



## The Cabin Crew Out of School Club COVID-19 Information for Families.

September 2020

Dear Parents/Carers,

The purpose of this handbook is to give you an outline of the changes we are making in September to make the Club as safe a place as possible for your children and our staff.

We would be grateful if you could discuss this information with your children before they return to the Club in order to prepare them for some of the changes we have made and reassure them that the Club is a safe place for them to be.

Staff will also be talking to the children about the new precautions throughout the first couple of weeks (or later if a child does not start coming to us until further on in the term) and be consistently reinforcing the new arrangements throughout this time of change.

If you have any questions, please do not hesitate to get in touch.

Please note that all arrangements are subject to change depending on government guidance or a change in circumstances. If we make any significant changes, we will inform you as soon as possible.

### Bubbles

- We have been asked by the school to keep the 'bubbles' in Key Stage groups. We have looked at our session numbers and have divided the bubbles into Reception, Year 1/2 mixed, Year 3, Year 4, Year 5/6 mixed. All bubbles will contain a maximum of 15 children who will be kept socially distanced from other bubbles at all times, unless there is an emergency, in which case the safety of children and staff will take priority over maintaining social distancing. Each bubble will have their own allocated area inside and an allocated area outside for them to play in. Each bubble will also have their own selection of play resources/equipment which will be cleaned and rotated around the bubbles on subsequent sessions. When equipment or resources are to be moved between groups, we will make sure they are cleaned or 'quarantined' for 72 hours between uses.
- Each bubble will have 1 or 2 members of staff assigned to that bubble. We will try to keep this consistent but at times, such as sickness or holiday cover, we may need to move staff to other bubbles.

### Dropping off/picking up

- Breakfast will be available until **8.10 a.m.**
- Children will be taken to school at **8.30 a.m.**
- To limit risk of infection parents/carers will not currently be allowed to enter the club building, we will collect your child from you or drop them to you at the Clubs main gate. We would also ask that only one adult come to drop off/pick up a child, that you maintain social distancing at all times if there is more than one family waiting at the gate (there will be clear social distancing markers), and that you respect the one way system that has been implemented (walking on the left when entering or leaving through the car park gate.).

- As you will not currently be able to enter the building, a member of club staff will sign your child in/out for you.
- If you need to discuss your child privately with a member of staff, please email or telephone the club to make an appointment.

#### Playworkers dropping off/picking up children from their classes

- Staff will be taking KS2 children to their playground in the mornings at 8.30 a.m. to help ensure that social distancing is maintained.
- Staff will be taking KS1 children to their classrooms in the mornings at 8.30 a.m.
- In the afternoons we will be providing the school with lists of the children we are expecting from each class. Reception children will be collected from their classrooms, Years 1 and 2 will meet us in our normal place in the area outside Rabbits class.
- Key Stage 2 children (Years 3-6) will walk over independently.

#### Hand hygiene

- All children and staff will be expected to sanitise their hands-on arrival at a session. There will be a table with sanitiser at the main Club gate and at the main entrance door for this.
- We will be encouraging hand hygiene by providing extra opportunities for hand washing, including, but not limited to: on arrival at the club, before eating, after eating, playing outside, coughing or sneezing and before going to school or home.
- We will be supporting children to learn the most effective hand washing techniques, e.g. washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly.

#### Respiratory hygiene

- We will be promoting the 'catch it, bin it, kill it' strategy,
- Each bubble area will be provided with a box of tissues and a lidded bin in which to dispose of them.
- After using a tissue, coughing, or sneezing, children will be asked to wash/sanitise their hands.

#### Social distancing

- We will work with the children to ensure they understand the need for social distancing between bubbles.
- If a child is struggling with maintaining/understanding social distancing we will discuss it with them, explaining what it means, and why it is important.
- If the child still struggles, we will ask the child's parent/carer to discuss social distancing with their child.
- Due to the need for social distancing the bubbles will not be able to mix whilst in the club or outside.
- We have removed our sofas from the club, as this will prevent groups of children congregating closely together for longer periods of time! We still have our TV, which we can watch if we socially distance.

#### Cleaning

- Toilets will be given a 'quick' clean at intervals throughout the session and given a thorough clean at the end of the session.

- The middle room will be cleaned thoroughly after breakfast club by Cabin Crew staff before handing over to Little Acorns, who will in turn clean the room before handing over the area for Cabin Crews after school session.

#### Breakfast/afternoon snack

- Breakfast will be available until 8.10 a.m.
- We will still be offering breakfast and an afternoon snack as before. However, for the time being, children will be served by staff in their bubble area or outside. They will not be able to 'self-serve'. We will initially be limiting the food choices available to children until we see how the new system works in practice!
- Please can all children bring in their own drink bottles as water jugs will not be available. Bottles will be refilled as needed.

#### Activities

- We will be providing lots of loose parts to keep the children entertained. We are still working out the best way of planning and approaching activities. We are hoping that we will still be able to offer cooking activities etc, but these may take some planning! For the first couple of weeks or so, it is likely that we will be focusing on implementing our new arrangements and make sure that both staff and children are familiar and comfortable with them. As a Playwork environment, there will be a lot of free play available, but only within the bubble.

#### Toys from home

- We are asking that children do not bring in toys from home until further notice.

#### Children attending multiple settings/groups

- To reduce the risk of virus transmission as much as possible, we ask that, where possible, you limit the number of settings your children attend.

#### Temporary/partial closure

- There may be times when we must temporarily close the club, in full or in part. This could be due to a lack of available staffing or on the advice of Public Health England, to safeguard the children in our care.
- If this does become necessary, we will inform you as soon as possible.

#### What we will do if a child shows symptoms of coronavirus.

- If your child shows any of the main symptoms of COVID-19 (new persistent cough/fever/loss of taste or smell) we will move them to the office where we will isolate them. We will then phone you and ask you to collect your child as soon as possible.
- Whilst we wait for you to arrive your child will be supervised by a member of staff, who will always remain at least 2m away from them if possible. (If this is not possible, the staff member will wear appropriate PPE as specified in government guidelines).
- Your household should then self-isolate according to current guidance, or until your child receives a negative test for COVID-19. Your child will not be allowed to return to the club until this has taken place.
- You can request a coronavirus test either through the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>) or via phone using the NHS 119 service.
- If we send a child home with suspected symptoms, we will also inform the school.

### Self-isolation guidance

- We expect all families to follow the current government guidance re: self-isolating if someone in the household is showing COVID-19 symptoms, has tested positive or has recently returned from certain other countries (Government information about international travel can be found here: <https://www.gov.uk/foreign-travel-advice>). (The NHS page giving information about when and how to self-isolate can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>)
- If your child is ill or is starting to develop symptoms, please do not send them in to the club.
- If your child will not be attending a session because they are ill or self-isolating, please let us know asap.

### Government documents

- The government have produced some guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak, which you may wish to read. The link to find it is: <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>