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**Updated Kidsize OOSC Guidance During COVID-19**

**From 10th January 2022**

# In this document we outline our COVID-19 Guidance for service users of Kidsize Club Ltd. This is in line with the document “Coronavirus (COVID-19): school age childcare services guidance” published by the Scottish Government initially issued 5th March 2021 last updated 10th January 2022. <https://www.gov.scot/publications/coronavirus-covid-19-school-age-childcare-services/> This guidance given to us factors in children’s rights to play, learn and access experiences that meet their physical, social, emotional and cultural needs. At Kidsize we aim to keep your children as safe and secure as possible whilst promoting their mental wellbeing and right to play with others.

**COVID-19 guidance**

All Kidsize Club Ltd. staff are made aware of the current guidance regarding COVID-19 and ensure they stay up to date with the most recent advice from Health Protection Scotland. We are aware of the Test and Protect arrangements and are aware of the steps that need to be taken. If a member of the staff team has symptoms, they must contact the NHS to arrange to be tested at 0800 028 2816 or [www.nhsinform.scot](http://www.nhsinform.scot/). You can find more information on the [COVID-19 Test and Protect webpage](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/). If a staff member or child tests positive within 2 days of being present at Kidsize Out of School Club, we will send out a warn and inform letter to all parents concerned. We ask that all parents make themselves aware of the symptoms and follow the test and protect arrangements also to ensure everyone’s safety. We are following current guidance regarding when to isolate, the rules are currently as followed:

**Positive Cases (regardless of vaccination status):**

* must isolate for 10 days; however, if the person tests negative on two consecutive LFD tests (taken at least 24 hours apart, with the first test no earlier than day 6) they may leave isolation if they have no fever after their second negative test.
* This applies to cases aged under 5.

**Contacts aged under 5**

* Contacts aged under 5 years are not required to undertake daily LFD testing in order to leave isolation.
* They should be encouraged, but are not required to, take a one-off LFD test before ending isolation. If any contact develops symptoms at any point during or after the post-contact period, they should take a PCR test.

**Fully Vaccinated Adult Contacts (NB: definition of “fully vaccinated adult” is now 3 doses of an MHRA approved vaccine) AND all contacts who are aged under 18 years and 4 months:**

* take daily LFD tests and report results instead of isolating – no requirement for a PCR test to be released from self-isolation;
* children aged under 5 who are close contacts do not need to self-isolate or take daily LFD tests, but are recommended to take a test;
* if you’re a close contact who can end self-isolation, you can help protect others by following [our guidance on how to stay safe and help prevent the spread](https://www.gov.scot/publications/coronavirus-covid-19-staying-safe-and-protecting-others/).

**Unvaccinated/Partially Vaccinated Adult Contacts (NB: this includes adults with only 0-2 doses):**

* must take a PCR test and isolate for 10 days.

For further advice please view the “Coronavirus (COVID-19): school age childcare services guidance**”** <https://www.gov.scot/publications/coronavirus-covid-19-school-age-childcare-services/>

**Risk assessment and communication**

At Kidsize we ensure that all activities undertaken are properly assessed for risks and these risks are appropriately managed - in line with the Health and Safety at Work Act. We have also created an in depth risk assessment for the risks identified in relation to COVID-19. This Risk Assessment is reviewed daily for all changes and is read and followed by all staff. This risk assessment will be made available to parents to read also. All measures put in place to combat these risks will be communicated to staff, parents and children. We know it is important to make the children aware of any changes that will be made in the setting to ensure we are taking into account their opinions. We will ensure to communicate all new arrangements with parents and children - this includes a virtual tour highlighting the changes made to the setting that you can show your children before they attend. National information for parents and carers is available from [Parent Club](https://www.parentclub.scot/articles/reopening-schools-faqs). If you would like to speak to our staff at any time regarding anything relating to your child or Kidsize we ask that you consider contacting us via email or phone call first - we are trying to limit face to face meetings in order to ensure our staff’s safety as well as your own safety. If a face-to-face meeting is required we will adhere to social distancing measures.

**Infection prevention and control**

All of our staff are trained in infection prevention and control and will be taking the appropriate cleaning measures to reduce the spread of infection.

