

HOLIDAY CLUB COVID-19 POLICY

APPLIES TO THE WHOLE SCHOOL

This policy applies to:

- The whole of the Holiday Club, including the EYFS, out of School care and all other activities provided by the School, inclusive of those outside of the normal School hours;
- All staff (teaching and support staff), the proprietor and volunteers working in the Holiday Club.

Prepared with reference to:



- *Our plan to rebuild: The UK Government's COVID-19 recovery strategy*, May 2020, Cabinet Office;
- *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*, May 2020, Department for Education.
- *Actions for education and childcare settings to prepare for wider opening from 1 June 2020*; May 2020, Department for Education.
- *Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak*, April 2020, Department for Education.

Availability:

This policy has been provided to all staff and parents electronically. A copy may also be downloaded from the school website.

Monitoring and review:

This policy is subject to continuous monitoring, refinement and audit by the Head Senior Leadership Team. It will be updated to reflect the rapidly changing situation within the UK, and further details regarding the later phases of return to school will be added as appropriate. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff and parents will be informed of the updated/reviewed policy.

Signed			Date: 26.6.20
	Mr Adam Greenwood	Mr Robert Higgins	Updated: 09.07.20
	Headmaster	Proprietor	Date of next review: As necessitated by Government updates

The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.



HOLIDAY CLUB COVID-19 POLICY

APPLIES TO THE WHOLE SCHOOL

1. Who can attend Holiday Club?

Holiday Club will be open for all students at The Pointer School to attend. However, we will be running with much reduced numbers to ensure the safety of our staff and pupils. As such, availability will be limited, and we expect there to be high demand.

We recommend that pupils do not attend the Holiday Club if they have been classed as clinically extremely vulnerable due to pre-existing medical conditions and have been advised to shield, or if the same applies to a member of their family.

We strongly advise seeking medical advice before attending if your child is classed as Clinically vulnerable (but not clinically extremely vulnerable). These are those considered to be at a higher risk of severe illness from coronavirus.

Holiday club will run for Key Worker children from the beginning of the school holiday (Monday 6th July) and will open for the rest of the school from Monday 20th July.

2. How will tickets be allocated?

Tickets will be released in waves to different priority groups. They will initially be sold to Key Worker children, at a reduced price. Any remaining tickets will then be offered to the rest of the school community. We would ask parents to be mindful of the needs of others, and only to make a booking where no other childcare option is available. Any tickets remaining will then be offered for sale to the wider Blackheath Community.

3. Preventative measures (social distancing and hygiene)

During the summer, ensuring the safety of both staff and pupils is the utmost priority of the school, and a broad range of protective measures to reduce the transmission of the coronavirus have been put in place, in line with Government Guidance. They are outlined in more detail over the remainder of this document, and include:

- Children and staff attending Holiday Club will mix only in a small group, known as a 'Bubble'. These small groups will be kept away from contact with other staff and children as much as possible. Minimising contact with individuals who are unwell by closing a bubble if a member shows symptoms of Covid-19.
- Cleaning pupils' hands more often than usual – handwash stations are being set up in the playgrounds at both buildings, and the school has a good supply of soap and hand sanitizer for pupils.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. The school has a good supply of tissues for pupils.
- Cleaning frequently touched surfaces often. Cleaning at the school has been significantly increased and we will have a cleaner onsite during the school day to clean door handles, surfaces, toilets, etc.
- Reducing 'pinch points' in the school day through the use of staggered drop off and collection times.
- Implementing distancing measures, where possible. Desks in classrooms will be spread as far apart as possible.
- Shared resources will be avoided where possible, and where it is not possible, resources will be thoroughly cleaned after each use.

The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.



HOLIDAY CLUB COVID-19 POLICY

APPLIES TO THE WHOLE SCHOOL

4. What does my child need to bring?

Pupils must bring their own water bottle, and a packed lunch. We regret that we will not be able to heat up lunches. Please send your child with any cutlery needed to eat their lunch.

You should also ensure that your child has had suncream applied. We regret that staff will not be able to apply suncream, so if your child's suncream will need reapplying, please ensure that they know how to do this.

5. Morning Drop off

In order to ensure social distancing, new staggered drop off times will be in place which parents must adhere to in order to attend holiday club.

