



## **Guidance for Attending After School Club Sessions Autumn Term 2020**

By attending our sessions you agree to the following;

1. No adult or child will attend the setting if they are displaying any symptoms of coronavirus;
  - a. high temperature (37.8 degrees or higher)
  - b. a new, continuous cough
  - c. a loss of, or change to, your sense of smell or taste
2. 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
3. Places have been limited and attendance patterns reviewed to allow for consist groups of children to ensure no more 15 children mix throughout the week. These groups are frequently 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 groups and members of staff they have been assigned. The government will keep group sizes under review and any updates will be communicated to parents before being implemented
4. Children should be sent in with a jacket suitable for the weather
5. Children will be collected from their classes and walked back to the setting using consistent members of staff and grouping the children following the government guidelines which allow up to six people from different households to meet outdoors
6. 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
7. Children staying passed 4pm will be provided with a hot snack as usual
8. Children will be encouraged to wash their hands regularly throughout the session using anti-bacterial soap
9. 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



10. Honeycroft encourages parents to avoid using public transport to get to the centre, wherever possible. Ideally, you should walk or cycle or use a private vehicle, provided you are only travelling with those from within your household. Read the Coronavirus (COVID-19): safer travel guidance for passengers for further information <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
  
11. 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;
  - a. Only one adult should pick up per family
  - b. Parents /carers wait at the two meter marks to support social-distancing while waiting to collect their child
  - c. Parent / carers will not gather at the entrance or enter the site (unless they have a pre-arranged appointment, which will be conducted safely)
  - d. If you would like to pick up your child before the booked finish time, please call ahead to arrange
  
12. If a child begins to show symptoms of coronavirus through the session the following action will be taken;
  - a. The child will be moved to a designated 'safe zone'
  - b. One adult will stay with the child using the 'isolation pack' available including required PPE
  - c. The child will leave the building with parent/ care via the shortest route
  - d. The child will not be able to return to the setting until 10 days or until a negative test result has been obtained
  - e. Additional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government advice
  - f. If the effected child tests positive for Covid-19 other children in the same group and staff member will be contacted and asked to self-isolate or get tested. They will not be able to return to the setting until 14 days or until a negative test result has been obtained. 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.
  - g. 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
  - h. Settings must ensure that staff members and parents/carers understand that they will need to be ready and willing to:



- i. book a test if they are displaying symptoms. All children can be tested, including children under 5
    - ii. 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
    - iii. self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms
  - i. Honeycroft will contain any outbreak by following local health protection team advice and notify Ofsted
13. 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
14. Wherever possible payments should be made online via bank transfer using the following information or with childcare vouchers rather than in cash
- Unity Trust Bank**  
**Account name:** Honeycroft  
**Account number:** 20 18 56 62  
**Sort Code:** 60-83-01  
**Reference:** please use your child's name
15. If your child is absent from school and therefore does not need to be picked-up please ensure you call the setting to inform us on 01273 220 323 by 14:30pm at the latest. Please do not email as our administration staff do not work each day and an email may not be read until the following day
16. 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
17. 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