

**Responsible Person:** Little Disciples Out of School Club  
Anna Stephens St John the Baptist Aided School

**Club Manager:** Chester Road,  
Lauren Lawrence Penymynydd,  
Nr. Chester,  
Flintshire,  
CH4 0EN  
Tel: 07510 305 421  
[LittleDisciples2015@outlook.com](mailto:LittleDisciples2015@outlook.com)



### **Re-opening following temporary closure (COVID-19)**

Little Disciples Out of School Club recognises the importance of advanced planning in order to re-open our services following temporary closure due to COVID-19, and to limit the spread of COVID-19 within our Club, we will adhere to the most up to date guidance and standards from the Welsh Government and Public Health Wales.

We will adhere to the *“Infection Prevention and Control for Childcare Settings Guidance”* and *“Implementing Protective Measures in Childcare Settings- Guidance for Childcare Providers”*

As part of our planning prior to re-opening, and in an ongoing basis according to the changes in the guidance, we will:

- Undertake a risk assessment of the service
- Undertake an assessment of what PPE (Personal Protective Equipment) is required
- Undertake an assessment of the premises and room layout required.
- Assess the number of children that can be accepted per session, this will take into consideration the room layout and available outdoor space.
- Determine the number of staff required and ensure all staff are able to return to work in a safe manner.

Prior to re-opening, we will notify the following organisations/individuals:

- *Parents/Carers* – We will provide parents with notice of the Club re-opening. All communication will be via the online ParentMail system. Should a Parent/Carer circumstances have changed and their childcare place no longer required, this information must be communicated to the Club Manager as soon as possible via email ([littleDisciples2015@outlook.com](mailto:littleDisciples2015@outlook.com)) The notice period for this should be a minimum of one month and fees are expected to be paid until the final date of this notice period (*Individual case will be considered by the Little Disciples Committee.*) Prior to re-opening, Little Disciples will be holding a virtual opening, where we will be welcoming any queries or concerns that the Parents/Carers may have via telephone or email correspondence.
- *Staff* – We will provide staff with notice of the Club re-opening. This will be communicated via virtual meeting or electronic communication. Each member of staff are required to engage in a 1:1 Return to Work meeting with the Club Manager. The staff will be made aware of any temporary changes that may be necessary ( e.g. working hours/days, or amendments to job responsibilities.) Staff will be provided with a copy of this policy during their Return to Work meeting and will have the opportunity to discuss with the Club Manager and queries or

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concerns to ensure that all staff are happy with the operation of the Club and temporary changes.

- *Care Inspectorate Wales* – We will notify the CIW of the re-opening date of Little Disciples Out of School Club via the online portal. We will ensure the Statement of Purpose, Risk Assessment and Policies and Procedures are updated to account for the changes made.
- *Dewis and Family Information Service Flintshire*
- *Insurance* – We will contact our insurance providers to notify them of the date we plan to re-open and we will ensure that the cover remains sufficient.

In following guidance and standards outlined by the Welsh Government, there will be temporary changed to some of our Policies and Procedures, which are outlined below. These changes are to safeguard and support the health and wellbeing of the children, parents/carers, staff members and our wider community. If further changes are deemed necessary (by the Little Disciples Committee, the Welsh Government and Public Health Wales) the policies will be amended immediately.

All Parents/Carers will be notified of the changes to the Policies and Procedures outlined below prior to the re-opening of the Club.

#### 1. **Arrival and Collection of Children**

Upon re-opening Little Disciples will operate in two groups (known as bubbles). Each bubble will operate from a different area of the school (in both Breakfast and After School Club) and will have designated resources and staff for their bubble. Due to current circumstances, staff members will be temporarily signing children in/out on behalf of the Parents/Carers. Please see further details:

- **Foundation Bubble** – This bubble will be for children who are in Class 1 or 2 and will operate from the school hall.
- **Junior Bubble** – This will be for children who are in Class 3 or Class 4 and will operate from the Class 4 Classroom and Library area.

