

# English Martyrs KIA

## Covid-19 opening plan of actions.

### Staffing

All staff will have read the Risk Assessment and Protocols and Procedures documents of both KIA and the school and agree to follow these before 1<sup>st</sup> September.

All staff will be aware of current guidelines and symptom awareness and will be vigilant in their approach.

There will be 2 members of staff from 3:15 pm until 5.30pm with the children, one per bubble group (Monday through Friday). There will be 1 members of staff from 2:45pm to set up.. There will be a manager on site at all times. Kia will collect children from their relevant classrooms at the staggered times beginning at 2:55pm.

Staff will be responsible for all food preparation and washing up duties.

Staff will be responsible for setting up tables and chairs for each bubble group.

There will be a cleaning regime and rota for staff to follow with a daily responsibilities check point.

We will have back up staff available to cover should one of the team show symptoms or need to isolate/shield.

### Collecting children

A member of staff will be responsible for collecting children from their classroom bubbles at the allotted time.

They will ensure children have washed their hands thoroughly before leaving the classroom.

They will take them to the hall where they will be kept within that bubble group

### Bubble groups

Each will have their own 'bubble table' and area of the hall. The bubble groups will be kept as in Breakfast club and during the school day of:

1: EYFS, YR1, YR2, YR3

2: YR4, YR5, YR6

Bubble tables will be spaced around the hall allowing for maximum distance between groups – this will be at least 3 meters, with walk ways allowing safe exit and entrance to the area.

Children will put their belongings under their chair and they will stay at this place at all times unless collecting their snack, toileting, handwashing or leaving the site.

Children will not be able to handle their belongings until they are being dismissed to mitigate contamination risks.

Children will have activities for them on their bubble table. These will be engaging activities for the children to enjoy. These activities will be cleaned after use.

#### Cleaning and quarantine of resources and activities

Stationary will be labelled with the day of week and key stage group. These will be put in a quarantine box at the end of use and stay out of use for the rest of the week or until cleaned. This is in accordance with current government guidance.

All resources will be cleaned after use if possible. If this is not possible they will be placed in the quarantine box with a label of when they were used and by which bubble.

Soft toys will not be used.

Some outdoor toys which can be cleaned will be used and cleaned between each child using them. Toys which cannot be cleaned will be quarantined or not used.

Films may be offered on some days.

The outdoor space will be allocated to each bubble group to use in term, meaning half the session each group will be outdoors when weather appropriate.

#### Toileting

One child or children from the same bubble may go to the toilet at once.

Staff will escort the child/children to the designated toilet.

Designated toilets- possible choice according to school preference: Year 6 toilet

Cleaning – Staff escorting will clean door pushes, latches, flushes and sinks after each child (we have staffed to allow for this and will use the school coded clothes and cleaning products)

#### Handwashing

Children will have washed their hands before leaving the classroom to join KIA.

Children will be taken in their bubble groups to wash hands before snack. These sinks will then be cleaned between groups.

Children will wash their hands hourly for 20 seconds in accordance with current guidance.

Children will wash their hands before leaving KIA to go home.

There will be hand gel available for use throughout the sessions.

Staff will lead by example on handwashing and good oral and nasal hygiene.

There will be tissues available should children need them. Children to gel or wash hands after using a tissue.

### Social distancing

Children will be sat and moved in accordance with current government guidance.

Staff will observe a 1 meter distance from children and other staff members where at all possible. Where this is not possible mitigation/PPE must be used to reduce risk of contamination. This is in accordance with current guidance.

### Group sizes

I strongly expect the government to extend group sizes to 30 children by September to allow schools to fully open. With this number we would have a maximum of 4 staff members.

Staff ratios will be 1:8 for EYFS (bubble group 1) and 1:10 for KS1/ KS2 (bubble group 2)

### **We will not exceed this limit.**

Parents must book their children in in advance. If parents fail to do this they risk us not being able to take un-booked children in if the number is too great.

Parents will be aware that their child may be the only one from their bubble at some points during the evening meaning they will be on their own table with no peers with them. This is until government guidance allows bubble mixing across groups. There will be activities and entertainment offered to them and the member of staff will remain with them.

### Parents

Will be required to book their children in in advance.

Parents will do this by texting the KIA phone and informing the school as before.

They will collect their children by following the school one way system and coming to the front doors.

They must ring the KIA bell or phone and then staff bring their child/children out to be dismissed.

KIA staff will be responsible for booking in and out time sheets.

Parents are required to pay as you go or pay in advance to guarantee viability and overheads being met.

Any parent queries can be made by texting the KIA phone.

Bills will be sent remotely (no paper copies unless specifically requested).

### PPE

KIA will provide adequate PPE for staff including; disposable gloves, aprons and hand sanitizer. Staff will have training of when it is necessary and appropriate to use these.

If staff wish to wear face masks this will be allowed to give peace of mind and to emotionally support the needs and requirements of the team.

Gloves to be used only when necessary to prevent cross contamination.

### Cleaning of furniture

We will use cleaning products in line with the school procedures document. We will use washable microfiber cloths using the colour codes used by school cleaning and premises staff.

All tables, chairs used will be deep cleaned each evening after use. In accordance with the school procedures document.

Cloths will be bagged and quarantined each evening and washed at 60 degrees at the end of each day by the manager.

### Food

Staff will be responsible for preparing snack, no children involved until this is safe.

Staff will provide plated snack and drinks for children upon arrival. Children will collect their snack and not touch any other plate or cup. This will be done in bubble groups while maintaining social distancing in accordance to current guidance.

Each bubble will then place their used crockery in a washing up collection point to be collected by a staff member wearing appropriate PPE to then wash in hot water.

The same routine will follow if we offer late snack.

### Fire Alarms

Should a Fire Alarm sound the children will stay in their bubbles and exit the hall to the evacuation point on the front playground. Social distancing may be lost while evacuating as the immediate risk to life is the potential harm from fire.

Bubbles and social distancing must then be resumed when safe to do so.

Staff will be responsible for registering children again once evacuated. This is in line with the school procedure on Fire Alarms during COVID -19.

### First Aid and Illness

School must not knowingly send any child displaying COVID -19 symptoms to KIA.

Any child displaying symptoms of COVID – 19 will be taken the medical room and quarantined and the parents immediately informed. They will be collected as soon as possible to be taken home.

The window will be opened for ventilation. If the child is too young, ill or has complex needs, a member of staff will stay with them until collected. The staff member must wear full PPE.

If the child need to use a toilet, they will use the staff toilet at reception which will be deep cleaned immediately afterwards.

First aid needs are expected to be low due to the static environment. However, if necessary, staff will wear appropriate PPE while attending to the child's injury.

If a child displays signs of other illness they may be isolated in the hall away from other children until a parent can collect them.

All PPE used will be safely disposed of in the chemical waste bin in the medical room.

### Timings

We intend to provide care for children from the end of their school day until 5.30 pm. This will allow staff 30 mins to deep clean furniture, resources etc. every evening.

We expect this to be for at least the first term. We will review this and keep in line with the school/parents needs and the government's guidelines.

### Signed and dated

Manager

Staff 1

Staff 2

Staff 3

### Signed on behalf of the school

Head teacher

Other staff