

PlayZone Kids Club Limited – Return to Club Plan

Revised – MARCH 2021

March 2021 – To be reviewed in conjunction with Government Guidance.

PlayZone Kids Club Ltd are taking guidance from Department for Education along with supplementary guidance from Lincolnshire County Council, Out of School Alliance as well as working alongside Langtoft Primary School to ensure a safe return.

Summary of safety measures

We will work to ensure that children at PlayZone are kept in the same bubbles as they are in school to ensure minimal contact as far as possible. We will have 3 groups which will be made up of year groups 1&2, 3&4 and 5&6. We will have a small extra group for any sibling EYFS children. Our maximum group size each session is 12 children though we will aim to have less than this each session. We will also be using a gazebo after Easter for one of our groups at the beginning of each session unless weather doesn't permit this.

We continue to review the Early Years Foundation children who were due to start in September 2020 and we aim to have these into club after Easter if numbers allow.

We also aim to take any older children on our waiting list after Easter. We will review this weekly. Our waiting list remains and will be kept in date order.

Please note our breakfast club is open from 7.45am and our after-school club is open until 5.30pm (Not the usual 6pm) to allow time for cleaning. Please arrive before 8.30am as after this time the gate will be locked until school arrival times begin.

Only send your child to playzone if they and everyone in your household are not displaying any symptoms of Covid- 19

High temperature

New persistent cough

Loss of or change in taste and smell

If Anyone in your household has tested positive in the last ten days, please do not attend the setting or the site

- Parents to call club from a mobile when arriving on the school premises.
- We will direct children to the side door pm we will meet you with your child
- Parents to stand on the distance sign until staff greet them KS2 children can be sent over once the call has been made.
- Send children with a **snack** for after-school, **no nuts** please. **We are unable to provide breakfast currently.**
- Please send children with a named pack of tissues.
- **Please do not send toys**
- Please send a waterproof coat as we will be outside in most weathers

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- **Do not send your child if they are unwell, we will not be able to permit them into club.** You will be asked to sign a declaration at the beginning of term and asked once daily by telephone to ensure your child is well enough and has no COVID-19 symptoms.

The following table sets out the practical measures [PlayZone Kids Club](#) intend to put in place (blue text). The measures are based on the guidance provided by the 'Department for Education' **PROTECTIVE MEASURES FOR HOLIDAY AND AFTER – SCHOOL CLUBS, AND OTHER OUT OF SCHOOL SETTINGS DURING CORONAVIRUS (COVID 19) OUTBREAK UPDATED 23RD FEB 2021**

1. Effective infection protection and control			
<ul style="list-style-type: none"> ○ Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or have someone in their household who does, or has been advised by NHS Test Track and Trace to self-isolate do not attend club ○ If a child or staff member at club displays symptoms, they will be isolated until they are collected. The isolation room will be the front entrance lobby for children. (Adults will be sent home immediately).they and parents will be advised to follow guidance for households with possible or confirmed coronavirus (covid) infection ○ A supervising adult will wear PPE if closer than 2 metres contact is needed with the child. side entrance will then be used. Individuals and family members (if key workers) should be tested 	<ul style="list-style-type: none"> ● Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. <ul style="list-style-type: none"> ○ Children and staff to wash hands on entry to building, before each new activity (including playtime), before eating and before leaving building to go home. Parents of Y6 may send child with own named hand wash if prefer. ○ Sanitiser will be provided for staff and children – This will be supervised for younger children. 	<ul style="list-style-type: none"> ● Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. <ul style="list-style-type: none"> ○ Each child to bring own pack of paper tissues (named) to club to keep with them. Used tissue placed in bin. Bin emptied and liner replaced at 9.00 and 16:30. Waste placed in second bag and then in dustbin. ○ Hands must be washed after tissue use ○ We will avoid chanting, shouting and singing in our activities ○ All activities will be as much as possible be outside 	<ul style="list-style-type: none"> ● Cleaning frequently touched surfaces often using standard products, such as detergents and bleach. <ul style="list-style-type: none"> ○ Desktops and work tops cleaned at end of each activity. ○ Toilet door handles and flush handle cleaned each hour. ○ Dining tables cleaned after use ○ Doors into rooms to be propped open to minimise need for handle to be used. ○ All surfaces will be thoroughly cleaned and sanitised at the end of each session Inc. steam cleaning

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<p>and remain in isolation at home until results returned.</p> <ul style="list-style-type: none"> ○ Asymptomatic testing 	<p>STAFF will use LFD'S twice weekly. These will be provided by langtoft primary school under the guidance of the headmaster. Staff will test between 6pm and 8pm and report to Dorinda between 6pm and 8pm on Sunday and on Wednesday evenings</p>		
<p>Responsibility</p>			
<p>Parents, Playleader & Staff</p>			

