



Nimble Arts Ltd

Covid-19 Policy

Nimble Arts recognises that careful planning is essential in order to keep the children and our staff safe, and to limit the spread of coronavirus/Covid-19, within our setting. Accordingly, we have conducted a thorough Covid-19 **risk assessment** and will review it on a **weekly** basis and whenever Government guidance changes.

Covid-19 symptoms

Covid-19 is a viral, respiratory disease, which is spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. Symptoms of Covid-19 can include:

Continuous dry cough	Sore throat
Fever (high temperature)	Tiredness
Difficulty breathing	Loss of taste and smell

The initial symptoms are similar to colds and flu-type illnesses, but the combination of a recent onset of fever and a new continuous cough seem to be present in many cases of Covid-19. However, it is important to be aware that in some cases the symptoms may be very mild or even non-existent, especially in children.

Procedure for infection or suspected infection

Any child who becomes ill with symptoms which could be Covid-19 while at the Club will be isolated from the other children by at least two metres until the child can be collected by his or her parents. If the child becomes seriously ill, we will call 999.

If a child or member of staff has suspected symptoms of Covid-19, they will be sent home and must follow the Government guidance for households with possible Covid-19 infection. This includes self-isolation and taking a Covid-19 test. See:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Most suspected cases of Covid-19 turn out to be negative, so the Club will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high risk groups.

If children or staff experience any symptoms of Covid-19 they must not attend the Club until all symptoms have passed and they feel well.

Infection control

Like the common cold and flu viruses, Covid-19 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 or nose without first washing your hands.

- Touching objects (eg 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. Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.

We will take the following steps to reduce the risk of catching or spreading Covid-19 at the Club:

Hygiene:

- Staff and children will wash their hands as soon as they arrive at the Club, and will be reminded to wash their hands regularly throughout the session, especially after using the toilet, before eating food and after coughing or sneezing.
- Hand sanitiser will be available in convenient locations throughout the club.
- We will have tissues readily available for use when sneezing and coughing, and these will be disposed of, in a lidded bin, immediately after use.
- If they don't have a tissue to hand, children will be instructed to cough or sneeze into the crook of their arm.
- We will discourage children from touching their faces.
- We will discourage children from touching each other.
- Children will not be allowed to bring toys or games from home, and we ask that they bring only essential items with them to the Club.

Cleaning:

- We will ensure that frequently-touched surfaces, such as handles, door plates, light switches, table tops and toys are regularly cleaned with anti-bacterial spray or wipes, before, during and after each session.
- We will remove toys that are difficult to clean.
- We will remove soft toys and soft furnishings, such as cushions and rugs.
- We will restrict the sharing of toys and equipment between groups as much as possible. Any toys or equipment that need to be shared will be thoroughly cleaned before being used by the next group.
- Toilets and sinks will be cleaned before and after each session, and at [specified intervals](#) while the club is in operation.

Arrivals and departures:

- We have amended our collection procedure, so parents will now collect their children from [outside the Club](#).
- [Parents/Carers will sign in children at the Dunstan's Road Entrance to Goodrich School - they must ensure they are socially distanced following the queue procedure and wearing a face covering unless medically exempt. Parents/Carers will be asked to enter the playground area only and their children will be taken to their Bubble Room and brought out to them at pick-up. Our First Aider will be available in an outdoor space for medication drop-offs and discussion if needed.](#)
- [If it becomes necessary, we will assign different collection points to limit the congregation of parents outside the Club.](#)
- [A member of staff will sign the children in and out, in the presence of the child's parent or carer - they will ask the parent to identify themselves. Parents, carers and authorised collectors MUST be on the Magic Booking account collection list otherwise we will have to call the child's emergency contact to confirm. Please add to your account friends and family members who are authorised to drop off](#)

and collect. Once they are on the list they can do so on any day. Click on [CHILDREN](#) then [CONTACTS](#) in your account to add a collector.

Premises

- Visitors, eg delivery drivers will not be allowed to enter the premises.
- Doors and windows will be kept open where safe to do so, to keep the premises well ventilated.

