

SHOTTERMILL JUNIOR SCHOOL (ASC) COVID-19 SECURE OPERATIONAL GUIDELINES

The below information will provide you with all of the information that you need in order to operate your venue throughout the Autumn Term in a Covid-secure way.

The Operational plan has been put together, in accordance with all current government guidance and through direct communication with the school to ensure our plans works hand in hand with their own practice and guidance.

It is vital that you have read and understood all of the information contained within this document.

Current government guidelines stipulate that we must, 'keep children in small groups of no more than 15 children', (please note that the guidance for EYFS children is separate and does not require the children to be kept in bubbles of 15) therefore for the autumn term your club will run in bubbles as follows.

If on your register you have more than 15 children who fall into the same bubble, you would need to split them into an additional bubble. In this situation you would call them their bubble colour followed by a number, for example Yellow One and Yellow Two. It is imperative that this guidance is followed and that the bubbles are not mixed. If you need any further help or support with this please speak to your Regional Manager.

Bubble Colour	Year Group/Key Stage/School
Blue	Shottermill Infants (All year groups)
Yellow	Year 3 (Shottermill Juniors)
Green	Year 4 (Shottermill Juniors)
Red	Year 5 (Shottermill Juniors)
White	Year 6 (Shottermill Juniors)

In order to assist with the logistics of running our clubs in bubbles, we (in some cases), have had to amend the areas we use each session, please see below for a summary of the spaces that we have available to us and how they will be allocated per bubble. Please also see information of toilet allocation and how the hall may need to be split. To assist with this we have created a layout map of your venue which shows you how each space should be set up. You can find a copy of the map in Section 14 of your Operations folder.

Operating Areas and Toilet Allocation

Please note – We have agreed with the junior school that if there is ever only one child of a particular year group, then they will join with another group, the bubbles joining will always be Years 3 and 4 and then Years 5 and 6.

We will be based within the main school hall as usual, please see your set up map for how to set up the hall.

We will use the same toilets as we did previously and they will be allocated boys and girls as usual. Wherever possible, each bubble should be taken to use the toilets together and then all touch points should be cleaned before the next bubble. The school are operating an open door policy to reduce the touch points, please ensure this remains in place throughout the after school club.

In addition to our usual cleaning and hygiene measures, we will also need to complete additional cleaning of all touch points and communal areas at the venue. To support with this, we have produced a cleaning checklist that will need to be completed and signed off for every session. The checklist can be found in section four of your operations folder (behind your weekly risk assessments).

The additional cleaning requirements at your venue are as follows;

Venue Specific Cleaning Requirements

Your cleaning checklist will need to be completed at the beginning of every session (before the children arrive), again at 4.30 and then at the end of the session.

The toilets will need to be cleaned at the beginning of the session and again at 4.30. The cleaners will be in after us so will clean at the end of the day.

In order to meet our requirements to have 'allocated drop off and collection times', we will be limiting the times that parents are able to drop off and collect their children. It is imperative that these times are adhered to, schools will be expecting to see them happening.

Allocated Collection Times for Parents and/or Carers

Sign out times will be as follows, we will open sign out for 15 minutes or until the que has cleared (whichever is longer) 4.45, 5.15 and 5.45
(Please note, our clubs remain open until 6.00pm, therefore if a parent arrives after 5.45 they are not late unless it is after 6.00pm).

Parents will collect outside of the usual KOOSA Kids entrance (back door to the school hall)

The way in which you drop off or collect the children from school, may have changed in order to meet the schools guidelines for limiting adult to adult to contact.

Procedure For Collecting The Children From School

Shottermill Juniors

The junior school will be operating a staggered finish time, however a school representative will collect all children who are due to attend KOOSA Kids and will then drop them into the school hall at 3.15pm each day.

Shottermill Infants

The walking bus procedure will operate as it did previously, we will collect all infant children at 3.00pm in order to be back at the junior school for 3.10pm at the latest, to be ready for the junior children arriving.

The way in which we are able to serve our breakfast and/or snack has had to be updated, in line with our current operating plans and the guidance we need to work towards, therefore please see below for guidance on how serving of any food should take place at your venue.

Guidelines for Serving Breakfast/Snack

The snack preparation table should be based within the hall, however, must not be based within a bubble area.

One member of staff should be responsible for the preparation of all warm snack each day. They will need to make enough for each bubble and then leave on a chopping board ready for the other bubble coaches to collect.

Each bubble coach will take responsibility for the preparation of the fruit/vegetables for their own bubble, including asking each child what piece of fruit they would like for snack and recording on their coach register so they know how much to prepare. Please remember, wherever possible the fruit or vegetable should be served one per child.

The snack should then be served to each bubble remaining within their allocated area in the hall.

Please remember that the most important part of this process is to ensure that we minimise the shared touch points as much as possible, therefore staff should not be passing plates between themselves and then between children.

Please see your main site supervisor handover for further guidance on snack and how it should be served. Remember the amount of touch points should be minimised throughout the preparation of snack and communication between staff will be of high importance.

Additional Information

Reception children will be able to attend the club before starting full time at school if they are dropped off at the club from 3:20pm (and are booked of course)

The schools will currently not be running any extracurricular activities but they will let us know if this is due to change.

If a child shows signs or symptoms of Covid-19 and therefore needs to isolate until they can be collected, the isolation area will be in the school library.