

St Claire's Corona Virus Staff Manual

We would like to welcome you all back to work after what has seemed like forever!

In this pack you will get information relevant to your setting that you work in. Please read it very carefully as this is how we have to run our settings due to Covid-19. We all must stick to the new guidelines and new Risk Assessments as it is essential for everybody's safety in the workplace, and none of us wants to be the person who spread the virus to the setting!

In your pack you will get:

- Your setting's new Risk Assessment
- Staff Code of Conduct
- New Fire Risk Assessment and Instructions.
- New Lone Working policy
- New Keyworking & EYFS Updates

Please read though this before the meeting when you'll be given a paper version. At the meeting you'll have chance to ask Tara answer any questions and to clarify any concerns you may have in relation to this pack.

We all will be meeting Thursday 3rd September at St Peter's 12:00 pm for a socially distanced lunch, then 12.30 start the meeting.

Additionally, all members of staff will be asked to participate in a deep clean of your setting. You will all be prepped on what needs to be included in the deep clean by Tara.

Your Safety

Your safety is our top priority therefore we would like to introduce a traffic light system in order to score your health. Please score yourself, using the traffic light system below, and let Tara know at the meeting.

Green – I am healthy and a non-vulnerable person therefore I am able to go back to work

Amber – I live with a vulnerable person but am able to come back with the use of PPE.

Red – I am not healthy enough to come back to work or am I vulnerable person.

As well as scoring yourself, we need to know if you are comfortable and confident with coming back to work for the safety of others – this is vital that you let us know if you are not.

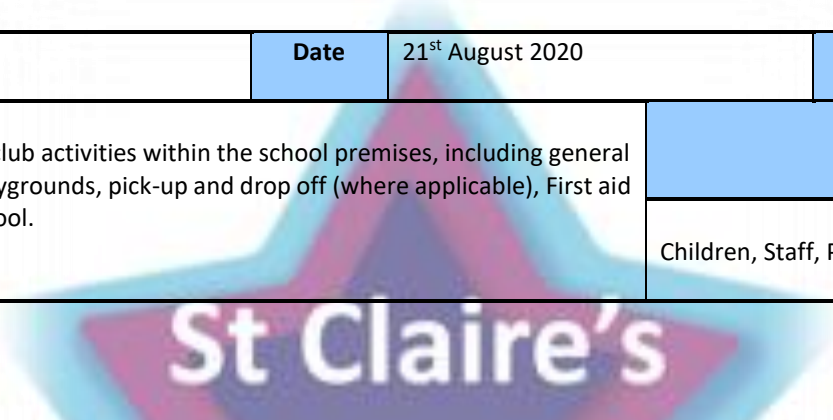
Tara will be giving out PPE training during your meeting and you will be given a health declaration to sign in this pack please fill in and sign and give to Tara in an envelope with your name on.

WE ARE LOOKING FORWARD TO HAVING EVERYBODY BACK AT WORK IN A SAFE ENVIRONMENT!

Keep safe and talk soon 😊

Health and Safety Risk Assessment – Re-opening Schools – COVID-19

Subject of Assessment	Opening school to keyworker's children				
Assessed by	Tara Latham	Date	21 st August 2020	Review date	Reviewed Daily / as necessary
Details of workplace/activity	children and staff partaking in club activities within the school premises, including general activities, dining, breakfast, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			Persons Affected <i>(Who may be harmed)</i>	
				Children, Staff, Parents, Contractors and Visitors.	



Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions Please print & date each time you read and when you action something
1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> • The club has informed parents, children, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection) the school as also done the same. • Children and staff have received guidance on how well be setting out the setting to ensure 2m apart from others. • Parents can be issued specific setting protocols for club attendance for them to explain to their children if they wish • Staff are briefed and consulted on club procedures and the plans for re-entry of more children this is done by the manager. 		

