

Reopening (Corona Virus) Risk Assessment Pack.

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!

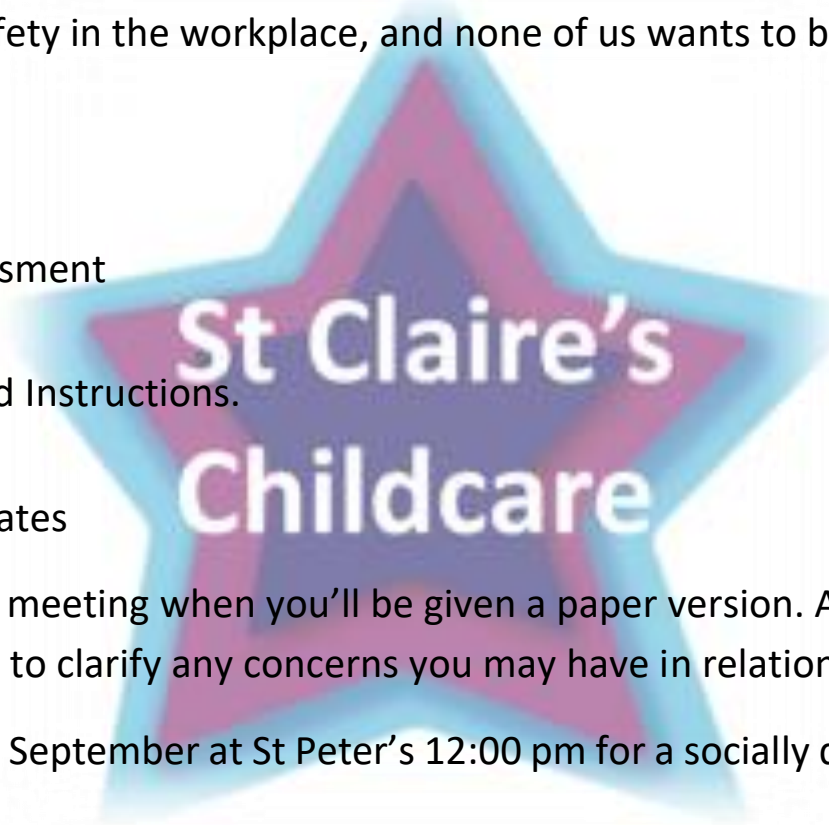
In your pack you will get:

- 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 😊

COVID-19 Risk Assessment

Activity	Full opening of the hole school for all staff and all children		
School	St. Peter's School		
Department	Primary Phase, Iford Site		
Assessed By	Tara Latham and Karen Hodgson		
Assessment Date	Tuesday 9 th June 2020	Date Review Due	Thursday 21st August 2020



Hazard/Task	Who might be harmed?	Existing control measures	Print and date each time of reading and if/ when actioned. Please state 'read' or 'actioned'
Spread of Covid 19 causing mild to severe illness and possibly fatalities	Children	<p>Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and are not expected to attend the club setting. They should continue to be supported to learn at home.</p> <p>Children living with someone who is clinically extremely vulnerable should continue to be supported at home if have been advised by a doctor.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Parents should follow medical advice if their child is in this category.</p>	

