



## Our Plans for Re-opening in Phase 3 of COVID-19

Following the “Coronavirus (COVID-19) Phase 3: guidance on re-opening school age childcare services” <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-school-age-childcare-services/pages/overview/> issued by the Scottish Government on 30th July 2020, we have been working hard to put together a plan of action for our return to Kidsize Out of School Club on the 17th August 2020. 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. In light of the current COVID-19 pandemic, we are implementing some necessary changes to ensure your child’s wellbeing and help stop the spread of infection.

### 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](#). If a staff member or child tests positive we will temporarily close the setting for 14 days, and all staff will be tested and families informed. We ask that all parents make themselves aware of the symptoms and follow the test and protect arrangements also to ensure everyone’s safety. In line with current guidance, if someone in your household has symptoms or has tested positive, or if your child has been in close contact with someone who has tested positive, you will be asked to self-isolate your child at home for 14 days. I will notify the Care Inspectorate in the event of any confirmed or suspected outbreak of an infectious disease. If you are contacted by the Test and Protect team, we ask that you mention your childcare arrangements.

### 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](#). 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 will be routine, regular cleaning and disinfection of frequently touched objects and hard surfaces, this will include bannisters, door handles, tables, chairs, light switches, plug switches etc. Technology equipment such as Nintendo DS devices, Wii remotes and the iPad will be cleaned between each use. Toys and equipment that children access, will be cleaned each day; between morning and afternoon sessions, when changeover of cohorts occurs 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 will try to increase the natural ventilation of rooms by opening windows and doors where it is safe to do so. We will 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](#).

## Enhanced Hand Hygiene

We will 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](#) from NES.

As our upstairs room does not have a sink for hand washing we will have hand sanitiser available, but will also be doing increased trips to the bathroom to ensure correct hand washing is undertaken. Staff will 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 should be 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)
- Encourage children 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 will 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 will 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](#) 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.

The 'Coronavirus (COVID-19): guidance on re-opening school age childcare services' issued by the government states "Given the ongoing suppression of the virus, and updated scientific advice, management of children in consistent cohorts of 8 will no longer be required. This recognises the importance for children and families of access to childcare. However, this does not mean that settings should return to normal operation. It is still important to limit children's contacts." In line with this we will not be forming cohorts but instead encouraging children to limit the amount of children they are in contact with. We will do this by encouraging individual activities and small group activities rather than large group activities. We will be provided many play spaces both indoors and outdoors to encourage children to spread out and reduce contact.

The guidance also states: "The advisory sub-group on education and children's issues have said that it would be reasonable for children to be managed in groups up to the size encountered in primary school, for example 25 to 30 children. However, larger indoor groupings should be avoided" Our maximum capacity at Kidsize is 32 at breakfast club and 24 at after school club. We will be trying to keep children in their class groups. At snack times we will ask the children up in age, for example Primary 1s and 2s may go for snack first etc. We will also be taking them to school in smaller groups at staggered times. To do this we ask that you arrive to breakfast club NO LATER than 8:30am. We will be finding out more information about pick up and drop off from the school shortly.

Children who require additional support will be cared for in line with their personal plan which should be kept under review as public health measures evolve.

The aim of small group working is to limit the number of close contacts for each child and member of staff. This will reduce the risk of spread of infection. There is evidence that risk of transmission is reduced with distance. Brief or transitory interactions such as passing in corridors or crossing play spaces to access other spaces are considered low risk.

As we have a smaller upstairs room in the afternoon we will be maximising our use of outdoor space by ensuring there is at least one cohort outside at all times unless there is severe weather conditions. We will also be using the sports hall as much as possible to ensure distancing between cohorts. In the mornings we will be using our upstairs room, downstairs hall and outdoor area for play, and the coffee shop will be used for eating breakfast.

## 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 will 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 you only stay at the door for a short amount of time to allow other parents to drop off their child safely.

