at home hard to manage.
- We will support children who have developed anxieties related to the virus.
- We will provide opportunities for children and adults to talk about their experiences over the past months.

### **Visitors to the club**

*Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.*

*Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.*

### **At The Cabin Crew:**

- We recognise that there are some essential services that will need to be delivered by third parties in the club.
- We will restrict visits to the club to **essential visitors only by prior appointment**
- We will discuss control measures with visitors when arranging their visit to ensure that any appropriate control measures can be put in place. In these discussions we will establish whether the visitor will require PPE or any other specific provision to carry out their task and agree who will arrange for this to be provided.
- Unless invited to by the club, parents and families **will not be able to enter the club building except in the event of an emergency or they are collecting a child who is displaying symptoms of COVID 19.**



- Wherever possible any planned/reactive maintenance will be carried out when children are not present.
- Where deliveries are being made to the club, access to the site is controlled by keypad gate so that social distancing can be maintained
- Where possible we will consider methods to reduce the frequency of deliveries - by ordering larger quantities less often.
- Where possible, appropriate and if safe, deliveries will be left in the shed area and collected by staff when this can be undertaken with minimal contact.
- When sanitary bins are being serviced. Bins will need to be taken out to the gate and exchanged there. Contact points on replacement bins will need to be disinfected before they are used.
- We will endeavour to cover any staff absence by re-deploying club staff and contacting pool staff.

### **Outdoor Play**

*Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.*

*Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.*

### **At The Cabin Crew:**

- Pupils will be asked to wash their hands before and after any sessions where they need to use shared equipment.
- All equipment will be cleaned between class groups. In the few instances where this is not possible it will be quarantined for at least 72 hours before it can be used by another group
- Contact sports will be avoided where possible.

### **Equality**

*As a provider of services to children and young people, it is important that you ensure you create spaces, services and opportunities that enable everyone to engage equally.*

*This may require adjustments to your working practices and approaches to ensure that everyone benefits fairly. Your organisation's equality and diversity policy should be considered at all times and especially when making decisions and judgements related to the impact on individuals and groups with protected characteristics.*

*When applying this guidance, organisations should be mindful of the particular needs of different groups of workers and individuals. Providers should be aware that some parents and carers may look to holiday clubs and out-of-school settings to offer respite childcare during the summer for children with special educational needs or with an education, health and care plan (EHCP).*

### **At The Cabin Crew:**

- We will ensure the club remains inclusive and supportive to the needs of all the children who attend our club.



- We will work with families to ensure all relevant support and resources are in place to ensure all children can access our club, activities and play experiences.
- We will work with children and families to ensure all children understand the control measures we have had to put in place, and to learn to follow them.

## **Staff Workforce**

### **Clinically vulnerable or extremely clinically vulnerable staff (including pregnant staff) and those at increased risk**

#### **At The Cabin Crew:**

- The control measures in place will mitigate the risks to staff significantly.
- It is essential that clinically vulnerable staff abide by the social distancing guidance and wash/sanitise their hands on a regular basis.
- It is everybody's responsibility to abide by the control measures to protect children and their colleagues, especially the clinically vulnerable.
- Any member of staff who believes that they are at increased risk, may at any point discuss their concerns with the manager. The manager will try as far as practically possible to accommodate additional measures where appropriate.
- Members of staff in their third trimester of pregnancy will be risk assessed individually and appropriate control measures put in place to mitigate their risk of infection. Where it is possible, some of their work will be carried out from home.
- Should a member of staff become pregnant, they should inform the manager immediately, so that a risk assessment can be carried out.

#### **Supporting staff**

#### **At The Cabin Crew:**

- We will continue to communicate with staff on the control measures that are in place and any changes that must be made to these.
- We will ask staff to complete a screening questionnaire prior to returning to work in September.
- We will arrange regular opportunities for feedback on our new arrangements.
- Staff should discuss wellbeing concerns with the manager or a member of the senior leadership team.