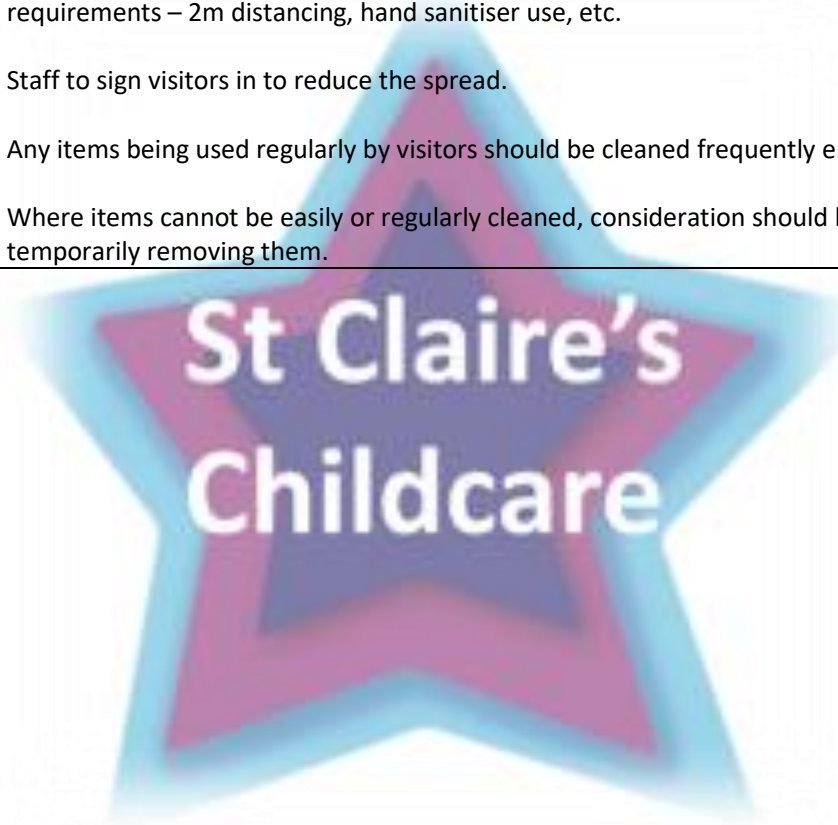
		<p>Children should not attend if they have symptoms or are self-isolating due to symptoms in their household. The child and those in their household are encouraged to test if symptomatic.</p> <p>If a pupil becomes unwell in the setting with a new continuous cough, a high temperature or loss of taste or smell:</p> <ul style="list-style-type: none">• They should be taken straight to the cored door (the door must be open and staff stay with them with full PPE on)• The child is to wear PPE where possible• The First Aider must be wearing appropriate PPE if they need to go within 2 metres of the child• Arrangements should be made immediately for the child to be sent home• They must remain isolated until the parent/carer arrives	
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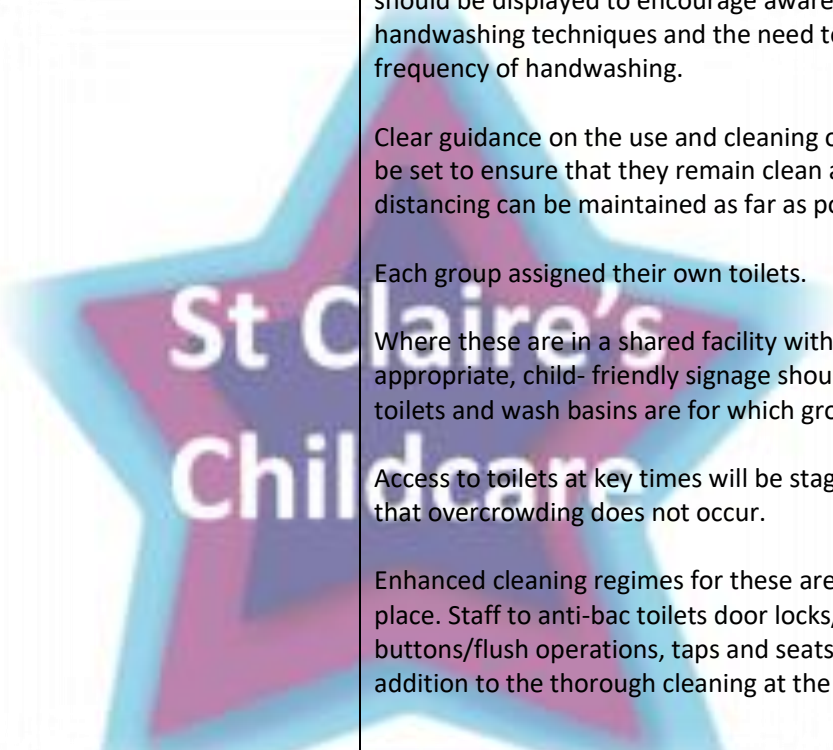
		<ul style="list-style-type: none"> • Parents/carers will be advised to follow the national stay at home guidance • A deep clean of their group's designated room and toilet areas will be carried out at the end of the day • An email will be sent out to all parents/carers of children in the same setting , notifying them that a child has gone home with symptoms • The child sent home and those in their household are encouraged to test and to share the results with the club. • If a positive result is reported, the entire staff and children who have been working with them will be asked to isolate for 14 days and access a test. 	<p>Print and date each time of reading and if/ when actioned. Please state 'read' or 'actioned'</p>
<p>Spread of Covid 19 causing mild to severe illness and possibly fatalities</p>	<p>Staff</p>	<p>Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and should not be attending the club establishment. They should continue to be supported to stay/work at home as much as possible.</p> <p>Staff living with someone who is clinically extremely vulnerable should not be attending the club establishment. They should continue to be supported to stay/work at home as much as possible.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people should discuss their individual situations with their employer and their GP or medical professional.</p> <p>Staff should not attend if they have symptoms or are self isolating due to symptoms in their household as required by national government guidance and are encouraged to test themselves and those in their household if symptomatic.</p> <p>If a member of staff becomes unwell in the workplace with a new continuous cough, a high temperature or loss of taste or smell, they should be immediately sent home wearing PPE and advised to follow the national stay at home guidance and take a Covid 19 test and inform Karen/ Tara of the results.</p> <p>A deep clean of their designated room and toilet areas as well as their designated staff toilet will be carried out at the end of the day.</p>	