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2. Minimising Contact by altering the environment	
<ul style="list-style-type: none"> • Minimising contact and mixing by altering, as much as possible, the environment 	<ul style="list-style-type: none"> ○ Ensuring children are kept in same groups as much as possible. The groups consist of 2 year groups ○ Sign on the playground directing parents ○ Only one adult per family to drop-off/collect children to or from PlayZone using the right-hand gate. Parents please call us by mobile when you arrive and wait on the distance sign and we will collect your child/children or send them out to you through the side entrance. ○ Entry and exit to building by children through external fire door. ○ Club layout altered to accommodate up to two groups of up to 12 children and a small group of 2 children. The gazebo AFTER EASTER will be used for an additional group of up to 10 children unless weather doesn't allow this. We are registered with Ofsted for 30 children and will still abide by these numbers in one session. ○ Some desks removed ○ Named plastic case and tray for use in art activities. ○ Pencil case and exercise books already in place in a tray. ○ Perspex dividers to divide the room for our groups. ○ Front playground divided into two, side playground divided into two and rear field provide the designated play areas, Children to be encouraged to play games with no contact. ○ Rota outside play within the groups ○ Visiting adults will be discouraged – Contact by email, text or phone
Responsibility	
Parents, Playleader & Staff	

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3. Personal Protective Equipment	
<ul style="list-style-type: none"> • Face coverings and face masks • Children whose care routinely already involves the use of PPE due to their intimate care needs 	<ul style="list-style-type: none"> • Primary school age children will not need to wear a face covering. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained. <ul style="list-style-type: none"> ◦ Staff will continue to follow our existing Intimate Care Policy
<ul style="list-style-type: none"> • Children who become unwell with symptoms of coronavirus and needs direct personal care until they can return home. 	<ul style="list-style-type: none"> • A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
<ul style="list-style-type: none"> • Additional guidance 	<ul style="list-style-type: none"> • Safe wearing of facemasks requires the: <ul style="list-style-type: none"> • Cleaning of hands before and after touching – including to remove and put them on. • Safe storage of them in individual sealable plastic bags between use • Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. staff may consider bringing a spare face covering to wear if their face covering becomes damp during the session.
Responsibility	
Playleader & Staff	
4. Shielded and clinically vulnerable children and young people and adults	
<p>Staff who are clinically extremely vulnerable are advised not to attend the workplace we will talk to staff about how they can be supported from home including working from home.</p> <p>Staff who are clinically vulnerable can continue to work.</p> <p>They MUST follow the guidance in this document.</p> <p>Staff who are pregnant are in the clinically vulnerable category and are generally advised to follow the above guidance</p> <p>In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply we will consider whether adapting duties and or facilitating home working may be appropriate to mitigate risks.</p>	
Responsibility	
Parents, Playleader & Staff	

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5. Class or group sizes

Decisions on group sizes for your setting should be based on:

- the current government guidance on social distancing
- the ability of the children in attendance to maintain social distancing and practise hand hygiene
- the age of the children in attendance
- nature of your activity or provision (for example, static, classroom set-up rather than an activity that requires a range of movement)
- the size or layout of your premises
- To reduce the risk of transmission within a setting, providers should aim to minimise the number of different people each child comes into contact with.
- Where it is possible to do so, providers should try to work with parents, the schools or early years settings which children attend to ensure, as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day. This will minimise the amount of mixing between different groups of children outside of school, and therefore the risk of infection. For more information, read the [full school opening guidance](#).

Where it is not possible or it is impractical to group children in the same bubbles as they are in during the school day - for example, if you only have one or two children attending your provision from the same school or school day bubble - you may need to group children with other children from outside their school day bubble, or from a different school.

If you need to do this, you should seek to keep children in small, consistent groups of no more than 15 children with the same children each time, as far as this is possible (do not mix groups unless absolutely necessary) and have at least one staff member, depending on the type of provision or size of the group. This means that at the first session children should be assigned to a particular class or group and should then stay in those consistent groups for future sessions, that is on consecutive days or if attending one day per week, from one week to the next.

You should frequently review these groups to minimise the amount of 'mixing' (that is, the number of different people each child comes into contact with). For example, when new children register for your provision, you may wish to first determine whether they attend the same school or early years setting as other children in your setting and group them together if appropriate.

