

# Pioneer Childcare and Class of Their Own

## COVID-19 Policy

Pioneer Childcare and Class of Their Own will keep abreast of current government advice in relation to COVID-19.

Both companies are committed to maintaining services for children and families and maintaining working hours as usual for employees unless government policy or Public Health England (PHE) advise otherwise.

Both companies are committed to safeguarding children and staff from infectious diseases. All staff are expected to follow the safeguarding procedures in this policy in order to prevent the spread of COVID-19. Staff should also be prepared to adapt their working patterns if the virus affects the usual running of our Breakfast, After School and Holiday Clubs.

### Information about COVID-19

- COVID-19 is a new strain of coronavirus.
- The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.
- Most people who contract Coronavirus do not get seriously ill or die from it.
- There is no evidence that children are more affected than other age groups.

### Symptoms of COVID-19

- Symptoms of COVID-19 are as follows:
  - cough
  - a high temperature
  - a loss of, or change to, your sense of taste or smell
- Symptoms develop within the 14 days after exposure to someone who has COVID-19 infection.
- COVID-19 can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term health conditions like diabetes, cancer and chronic lung disease.

### How COVID-19 Spreads

- Spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.
- Droplets (respiratory secretions) produced when an infected person coughs or sneezes are the most likely means of transmission.
- A person can become infected:
  - If they inhale droplets or droplets are transferred directly into their mouths or noses
  - If they touch their own mouth, nose, or eyes after touching a surface or object that has been contaminated with droplets (e.g. touching a doorknob or shaking hands then touching their own face)

## Preventing the Spread of COVID-19

The procedure below must be followed by staff at all times in our clubs, throughout the workplace and elsewhere while COVID-19 is a risk. This procedure is based on government advice for everyone nationwide at this current time.

- Wash hands often and thoroughly with soap and hot water or use an alcohol-based hand sanitiser if handwashing facilities are not available. (This is particularly important after using public transport.)
- Turn away from others and cough and sneeze into a tissue (or sleeve), then throw the tissue in a bin. ([Catch it, Bin it, Kill it](#))
- Wash hands:
  - Before leaving home
  - On arrival at work, school and club
  - After using the toilet
  - After breaks, play and sporting activities
  - Before food preparation
  - Before eating any food, including snacks
  - Before leaving work, school and club
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are unwell.
- Avoid shaking hands with others.
- Clean and disinfect frequently touched objects and surfaces (e.g. door handles, light switches, taps, keyboards, mobile phones)
- Stay at home from work, school and club if experiencing symptoms of COVID-19 and call NHS 111 for advice.
- Do not go directly to doctor's surgeries, pharmacies, urgent care centres or hospitals if experiencing COVID-19 symptoms unless advised to do so by NHS 111.
- Contact NHS 111 for advice if close contact with a confirmed case of COVID-19 is known.
- Class of Their Own staff should inform Bec Drinkwater if they are unable to work because they have symptoms of COVID-19 or have been told to self-isolate. Pioneer staff should contact Jo Wilkins.
- Staff should contact their manager if they have an underlying health problem which means that they are vulnerable to more severe symptoms should they contract COVID-19.
- Continue to work, attend school and club as usual unless advised not to by Public Health officials or UK government policy.
- Staff must ensure that children are following good hygiene practices in our clubs and help them to understand the importance of:
  - Washing their hands at key times (as above)
  - Coughing and sneezing into a tissue and putting their tissues straight into a bin
  - Not touching their eyes, nose or mouth
  - Letting a member of staff know if they start to feel unwell

Class of Their Own Club Co-ordinators and Pioneer Club Managers and Heads of Education and Welfare must ensure:

- They lead through example.
- There are adequate supplies of hand soap, hand sanitizer gel, tissues and cleaning supplies in club.

- Tissues and hand sanitizer are available for children and staff at all times and to parents upon arrival
- There are lidded bins available for used tissues.
- Waste is disposed of hygienically.
- All staff are following this policy while COVID-19 is a risk.
- All staff are remaining level-headed and professional in relation to Coronavirus news.
- Staff are reassuring children to help them to manage any feelings of anxiety or worry.
- Staff are making it clear to children that it is not acceptable to make jokes or be unkind about anyone who is affected by the virus or is unwell.
- That anti-Chinese, Italian or other racism is challenged and addressed by all staff in line with our policies.
- Staff are kept up to date with company updates regarding COVID-19.
- Any information posters that are provided are displayed clearly in club.
- Procedure is followed if a child or staff member shows symptoms of COVID-19. (See below)
- Inform the Designated Safeguarding Lead if they are aware that a child or team member is absent due to COVID-19.
- The identity of any child or staff member who is being tested for COVID-19 remains confidential and this is understood by all staff.
- Any children and staff who have suffered a bereavement are supported in club.

#### **If a Child or Staff Member develops Symptoms of COVID-19 at work or club**

The procedure below must be followed if anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell while at work or in club.