		<ul style="list-style-type: none">• Staff are up to date on other related guidance and support in relation to themselves and childrens such as stress and wellbeing including:• In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;• Hazard reporting mechanism are in place and easily accessible;• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.		
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<p>2.</p>	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. 	<p>Drop off:</p> <p>We will be running from the school hall ,so please enter the school gate by the office then thought the gate on your left to walk around the school to come to the school hall where the we will running from , both BC and ASC.</p> <ul style="list-style-type: none"> • Drop-off and collection points are now at the school hall, walking around the school to get to the hall. All staff, parents and children to keep the 2 m distance rule at all times. • The playground has been demarcated to enable parents a pathway of drop-off and collection and to remain 2m away from other parents during drop off of children • Parents must queue 2m apart • Only one parent is permitted to drop off/ collect their child form the school hall at a time. • Parents are reminded to leave the site promptly, once the child has been handed over to the parents / carers • If there are additional siblings who have no other carers at home and who are not at school or club they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. <p>Entry to the club:</p> <ul style="list-style-type: none"> • Parent and child/children will queue 2m apart through wide gate (by the school office). Staff will signal for parent/ child to come forward: • Risk will be children who are upset at leaving parents – staff having to hold a child and help them in/ parents anxious at upset child. Staff to wear gloves if needed. Staff on hand to help/ support in this situation. • Parents will wait in the playground by the hall and wait for staff to wave them in once it is safe to do so • Parents/Guardians are NOT permitted to enter the school buildings; • Entrance doors are held open, reducing the number of occupants touching the doors; 	<p>Please print & date each time you read and when you action something</p>
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- Hand-washing on entry into setting. All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school/setting;
- Good hand washing signage to instruct children how to do this effectively is displayed;
- Hand washing demonstrations have been provided to children on how to adequately wash their hands.



3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Pickup / leaving the school. 	<p>Pick up:</p> <ul style="list-style-type: none"> • Parents will wait in the playground just outside of the hall and a member of staff will send their child out, parents to keep 2m apart if there is a queue. • Parents are asked to not congregate in the playground or by the gate • Parents are reminded to leave the site once their children have been collected; • Only one parent/guardian per child is permitted on site if necessary to come in to school grounds. • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. 		
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Classroom use / activities. 	<p>Group games must be limited to bubble groups, and should take place outside, where possible.</p> <ul style="list-style-type: none"> • Club sizes are restricted to 9 maximum children to 1 staff where 2 staff are present. • children are kept in small groups as they cannot socially distance themselves at all times; - the hall will split in to 4 sections. • The groups will not interact with other groups within the school; • Hand washing is completed on entrance to the and between specific activities; • Children are not encouraged to share; • Children are regularly reminded not to touch their or other children's faces; • Classroom/setting furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces; • Where possible club/activities will be completed outside; • Play equipment will be used in rotation. • Cleaning equipment around school with gloves, disinfectant spray, wipes and lidded bins. 		<p>Please print & date each time you read and when you action something</p>

		<p>Where possible club/activities will be completed outside;</p> <ul style="list-style-type: none"> • Use of external play equipment is limited. Children may move around the playground as usual but stay within their specific group and designated playground space. Not mixing with children from other groups; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. 		
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time / playgrounds. 	<ul style="list-style-type: none"> • Snack area cleaned before and after each child has there snack.(each bubble will have snack in their bubble, staff will take it to them) • children will wash hands before snack • Where possible, snack will take place outside. • Where needed, the playground and field will be zoned to avoid groups mixing. • Fixed playground equipment is to be wiped down after use (eg: trim trail railings) <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible; • Suitable external doors are used to move children from one area to another. Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; • Where needed, corridor floors are demarcated to show safe distance signage; <p>Playgrounds:</p> <ul style="list-style-type: none"> • Daily inspection and enhanced cleaning programs in place for external areas and equipment; • Outside play equipment and toys will be used within group; 		

		<ul style="list-style-type: none"> • Equipment is cleaned before use by each designated group; • Outside play equipment and toys have been reduced; • This is designed to enable successful and effective cleaning of all outside toys / play equipment. 		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> • Hand washing stations are positioned at each children, staff and visitor entrance to the setting • All those entering the setting are required to wash/sanitise their hands. • Hand washing sinks are located within each toilet provision. • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively. • Children and staff have been shown how to wash hands properly. • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the school. ➢ After using the toilet. ➢ Before and after eating. ➢ On entry and exit from each setting / room. • Unnecessary touching of the face is discouraged. • Staff will remind children to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm. • Toilets and wash stations have single use paper towel for drying hands. 		Please print & date each time you read and when you action something
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • St Claire's staff will clean the room before and after the children have left and also during the session focusing on what and where the children have been and what equipment they have used. • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➢ Frequent cleaning of classrooms, Toilets, common areas and hall ➢ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. 		