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	<b>Foundation Bubble</b>	<b>Junior Bubble</b>
<b>Breakfast Club</b>	Miss Lauren & Mrs Eccles	Mr Gocher & Mrs Davies
<b>After School Club</b>	Miss Lauren & Mrs Eccles	Mr Gocher & Kathy

### **Arrival for Breakfast Club**

Breakfast Club will be open from 8:00am Monday – Friday during the school term. Children arriving for Breakfast Club will be expected to arrive between 8:00 and 8:15 via the main school gate. All children will be greeted by Miss Lauren and Mr Gocher where they will be separated into their bubbles. On entrance to the setting, all children will use hand sanitiser before entering the designated room for their bubble. Children accessing the Foundation Breakfast Club will enter using the main hall door and children accessing the Junior Breakfast Club will use the side entrance near Class 1.

At the end of the Breakfast Club session, all children will sanitise their hands as they move onto their school day and into their classrooms. The areas then used for Breakfast Club will be cleaned by the individual bubble staff (Please see Cleaning Schedule and Risk Assessment for further detail.)

### **Arrival for After School Club**

Children from each corresponding bubble will be collected from their classrooms at the end of the school day by Miss Lauren (Foundation Bubble) and Mr Gocher (Junior Bubble). Prior to entering their designated space, all children will use hand sanitiser.

### **Collection from After School Club**

Parents/Carers are not permitted access to the premises. Upon arrival to the setting the Parents/Carer will use the designated phone number for their child's bubble.

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**Juniors:** 07873398571

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This will then be received by the designated bubble staff who will then accompany the child to the main school gate to be collected. We ask that all Parents/Carers use the lines on the pavement to maintain safe distances when dropping of or collecting their child/ren.

Handovers and dissemination of information will be provided if possible at the main school gate, adhering to the 2 metre distance requirement, however if this is not possible due to confidentiality concerns, information will instead be passed via email, telephone or text message if required.

#### **Use of the Outdoor Area**

Each bubble will have their own box of outdoor resources to use (For further information on cleaning, please see Cleaning Schedule)

The Outdoor area will be segregated into 2 separate areas. Each bubble of children will then access the areas on a rota system.(Please see Risk Assessment for further details.)

#### **Toilet Provision**

Whilst in the provision of Little Disciples to minimise any further risks, the children will mirror the use of the toilets as they would during the school day.

#### **Emergency Procedure**

Should an Emergency Evacuation, or Reverse Emergency Evacuation need to occur, our standard procedure will be followed with the designated staff from each bubble being responsible for the safe evacuation of their bubble of children to the designated assembly point at the top of the playground. Where possible, designated staff will maintain distance from the other bubble during the Evacuation, but the immediate safety of children and staff will be our paramount concern in these circumstances. As per the Emergency Procedure, when evacuation is necessary the first Playworker to leave the building will carry the register and the last Playworker to leave will check the club area and corresponding toilets. The register will be taken to ensure all children and staff are accounted for.

#### **Collection of Fees Policy**

In the event that due to symptoms of Coronavirus you do not require the childcare place, payment of fees are still required to reserve the space for child.

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In the event which we are forced to close due to instructions given by the Welsh Government or Local Authority where it is out of the control of the Club, Little Disciples cannot grant refunds of fees however any fees paid will be used as credit for further sessions.

### **Food and Drink Policy**

In accordance with the most recent guidance from the Welsh Government, water fountains have been disconnected to reduce infection. We will ensure that each child still has access to fresh drinking water at all times.

Little Disciples will provide all snacks and drinks whilst the child is in their care.

Snack items offered may vary to limit the use of cutlery and plates as much as possible however Parents/Carers will be notified of this prior to re-opening. We will ensure that all cutlery, plates and utensils used during this time are thoroughly washed between uses (please see risk assessment and cleaning schedule for further details)

Social distancing will be supported by providing greater space during meal/snack times to prevent cross contamination. This will also be supported by implementing a snack rota to minimise the number of children eating at one time, with cleaning take place of all hard surfaces in between usage.

### **Health and Safety Policy and Procedure**

All risk assessments will consider current guidance from Welsh Government and Public Health Wales.