#### **Staff deployment**

#### **At The Cabin Crew:**

- Staff will need to be flexible as we get used to the "new normal" and trial the measures that we have put in place. There may need to be changes as we establish new routines and procedures.
- Staff may need to undertake tasks that they would not normally do, e.g. disinfecting tables, chairs, resources.
- Staff may be asked to cover shifts at short notice if a colleague is unwell or must self-isolate.

#### **Recruitment**

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**At The Cabin Crew:**

- We will resume face to face interviews of candidates from the autumn term - this will be risk assessed and appropriate control measures will be put in place.
- All safe recruitment checks will be completed according to our Safe Recruitment Policy.
- Safeguarding checks will be carried out before the new member of staff is left unsupervised with children.

## **Contingency Planning for Outbreaks**

**At The Cabin Crew:**

- We will put in place a contingency plan in case there is a localised lockdown.
- We will inform families of our contingency plan.

## Appendices

### Appendix 1: Test & Trace

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

#### **What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?**

When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), a high temperature, new and persistent cough or a loss of, or change in, their normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when the symptoms started. Or if they are not experiencing symptoms but have tested positive for coronavirus COVID-19 they should self-isolate for at least 10 days starting from the day the test was taken.

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

This only applies to those who begin their isolation on or after 30 July.

They can arrange to have a test to see if they have coronavirus COVID-19 by visiting [NHS.UK](#) or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days.

Where the child, young person or staff member tests negative, they can return to the setting and the fellow household members can end their self-isolation.

If the child, young person or staff member tests negative but is unwell, they should not return to that setting until they are recovered.

Where the child, young person or staff member tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. This advice may be that the rest of their class or group within the setting should be sent home and advised to self-isolate for 14 days.

As part of the national test and trace programme, if other cases are detected within the class or group or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure –

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*perhaps the whole class, group or site. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.*

## **Appendix 2: Health and Safety Risk Assessment Coronavirus (COVID-19) specific**

*Everyone needs to assess and manage the risks from coronavirus (COVID-19). This means school employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure. General information on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the HSE guidance on working safely.*

*Schools should undertake a coronavirus (COVID-19) risk assessment by considering the measures in this guidance to inform their decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace, and the role of others in supporting that. The risk assessment will help school leaders and employers decide whether they have done everything they need to. Employers have a legal duty to consult their employees on health and safety in good time. It also makes good sense to involve pupils (where applicable) and parents in discussions around health and safety decisions to help them understand the reasons for the measures being put in place. Employers can do this by listening and talking to them about how the school will manage risks from coronavirus (COVID-19) and make the school COVID-secure. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that the school takes their health and safety seriously.*

### **Sharing your risk assessment**

*Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).*

### **Monitoring and review of risk controls**

*It is important that employers know how effective their risk controls are. They should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.*

### **Roles and responsibilities**

*All employers are required by law to protect their employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum employers must do is:*

- *identify what could cause injury or illness in the organisation (hazards)*
- *decide how likely it is that someone could be harmed and how seriously (the risk)*
- *take action to eliminate the hazard, or if this is not possible, control the risk*

*Given the employer landscape in schools is varied, we have set out here what the existing DfE Health and safety: responsibilities and duties for schools guidance states about the roles and responsibilities for health and safety in schools: the employer is accountable for the health and safety of school staff and pupils. The day-to-day running of the school is usually delegated to the headteacher and the school management team. In most cases, they are responsible for ensuring that risks are managed effectively. This includes health and safety matters. Schools must appoint a competent person to ensure they meet their health and safety duties. The Health and Safety Executive (HSE) provides more information on the role of headteachers and employers in the guidance The role of school leaders - who does what and a simple guide to who the employer is in each type of school setting in its FAQs section, under 'Who is accountable for health and safety within a school?'. References to actions by employers in this guidance may in practice be carried out by headteachers in schools, but the employer will need to assure themselves that they have been carried out, as they retain the accountability for health and safety. If not already done, employers should ensure that a coronavirus (COVID-19) risk assessment for their school is undertaken as soon as possible. As some pupils are already attending at school, the employer is likely*