**Cleaning practices**

There is routine, regular cleaning and disinfection of frequently touched objects and hard surfaces, this includes bannisters, door handles, tables, chairs, light switches, plug switches etc. Technology equipment such as Nintendo DS devices, Wii remotes and the iPad are cleaned between each use. Toys and equipment that children access, are cleaned each day; between morning and afternoon sessions and at the end of the day or in the morning before the session begins using standard detergent and disinfectant that are active against viruses and bacteria. At the moment we have taken away soft furnishings and blankets and fabric toys that can not be easily cleaned. We have invested in personal messy play trays - this means there will be no shared water trays, sand trays, slime, play dough etc. We discourage children from bringing items from home into the setting - particularly items that cannot be easily disinfected. We have pleather cushions for comfort that can be wiped down between each use.

**Ventilation**

We increase the natural ventilation of rooms by opening windows and doors where it is safe to do so. We also prop doors open with door stops whenever it is safe to do so to prevent the frequent touching of door handles. Further advice from the [Health and Safety Executive.](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)

**Enhanced Hand Hygiene**

We encourage enhanced hand hygiene whilst at club. There are a range of resources available from the NHS to encourage children with hand washing. There is also a video to demonstrate the [correct way to wash your hands](https://vimeo.com/212706575) from NES.

As our upstairs room does not have a sink for hand washing we have hand sanitiser available instead, but are also be doing increased trips to the bathroom to ensure correct hand washing is undertaken. Staff ensure enhanced hand hygiene measures are in place including washing their own hands and the hands of all children:

* Ensure all staff and children frequently wash their hands with soap and warm water for 20 seconds.
* Handwashing is encouraged on arrival at the setting:
  + Before and after eating
  + After using the toilet
  + At regular intervals throughout the day.
  + When moving between different areas (e.g. between different rooms or between inside and outside)
* Children encouraged not to touch their face. Staff and children should use a tissue or elbow to cough or sneeze, and dispose of tissues appropriately
* Where appropriate, staff supervise children washing their hands and provide assistance if required
* Never share water in a communal bowl when washing hands
* Always dry hands thoroughly
* Clear signage regarding the washing of hands after using the toilet will be displayed.

**Physical distancing between children**

In order to minimise risks of transmission, staff try to remain physically distanced from children where possible. Prolonged periods where adults and children are in close proximity will be avoided, or if this is not possible, they will be limited as far as possible.

The [Strategic Framework for Reopening Schools and ELC](https://www.gov.scot/publications/excellent-equity-during-covid-19-pandemic-strategic-framework-reopening-schools-early-learning-childcare-provision-scotland/) states that it is not appropriate for young children or for some children with ASN to maintain the models of physical distancing that would be suitable for most older children, either practically or in terms of child development. In particular, it may not always be appropriate or possible to implement strict physical distancing between children or between a child and an adult. It is important for children to feel secure and receive warmth and physical contact when that is necessary relative to the needs of the child. Adults at times may need to be close to the children, particularly where comforting is required.

**Physical distancing between adults in the setting**

Individual physical distancing applies to staff, parents and any other adults who may attend the setting including any external contractors or delivery people. Staff stay 2 metres apart in line with physical distancing principles, and we ask that parents also maintain a 2 metre distance from each other and staff members.

When coming to pick up or drop off your child we ask that only ONE parent or guardian waits outside the upstairs door for a short amount of time. If another parent is at the door already we ask that you wait at the bottom of the stairs until they have come down and exited the stairs, to allow for social distancing. If you are required to enter the upstairs hallway or community centre for any reason, you MUST wear a face covering and use the hand sanitiser provided.

**Personal protective equipment (PPE)**

We will follow existing [advice on the use of PPE](https://www.gov.scot/publications/coronavirus-covid-19-physical-distancing-in-education-and-childcare-settings/pages/hygiene-measures-including-ppe/). No additional PPE measures are required for general use in school aged childcare settings. Examples of times PPE will be used are:

* Staff carrying out intimate care will wear an apron and gloves.
* Staff use disposable single use gloves for spillage of blood or other body fluids and disposing of dressings or equipment. Local infection control procedures that outline safety and protocols will be stringently followed.
* Hand hygiene is essential before and after all contact with a child receiving intimate or personal care, before putting on PPE, after removal of PPE and after cleaning equipment and the environment. Hands will be washed with soap and water.
* Where the [need for PPE has been identified](https://www.hse.gov.uk/pubns/indg174.pdf) it will be readily available and staff should be trained on its use as appropriate.