		<p>An email will be sent out to all parents/carers of children in their room, notifying them that a member of staff has gone home with symptoms.</p> <p>The staff member and those in their household are encouraged to get tested and to share the results with the club.</p> <p>If a positive result is reported, all the children and any other who have been working with them will be asked to isolate for 14 days and access a test.</p>	
<p>Spread of COVID-19 caused by visitors to site and parents dropping off pupils</p>	<p>Visitors, parents, children, staff and their families</p>	<p>Guidance on social distancing and hygiene should be explained to parents and reinforced with suitable local instructional signage. Request that parents respect social distancing for the safety of themselves, children and staff.</p> <p>Drop off and collection points spaced out around the site.</p> <p>Different routes have been specified to reduce congestion on the school path.</p> <p>Signage should be in place to inform people of the new movement arrangements such as use of the car park/playground route instead of the main path for certain groups.</p> <p>No use of the school car park due to close proximity of spaces and car park now functioning as a pedestrian route into the site.</p> <p>Parents reminded to remain 2m away from other parents.</p> <p>Parents asked not to congregate in their collection area any longer than 5 minutes before the designated drop off/pick up time for their child.</p> <p>Parents are reminded to leave the site once their child/ren have been collected.</p> <p>Only one parent/carer per child is permitted on site.</p> <p>If there is 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.</p> <p>Child/ren will be met sent out via the designated external door.</p>	<p>Print and date each time of reading and if/ when actioned. Please state 'read' or 'actioned'</p>

