

## **Breakfast and After School Children's Club**

### **Protocols for Autumn Term 2020**

Children's Club will resume on Monday 7<sup>th</sup> September.

Breakfast Club times: 7:30am – start of school

After School times: 2:30pm (for earlier finishers) – 6pm

#### **Group Organisation**

- The children will be split across two zones
  - Reception and Years 1, 2 & 3 will be based in KS1 hall
  - Years 4, 5 & 6 will be in KS2 hall
- Staff will work in two teams – one for each zone
- Within each zone the children will be in year group bubbles
- Each year group bubble will have their own resources, toys etc to use that are not shared with other year groups
- Where possible, each zone will spend more time outside in allocated areas

#### **Food & Snack**

- Breakfast will be served in each hall
- Afternoon snack will be a cold option only which will be delivered to each hall by the kitchen staff. This is due to children's club staff not being able to go into the kitchen at the moment.

#### **Drop off and Collection**

- Parents should use the same gate as before (next to the car park) and walk round to the normal door and use the buzzer to alert staff.
- If the children are outside and no one answers, parents are to call the Children's Club mobile and a member of staff will direct you (number will be provided before the start of term).
- If a child is in the KS1 hall, staff will radio over to let the other staff know a parent has arrived and then the parent will be directed to the other hall entrance (near to Year 2 classes).
- All morning drop offs must be done by 8:15am as we have children starting to arrive at 8:30am.
- Afternoon collections cannot happen until 3:30pm, when all classes have gone home.

#### **Infection Control**

- Children will wash their hands when entering the club.
- Resources and equipment will be cleaned regularly.
- Toilets will be allocated to each zone.
- Staff will use PPE when dealing with toileting accidents.
- First aid will be carried out in line with normal procedures.

- The school procedures for dealing with suspected cases of COVID-19 will be followed.
- If a child displays the key symptoms, parents will be called immediately and asked to collect their child. The child will wait in a medical isolation room with a member of staff nearby until their parent arrives. Parents will be asked to get a test for their child and share the results with the school.
- In the case of a positive test, any children who have been in close contact with the child may be asked to self-isolate for 14 days. The school will follow the advice of the NHS test and trace agency.