		<ul style="list-style-type: none"> Classrooms/hall furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; hall will be cleaned by the school at lunch breaks and after school; Toilets will be cleaned in the morning, after break, after lunch and at the end of the day by the school, St Claire's to clean at the end of session, Equipment used by the children and staff will suitably cleaned at the end of each day or before it is used by another person; If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning non-healthcare settings. 		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> Staff are required to conform with social distancing requirements at all times; children will practise social distancing from staff appropriate to their age and as described in additional points of this assessment; Staff will be provided with and wear PPE when required in accordance with government guidance. 		Please print & date each time you read and when you action something
9.	Spread/contraction of COVID-19 due to insufficient First aid measures. This includes: <ul style="list-style-type: none"> Dealing with general First aid; Lack of trained first aiders; 	<ul style="list-style-type: none"> Sufficient first aiders will be on-site for the number of children, with a particular focus on early years provision; Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision Occupants (staff or pupil) who display symptoms of the virus during the session will be isolated until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; First aiders required to assist this person will wear full PPE including, apron, gloves, mask. First aiders have completed appropriate training for PPE. 		

	<ul style="list-style-type: none"> • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full or at end of session, whichever is soonest; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. • Cleaning company will be informed for safe, deep, clean of this area. 		
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; 	<ul style="list-style-type: none"> • Parents are not permitted to enter the school; • Parents have been informed to call the St Claire's office or email if they have any questions or concerns; • If parents need to drop off items for pupils, they should phone the setting and stand behind a barrier on the path to the gate. The item can be left on the table/floor at the barrier for a member of staff to collect; • Any meetings with parents should be done via virtual meetings, Phone calls are advised rather than face-to-face meetings between staff and parents. 		

	<ul style="list-style-type: none"> • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • For those who have to enter the school reception, e.g. delivery of hampers and meals, current glass screen will remain across the office window to reduce the risk to school staff; • Visitors will only be permitted into the setting if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their club contact is available; • The club contact is required to attend the room in good time to meet their visitor; • Social distancing measures will be adhered to at all times; • Face to face meetings in room or within 2m are not permitted; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect. 		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • One in one out management of toilets is in place; • Children to use toilets this is managed by staff and communicated to children 1 child at a time ; • Toilets are cleaned throughout by school and the day and St Claire's staff to clean at the end of day. 		
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Children are suitably supervised at all times; 		
13.	Lack of DSL/ Leadership team	<ul style="list-style-type: none"> • If the manager (Tara) becomes ill with symptoms, the Director (Karen) will oversee the running of the setting. If symptoms are mild, the Manager (Tara) will be able to work remotely. • If the Director also becomes ill with symptoms, the Director will appoint a member of staff who will oversee the school with support from other staff. There will be a third DSL available if and when . 		

14.	Lack of suitable premises management	<ul style="list-style-type: none"> • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden cleaning staff absence; support staff 		
15.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 		
16.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe exit via the nearest fire exit; ➤ Training occupants of any changes to evacuation; ➤ Use of the school has been reduced to enable safe sweeping and evacuation; ➤ Due to reduced numbers use of the school is kept to specific areas where possible. • All other fire system testing, and maintenance has continued as normal. This is done by the school. 		

Mudeford Infants Staff Code of Conduct – Measures to Keep Everyone Safe

Entering the building for the start of the session:

- If working breakfast club, open the school by following the unlocking processes already set and set up the school hall.
- If working After School Club, enter the school via the main gate on the road by the office , only entering the hall.
- Both keeping within the government guidelines of 2m between yourself and other people.

BEFORE DOING ANYTHING, PLEASE ENSURE YOU WASH YOUR HANDS OR USE HAND SANITIZER

Breakfast Club:

- Enter the building the way that is stated above.
- Ensure all surfaces are cleaned with antibacterial spray including table tops. Light switches, pugs, Ipads and open doors for ventilation.
- The children that are waiting at the by the hall, are told enter are from the outside door by a member of staff.
- Children are asked to place belongings within the given area.
- Children are to wash hands straight away using the toilets – using the 1 by 1 procedure.
- Children are asked if breakfast is wanted – if so, staff is to clean the table down make the breakfast using the food hygiene policy as well as using the correct PPE (gloves and apron).
- Paper bowls and cups are to be used where possible; only if paper cups/plates are not available, plastic is permitted.
- Children are to stay in the room provided but staff need to ensure all sides are clean and sanitized before leaving.
- Staff leave through the exit door of the hall and out through the side gate; please, can staff not leave through the school.

After School Club - Start of session:

- Arrive through the main gate as stated before.