To overcome such challenges, providers must use their best judgement in creating and frequently reviewing groups in order to minimise the amount of 'mixing'. To help you review your groups, you should also keep up-to-date records of the children attending your setting for at least 21 days, including the schools or early years setting that they attend and the specific groups and members of staff they have been assigned to in your setting. Dependent on the

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factors listed, you may need to have groups of less than 15 children. As always, any decisions should be taken with full consideration of any ongoing welfare needs or safeguarding concerns.

Providers that are operating in areas where local COVID alert levels are in place can continue to care for children within the same bubbles as they are in during the school day. If this is not practical then, as far as possible, in small, consistent groups of no more than 15 children and at least one staff member.

Specific guidance from DfE (in black) Playzone kids club Ltd and actions (in blue)

<ul style="list-style-type: none"> ○ We shall assign one adult to one group of children. Groups will not exceed 12 in each session these groups will remain consistent over the week with 15 in a bubble ○ All registers and staff track and trace forms will be kept for 21 days to be available to public health England for track and trace . ○ We will take guidance from local PHE with regard to our COVID alert levels ○ We will work very closely with langtoft primary school 	<ul style="list-style-type: none"> ○ Health and safety checks changed to reflect guidance ○ Each group has own list of hygiene and cleaning jobs additional cleaning and hand washing and social distancing where possible between children and staff 	<ul style="list-style-type: none"> ○ Increased outdoor play we aim to be outside where possible ○ Smaller group activities outside ○ Separate areas for play ○ Open windows /door & ventilation units used ○ Children kept in These groups will remain the same for every session the child attends. No children will swap bubbles at any time.
<ul style="list-style-type: none"> ○ Keyworker children are now mixed into the classes within school which we will adhere to. ○ We will give these children priority places. 	<ul style="list-style-type: none"> ● Desks should be spaced as far apart as possible. <ul style="list-style-type: none"> ○ Some desks will be removed, and more space made group space made and Perspex screens used to distance children 	<ul style="list-style-type: none"> ● If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups (vulnerable children and children of Critical Workers) In alignment with school policy

Responsibility

Playleader & Staff

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6. Planning & Organising			
<ul style="list-style-type: none"> • Refresh your risk assessment and other health and safety advice for children and staff, considering recent government advice and identifying protective measures. <ul style="list-style-type: none"> ○ Playleader to digest daily guidance from DfE and from Lincolnshire County Council and adjust systems and processes, accordingly and communicate these to relevant staff and families. ○ Each activity to be risk assessed individually 	<ul style="list-style-type: none"> • Also ensure that all health and safety compliance checks have been undertaken before opening. <ul style="list-style-type: none"> ○ Manager and Deputy continue to manage these daily as has been the case throughout the closure and the school summer holiday. 	<ul style="list-style-type: none"> • Organise small class groups, as described in the 'class or group sizes' section above. 	<ul style="list-style-type: none"> • Organise classrooms and other learning environments for those groups, maintaining space between seats and desks where possible. <ul style="list-style-type: none"> ○ We shall adhere to the 2m 'rule' where possible using screens and removing furniture

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<ul style="list-style-type: none"> • Consider how to keep small groups of children together throughout their time at the club and to avoid larger groups of children mixing as far as possible <ul style="list-style-type: none"> ○ Children in groups of no more than 15 with familiar adults and designated 'playground outside space' time, their own set of toys and activities ○ Lots of outdoor play ○ Snack time outside when possible 	<ul style="list-style-type: none"> ○ Outdoor playground equipment should be cleaned more frequently than usual, and where possible, between use by different groups of children. It is still recommended that children and young people limit the amount of equipment they bring into your setting to essentials such as hats, coats, as well as books, stationery or lunch boxes where required. Bags are allowed. Children and young people attending your setting and staff can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources ○ Staff to create multiple sets of equipment that can be used in rotation , allowing time for cleaning in between. Each group leader responsible for cleaning after each session no swapping 	<ul style="list-style-type: none"> • Remove unnecessary items from room and other environments where there is space to store it elsewhere ○ Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) ○ All soft furnishings and unnecessary items have been removed as above. 	<ul style="list-style-type: none"> ○ Consider how children arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. <ul style="list-style-type: none"> • parents will be expected to telephone from the gate when they arrive then send children to us at the side door using distance signs. At the end of a session parents must telephone and we can send children to them from the side door.
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	toys between groups all outdoor toys are cleaned at the end of each session		
Responsibility			
Playleader & Staff			
7. Communicating our plans			
<ul style="list-style-type: none"> Inform children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus <ul style="list-style-type: none"> If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period. 	<ul style="list-style-type: none"> Inform parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. <ul style="list-style-type: none"> See Section 1. Inform parents of 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) <ul style="list-style-type: none"> See Section 1. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). <ul style="list-style-type: none"> See section 1 Limit parents on site for any length of time Signs on playground and distancing arrows placed at the gate 	<ul style="list-style-type: none"> Communicate to staff about the plans (for example, safety measures, changes including discussing whether training would be helpful <ul style="list-style-type: none"> Distribute plan to school, staff and parents discuss the additional cleaning requirements and agree additional hours to allow for this. Thorough deep clean to be carried out prior to re-opening Adjust closing time to 17:30 to allow for cleaning/sanitisation at the end of the day. Additional cleaning when club is closed if required Staff briefing meetings to be held before and after sessions 	<ul style="list-style-type: none"> Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers. <ul style="list-style-type: none"> all contractors must report to the school first we will try get all contractors to come out of setting time all must where a mask and hand sanitize 2 mtr distance must be adhered to . All contractors etc must sign the track and trace form and use our QR code if they can