	<p>Parents/Guardians are NOT permitted to enter the schools buildings.</p> <p>Entrance doors are held open, reducing the number of occupants touching the doors.</p> <p>Walking or cycling encouraged, driving if necessary. Public transport to be avoided.</p> <p>Visitors limited. If absolutely necessary, arranged by pre-appointment only, reinforced with signage. Employees tasked with receiving visitors should be trained in the control requirements – 2m distancing, hand sanitiser use, etc.</p> <p>Staff to sign visitors in to reduce the spread.</p> <p>Any items being used regularly by visitors should be cleaned frequently e.g. visitor passes.</p> <p>Where items cannot be easily or regularly cleaned, consideration should be given to temporarily removing them.</p>	
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<p>Spread/contraction of COVID-19 during the school day due to:</p> <ul style="list-style-type: none"> • Classroom use / activities • Moving around the school • Break-time / playgrounds. 	<p>Children, staff and their families.</p>	<p>Appropriate supervision, safeguarding and resources:</p> <p>Ensure that appropriate and adequate supervision is in place at all times. Maintain ratios where applicable. All setting/rooms to have a maximum of 15 children and 2 members of staff.</p> <p>If lower numbers a 1:9 ratio will be in place and staff to follow lone working policy.</p> <p>Ensure that environment and resources are age appropriate.</p> <p>Activities will be delivered in the setting designated for inside or outdoor area. There will be no movement around the school or shared areas. Any circulation/transition to access designated outside areas will be done externally.</p> <p>Children are kept in there groups as they cannot socially distance themselves at all times. The group will not interact with other groups within the school.</p> <p>Children are allocated resources and are encouraged not to share.</p> <p>Setting furniture has been reduced.</p> <p>The placement of furniture in the setting space has been carefully placed to support social distancing and children will be reminded that furniture (e.g. chairs) should not be moved.</p> <p>Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted.</p> <p>Where possible activities will be completed outside.</p> <p>Every group has their own designated outdoor space on the playground and field. As the children will be staying in there same groups from school they will play outside in the same area they do in school to stop cross contamination.</p> <p>A small selection of plastic play equipment will be used in rotation. Equipment will be cleaned before use by each designated class group.</p> <p>Certain activities will not be available during this period, particularly in regards to our EYFS continuous provision (e.g. sand, water, playdough and wooden toys that are difficult to clean).</p>	<p>Print and date each time of reading and if/when actioned. Please state 'read' or 'actioned'</p>
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<p>Spread/contraction of COVID-19 due to use of shared toilet facilities</p>	<p>Children, staff and their families</p> 	<p>Signs and posters (available from Public Health England) should be displayed to encourage awareness of good handwashing techniques and the need to increase the frequency of handwashing.</p> <p>Clear guidance on the use and cleaning of toilets should be set to ensure that they remain clean and social distancing can be maintained as far as possible.</p> <p>Each group assigned their own toilets.</p> <p>Where these are in a shared facility with one other group appropriate, child- friendly signage should denote which toilets and wash basins are for which group.</p> <p>Access to toilets at key times will be staggered to ensure that overcrowding does not occur.</p> <p>Enhanced cleaning regimes for these areas should be in place. Staff to anti-bac toilets door locks/handles, buttons/flush operations, taps and seats twice a day in addition to the thorough cleaning at the end of the day.</p>	<p>Print and date each time of reading and if/ when actioned. Please state 'read' or 'actioned'</p>
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Spread/contraction of COVID-19 due to lack of cleaning and waste disposal

Children, staff and their families

A full deep clean must be undertaken prior to re-opening.

Use standard cleaning products (detergents and bleach).

Ensure that these are stored and used correctly and remain inaccessible to pupils.

All staff provided with cleaning products and asked to disinfect throughout the day any objects and surfaces that are touched regularly such as door handles, light switches, taps, table tops, chair backs, computer keyboards etc. in their designated area.

Any toys used for outdoor play or free play are limited to those easy to clean. They will be cleaned frequently. Other toys taken out of use and stored separately.

No use of shared as play dough, sand and mud kitchens.

Shared play equipment such as the Play Trail and Adventure Playground are not to be used.

Leave for 72 hours if possible before cleaning.

The School should discuss cleaning arrangements with contractor to ensure that they are able to meet the standards required and COVID-19 related disinfection procedures.