## Personal protective equipment (PPE)

We will follow existing [advice on the use of 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](#) it will be readily available and staff should be trained on its use as appropriate.

## Outbreak Management

The management of outbreaks of infectious disease in settings is led by local health protection teams (HPTs) alongside partners, such as local authorities and the care inspectorate.

Our setting has two or more confirmed cases of COVID-19 within 14 days, or an increase in background rate of absence due to suspected or confirmed cases of COVID-19, we may have an outbreak. In this situation we will make prompt contact with our local HPT and local authority. If an outbreak is then confirmed, we will work with our local HPT to manage it.

Should there be an outbreak at Kidsize Club, actions that may need to be taken in include (but are not restricted to):

- attendance at multi-agency incident management team meetings;
- communications with children, parents/carers and staff;
- providing records of layout / attendance / groups; and
- implementing enhanced infection, prevention and control measures.

The HPT will make recommendations to the incident management team on self-isolation and on testing of children and staff and the arrangements for doing this. Any discussion of possible closures will take place between ourselves and local HPTs. We will maintain appropriate records to support outbreak control measures, e.g. child and staff attendance, details of groups, visitors, and clinically vulnerable/extremely vulnerable children who are attending settings.

We will notify the Care Inspectorate in the event of any confirmed or suspected outbreak of an infectious disease.

## 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 will 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](#) 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](#) outdoors will be followed. If we are using outdoor equipment, we will ensure that multiple cohorts do not use it simultaneously, and cleaning the equipment between groups of children using it.

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 - but due to the current circumstances we have decided that snack will be entirely prepared and served by a staff member and given to the children in their own sealed box to prevent the spread of infection. Having it in a box also means the children can eat outside if they wish, as long as they wash their hands before and after eating. Children will still be encouraged to choose what they would like for snack. Doing this also allows for more space in our upstairs room as there will no longer be a snack preparation area. Once measures relax we will encourage the children to be more involved with food preparation again. At breakfast club as we have more space the coffee shop will be used for breakfast, children will be able to have more involvement in preparing their own breakfast, but things such as the communal fruit bowl will be removed and fruit will instead be served by staff members. 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 will be put away at 8:30am to allow for proper cleaning measures to take place before school time. Tables and chairs will be cleaned between groups of children.

Other provisions we will put in place are:

- having set snack times for year groups
- spacing out children when they are eating
- maximising the use of the outdoor environment for meals and snacks

## **Transitions**

### **Moving between different areas within settings**

We will be implementing the following changes when moving between areas:

- external circulation: as part of a circulation strategy it may be beneficial in some settings to encourage the use of external areas to move between parts of the building. This may reduce the use of internal areas and also provide fresh air. When we have use of the downstairs hall in the afternoon, we will be using the outdoor stairs as well as the indoor stairs to go between the rooms - this will reduce possible congestion on the stairs. Safety in all weathers and security issues will be considered at all times - there will always be a staff member present when children are going between rooms. We will be cleaning the stairs often to ensure there is no debris, moss or other possible dangers.
- signage/communication: we will be communicating with the children to ensure they are aware of what is going on. We will also be putting up the appropriate signage so that children, staff and parents are aware of where they should be going.

### **School age children - blended placements**

Blended placements (defined as arrangements where children are attending two or more childcare settings), will be discouraged. 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. If your child attends another childcare setting and they have an outbreak we ask that you inform us immediately so that the appropriate measures can be taken.

## Sharing community premises

As we run from a community centre there are added risks we must consider and work around. We will be doing this in partnership with the Community Centre management team and committee. We understand that by August, there may be allowances for indoor groups to return, if this is the case we will be discussing a rota of who else uses the centre and ensure there are appropriate time allowances for cleaning.

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
- The centre will be cleaned between each group.

## Evacuation procedures

Our current Muster point in the event of an evacuation is at the bottom of the car park. As we cannot ensure appropriate physical distancing arrangements are maintained between individuals/groups as far as practically possible, we have decided to change our muster point to the school playground. Children will be informed of this and the risk assessments and policies will be changed to reflect this.