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Responsibility
Parents, Playleader & Staff

8. Track and Trace		
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> As part of the national test and trace programme, if other cases are detected within the class or 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 class, 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. 	<ul style="list-style-type: none"> We will adhere to all track and trace guidelines. If we are contacted by NHS track and trace, we will co-operate fully with them to ensure all the information that is required is provided promptly as per government guidelines. A track and trace form is signed by staff and a register is kept for the children and information is kept on the staff member with each group
Responsibility		
Parents, Playleader & Staff		

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CORONAVIRUS IN EARLY YEARS SETTINGS: MANAGEMENT OF KNOWN OR SUSPECTED CASES		TICK
Please consider all the actions below (mark as not applicable [NA] as necessary)		
1.	Inform Health Protection, Public Health Lincolnshire if there is a possible or confirmed case. For information on the current case definition please see here . If there are 2 or more possible or confirmed cases this needs to be reported as an outbreak. Contact licolnshire health protection team on 01522552993	
2.	Any suspected case (anyone showing symptoms) needs to arrange to have a test done as soon as possible. Contact Public Health England or the local Health Protection team for advice. On 01522552993	
3.	<p>Key Contacts for Early Advice and Support include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Public Health Lincolnshire – Email: HealthProtectionTeam@Lincolnshire.gov.uk [In Hours 08:00 – 17:00] <input type="checkbox"/> Public Health England – Tel: 0344 225 4524 (option 1) [Out of Hours] <input type="checkbox"/> 111 online Coronavirus available here or via calling 111 service if they are unable to access the online platform. 	
4.	<p>In the interim:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact parents/carers of the children affected to arrange for them to be collected. <input type="checkbox"/> Whilst the child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. <input type="checkbox"/> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. <input type="checkbox"/> In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not encourage them to visit the GP, pharmacy, urgent care centre or a hospital. 	

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5.	<p>Implement infection prevention & control precautions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Good hand hygiene should be implemented before entering and after leaving the setting <input type="checkbox"/> If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. <input type="checkbox"/> Ensure that everyone (staff and pupils) catch coughs and sneezes in tissues. If you do not have a tissue to hand then use the crook of your elbow rather than hands. 	
6.	<p>Cleaning</p> <p>All surfaces that the symptomatic person (child or staff) has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> objects which are visibly contaminated with body fluids <input type="checkbox"/> all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells 	
7.	<p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <input type="checkbox"/> a household detergent followed by disinfection (1000 parts per million av.cl.). <p>Note: if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</p>	
8.	<p>Waste</p> <p>Any waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Should be put in a plastic rubbish bag and tied when full. <input type="checkbox"/> The plastic bag should then be placed in a second bin bag and tied. <input type="checkbox"/> It should be put in a suitable and secure place and marked for storage until the individual's test results are known. <p>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p>	

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9.	Staff with symptoms should be excluded from work, should self-isolate for at least 10 days from the onset of symptoms following the current advice in the staying at home guidance . If someone has serious symptoms they cannot manage at home they should use NHS 111 online	
10.	Children with symptoms should be excluded from the setting, should self-isolate for at least 10 days from the onset of symptoms following the current advice . Other members of the family (parents/guardians) will also need to self-isolate for 14 days. If someone has serious symptoms they cannot manage at home they should use NHS 111 online.	
11.	<p>Daily actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nominate a named staff member to co-ordinate & communicate outbreak information <input type="checkbox"/> Maintain & update any Outbreak Chart that may be in place, recording affected children / staff 	