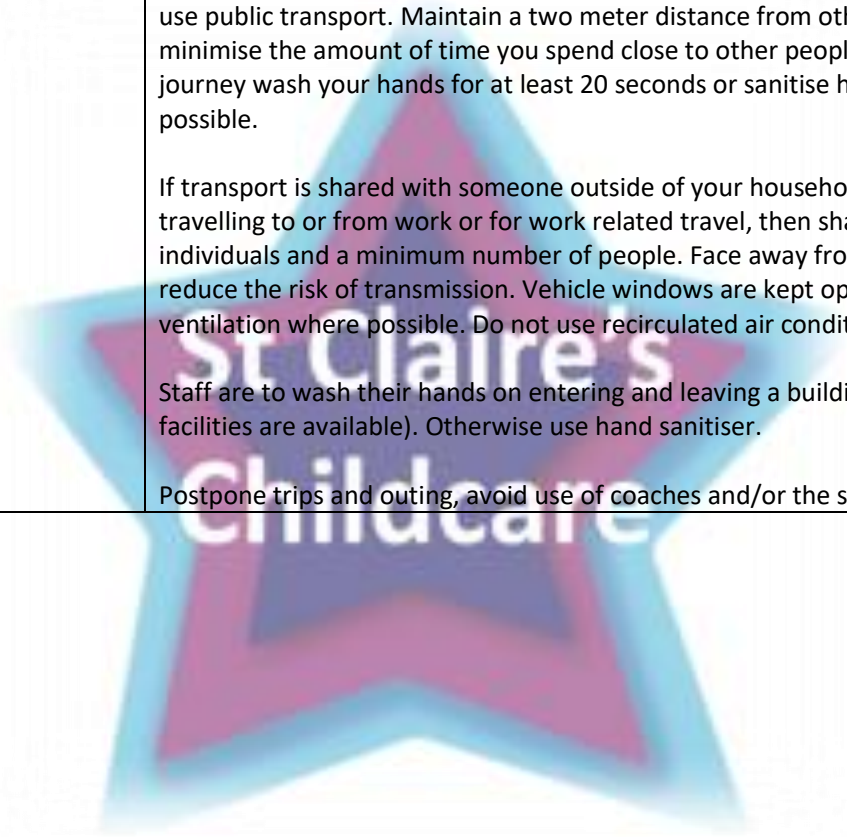
Regular waste collect and disposal throughout the day as necessary and at the end of every day. Ensure correct waste streams are used (provided training and guidance as appropriate).

Arrange additional waste disposal collections (where appropriate).

Staff to escalate any cleaning concerns for action.

Print and date each time of reading and if/ when actioned. Please state 'read' or 'actioned'