Staff will also wear masks at school pick up and drop off as per the school’s policy. They may also use masks if in close contact with your child for an extended period of time. Once the community centre coffeeshop is open, staff will wear masks when going through the building.

**Maximising use of outdoor spaces**

Evidence shows that the use of the outdoors is good for our overall health and wellbeing. Outdoor environments can limit transmission of the virus as well as more easily allowing for appropriate physical distancing between children and staff. At Kidsize we try to use outdoor space as much as possible during each session. This means going out in all weathers so we ask that you provide your children with suitable clothing for the weather, head coverings and sunscreen when appropriate. [Advice on sun safety](https://www.nhs.uk/live-well/healthy-body/sunscreen-and-sun-safety/) is available from the NHS.

At times we may use the school playground or communal fields. Care will be taken when using community spaces to avoid increasing the risk of mixing with children from other households, taking account of physical distancing guidelines. Guidance to promote high quality [learning and play experiences for children](https://www.careinspectorate.com/images/documents/3091/My_world_outdoors_-_early_years_good_practice_2016.pdf) outdoors will be followed. Hand sanitiser will be available at all times when playing outdoors.

From 3 July, advice for the general public is that for under 12s (age 0-11) the existing rules for contact with other households continue, but children under 12 are not required to maintain physical distancing with other children or adults outdoors. The number of overall household contacts in one day remains in line with existing guidance and adults will need to maintain physical distancing.

Provision of snacks

We want to ensure that snack times are a relaxed and enjoyable time where children can socialise while practical measures are in place to control the spread of infection. At Kidsize we normally promote children getting involved in the preparation of snack and breakfast – we will continue to do so ensuring that children wash their hands properly first and go to the snack table one at a time. Children who are snack helpers will wear correct PPE to minimise the risk of spreading infection. Children are encouraged make their own choices as to what they would like for snack or breakfast. We also recommend children bringing their own water bottle and using this. If you would prefer your child to bring their own breakfast/snack, we can accommodate this but ask that you remember we are a nut free zone and ensure your child does not bring anything with nuts in it - this includes Nutella. Breakfast is put away at 8:30am to allow for proper cleaning measures to take place before school time. Tables and chairs are cleaned between groups of children.

Other provisions put in place are:

* + spacing out children when they are eating
  + maximising the use of the outdoor environment for meals and snacks
  + rolling snack and breakfast to ensure the snack area is not crowded

**Transitions**

**School age children - blended placements**

Blended placements (defined as arrangements where children are attending two or more childcare settings), are allowed but discouraged if it is not essential. We ask that if your child also attends another Out of School Club or Childminder that you inform us so that we can work with you to create a risk assessment for your child. We would also encourage you to limit the amount of childcare settings you use if possible.

**Sharing community premises**

As we run from a community centre there are added risks we must consider and work around. We will have been doing this in partnership with the Community Centre management team and committee. Groups have been timetabled to allow cleaning of the premises between groups which will be done by Community Centre staff.

The following steps we will be taking to prevent the spread of infection in the community centre are:

* If there are other groups - ensuring there are appropriate cleaning times between groups, there will be no sitting out in the hallway, staff will go in and clean taps/soap dispensers/handles before our kids go in to wash their hands.
* We will maintain physical distance from other users - staff will wear masks when passing other groups
* The centre will be cleaned between each group.
* We will always enter/exit the building from the upstairs door, no other groups will use this door.

**Evacuation procedures**

Our previous Muster point in the event of an evacuation was at the bottom of the car park. As we cannot ensure appropriate physical distancing arrangements with the public are maintained as far as practically possible, we have decided to change our muster point to the school playground. Children have been informed of this and the risk assessments and policies have been changed to reflect this.

**Settling-in**

During the settling in period, new children may require additional time to reintegrate into the changed service. It is important that children are sensitively supported by Kidsize staff into their new arrangements.

The changes we will be making to support settling-in are:

* We will be doing a virtual tour of the premises
* Sending new starts a pack on information about us including snack menus and staff profiles
* We will be emailing out information about the use of the side access and where to find this
* We will be putting up signs and visuals that are easy for children to understand, and at children’s eye level

We will be following [Guidance on support for continuity in learning](https://www.gov.scot/publications/coronavirus-covid-19-support-for-continuity-in-learning/).