Movement around the club:

- Children will be put into groups of no more than 15, when they first come to attend the club. As far as possible, these groups will be maintained, whenever they attend.
- When indoors, groups will be separated into separate zones, using zones, [different rooms / room dividers / other physical barriers / floor markings](#) to mark the separate areas. We will be using only the Main building with older groups upstairs off the top hall (Blue Zone) and younger groups downstairs off the bottom hall (Yellow Zone). The halls will be set up with our bouncy castles and crafts areas and cleaned after use from each bubble. When attending sessions as more than one bubble children will be kept socially distanced and the room will be well ventilated.
- When outdoors, groups will be based in separate zones, indicated by coloured coned off areas.
- As far as possible, only one person will be allowed in the toilets at a time.

Activity planning:

- We will plan activities that minimise contact between children.
- Whenever possible, activities will take place outside.

Food:

- [Absolutely no sharing of food will be permitted and children will be spaced apart while eating.](#)
- [Hand sanitising and waste disposal will all be handled by staff](#)
- [As far as possible parents are asked to wrap food in such a way that children can access it without help](#)
- [If help is needed staff will use gloves](#)

Promoting good practice

We will promote infection control through the methods above, and in addition we will:

- Ensure that all staff have received training in, and understand, our new procedures
- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within the Club
- Dispose of waste promptly and hygienically
- Provide tissues and suitable facilities for their disposal.

Closure

We may need to temporarily close the Club if we have insufficient staff due to illness to run sessions safely. If this occurs the manager will contact [Southwark Families Team](#) for further support and guidance.

In the event that we have a number of confirmed cases of Covid-19 associated with the Club, we may need to close if advised to do so by the local Health Protection Team in order to limit the spread of the virus.

If the Club needs to close, the manager will notify parents or carers as soon as possible. The manager will also inform the [local Early Years or Childcare service](#) as well as other relevant parties, eg feeder schools, other users of shared premises, etc. The manager will also notify Ofsted of the closure.

Covid-19 Cancellation Policy

Cancellation Policy - Non-Covid-19 cancellation

If you request to cancel your booking for a non-Covid-19-related reason:

- Parents requesting cancellation 7 or more days before the first day of the booking will be given the option of full refund or credit note for the full value of the cancelled days - as a very small company hit very hard by COVID-19 we welcome and appreciate the choice of a credit note from parents wherever they feel this is possible
- Parents requesting cancellation on the day of the booking 1- 6 days in advance will receive a credit note for the full value of cancelled days
- Non-attendance on the day where parents do not contact us to let us know any mitigation circumstances (which we will always review on a case by case basis in terms of credit notes/refunds) will not receive a refund or credit note

Cancellation Policy - Covid-19 cancellation

WHAT HAPPENS IF YOU, YOUR CHILD, OR A MEMBER OF YOUR HOUSEHOLD:

- DEVELOPS SYMPTOMS
- HAS A POSITIVE TEST
- IS TOLD TO ISOLATE BY NHS TEST AND TRACE

1. If you or another adult or child in your household has tested positive for Covid-19 the law states that you must:

- Self-isolate for 10 days from the day symptoms begin or you get a positive test
- All members of your household must self-isolate for 10 days
- all continue to isolate for the full 10 days even if others in the household receive a negative test result as they could still develop symptoms
- inform Nimble Arts immediately

If you receive a positive test result for yourself or someone in your household while your child is with us, please inform us immediately by calling 0333 014 2576 and we will discuss the safest way for your child to be collected.

In this instance you can choose to receive a credit note or full refund for all the days you have booked with us that were missed due to isolation.

Your child can return to us at the end of the isolation period.

2. If you or another adult or child in your household develop symptoms for Covid-19 the law states that:

- all members of your household need to isolate as soon as possible
- Inform your childcare setting immediately if your child has attended within the last 2 days

In this case, you should order a PCR test (either postal or by appointment at a centre) as soon as possible for all members of the household: <https://www.gov.uk/get-coronavirus-test#:~:text=You%20can%20order%20a%20PCR,a%20PCR%20test%20appointment.>

You are allowed to leave the house if isolating only to visit the test centre or post your PCR test back to the lab.

