



Funtasia Kids Clubs Ltd
408a Huddersfield Road, Millbrook, Stalybridge, SK15 3ET

T: 0161 250 5051 www.funtasiakidsclubs.co.uk

All our settings Safe operating procedures

We have compiled a full risk assessment which is specific to each of our settings to ensure the children and staff have a safe environment.

It is important that everyone complies with the latest Government guidance on Coronavirus.

We have developed these Safe Operating Procedures based on guidance from the Department of Education and Public Health England specifically for Early Years, out of school clubs and holiday clubs. It is important that we adapt our everyday practices to ensure that we continue to offer the staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. If any symptoms are displayed, families must be alert and self-isolate for the safety of everyone. Staff and children will both be required to complete a return to the setting health declaration following any periods of absence.

Covid-19 appears to affect young children less often and with less severity. Children's role in its transmission is unclear but it seems that it is not significant.

Everyone involved in the day to day running of all our settings have received appropriate instruction and training on how to operate under the terms of the Safe Operating Procedures, staff have completed courses on infection control and Safe practices with the current Covid pandemic.

There is always a risk when children come into a childcare setting, but we are doing everything possible to minimise this risk. We are constantly updating our procedures and our risk assessment is currently reviewed on a weekly basis, taking into account of any changes in government or local authority guidelines.

We aim to work in partnership with parents and trust that everyone understands and follows these Safe Operating Procedures.

The key principles of these procedures are:

1. Any child, staff member, parent or visitor with coronavirus symptoms must not attend any setting and must isolate at home

2. Increased cleaning processes are in place, throughout and at the end of the day
3. Children and team members will be social distancing as far as possible, parents must adhere to social distancing when dropping and collecting children from any setting.
4. Children will each day stay in key groups (a bubble) with a buddy group working alongside to ensure continuity of staffing and children
5. Bubble groups will be in place inside and outside
6. Arrival and departure will be staggered, and children will be dropped off at separate entrances, where this is possible.
7. Parents will not come on site at any of our settings, any prospectus parents should call the manager of the setting who will be able to give them all the information they require. Funtasia website and Facebook page have hosts of information and pictures which can be viewed.
8. We will work in partnership with the Early years team and our local schools to ensure a consistent approach to managing and controlling the virus.
9. Information to parents, where possible will be communicated electronically instead of in person or by paper to minimise unnecessary contact.

Attendance

Children and employees are welcome to attend nursery but must not be displaying any coronavirus symptoms, the most common being a new continuous cough, a high temperature or a loss of taste and smell. Any absence from any of our settings will need to be recorded and parents and staff will be required to complete a health declaration form.

It is important that you seek medical advice if you are unsure.

It is important that children do not attend nursery, out of school or holiday club, if unwell for their own wellbeing and for the safety of others.

If anyone is experiencing any symptoms they cannot return to the setting until they have completed the required isolation period and be symptom free or have achieved a negative test result (proof will be required). Prompt exclusion is essential to preventing the spread of infection. Children and employees who are classed as clinically vulnerable should follow their medical advice before attending.

It is preferable that your child only attends one setting to avoid mixing with different groups of children. Please speak with the setting Manager if this is going to be a problem or to make them aware that this is the case.

Drop off and collection of children

Parents are asked to drop off and collect their children at the designated entrances and not to enter the setting.(This will be arranged with the setting manager of each individual setting) Whilst parents are waiting, it is important to maintain social distancing by keeping a distance of 1 metre apart. It is preferable if only one parent does the drop off and collection.

Wherever possible, Parents will be allocated a suggested time for arrival and drop off to ease pressure in parking or waiting outside. Please approach settings slowly when driving as there will be parents and children waiting to enter. If you can walk, please do so.

Children will be assigned to a bubble group based on schools, classes and ages in nursery they a team member or the setting manager from that group will be responsible for collecting and delivering that child back to the parents. We will give you a limited handover, unless there is an important issue to discuss, as other parents may be waiting.

Temperature and symptom monitoring

Routine temperature testing is not recommended as a reliable method for identifying coronavirus. Parents and employees should follow the NHS guidelines and, in particular, evidence of a high temperature and/or new continuous cough.

Travelling to the settings

It is better not to share transport and to travel by car, bike or walk. Face coverings have been advised by the Government for use on public transport.