If your child is joining Kidsize for the first time and you would like a physical tour to help settle your child, we ask that you email [kidsizeoosc@hotmail.com](mailto:kidsizeoosc@hotmail.com) to arrange this. Physical tours for new children will be given at a time out with school club hours with yourself, your child and the manager. We ask that if you are attending a physical tour that you please wear a mask, as will the manager, as you will be in closer contact than 2 metres at points during the tour, children will not be required to wear a mask. We also ask that if you are requesting a tour, only one parent/guardian should attend to reduce contact.

**Drop off and pick up**

The arrangements for parents to drop off and collect children are as follows to ensure that large gatherings of people can be avoided, and physical distancing between adults is maintained:

* Parent’s will come up the side steps and press the doorbell - they will wait outside the door while their child enters/exits the building helped by a staff member.
* If a parent is already at the top of the stairs, we ask that you wait at the bottom until they have collected/dropped off their child, and only ascend the steps once they have made it down.
* At pick up arrive slightly earlier than needed as you may have to wait for other children to come in first - bring appropriate clothing for this as we do not have a shelter outside.
* Should you have any difficulty climbing the stairs, please phone us on the contact information given to you upon enrolment. We will bring your child and the register down to you to sign.
* When your child enters the building they will be asked to use hand sanitiser before putting their bag away, if they cannot use our hand sanitiser for any reason such as allergy, please provide your child with their own sanitiser or hand wipes.

**Wellbeing, nurture and experiences**

Our staff are aware that the pandemic will have had a unique impact on each child and their family, as well as ourselves. But as always we are mindful of keeping the child at the centre of our practice to ensure quality and wellbeing, whilst balancing safety and risk.

**Children's rights**

Children have the right to play and learn, as set out in Article 31(1) of the United Nations Convention on the Rights of the Child. We recognise the right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life.

In Scotland, the Government has enshrined children’s right to play outdoors every day in its national Health and Social Care Standards – “As a child, I play outdoors every day and regularly explore a natural environment” (HSCS 1.32).

It is essential, at this time of transition, that childhood practice continues to be informed by the principles which underpin high quality provision. While aspects of our practice may be delivered differently, our practitioners will still be working to meet the needs of your children and families. Practice that reflects the principles of nurture, and the importance of relationships is key to this. Getting it right for every child (GIRFEC) with its focus on wellbeing, recognises that children and young people have the right to expect appropriate support from adults to allow them to grow and develop and to have their voices heard. Working in partnership with parents is essential to us, with two way sharing of information being fundamental to this. The GIRFEC approach is about responding in a meaningful, supportive way which puts the wellbeing of children and families at the heart of any support.

We are confident that we will provide experiences and sensitive interactions in a variety of outdoor and indoor spaces, in ways which best support the needs of children within the context of the recovery period.

**High quality play and support in school age childcare services**

During the COVID-19 recovery period we will have to adjust how we provide high quality provision. Some aspects of practice will need to be delivered in different ways to ensure the safety of all. The principles that underpin that high quality however remain unchanged. Best practice will:

* put the best interests of the child at the heart of decision making
* take a holistic approach to the wellbeing of a child
* work with children and their families on ways to improve wellbeing
* advocate preventative work and early intervention to support children and their families
* believe professionals must work together in the best interests of the child

The playwork principles relate specifically to school aged childcare. Principle 1 states that all children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity. It is fundamental to the healthy development and well-being of individuals and communities. According to Principle 5, the role of the playworker is to support all children and young people in the creation of a space in which they can play. We will do our best to support your children and families to understand the need for the changes and encourage you to help, where possible, to design the delivery of care services.

If you have any suggestions for improvement, or other queries please contact us. We are always here to listen, learn and improve. We always value you and your child’s opinions and ideas and want to create the best partnership possible.

**Children, and staff who are clinically extremely vulnerable**

[Guidance for people with underlying health conditions](https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/) has been prepared and will continue to be updated (see https://www.mygov.scot/coronavirus-if-you-need-to-stay-at-home/).

Local monitoring arrangements will be in place to give early warning of any local increase in infections in the future which could lead to people in the higher risk categories being advised to stay away from setting again for their safety.

If your child is in this category we ask that you tell us as soon as possible so that the appropriate risk assessments can be put in place to ensure your child’s wellbeing.

**Support for children with Additional Support Needs**

Every child will have different levels of required support. We will put in place individual risk assessments for children with Additional Support Needs, we will do this in partnership with the parents. This may be done over an arranged phone call.