- Staff member must wash their hands upon entering.
- Wipe every surface that is used like tabletops, light switches, plugs, etc.
- Place all belongings in a safe, separate corner of the hall, if possible, please leave phone in car or at home. However, if you bring your phone please put in the draw within the lock box.
- Clean Ipad and Iphone with antibacterial wipes then sign in as normal.
- Ensure that there are tissues available as well as a bin nearby for disposal.
- Open windows for ventilation.
-

Snack:

- Snack table need to be cleaned with antibacterial spray before and after everything has finished – if you have more than four children, separate their eating times and ensure the table is cleaned after every child has finished. You are going to have to take the food each bubble to the children.
- Ensure hair is tied up
- Hands are washed thoroughly and correctly, and gloves are on.
- Paper plates and cups are to be used where possible to be thrown away after use – if not, plastic plates and cups can be used.
- Use the correct chopping boards when preparing snack.
- Use separate shelves for the storage of food.
- Hot soapy water is to be used to wash all chopping boards, knives and plastic plates/cups.
- Paper towels to be used to dry up and placed in the bin straight away.
- Use a clean j-cloth every time a j-cloth is needed – to be thrown away after every use.
- Staff are to dry using blue paper towels instead of tea-towels.

Children entering after school:

- Children are to put their belongings into the designated area and wash hand straight after using the government 20 second guidelines and the 1 by 1 procedure that we have put in place.
- Proceed to their year bubble and wait for their snack to be given to them

- Proceed to have snack; if wanted – staff are to wear appropriate gloved and aprons when serving snack.
- Paper plates/cups are to use all the time, throw everything away after use; if unavailable, plastic may be used but deep cleaned at the end of the session.
- Children are to be 2m apart from each other wherever possible.
- The children's toys need to be limited so that they are easily cleaned – i.e, if a child wants to play with Lego, give them a handful.
- Preferably the staff are to take the children outside as much as possible but within keeping the 2m distance.

Collection of children:

- Parents are not to come into the school.
- Parents are to stay on the playground behind and children sent out to parent through the hall door.
- Parents are advised to follow the 2m distancing guideline which are marked out around the school.
- There is a one-way system that the school have enforced that needs to be followed in order to protect others.
- If parents wish to talk to a member of staff, they are to be advised to stay 2m apart; however, if there seems to be a queue, ask the parents to wait to the side for a minute whilst other children are collected. The office can always be emailed or called if needed.
- A member of staff is to supervise the children walking to their parents.
- If lone working, then the member of staff have to stand in the doorway of the exit to ensure they are able to supervise every child present in the setting.

End of session:

- Every toy that the child/ren have played with must be cleaned with hot soapy water and left to dry overnight where possible.
- All the surfaces need to be cleaned with antibacterial wipes/spray.
- Ipad and phone is to be wiped after the end of each session as well as the end of each use.
- All plastic plates/cups need to be cleaned thoroughly if used.
- Clean all lidded bins and ensure the bins are emptied out every day.

If symptoms are displayed:

Child:

- If arrived with symptoms, they should be sent home immediately.
- If symptoms are developed, the child needs to put on PPE and removed from the play area and be taken into the corner of the room.
- Member of staff need to be wearing PPE when with the child.
- Other children are to be outside ASAP.
- Manager/director need to be informed.
- Parents are to collect child from the setting via the exit door. Child is to be wearing PPE.
- Area of work/ toys and resources are all to be cleaned in hot soapy water by staff wearing PPE.
- A staff member is to suggest to the parents about getting their child tested in the Covid-19 centre (if the child is 5 or over) and isolate for 7 days and the household for 14.

Adult:

- If symptoms occur, staff are to wash their hands, put on a face mask and exit the building to go home by following the 3m social distancing guidelines.
- The children are to be outside.
- Area needs to be cleaned by other members of staff wearing PPE.
- If lone working, contact on call manager (Tara) or deputy on-call (Karen) if on call manager is unavailable to inform them; put PPE on as soon as possible, ensure you are following the 2m distance rules and wait to be relieved and go home.
- Book a test, if positive self-isolate for 7 days and the household for 14.

The logo for St Claire's Childcare is a large, multi-colored star. The star has a blue outer border, a purple middle section, and a pink inner section. The text "St Claire's" is written in white, bold, sans-serif font across the top part of the star, and "Childcare" is written in white, bold, sans-serif font across the bottom part of the star.