Travel to foreign countries

Parents/carers and employees must inform the setting manager of any travel plans in or out of the country when there is at least one overnight stay. It is vital that you observe government advice in respect of self-isolation rules when returning from abroad. If the government has advised 14 days self-isolation, you will be required to pay fees for the time your child is absent.

Implementing social distancing

It is very difficult to avoid a level of physical interaction with young children and it is important to have their wellbeing at the centre of everything we do. If a child is in need of a hug, then it would not be fair to deny this. To help with social distancing the children will be grouped in small groups (a bubble) with a practitioner and this group will work alongside a buddy group to ensure that an adult is always available. Social distancing will also apply to coat pegs, seating arrangements and toilet visits.

Mealtimes and snack time

- The practitioners will serve the children.
- The children will eat with their bubble group
- No food will be eaten out of shared platters or containers.
- At out of school club the children will need to bring in their own, named, drinking cup and take it home each night. In nursery your child will be provided with their own pictured flask.

All staff

All employees will undergo a return-to-work induction and training on the new Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing.

Fire drills and lockdown practice

If we have to respond to a fire or emergency lockdown, we will continue to manage social distancing, as far as possible. The safety of the children and employees will always come first.

Wellbeing

We know that this is a very unusual and worrying time for everyone. It is very important that at the forefront of this heightened awareness of safe operating procedures, we do not forget that care and consideration must be taken of the need to ensure that everyone within our Funtasia family feels safe and secure. We will try our best to create a normal environment and hope that you will bear with us if plans and daily timetables need to be changed.

We will be concentrating on fostering those secure attachments and, whilst we will be constantly observing and assessing the children, we will not be posting online observations or carrying out lengthy handovers. We want our team to spend time with the children, playing and building their relationships.

We would always speak with you immediately if we had any concerns. If your child is expressing any concerns or worries, it is important that you inform the keyperson/Nursery Manager .

Settling in sessions/transitions in nursery

The parents will not be able to spend time in the children's rooms in order to minimise any risk of infection.

We will aim to organise groups of children who are due to transition so they can transition together. However, some children who were due to transition might need the reassurance of the family bubble group they were part of in order to feel safe

and secure and parents might prefer them to stay within a particular age group. The Nursery Manager will assist with this.

Visitors

Visitors to the nursery will not be encouraged unless it involves a safeguarding issue that cannot be resolved by telephone. Interviews or meetings will be conducted via videoconference. There will be no parents' evenings for the time being, nor any other mass events such as pre-school graduations.

Show-rounds and visits

Prospective parents should make use of Funtasia website for information relating to the ethos and organisation of all the settings within Funtasia. There are videos showing the activities that take place on our FB site. The Setting Manager will be able to give you all the information you require.

Health, Hygiene and Safety

Reducing the spread of the virus

It is recognised that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. Doors and windows will be opened as much as possible.

Cleaning

An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities .g. iPads, must be regularly cleaned. The setting Manager will be responsible for recording these cleaning schedules.

The rate of hand washing must be significantly increased. Everyone, including children, must wash their hands on arrival at nursery. If no washbasins are available, sanitiser will be available. There will be regular opportunities for hand washing throughout the day.

Use of tissues

The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue.

Toileting

The children will be taken to the toilets and supervised. Hand washing signs will be displayed to ensure hand washing is thorough and the practitioners will talk to the children about why we are washing our hands.

Clothing

All employees and children should wear clean clothing every day. If you have travelled on public transport, it is advised that you change your clothing on arrival at the setting. Children in nursery should bring one bag with changes of clothing, nappies etc to last their weekly booking pattern and take it home with them at the end of the week.

Risk assessments

All risk assessments will reflect the risk of transmission of COVID-19. Certain activities will be adapted or removed to reflect this risk e.g. going on trips etc.

Items from home

We would prefer no toys or comforters to be brought into any setting, but do understand that this could cause distress, therefore if a young child is deeply distressed, we may allow them in.

Resources at the settings

Toys and resources will be cleaned and disinfected at the end of each session.

We understand that this has been a worrying time for all and want to reassure you that we are working hard to ensure a safe environment for your children and our staff. At Funtasia we aim to work in partnership with our families when implementing these new procedures. Please do not hesitate to get in touch with us if you have any thoughts or questions.