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## 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.

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-19 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.

All settings safe operating procedures- Covid-19 K Sanderson August 2020 reviewed September 2020, October 2020, November 2020, revised January 2021 revised March 2021- K Sanderson

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 wherever possible, stay each day stay in a key group (a bubble) with a buddy group working alongside to ensure wherever possible the continuity of staffing and children
5. Bubble groups will be wherever possible 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 unless in an emergency, 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 wherever possible work in partnership with the Early years team and our local schools to ensure a consistent approach to managing and controlling the virus and following current Government and public Health England advice.
9. Information to parents, where possible will be communicated electronically instead of in person or by paper to minimise unnecessary contact.

#### Testing of staff:

All staff carry out routine Covid-19 lateral flow tests twice a week, these results are logged on the Government website, any professionals who may be required to visit the setting must show a Covid- 19 negative test.

#### Attendance

Children and employees are welcome to attend nursery and out of school settings, 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. Follow the Public Health England current advise for current signs and symptoms of COVID-19. 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 they are unwell, for their own wellbeing and for the safety of others. If any member of the child's household is displaying symptoms, then the child must not attend the setting for 10 days ( following the current Government guidance)

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 in advance through email or message).

All settings safe operating procedures- Covid-19 K Sanderson August 2020 reviewed September 2020, October 2020, November 2020, revised January 2021 revised March 2021- K Sanderson

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 2 metres apart. It is preferable if only one parent does the drop off and collection. All parents and visitors must wear a face covering when dropping off or collecting children.

Wherever possible, Parents will be allocated a suggested time for arrival and drop off to ease pressure in parking or waiting outside.( If this needs amending or is inconvenient then please discuss with your setting manager) 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, wherever possible this will be based on schools they attend. Wherever possible 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, and staff will have their bubble group to supervise.

#### 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

Wherever possible 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

All settings safe operating procedures- Covid-19 K Sanderson August 2020 reviewed September 2020, October 2020, November 2020, revised January 2021 revised March 2021- K Sanderson

observe government advice in respect of self-isolation rules when returning from abroad. If the government has advised 10 days self-isolation,( you should consult the GOV.UK travel advice website for up to date information) 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 wherever possible 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

- Where possible the practitioners that work with that bubble group 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

All settings safe operating procedures- Covid-19 K Sanderson August 2020 reviewed September 2020, October 2020, November 2020, revised January 2021 revised March 2021- K Sanderson

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, at nursery we will continue to post observations, we will not be carrying out lengthy handovers. Children at nursery will receive a daily diary sheet each session. We really 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/Manager .

#### Settling in sessions/transitions in nursery

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

We will aim, wherever possible 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 be discouraged unless it involves a safeguarding issue , or other professionals, 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.

All settings safe operating procedures- Covid-19 K Sanderson August 2020 reviewed September 2020, October 2020, November 2020, revised January 2021 revised March 2021- K Sanderson

## 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, in accordance with our full and detailed risk assessment.

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.

### Guidance on dealing with a suspected or confirmed case of COVID-19 within the setting

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they will be collected as soon as possible and isolated at home in line with the NHS guidance.
  - Whilst waiting for the child to be collected they will be moved, if possible to a room where they can be isolated behind a closed door (with appropriate adult supervision) if this is not possible, the child will need to be moved to an area which is at least 2 meters away from the rest of the setting. A window will be opened for ventilation.
  - If the child needs to use the toilet in the time, they are waiting to be collected they will use a separate bathroom, if possible. The bathroom will be cleaned and disinfected before used by anyone else.
  - The staff member responsible for the child during this time will be a staff member from their 'bubble'. The staff member will wear appropriate PPE including a face mask while waiting with the child.
  - In an emergency, the manager/supervisor is to call 999 if the child becomes seriously ill or injured.
  - The person responsible for cleaning the area will wear appropriate PPE.
  - The member of staff who has been in contact with the child displaying symptoms does not need to go home unless they develop symptoms themselves. The member of staff will adhere to strict hand washing routines as usual (20 seconds)
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they will return home immediately and isolate at home in line with the NHS guidance. Staff members will be able to be tested for Covid-19 if displaying symptoms.

### Fees during a positive confirmed COVID-19 case.

All settings safe operating procedures- Covid-19 K Sanderson August 2020 reviewed September 2020, October 2020, November 2020, revised January 2021 revised March 2021- K Sanderson

If we experience a confirmed case of coronavirus, it may be that a family, a room or a bubble group even the whole nursery, setting may need to isolate for 14 days as per government guidelines. We hope to avoid this, but like any period of sickness or for events outside our control, we will need to charge fees to have the nursery, out of school club ready for your return.

#### Covid- 19 fee policy

Full fees will apply under the following circumstances:

- Your child is isolating due to a positive Covid-19 test.
- Your child is self-isolating as a precautionary measure due to coming into contact with someone outside of Funtasia who has tested positive.
- Your child is absent with displaying Covid-19 symptoms.
- Should your child be required to self-isolate due to a confirmed case in one of Funtasia's bubble groups.

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50% of fees will be due under the following circumstance:

- if your child has to self-isolate due to a member of Funtasia staff testing positive for Covid-19, then a 50% fee is payable for days booked

Parents should continue to pay full if they receive help with their childcare costs from the government universal credit scheme/ Tax credit to avoid any future reductions in your personal claims.

We will endeavour to look at individual cases where possible.

If the country goes into lockdown again.

We were pleased to be able to suspend fees for April, May, June and July 2020 and again in January 2021 where the Government restricted attendance at nursery and out of school clubs. We need to reserve our right to charge fees during any future significant period of non-attendance but would review this based on the situation.