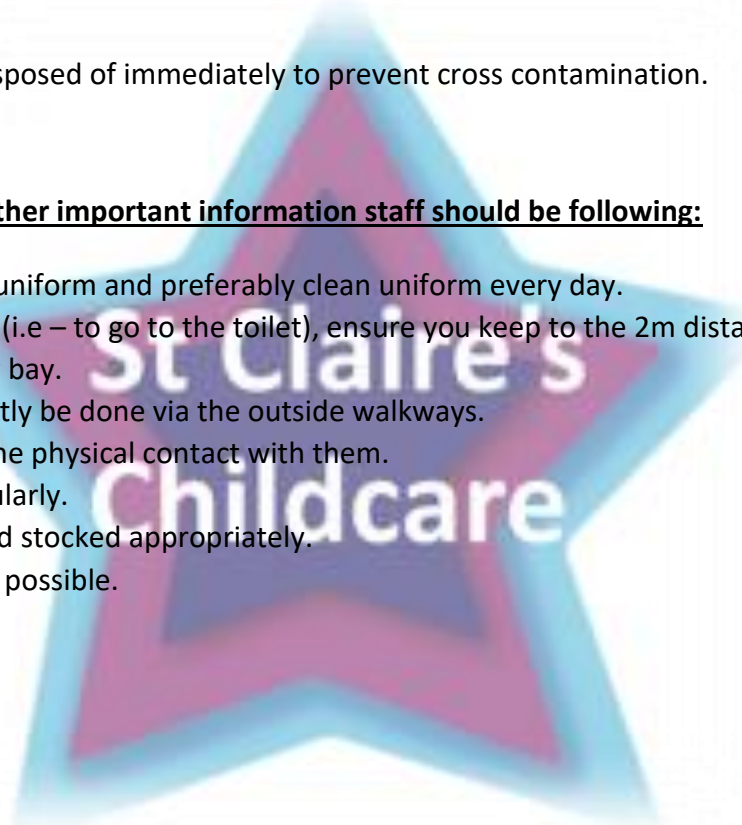
St Claire's
Childcare

First Aid

- Staff should be wearing PPE when helping a child.
- If the 2m distance rule is unavoidable, then staff should not be face-on to the child; the staff member should be beside or behind the child.
- Always try and keep the 2m distance.
- The gloves that are worn should be disposed of immediately to prevent cross contamination.

Other important information staff should be following:

- All staff should be within appropriate uniform and preferably clean uniform every day.
- If walking around the school premises (i.e – to go to the toilet), ensure you keep to the 2m distance guidelines and if another adult/child is walking, stop in a nearby bay.
- Moving around the school should mostly be done via the outside walkways.
- Doors are to be wedged to decrease the physical contact with them.
- Wash hands or use hand sanitizer regularly.
- PPE should be available at all times and stocked appropriately.
- Avoid using material items as much as possible.