Little Disciples will undertake a specific COVID-19 risk assessment (premises and staff) prior to re-opening. This will be adhered to at all times and will be reviewed on a weekly basis to ensure that all risks are identified and minimised where possible.

It is the responsibility of all staff to ensure that the risk assessment is carried out and to notify the Club Manager of any concerns. All completed risk assessments are stored safely for a suitable length of time and made available for inspection and relevant local authority.

The Little Disciples play equipment and resources will be reviewed in line with current guidance to support the safety of children and staff and to support infection control and social distancing as much as possible within our Club. Activity planning will also take these guidelines into account.

### **Symptoms of COVID-19**

The symptoms of COVID-19 are similar to that of the flu, spread between people by close contact. It typically causes fever and a cough and, in some cases, may progress

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to viral pneumonia which cannot be treated by antibiotics. For most people, Coronavirus will be a mild illness, Symptoms of coronavirus can include:

- A new, continuous cough – coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual)
- High temperature – you feel hot to touch on your chest or back
- Loss or change to sense of smell or taste – you cannot smell or taste anything, or things smell or taste differently to normal.

*(Most people with coronavirus have at least one of the listed above.)*

Like the common cold or other flu viruses, Coronavirus is spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance
- Direct contact with an infected person: for example, if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands.
- Touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes, or nose without first washing your hands

#### **Children/Staff members who become symptomatic whilst at home**

Children or staff members that become symptomatic whilst at home must notify the Club as soon as possible and should not attend the Club for 7 days. Children or Staff members who have a member of their household who is displaying symptoms must notify the Club and must not attend the Club for 14 days from the first day the household member becomes ill.

Parents/Carers will be referred to the Welsh Government latest guidance on this.

#### **Children/Staff members who become symptomatic whilst at Club**

Any child/staff member who becomes ill with symptoms which could be related to coronavirus whilst at the Club will be isolated from others immediately. Parents/Carers will also be contacted immediately and will be requested to self-isolate with their child for the period of time specified by Welsh Government guidance.

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The child will stay in the isolation room with a member of staff (staff member will be provided with full PPE equipment however it is not necessary for that member of staff to go home following this unless they begin to show symptoms also.)

If the condition of the individual worsens and Club staff are concerned, and urgent medical treatment is required, the Parent/Carer will be notified immediately and if necessary, an ambulance will be called to take the child for treatment. If the Parent/Carer has not arrived by the time the ambulance needs to leave, the child will be accompanied by a member of staff. The member of staff shall take with them to the hospital the child's registration form and contract.

Should a member of staff become ill during a session, they will be expected to go home immediately and self-isolate and if this is not possible due to transport issues they will use the isolation room away from other children and staff until they are able to return home.

Staff will also clean any resources and areas used by the child. PPE will be provided for the member of staff cleaning the resources and areas used. Any items that have been contaminated with bodily fluid that cannot be washed/cleaned sufficiently will be disposed of.

Where a suspected or confirmed case of Coronavirus is reported to the Club, Parents/Carers and staff members will be informed. CIW and insurance providers will also be informed.

*As we are responsible for caring for and looking after children, it is not always reasonable to institute ridged physical distancing. In addition, the safeguarding of children will not be compromised.*

Where contact or closer working is required, it is important we ensure other measures are considered. We will limit the risk of catching or spreading Coronavirus by:

- Following and adhering to the most up to date government guidance.
- Regular handwashing by staff and children, including but not limited to arrival and departure, after using the toilet, after using resources/equipment that have been used by other children/staff, before and after snacks and meals, where there has been physical contact after playing outside, after sneezing/coughing/blowing their nose. Handwashing is preferred to the use of hand sanitiser, but sanitiser will

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also be available for use in throughout the premises (within appropriate permissions given from parents/carers)

- Installing a temporary 'no visitors' policy until the threat of the virus has sufficiently reduced, with only 'essential' visitors permitted on site during hours of operation.
- Minimising contact between hands and mouth/nose for staff and children.
- Covering nose and mouth when coughing or sneezing with their inner elbow: using a tissue when possible and disposing of the tissue promptly and carefully
- Implementing a thorough cleaning schedule
- Any soft toys touched by a child/staff member displaying symptoms will be removed, washed and stored securely for 72 hours before reintroducing to the area.