<p>Spread/contraction of COVID-19 due to travelling to and from work and work-related travel</p>	<p>Children, staff and their families</p>	<p>Encourage staff to walk, cycle or travel alone in a vehicle.</p> <p>Ensure social distancing can be carried out effectively when entering, storing bicycle or parking – staff member to wait prior to exiting their vehicle if someone is within 2m vicinity.</p> <p>If the use of public transport is unavoidable allow additional time and check with operators beforehand on their arrangements. Wear a face covering if you need to use public transport. Maintain a two meter distance from others where possible and minimise the amount of time you spend close to other people. At the end of the journey wash your hands for at least 20 seconds or sanitise hands as soon as possible.</p> <p>If transport is shared with someone outside of your household, whether for travelling to or from work or for work related travel, then share with the same individuals and a minimum number of people. Face away from each other may help reduce the risk of transmission. Vehicle windows are kept open to increase ventilation where possible. Do not use recirculated air conditioning.</p> <p>Staff are to wash their hands on entering and leaving a building (if hand washing facilities are available). Otherwise use hand sanitiser.</p> <p>Postpone trips and outing, avoid use of coaches and/or the school bus.</p>	
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<p>Spread/contraction of COVID-19 due to lack of social distancing when entering and exiting buildings and moving around the premises and classrooms</p>	<p>Children, staff and their families</p>	<p>Social distancing of two metres apart should be adhered to wherever possible and applies to all parts of the premises.</p> <p>Movement throughout the building will be minimal. Staff and children should remain in their designated areas and any circulation to outside zones should be done via the external room door and external route.</p> <p>Non-essential movement within a site should not take place. Communication between staff should be via walkie-talkie, email, rather than face-to-face.</p> <p>Consider sun protection to facilitate further use of outside areas e.g. gazebos</p> <p>Staff to arrive at work via the external door to their designated area.</p> <p>Video and conference calls can be instead of face to face meetings after work.</p> <p>Number of staff in any work area reduced to comply with the 2 metre distancing requirement.</p> <p>There will 1 adult in each bubble and 1 runner for the over 8 to get the door and send the children to the parent via the main front door.</p> <p>Minimise contact and mixing by altering, as much as possible, the environment (such as room layout – keep to small groups, no more than 9 children max) and hand-washing and toilet access time table if needed.</p> <p>Tables to be spaced as fast apart as space constraints permit. Use outside area as much as possible.</p> <p>Ensure windows are open (take into account fire, security and safeguarding).</p> <p>Office desks to allow for social distancing with side by side working. Encourage clear desk policies and minimise personal personal belongings.</p> <p>No mixing of groups for combined playing.</p> <p>Internal fire doors should not be propped open. Do not hold doors open for others.</p> <p>Ensure that disabled access routes remain safe and accessible to those that require them.</p>	
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<p>Provision and administration of first aid:</p> <p>Inadequate provision given current staffing situation and changes to usual school day routines</p>	<p>Children, staff and their families</p>	<p>First aiders to be aware of the information from the Resuscitation Council (UK):</p> <p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p>	
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St Peter's Staff Code of Conduct – Measures to keep everybody safe within the setting

Day – to – Day Routine

Entering the building for the start of the session:

- If working After School Club and the first person to arrive, sign in at reception then ask a member of school staff to let you in but you walk around the school building to the St Claire's entrance (glass door) and prop the door open.
- If you are working after school club but not the first person to arrive, enter the building by the fire door (by the fridge).
- Keeping within the government guidelines of 2m between yourself and other people where possible.

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

Start of session:

- Staff members must wash their hands upon entering.
- Wipe every surface that is used like table tops, light switches, plugs, etc.
- If possible, please leave phone/ belongings in car or at home. However, if you bring your phone please put within the money box on top of the green cupboard and if belongings are needed, please bring in the minimal amount possible, put behind the door (near the printer) and under the table – COVID IS EASILY SPREAD FROM SURFACE TO HAND – IF YOU LEAVE BAGS AND POSSESSIONS ON OR AROUND THE DESK YOU ARE PUTTING OTHERS AT RISK.
- Clean Ipad and Iphone with antibacterial wipes then sign in as normal.
- Ensure that there are tissues available as well as a lined, lidded bin nearby for disposal.
- Open windows and doors for ventilation, using trolley to create barrier.

Snack:

- Snack table needs to be cleaned with antibacterial spray before and after– if you have more than four children, separate their eating times and ensure the table is cleaned after each child has finished. Children cannot sit facing each other, side by side, spaced out, is safer.
- 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 and washed in the school kitchen, hottest water and washing up liquid.
- 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 – no washing up in the room.
- 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.
- Bins must be emptied daily – tie the bag carefully, dispose in big bins outside, wash hands for 20+ seconds.

Children entering after school:

- Children are to put their belongings into the designated area and wash hands straight after using the government 20 second guidelines and the 1 by 1 procedure that we have put in place. STAFF TO ACTIVELY SUPERVISE AND ENSURE CORRECT WASHING IS FOLLOWED.
- Proceed to have snack; if wanted – staff are to wear appropriate gloves 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 building.
- Parents are to ring the St Claire's doorbell at the entrance (glass door).
- The doorbell needs to be wiped down after every use.
- Staff are to open the door and take the child to their parents keeping the 2m distancing where possible.
- Parents are advised to follow the 2m distancing guideline when waiting for their child/ren.
- 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.
- Parents are not to touch the IPAD, staff are to sign children out.
- If lone working, then the member of staff have to leave the white double doors when seeing who's parent it is and unlocking the door and when closing the door (see lone working policy).