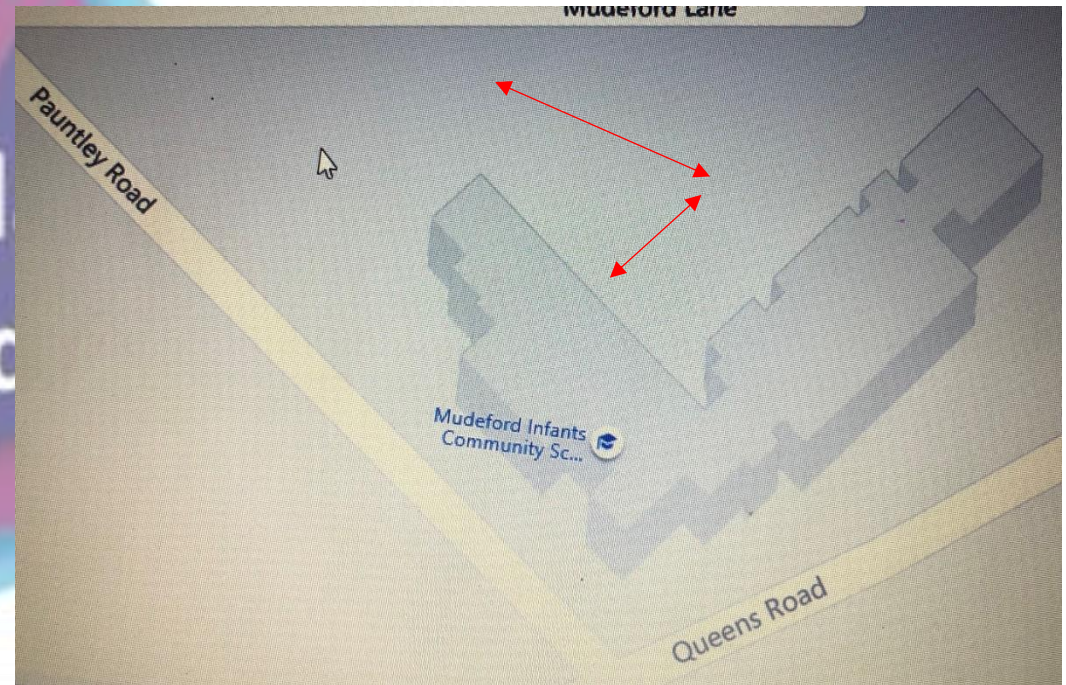


St. Claire's
Childcare

Mudford Infants Fire Risk Assessment for the Period of Covid 19, 2020

In case of a fire or an emergency evacuation please follow the fire drill routine.

- Staff to encourage children to line up in their bubble with the 2m distance by the door that leads to the outside.
- Staff to get iPad and phone.
- lead the children out of the school. (see attached map)
- Walking around the school keeping 2m distance at all times.
- Line up on the playground
- Staff to make sure all children and staff are at 2m distance.
- Staff to take register.
- Wait to be told to go back in.
- Follow the route back in
- Once back in setting children and staff to wash hands 1 by 1.
- Staff to log fire evacuation / emergency evacuation



COVID UPDATE

Lone Working Policy

While it is legal and often unavoidable for a member of staff to be alone with a child/ren or working alone, it is necessary that the following guidelines are followed:

- You are within earshot of someone who can help in an emergency or
- You have a company phone you can use in the event of an emergency
- You make sure the space is easily visible and accessible to others
- You ensure someone is aware you are lone working
- You are checked on frequently by other members of staff
- You do not do personal care tasks for a child while lone working (helping change in event of a toilet accident for example- always ensure you are in sight of another member of staff for such cases)
- Report any concerns, incidents or accidents directly and immediately to your manager

Updates to Practice April 2020: *Guidance has been taken from Childminding Practice and Out of School Alliance.*

Staff members who are suitable for lone working have been approved under the following criteria:

- current 12 hour paediatric first aid certificate
- L2 safeguarding

- food handling and hygiene certificate
- competent use of English
- the necessary skills and experience to supervise the children
- Have had no concerns or complaints about their practice
- Are up to date with Supervision and Appraisal, DBS declarations & Fitness to Work Statements.
- does not have any medical condition that might affect their suitability to work alone.
- is familiar with/ receives induction for the emergency evacuation procedure – and how this can be adapted to lone working situations.

The following steps have also been taken:

Parents have been informed that we are currently Lone Working.

Our insurers have confirmed that our club is covered when only one member of staff is on duty.

Ensuring all Lone Workers are Vigilant with the following practice:

Ensuring all visitors sign in on the portal – including school staff if in the room for significant amount of time

Ensuring, school staff / visitors are noted in the Day Book

Document every accident and incident that occurs while children are in our care, informing parents of such and requesting them to sign the portal as per usual or Day Book if not on portal..

Noting **any and all** marks on the children when they arrive and asking parents/school to inform us of any accidents that have occurred whilst

outside our care.

Ensuring the children are within sight and/or hearing at all times according to the child's age & stage of ability.

Keeping accurate records on each child and writing the Day Book carefully.

All essential resources must be readily to hand and not kept in a separate part of the building: eg Phone, Tablet/iPad, chargers, ability to log in, first aid kit, non-contact thermometer, Day Book etc.

If an allegation is made the member of staff must follow the Safeguarding procedure detailed in Policy immediately.

Additional Safeguards:

