



Willow Tree Holiday Care at Cherry Lane

Cherry Lane Adventure Playground, Langley Green, Crawley, West Sussex RH11 7NX 01293 516873

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COVID-19 Protective Measure assessments.

We will be implementing the protective measures set out by the Government 'Protective measures for out-of- school settings during the coronavirus (COVID-19) outbreak' and Crawley Borough Council.

Dear Parent/Carer

14th July 2020

Our Setting

We have been allowed to open our Summer Holiday care providing we follow the protective measures set out by the Government guidance.

This supports our planning and advises us on practical steps to take to minimise the risk to children, staff and parents who attend our settings by reducing the risk of infection and transmission of the virus. We will also consider any local restrictions in our local area and have regard to any specific guidance in place covering local lockdowns.

The Summer care will operate in a building at Cherry Lane Adventure Playground that is solely for our use only and is cleaned nightly by contract cleaners. Before the children arrive in the morning staff will be working through a daily safety and hygiene check to ensure that all protective measures are implicated. Routine cleaning and the replacement of sanitising equipment will be ongoing throughout the day.

We aim to spend most of our time in the outside area where we will be offering an extended outside programme.

Effective infection protection and control

As well as keeping children in small, consistent groups and ensuring that, as far as possible, the children, parents and staff follow the current government guidelines on social distancing, we will ensure that we have effective infection protection and control measures in place to reduce the risk of transmission.

These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does or have been advised by NHS Test & Trace to self-isolate, do not attend our setting.
- Cleaning hands more often than usual – washing our hands thoroughly for 20 seconds with running water and soap and drying them thoroughly using disposable paper towels or using hand sanitiser.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

- Cleaning frequently touched surfaces more often than usual using standard products, such as detergents and bleach
- Minimising contact and mixing by altering, as much as possible, the environment and timetables (such as allowing for sufficient changeover time to clean the area between different activities or groups of children and ensuring areas do not become overcrowded)
- Where possible all spaces will be well ventilated using natural ventilation (opening windows) or doors.

Risk Assessment

We have refreshed our existing risk assessment in line with the HSE guidance, identifying protective measures and establishing who is responsible for implementing each protective measure.

Staff

We have a group of Ten staff, with a minimum of four staff per day working through the Seven weeks. We will be taking into consideration appropriate staff:child ratios at all times. All staff have an up-to-date Disclosure and Barring Service (DBS) check, and there will always be a minimum of two staff that are First Aid trained.

Each staff member will attend training before we start on 21st July and will be made aware of effective infection protection and the safeguarding issues that can put children at risk during the COVID-19 outbreak.

Grouping

Attending Holiday care can have a positive impact on the wellbeing of children and young people. However, it is crucial that we ensure we are minimising the risks to the nation's health. It is for this reason that parents and carers are being encouraged to limit the number of settings your children attend as far as possible, and ideally to ensure their children attend the same setting consistently. We will ensure that children who attend the setting are assigned to a particular group when they first join and are kept in the same small consistent groups that they are in throughout the day, maintaining social distancing where possible.

We will have no more than 15 children per small consistent group and will have at least one staff member per group, though dependent on the circumstances of the activity we may have groups of less than 15 children.

Personal protective equipment (PPE)

PPE is only needed in a very small number of cases, but is available to us.

Test and trace

The NHS Test and Trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so. The service:

- provides testing for anyone who has symptoms of coronavirus (COVID-19) to find out if they have the virus
- gets in touch with anyone who has had a positive test result to gather information about any close recent contacts they have had

- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus

It is vital that we play our part by:

- making our setting as safe as possible for staff, children and parents
- promoting the need to get tested if anyone is symptomatic
- encouraging staff to heed any notifications to self-isolate and supporting them when in isolation.

If anyone in our setting 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 (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.

If a child is awaiting collection indoors, they will be moved to a room where they can be isolated behind a closed door with appropriate adult supervision. A window will be opened for ventilation.

If they need to go to the toilet while waiting to be collected, they will use a separate toilet and it will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.

They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area of the setting with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they will be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have coronavirus COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days.

Where the child, young person or staff member tests negative, they can return to the setting and the fellow household members can end their self-isolation.

If the child, young person or staff member tests negative but is unwell, they should not return to that setting until they are recovered.

Where the child, young person or staff member tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. This advice may be that the rest of their class or group within the setting should be sent home and advised to self-isolate for 14 days.

As part of the national test and trace programme, if other cases are detected within the group or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole group or site. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Communicating with parents

We have been asked by the Government to consider the following steps:

- use technology to communicate with parents and carers digitally where possible.
- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus (COVID-19)
- encourage parents to avoid using public transport to get to our setting. Ideally, you should walk or cycle where possible or use a private vehicle (provided you are only travelling with those from within your household).
- reduce contact between parents and carers when dropping off and picking up your children, for example by limiting drop off and pick up to one parent or carer per family and staggering timings.
- when allocating drop off and collection times to parents, avoid scheduling these during peak hours for public transport.
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).
- work with parents and carers to consider how best to manage dropping off your children while maintaining physical distancing.
- avoid the need for parents and carers to wait, but where they have to, consider whether physical distancing markings could be used.
- make clear to parents that they cannot gather at entrance gates or doors.
- also think about engaging parents and children in education resources such as e-bug and PHE schools resources.
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting.

We recognise the important role our Holiday care plays in providing enriching activities, giving children the opportunity to socialise with others outside their household and promoting their wellbeing. We also recognise the importance of providing additional childcare options to parents and carers, particularly those with younger children, who may need to return to or continue to work during the school holidays.

This is a new and challenging time for us all and we have studied and have followed the Government guidance in putting in place the protective measures to provide a safe and fun place for your child to attend. The Government guidance will be checked daily.

We look forward to seeing you through the Summer

Chris, Juanita and Staff

[Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)