If everyone in the household tests negative your child can return to Nimble Arts as soon as you receive the negative results for all household members including the child. We will request evidence of the negative result before re-admittance.

In this instance you can choose to receive a credit note or full refund for all the days you have booked with us that were missed due to isolation.

If someone including the child receives a positive test result see advice above in point 1.

1. If you or an adult or child in your household has been told to isolate by NHS track and trace the law states that:

– any people you live with and any people in your support bubble **do not need to self-isolate** if you or they do not have symptoms <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/if-youre-told-to-self-isolate-by-nhs-test-and-trace-or-the-covid-19-app/>

Please make arrangements for someone else showing no symptoms in or outside your household to bring and collect your child from Nimble Arts until your/the person told to isolate by track and trace isolation period is over.

If during the period of isolation of the person in your household who was told to isolate by NHS track and trace develops symptoms, has positive test result or anyone else in the household develops symptoms or has a positive test result, follow the steps in point 1 and 2 above.

WHAT HAPPENS IF A MEMBER OF STAFF OR A CHILD IN THE BUBBLE TESTS POSITIVE FOR COVID-19:

Our staff will be remaining socially distanced from all children during our holiday clubs wherever possible. They will be taking lateral flow tests several times a week to test for Covid-19 and will be subject to all the guidance above in their own households and regarding NHS Test and Trace protocols.

Children of some ages are unable to socially distance, and all our age groups will be spending long periods of time together in a classroom or hall setting. Therefore all children in the bubble must be counted as 'close contacts' of both staff members and other children in the bubble. Where bubbles come together for group outdoor activity, hall activities or large classroom activities the bubbles will be kept distanced, rooms well

ventilated and surfaces cleaned, so children from different bubbles will not be counted as close contacts.

If a staff member or child receives a positive test result and informs us and they have been in close contact with the bubble during the infections period:

- the bubble will unfortunately have to close and parents will be informed immediately
- all children in the bubble must self-isolate for 10 days from the date of the last contact with the child or staff member who has tested positive - the isolation period includes the date of last contact and the next 10 full days
- even if you arrange a PCR test for your child and it is negative the law states that they still need to continue to self-isolate as they could still become infectious and pass the infection onto others and stay at home for the full 10 days to avoid putting others at risk.
- The household does not need to self-isolate with them if they do not have symptoms of COVID-19 or have not received a positive PCR test result, but they should take extra care and follow distancing guidance - this means that any other siblings you have booked in with us can still attend the club unless they or anyone in the household develop symptoms or has a positive test - in this case you will need to follow the guidance in part 1 and 2 above

In this instance you can choose to receive a credit note or full refund for all the days you have booked with us that were missed due to isolation for the affected child.

WHAT HAPPENS IF I MY CHIPD IS RETURNING FROM ABROAD JUST BEFORE THE CLUB?

- you are subject to the rules laid out by the government at the time of travel regarding self-isolation and testing when returning from the holiday country
- If you have booked childcare with us at a time you may have to isolate on your return, then please contact us and cancel this as soon as possible as we will not be able to accept your child
- If there is no requirement to isolate on your return and you have followed all guidelines, then your child may attend as soon as you return
- If you, a member of your household all your child develops symptoms or has a positive Covid test you must isolate and follow the guidelines set out in points 1 and 2
- PLEASE DO NOT BOOK CHILDCARE WITH US UNTIL YOU ARE CERTAIN THAT YOU ARE NOT BOOKING IT WITHIN A POST-HOLIDAY ISOLATION PERIOD

Useful contacts

Southwark Family Information Service: 0800 013 0639

Ofsted: 0300 123 1231

Health Protection Team (HPT):

PHE South London Health Protection Team,

Floor 3C Skipton House, 80 London Road,

London,


SE1 6LH

- [View on Google Maps](#)
- [View on Open Street Map](#)

phe.slhpt@nhs.net; slhpt.oncall@phe.gov.uk

Phone: [0344 326 2052](tel:03443262052)

Fax: [0344 326 7255](tel:03443267255)

This policy was adopted by: Nimble Arts Ltd	Date: September 2020
To be reviewed: November 2020	 Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare Requirements: Health [3.44].