DROP-OFF TIMES (TO MARNIC HOUSE)	
Drop-off timeslot	Class or group
08.00 - 08.30	Key Worker Bubble
08.30 - 08.45	Bubble A
08.45 - 09.00	Bubble B

A one-way queuing system for drop off will be in operation. A supervised hand washing station will be set up for pupils to clean their hands thoroughly before entering the building. In the playground there will be a clearly demarcated 'drop off line'. Parents are strictly not permitted past this line.

6. Afternoon dismissal

In order to ensure social distancing, new staggered dismissal times will be in place. Please note that you should arrive promptly to collect your child during the allocated timeslot.

COLLECTION TIMES (FROM MARNIC HOUSE)	
Collection timeslot	Class or group
16.00 - 16.15	Bubble A
16.15 - 16.30	Bubble B
16.30 - 17.00	Key Worker Bubble

Parents collecting from Holiday Club should come through the back gate at Manric house and wait at the desk by the back door. A member of staff will fetch your child for you. Parents are not permitted to enter the school building.

7. Sickness

The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.



HOLIDAY CLUB COVID-19 POLICY

APPLIES TO THE WHOLE SCHOOL

The school will be firmly enforcing self-isolation for any pupils or staff who show symptoms of Covid-19.

Current guidance states that the symptoms are:

- A new persistent cough
- A high temperature
- A loss of sense of smell or taste

If any member of a Bubble develops these symptoms (either staff or pupil), that person must stay at home and the entire household may not return to Holiday Club until either the period of self isolation has been completed or a Covid test has come back negative.

If a child is taken ill with symptoms of coronavirus during the day, they will be sent home immediately. The member of staff who first reports the symptoms will accompany the child to an isolation room to wait with them until they can be collected. This member of staff must wear full Personal Protective Equipment (gloves, apron, mask and visor). Parents must ensure that they have arrangements in place to collect their child/ren as soon as possible during the school day if they develop symptoms.

If there is a confirmed case of coronavirus in the holiday club, the school will follow the relevant guidance provided by Public Health England at the time. This will involve a closure of part or all of the holiday club for a full self-isolation phase of 14 days. Parents will be notified of any confirmed positive cases of coronavirus in the school.

8. Members of the public on site

Members of public accessing school property cause an additional risk to staff and pupils. As such, access of members of the public to the school buildings will be restricted. The following procedures shall be put in place:

- We will not be able to permit parents inside school buildings unless invited by the school in case of an emergency. Parents who wish to speak to a member of office staff should telephone or email the school office.
- Members of the public making deliveries will not be permitted into the school buildings. Deliveries should be made to a designated drop box at both gates, where they can be collected by the relevant member of staff.

9. Travel to and from Holiday Club

Where possible, the Government recommends avoiding the use of public transport when travelling to and from school. If it is unavoidable it is recommended that a face mask or face covering is worn.

10. PPE (Personal Protective Equipment)

The Government does not currently recommend staff or pupils in schools wearing PPE, unless dealing with a child who becomes sick with coronavirus symptoms while in school. However, the school has a full supply of PPE for any staff who wish to wear it. The school has a full supply of PPE for staff dealing with unwell pupils.

11. Staff Social Distancing

The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.



HOLIDAY CLUB COVID-19 POLICY

APPLIES TO THE WHOLE SCHOOL

In order to ensure the effectiveness of the Bubble System, staff are expected to adhere to social distancing guidelines while in school. Many rooms in school have been assigned a maximum occupancy, which staff must adhere to.

Staff are not permitted to make extended use of the staff room, and should not enter the school offices except in an emergency. Staff should not enter other classrooms while the children are in school, except in an emergency, in order to maintain the 'Bubble' system.

Staff should make use of email or telephone systems to contact other staff members, except in emergencies.

12. Social Distancing - a final note of caution

The school has taken every possible precaution to ensure that pupils and staff are able to socially distance, and to reduce the mixing of pupils and staff. However, it should be noted that children, and especially young children, will not be able to rigidly adhere to social distancing measures and a degree of 'common sense' must be applied. It is acknowledged that staff will not be able to socially distance from young children at all times. However, stringent adherence to the Bubble System and maintaining social distancing from other adults will reduce the risk to staff and pupils to minimal.