- Inform the child's parent/carer and let them know that their child is displaying symptom's and need collecting from the setting as soon as possible. They will be advised to follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should self-isolate for at least 7 days and arrange to have a test to see if they have coronavirus (COVID-19.) Other members of their household must self-isolate for 14 days from when the initial household member first had symptoms
- If a staff member displays symptom's they will be advised to go home straight away (or follow the procedure below until they are able to return home)
- In an emergency, call 999.
- Whilst waiting for the child's parent/carer to arrive (or an ambulance, if urgent) we will:
  - Find somewhere safe for the child or staff member to sit comfortably (at least 2 metres away from other people). This may be a room or area where they can be isolated, with a window open for ventilation, where possible.
  - Staff will wear PPE if caring for the child while they await collection **if direct personal care is needed and a distance of 2 metres cannot be maintained** (such as for a very young child or a child with more complex needs).
  - Advise the child or staff member to avoid touching people, surfaces and objects, to cover their mouth and nose with a tissue when they cough or sneeze and put the tissue in the bin.
  - If they need to go to the bathroom, they should use a separate bathroom if available. The bathroom will be cleaned and disinfected before being used by anyone else.
  - Inform the Designated Safeguarding Lead or appropriate Manager as soon as it is practicable.

- Contact Bec Drinkwater or Jo Wilkins at Class of Their Own or Pioneer respectively. If a staff member is required to leave early and their absence compromises staff ratios, be prepared to adapt sessions if there is no one else available to cover.
- Disinfect surfaces that the child or staff member has touched, and surfaces and objects which are visibly contaminated with body fluids once they leave. Use disposable cloths and detergent.
- Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged and stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Advise the staff member or child's parent/carer to arrange for a test to be carried out.
- Everyone who has been in contact with someone who is unwell should wash their hands thoroughly for 20 seconds.

The club and workplace will stay open as usual while the child or staff member is tested for the virus. No further action is required until the outcome of test results is known. There is no requirement for the member of staff who has helped a child with symptom's, or for any children who have been in close contact with them, to go home or self-isolate, unless they develop symptom's themselves or are advised to do so by NHS Test and Trace or the Local Health Protection Team.

### **What happens if there is a confirmed case of COVID-19 within the setting**

Where a child or staff member tests positive we will:

- Act swiftly to contact Public Health England's local health protection team and act on their advice. The local health protection teams will work with us to carry out a rapid risk assessment to confirm who has been in close contact with the child or staff member.
- Ensure parents/carers and staff are kept informed of any decisions following advice from Public Health England's local health protection teams.
- Complete a risk assessment of the club.

Class of Their Own and Pioneer will communicate any precautionary measures to staff, children and parents/carers without delay. In most cases, closure of the club or workplace will be unnecessary. Any confirmed cases of COVID-19 will be reported to Ofsted within 14 days.

Unless a child or staff member is identified by the Health Protection Team as a contact, children and staff do not need to take any precautions or change their day to day activities or attendance at work, school or club.

We ask parents/carers to notify us if a child is absent due to illness. The Designated Safeguarding Lead will contact a child's parent/carer for further information if it is known that they are absent due to COVID-19.

## **Operational Changes**

Both companies will do their utmost to maintain our services as usual. The companies recognise however, that COVID-19 could affect business as usual and that our services may be required to adapt to changing circumstances and government policy.

Both companies will plan as much as possible for all foreseeable operational changes. Examples of the operational changes which will be considered are shown below:

- If increased staff sickness affects staff ratios in our clubs, company managers and office staff from both companies will cover sickness absences.
- If there is increased staff sickness overall, club activities will be adapted to suit the reduced ratios in order to ensure children's continued safety.
- If a club is forced to close because the host school is required to close, staff will be asked to work at a different club and children may be accommodated at another club location if this is possible.
- In any of the above situations, all but non-essential work will be postponed.
- Resources in clubs which are difficult to obtain will be rationed. Essential items will be bought in advance.
- If staff members are not required to work in clubs as usual, alternative work will be offered to make up their hours where possible.
- If managers and office staff are required to work from home, they will continue to work their normal working hours where possible.
- Risk assessments will be completed for individual children and staff who are at increased risk.

If the impact of COVID-19 on business as usual is significant, both companies will inform the stakeholders who are affected as soon as possible, as to how they will be affected. Class of Their Own and Pioneer will make sure that contact details for all staff and parents/carers are up to date.

Both companies will follow all available advice in order to limit the impact on the business and our stakeholders.

## **Temporary Club or Office Closures**

Both companies recognise that in the worst instance, our clubs and offices may be forced to close for a period of time. This could happen, for example, in the following situations:

- If Class of Their Own or Pioneer assess that children's safety is at risk by keeping a club open (due to limited staff for example).
- If the Health Protection Team decides that a club or office needs to close due to an outbreak of COVID-19.
- If a host school is closed due to an outbreak of COVID-19.
- If the UK government decides that schools, childcare settings and workplaces need to close, or that everyone either locally or nationally should self-isolate at home.

In the event of a closure, parents/carers and staff will be notified as soon as possible, as will any feeder (pick up) schools. Ofsted will be informed within 14 days.

Both companies will use government resources to try to limit the impact on the business, staff and parent/carers as much as possible.

Class of Their Own and Pioneer will keep up to date with the latest COVID-19 employment advice for employers provided by the Advisory, Conciliation and Arbitration Service (ACAS). Advice for both employers and employees can be found using the following link:

<https://www.acas.org.uk/coronavirus>

**This policy may change to reflect the latest UK government response to COVID-19.**

This policy was adopted by: Pioneer Childcare	Date: 2 <sup>nd</sup> July 2020
To be reviewed: 3 <sup>rd</sup> December 2020	Signed: <i>D. McCaffrey</i>