



Guidance for Attending After School Club Sessions

By attending you agree to the following;

1. No adult or child will attend Honeycroft if they are **displaying any symptoms of coronavirus;**
 - high temperature
 - a new, continuous cough
 - a loss of, or change to, your sense of smell or taste

However mild, you should self-isolate for at least 10 days from when the symptoms started and not return **until a negative test result** has been received or the **self-isolation period has finished**.

2. If your **child will not be attending for any reason you should call** on the same day **before 14:30pm** so we can track attendance and we know if any absences are Covid related or not
3. Parents and carers are encouraged to **limit the number of after school club settings** your child attends, ideally ensuring your child only attends the same setting consistently
4. Places have been limited and attendance patterns reviewed to allow for **one consist group of no more than 15 children throughout the week**. This will be reviewed to minimise the amount of 'mixing,' that is, the number of different people each child comes into contact with. In addition, up-to-date records of the children attending each session are kept for at least 21 days, including the school they attend and the specific sessions and members of staff they have been assigned
5. Children should be sent in with a jacket suitable for the weather
6. Children will be collected from their classes and walked back to the setting using consistent members of staff and grouping based on current government guidance
7. **Staff will wear face shields** as follows;
 - When on the door greeting children and parents for drop off or pick up times
 - When meeting an essential visitor
 - When meeting with others for longer than 15 minutes and a 2-meter distance cannot be maintained
 - When working alongside others in one spot for longer than 15 minutes and a 2-meter distance cannot be maintained



8. On arrival at the setting the children will have their temperature taken and will wash their hands before heading to their designated area to play
9. Children staying passed 4pm will be provided with a hot snack as usual
10. Children will be encouraged to **wash their hands** regularly throughout the day but especially before and after eating, when going to and coming in from the garden, when taking part in messy activities and if they sneeze or cough into their hands
11. Sharing of toys, resources and equipment will be reduced as much as possible. Any shared items and surfaces will be cleaned and disinfected frequently. All soft toys & soft furnishings have been removed from the space and a thorough cleaning of all areas will take place at the end of the day
12. **No non-essential visitors are permitted onsite.** If it is agreed that a visitor is essential then, the number of attendances is kept to a minimum and they will be informed in advance of the latest COVID-19 safety arrangements and guidelines which they will need to follow. This will include;
 - by appointment only
 - all visitors will agree to having their temperature taken on arrival
 - they will remain within social distancing guidance and wear a facemask / shield
 - any items or equipment used, e.g. pen to sign in, will be cleaned thoroughly after use, using antibacterial wipeDelivery workers and suppliers will not enter the centre, instead food deliveries and other parcels will be drop-off at door and all essential maintenance and building work will be completed outside of operational hours, wherever possible
13. Children can be picked up from the main entrance at their booked finish time only. Please do not ring the bell, instead please wait using the socially distanced marks provided, until the door is opened and staff will call each child by name one at a time to be collected. Please ensure;
 - **Only one adult** will drop off and pick up from each family
 - Parent /carer will wait using the **2-meter marks** to support social-distancing
 - Parent / carers will **wear a face covering** whilst dropping off and picking up
 - If you would like to pick up your child before the booked finish time, please call ahead to arrange
14. If a child begins to **show symptoms of coronavirus** through the session the following action will be taken;



- The child will be moved to a designated 'safe zone'
- One adult will stay with the child using the 'isolation pack' available including required PPE
- The child will leave the building with parent/ care via the shortest route
- The child will not be able to return to the setting until **10 days or until a negative test result has been obtained**
- Additional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government advice
- If the effected child tests positive for Covid-19 the setting will call the Department for Education Covid helpline for support and guidance. The following people will be required to **self-isolate for 10 days**;
 - children who shared a bubble with the case during their infectious period
 - friendship groups who are known to have had definite face to face contact with them during their infectious period
 - staff members who have had close contact with the case during the infectious period
- The **Confidentiality Policy** will be followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus
- Settings 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. All children can be tested, including children under 5 years
 - 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 tests positive for coronavirus (COVID-19) symptoms

Honeycroft will contain any outbreak by following local health protection team advice and notify Ofsted

15. **No paper** invoices, newsletters or letters will be issued at this time, instead they will be emailed to parents along with any requests for signatures for accident forms. Parents/carers can communicate with administrative staff via email and can request additional copies of materials should they need to
16. Wherever possible **payments should be made online** via bank transfer using the following information or with childcare vouchers rather than in cash



Bank: Metro Bank

Account name: Honeycroft

Sort code: 23-05-80

Account number: 3973 3902

Reference: please use your child's name

17. **All booked sessions must be paid for**, regardless of whether your child attends or not. However, any booked sessions which are cancelled by Honeycroft due to changes in national guidance or enforced closures will be refunded
18. **This guidance will be updated** as and when required to ensure any new risks identified or updated national guidance is taken into consideration.

Thank you for your support