Tara Latham is your Onsite Safeguarding Lead, Karen Hodgson is the DSL

Tara is Managing the Keyworker rota and will make unannounced visits

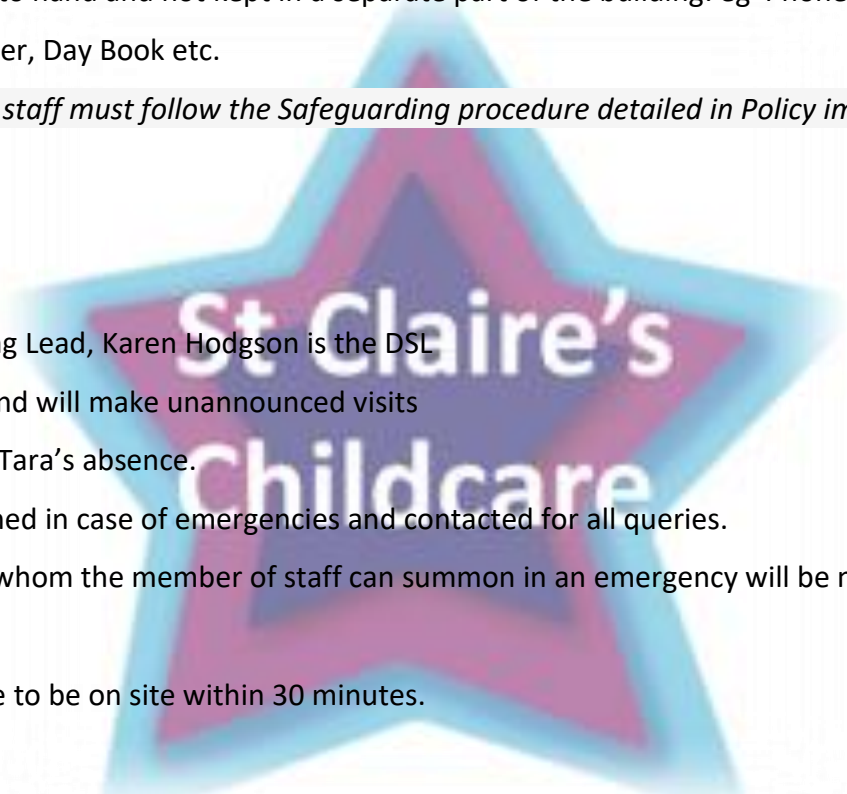
Karen will make unannounced visits in Tara's absence.

Tara will be on call and can be summoned in case of emergencies and contacted for all queries.

In addition, a back up 'on call' person whom the member of staff can summon in an emergency will be nominated for each session – this is always Karen.

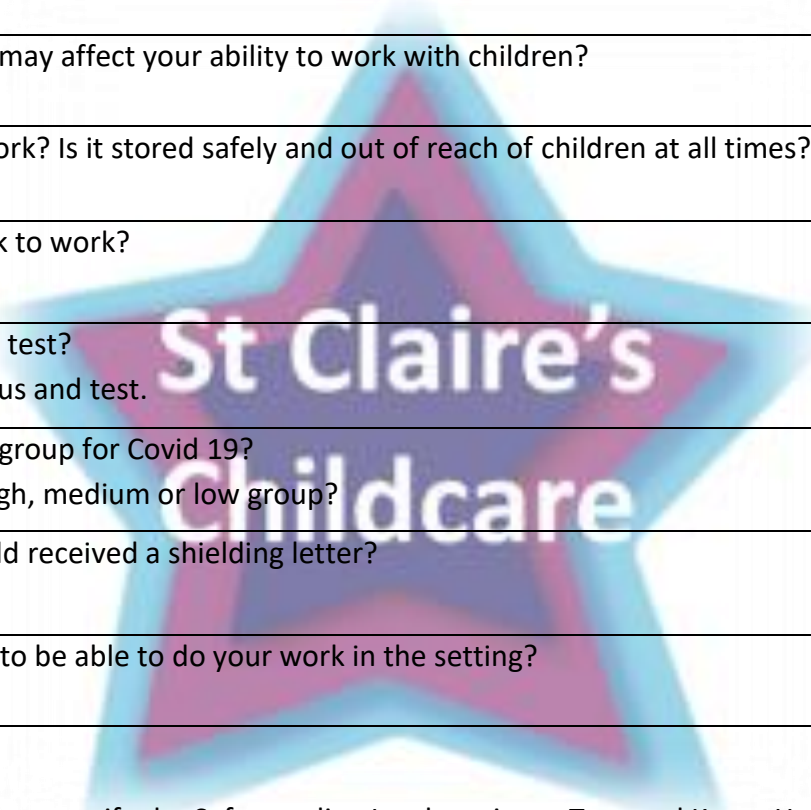
The 'on call' person (Tara) must be able to be on site within 30 minutes.

Note to Staff: It is important that while caring for children you do your best to encourage social distancing guidelines – ie, two meters apart, and maintain high levels of handwashing and setting cleanliness – wipe high contact areas when you arrive and leave. If you are running low on supplies – particularly hygiene products, let Tara know.