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 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.

We will have 4 bubbles 2 in Unders and 2 in Overs there will be 1 adult in each bubble and a runner to bring the Overs down to give to their parent/ career, each bubble will be contained in their own separate area/ room and should not share anything.

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 placed within the hall.
- Member of staff need to be wearing PPE when with the child and in keeping with the social distancing guidance.
- Other children are to be outside ASAP.
- Manager/director need to be informed.
- Parents are to collect child from the setting via entrance door (glass 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.
- If lone working, contact manager (Tara) as soon as possible.

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 2 m 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.

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 Peter's fire risk Assessment for the period of the 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 with the 2m distance by the fire door (by the Fridge) or by the door by the way out to the playground (only if room is separated).
- 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 at the fence behind the play trail .
- Staff to make use all children and staff are at 2m distance.
- Staff to take register.
- Wait to be told to go 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

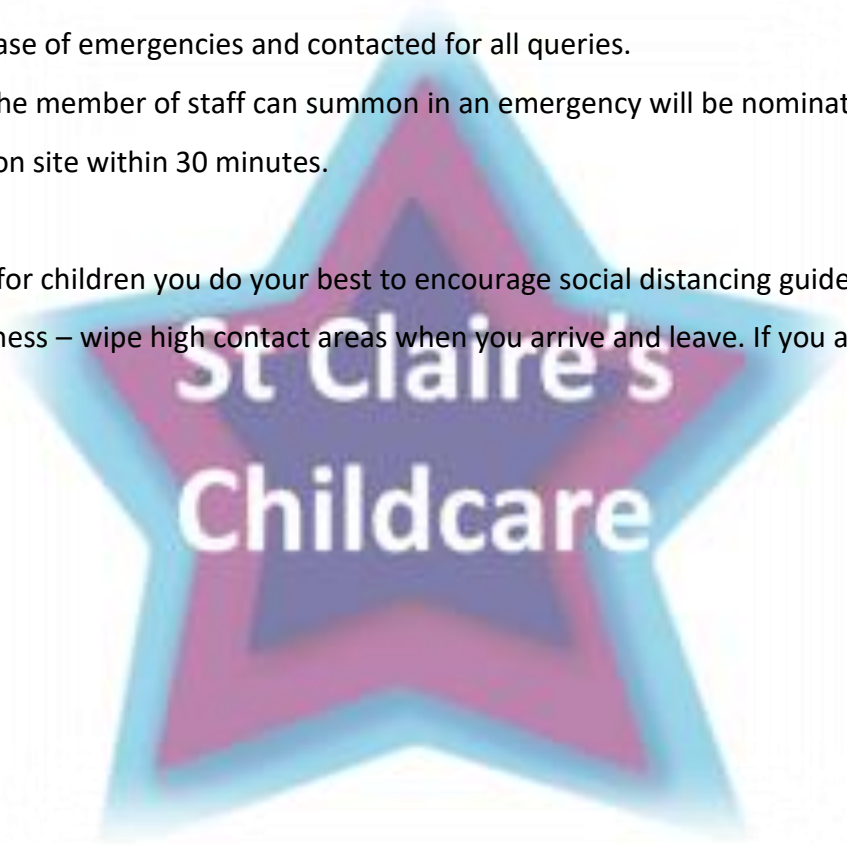
Karen will make unannounced visits in Tara's absence.

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.

Signed..... Printed 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.
- 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.
- Many of our policies have been updated, they'll have the prefix 2020:21 – a list of all updates can be found on the first page of the Training Portal
- 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.

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

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 understand many of our policies will be updated, they'll have the prefix 2020:21, it is my responsibility to read them – a list of all updates can be found on the first page of the Training Portal

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.....