*to have gone through a lot of this thinking already. We recommend that those employers use this document to identify any further improvements they should make.*

### **Wider guidance on the risk assessment process**

*Health and safety risk assessments identify measures to control risks during education and childcare setting activities. Health and safety law require the school employer to assess risks and put in place measures to reduce the risks so far as is reasonably practicable. The law also requires employers to record details of risk assessments, the measures taken to reduce these risks and expected outcomes. Schools need to record significant findings of the assessment by identifying:*

- *the hazards*
- *how people might be harmed by them*
- *what they have in place to control risk*

*Records of the assessment should be simple and focused on controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring.*

*Risk assessments consider what measures you need to protect the health and safety of all:*

- *staff*
- *pupils*
- *visitors*
- *contractors*

*Schools will need to think about the risks that may arise in the course of the day. This could include anything related to the premises or delivery of its curriculum or activities, whether on-site or in relation to activities offsite.*

### **Consulting employees (general)**

*It is a legal requirement that employers must consult with the health and safety representative selected by a recognised trade union or, if there is not one, a representative chosen by staff. As an employer, you cannot decide who the representative will be.*

*At its most effective, full involvement of staff creates a culture where relationships between employers and staff are based on collaboration, trust and joint problem solving. As is normal practice, staff should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer. Consultation does not remove the employer's right to manage. They will still make the final decision but talking to employees is an important part of successfully managing health and safety.*

*Leaders are encouraged to ensure that consultation on any changes to risk assessments that will be in place for the start of the autumn term commence with staff before the summer break, to ensure that those that are on term-time only contracts have adequate time to contribute.*

### **Resolving issues and raising concerns**

*Employers and staff should always come together to resolve issues. As providers widen their opening, any concerns in respect of the controls should be raised initially with line management and trade union representatives, and employers should recognise those concerns and give them proper consideration. If that does not resolve the issues, the concern can be raised with HSE. Where the HSE identify employers, who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they will consider taking a range of actions to improve control of workplace risks. The actions the HSE can take include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements.*



### **Appendix 3 – Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak**

*This guidance is for parents and carers and covers changes to after-school clubs, holiday clubs, tuition, community activities and other out-of-school settings for children and young people over the age of 5 during the coronavirus (COVID-19) outbreak.*

*These settings provide enriching activities that give children the opportunity to socialise with others outside their household and promote their wellbeing. We also recognise the importance of these settings in providing additional childcare options to parents and carers, particularly those with younger children, who may need to return to or continue to work during the school holidays.*

*Scientific advice suggests that there is a moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults. However, it remains important that protective measures are put in place to help reduce the risk of transmission.*

*For older children, there is not enough evidence yet to determine whether susceptibility to disease is different to adults. Out-of-school settings may open to children and young people of all ages, and if you decide that your older child will attend an out-of-school setting you should still consider how to minimise any risk of infection that they may face. The risk can be minimised for children of all ages by ensuring that you are sending them to a provider that has coronavirus (COVID-19) protective measures in place, and taking practical steps to reduce the risk of your child coming in contact with someone who has the virus, such as encouraging your child to walk or cycle to the setting rather than taking public transport and discouraging them from mixing with different peer groups outside of the setting.*

*As these settings reopen, it is crucial that we are minimising the risk of transmission of the virus due to increased mixing between different groups of children. For this reason, you should consider sending your child to the same setting consistently.*

*We have released [guidance for providers](#) to help them put in place protective measures to reduce the risk of transmission of the virus. While some providers will be Ofsted registered, not all will be, and there is no single responsible body with complete oversight of these settings, or the quality and safety of their provision. With this in mind, you will want to check with the provider that they have put in place protective measures to reduce the risk of infection before you send your child to a particular setting.*