Health Declaration for the period of Covid 19, 2020

Is your health currently sufficient to meet the requirements of your job description? If not please give details:	Yes/No
Are you taking any medication which may affect your ability to work with children? If so please give details:	Yes/No
Are you taking medication while at work? Is it stored safely and out of reach of children at all times? If so please give details:	Yes/No
Do you feel you are able to come back to work? If not please state why?	Yes/No
Have you had Covid 19? Did you get a test? If so please give dates you had the virus and test.	Yes/No Date:
Do you feel you are in the vulnerable group for Covid 19? If so please state why , are you in a high, medium or low group?	Yes/No
Have you or anyone in your house hold received a shielding letter? If so is it for you or a family member?	Yes/No
Do you feel you need PPE at all times to be able to do your work in the setting? If so please state why?	Yes/No



If any of these conditions changes, you must notify the Safeguarding Lead on site or Tara and Karen Hodgson as soon as is reasonably practicable. I understand that the information I have given is true and correct.

Print Name: Signed..... Dated.....

Other things you will need to know and think about:

- If you need to go to the office any reason you must call Sarah to book a time slot for you to go in or if you need you need something i.e. photocopying, please phone Sarah and will advise what you need to do and when .
 - You cannot just pop in to the office anymore.
- As we may not have as many numbers of children as we used to have that means some clubs will be working with 1 staff (this can be done with our lone working policy). And once all the children have gone and you have done your cleaning you can leave.
- So as you all know, all staff have been on furlough, some for a long time and some sort a short time. The furlough scheme will continue until the end of October
- Sadly, we have lost about 50% of our usual bookings although we do expect there to be an ongoing increase as parents get back to work. As a result of this, we are working as closely to ratio (1:9) as possible. This means most people will be partially furloughed, working a three or four day week, finishing early etc. Staff meetings cannot be missed. As numbers go down, where practicable, someone should go home early. Therefore, part of your hours (the ones you work) will be full pay and the other (the ones you don't) will be at 80% furlough money, with this in mind you **MUST** make sure you are hot on yourself signing in and out of club so we can claim the right amount of money from the furlough payment for you. PLEASE COMPLETE YOUR TIMESHEET DAILY TO AVOID FORGETTING.
- During your day at home, we ask that you get your quizzes up to date, do any identified training (there will be more Covid safety coming) and ensure you have read all the Covid Updates to documentation.
- If a member of staff is not in / not rota'ed on please mark them as absent on the portal.
- The infection control course Karen asked you all do, we need that ASAP or you will be sent away until you have completed it, this a must as it is very important you know how and what to do in the work place – it is a very basic course and only takes a few minutes.

- The law states the the ratios for us is 1-30 but we run to 1-9 as you know, this being said if you are 1 or 2 children over please do not worry- we are just trying to make sure bubbles work, parents can work and we stay in business!
- If your rooms have been split up in to sections, we ask that 1 adult signs the children out, the member of staff just tells the other staff member who has gone home and picked up by whom.(Please sign it like this on Ipad - mum/TL)
- It's worth knowing that some schools have taken over / back the ASC dew to Covid so please keep this in mind if the School doesn't think we are proving a safe place or not controlling Covid they can take St Claire's over. This is not to scare you but to make you aware of how important it is for us all to be on top of the cleaning, policy's and much more.
- This is all new to us all and we are trying our best to find out what works and what does not, so if you feel there is something that we have put in to place an you feel is not working please tell us of why you think this and your suggestions of how we can change this.



St Claire's
Childcare

Please do not panic, yes things have changed a lot, but your mangers are here to help you get back into the new routine.

Note from Karen to Tara – I have removed all the parts for school to check in the Risk Assessment – I'll file the original (with all the school liaison work) in the OFSTED folder to evidence Working with the School.

Covid Safety Declaration:

I have read the Risk Assessment for my setting

I have signed the Risk Assessment for my setting

I will re-read it every week during my furlough day

I will sign it after each time of reading.

I will action each of the points on the Risk Assessment

I will be thorough in cleaning, washing and social distancing

I have done the required Infection Control learning

I am aware further Infection Prevention training will be required, I will do it promptly

I will adhere to Government guidelines for Covid safety outside of work – I understand if I put myself at risk, I may be asked to self-isolate without pay until I get a negative test result.

I am aware that my actions could spread the virus and will do my best to ensure the safety of those around me,

I understand that careless and/or reckless failure to prevent Covid will be a disciplinary offence.

Print Name: Signed..... Dated.....