## Settling-in

During this period, children may require additional time to reintegrate into the changed service. They may no longer be in groups with friends and may be cared for by different staff members. It is important that children are sensitively supported by Kidsize staff into their new arrangements. We also have some new starts in August, this will be a confusing time to start so we will support these children as much as possible.

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 maps of our new entry/exit points
- 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](#).

If your child is joining Kidsize for the first time this August 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 between either before or after school club 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 will be changed slightly, to ensure that large gatherings of people can be avoided, and physical distancing between adults is maintained.

The changes we will be making are:

- 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.
- We encourage staff and parents to follow physical distancing when travelling to and from Kidsize, as advised in the latest guidance on [how to remain safe when walking, cycling and travelling in vehicles or on public transport during the coronavirus outbreak](#).
- We also have a doorbell at the bottom of the steps should you have any difficulty climbing the stairs. If you press this a staff member will greet you, collect your child and bring the register down to you to sign.

## Capacity

Our capacity will be unaffected by the precautions taken, however we will be increasing the amount of staff we employ at club to ensure your child is kept safe at all times.

## Financial impact

Increasing the amount of staff we employ will have a big financial impact on us. Along with the expenses of increased cleaning materials. As a result of this we have decided to increase the club fees as of 17th August 2020:

**Breakfast Club** - New fee £7.75 | previous fee £7.50

**After School Club** - New fee £11.25 | previous fee £11

**Full day** - New fee £17.50 | previous fee £17

These fees will be permanent. We understand this is a hard time for many people, but we need to ensure your children are safe and adding a staff member is the only way to do this. We have also decided that in general terms of safety for your child, an extra staff member permanently will be beneficial.

If you are working from home or furloughed and do not wish to use your space immediately for when we return please let us know and we can sort out reduced payment.

If you paid for the last two weeks of Term 3 or the small retention fee we charged, this will be deducted from your invoice.

## Evacuation procedures

Muster points for evacuation have been considered to ensure appropriate physical distancing arrangements are maintained between individuals/groups as far as practically possible. We have determined that our new

muster point will be the Kingswells Primary School Playground. It was previously the postbox beside the Community Centre car park.

## **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 at this time please contact us. We are always here to listen, learn and improve. We value you and your child's opinions and ideas at all times, and want to create the best partnership possible.

## **Support for Minority Ethnic children, young people and staff**

There is some wider evidence that children, young people and adults from a Minority Ethnic background who are infected with COVID-19 seem to be at higher risk of severe disease. The recent report by the National Records of Scotland on the breakdown of COVID-19 deaths in Scotland by ethnic group, concluded that over the course of the pandemic to date, COVID-19 was a relatively more common cause of death for people in the South Asian ethnic group compared to people in the white ethnic group. Work is ongoing to build upon these data and to improve understanding. The Scottish Government continues to work with experts from a range of fields, including their new Ethnicity Expert Reference Group, to develop actions to help mitigate any disproportionate effects.

The concerns within Minority Ethnic communities must be recognised and individual requests for additional protections will be supported wherever possible. Responding to requests for additional protections may include offering access to support from occupational health services (OHS) and the provision of individual risk assessments. Care will be taken to ensure that Minority Ethnic children, young people, families and staff are involved in decisions about additional protections - automatic referrals to OHS will not be made.

## **Children, and staff who are clinically extremely vulnerable (shielding)**

The trajectory of the virus has been such that shielding will be paused from 1 August. We expect children and staff who are shielding will be able to return to childcare in August, unless given advice from a GP or healthcare provider not to, and can follow the same guidance as the rest of Scotland. People in this group should refer to the latest advice on the [need to shield](#). This guidance will continue be updated if there are a high number of local cases or there is a need to resume shielding.

[Guidance for people with underlying health 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 well being.

## **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.