At Little Disciples we will promote infection control through the methods above and in addition we will:

- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within the Club
- Dispose of waste appropriately and hygienically.
- Provide tissues and suitable facilities for disposal.
- We will provide opportunities for social interaction through non-contact games and set out the environment to limit close contact for the children.
- Allow for sufficient air flow by keeping windows open, and encouraging outdoor play
- Operating a bubble system and maintaining this to minimise the risk of transmission between groups.

At Little Disciples there may be cases where young children cannot understand the concept of physical distancing and where appropriate support from the staff may require closer contact. Parents/Carers must be aware that our duty of care for the child is of paramount importance.

#### *Use of Personal Protective Equipment*

It is not envisaged that PPE will be required on a daily basis by children or staff at the Club. However, the Welsh Government has identified certain cases where PPE is particularly needed:

- Children whose care routinely already involves the use of PPE due to their intimate care needs

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- Use of gloves and an apron where hands on care is required e.g washing, toileting support, first aid.
- Gloves and an apron are to be worn at all times whilst cleaning.

*Each bubble has their own PPE and cleaning toolkit in each area.*

We need to ensure that all Parents/Carers understand the requirements of this policy and adhere to its purpose to ensure the safety and wellbeing of all staff, parents/carers and children..

### **Temporary changed to the Statement of Purpose**

If, due to the temporary relaxation of the National Minimum Standards, the Club deems necessary to alter the way in which it runs its service:

- Authorisation will be sought from the Local Authority
- The Guidance issued by Welsh Government will be followed, including appropriate, comprehensive risk assessments being carried out in relation to any changes
- CIW will be notified via the online portal
- Parents/carers will be notified of any temporary changes via the ParentMail system

### **Supporting Mental Health and Well-being**

The mental health and well-being of children and staff at Little Disciples Out of School Club is important to us. We recognise the impact that recent events will have had on both children attending our setting and on our staff and how their return to childcare or work may be a challenge under current circumstances.

#### *Supporting Children*

- We will ensure all staff understand and know how to support all children on their return to our setting and ensure they recognise any signs of upset, anxiety or stress and support children accordingly to deal with their concerns.
- We will provide clear, developmental stage appropriate communication to support children to make sense of the new guidelines on social distancing and hygiene through signs and displays, conversations, key workers on hand, songs and games.
- We will continue to provide a wide choice of age appropriate games, toys, equipment and resources that meet current hygiene guidelines and at times we will need to play in smaller groups on a rotating basis to adhere to social distancing and hygiene guidance. Where these limitations are in place, children will receive clear, developmental stage appropriate explanations.

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- We will provide ample opportunities for physical activity and outdoor play daily, recognising the benefits of this on children's well-being.
- We will ensure children have a place to relax whenever they choose to do so to ensure their well-being needs are met.
- We will communicate with parents/carers on any concerns we may have in relation to their child/ren and discuss how best to support the child.
- We recognise that children will have had different experiences during lockdown, and staff will be reminded of their Safeguarding responsibilities (and our Club Safeguarding Policy and Procedures) as part of their return to work.

*Supporting Staff*

- We recognise that staff may have hesitations on their return to work and will involve them in any planning and discussions around enforcing new guidelines, giving them the opportunity to contribute.
- We will give all staff the opportunity to discuss any personal concerns prior to returning to work and support them where necessary ie uniform, caring responsibilities, health.
- We will hold staff supervisions and regular team meetings with staff to ensure any concerns can be discussed, including communication with those staff who have not yet returned to the Club.
- We will provide staff with contact details and resources of Mental Health charities.

**All Parents/Carers will receive a copy of this policy prior to their children returning to the Club.**

**The Club will regularly update its information regarding pandemic diseases by checking the latest guidance from Public Health Wales and the Local Authority and will inform parents/carers and staff of any changes to the emergency plans.**

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