



Yellow Birds Covid-19 Risk Assessment and Controls Procedure

Subject	Measures to Manage Risk Effectively	Control Measures Required	Additional control measures / comments
Booking Stage			
<p>Vulnerable children</p> <p>Close contact with COVID-19</p> <p>Welcome Visits</p>	<p>All children must be booked in to attend. This is carried out by submitting a booking form via email to YellowBirdsinfo@aol.com.</p> <p>If a child has a pre-existing medical condition, a risk assessment with the family and any other health professional must be carried out.</p> <p>Children classes as clinically extremely vulnerable must follow government guidelines and are likely to be advised that they cannot attend.</p> <p>Welcome Packs: All families will receive information prior to their child attending the club to support them in knowing what to expect. Photographs (without the children) will be posted on Social Media for children to familiarise themselves with the set up.</p> <p>All families will be asked to complete a health questionnaire. If anyone in their household has been in contact with someone who has a suspected or confirmed case of coronavirus, (close contact- within 2 meters of a person for 15 minutes or more or face to face for any length of time) they must self-isolate for 14 days and not attend Yellow Birds.</p> <p>Suspected cases of coronavirus (in a child).</p> <p>Families will be asked to ensure that children are wearing freshly washed clothes daily. They will also be invited to leave a set of clothes at Yellow Birds to be worn only at Yellow Birds.</p> <p>Welcome Visits will be scheduled when children are not onsite. Visits will last for no more than 15 minutes.</p>	<p>Children to be grouped into bubbles. Yellow Birds will make every effort to maintain bubbles that the children are in at school. Children attending the Holiday Club will be grouped according to age and interest.</p> <p>Check current government guidelines and update accordingly.</p> <p>All persons including children must book via the government portal if they have any symptoms.</p> <p>Families must use hand sanitiser when they enter the building.</p> <p>2 meters social distancing where possible.</p>	<p>Contact details of all those in each bubble to be saved in an email and telephone contact group.</p> <p>Children can attend Yellow Birds if they and all other members of their household have had a negative coronavirus test result.</p> <p>Children can attend following negative test results or 14 days isolation has lapsed after the last person in the household shows symptoms.</p>

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Traveling to and From Yellow Birds			
Families	Following government guidelines families will be encouraged to walk, cycle or travel in their household's private vehicle. Where possible avoiding London transport.		
Staff	Where possible, staff will be encouraged to walk or drive their own vehicles. Some members of staff will have to travel to work using London transport. In this case they will be put on the Rota so that they are not traveling at peak times and all staff will wash their hands before and after changing into their uniform.	Staff may be collected by a senior manager or director in a private vehicle sitting diagonally apart.	
School Drop off and Pick up (to include trips/ outings)	Children and staff will walk to a from school Children and staff will follow the one-way system within the school (Longshaw only). Children may walk to the local park (holiday club only).	No trips (other than the park) to be scheduled in the school holidays.	
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(Beginning of Each Session)			
Cleaning	A member of staff will arrive 15 minutes before all other persons to carry out a risk assessment which includes disinfecting surfaces and high touch areas. All doors and windows must be opened for ventilation before the children arrive.	Cleaning Check list to be dated and signed.	This will be completed and signed every hour that the children are on site.
Entry Point (One way at the Holiday Club)	Only staff, children and essential visitors who maybe carry out health and safety checks of building or carrying out maintenance duties are allowed to enter the building.	A member of staff will wait outside the premises to greet all children (it is likely that this staff member will be wearing a face covering). This staff member will hand over the child to another staff member inside the building.	One parent / carer to drop off (and collect) their children. All families must queue 2 meters apart. No external workshop providers.

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The Session			
Bubbles 'groups'	Children will be kept in the same groups. Activities are planned to keep the groups and individuals within the groups separated, as much as possible.		
Social Distancing – children	Children will sensitively be encouraged not to play too close together much as possible.		
Ventilation	Outside spaces will be used as much as possible.	Activities will be set up outside.	On occasions games will be arranged on The Green and trips organised to Ridgway Park (holiday club only).
Education	We will continue to plan our sessions according to the three Prime Area of Learning Personal, Social, Emotional Development (PSED), Communication and Language (CL), Physical Development (PD) with a focus on PSED owing to the COVID-19 epidemic and children's wellbeing.	Consequently, where possible children will be taught about coronavirus. A circle time activity will take place at the beginning of each session.	Children will be given gentle reminders to 'catch it, bin it, kill it' throughout the day.
Communicating with Families	Families will be telephoned during the day if a member of staff needs to talk to them.	If families need to talk to staff, they are advised to call as they will not be able to talk to staff at drop off or collection times.	
Toilets (supervision)	Children and staff must use separate toilets (Bubbles to use separate toilets – holiday club only)	Taps, sinks and toilet seats to be wiped every hour.	Deeper cleaning to incl. mopping the floors, emptying the bins following high frequency times
Supplies including Toys and Equipment	All toys, equipment, and resources to be cleaned before and after use. This includes cleaning between the use of each bubble.	PPE must be worn when cleaning.	e.g. after activities and mealtimes.
	All packaging of food and drinks supplied by Yellow Birds will be cleaned once they have entered the building.	PPE must be worn when cleaning.	
Drink, Meal and Snack Time	Staff must be aware of children's dietary requirements including allergies and medication. Children must sit within their bubbles at mealtimes.		

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Staff			
Training	All staff to complete COVID-19 training prior to working.	All staff to be trained in Yellow Birds COVID-19 Policies and Procedures.	
Sickness	Staff must complete a health questionnaire and attend a return to work interview prior to their return.		
Vulnerable adults	Staff who are classed as clinically extremely vulnerable must not attend work/ the club and remain shielding until advised otherwise.	Check current government guidelines and update accordingly.	
Close contact with COVID-19	If they or anyone in their household has been in contact with someone who has a suspected or confirmed case of coronavirus (close contact- within 2 meters of a person for 15 minutes or more or face to face for any length of time) they must self-isolate for 14 days and not attend Yellow Birds.		
Attendance	Staff can only attend work if they are symptom free. If a staff member is displaying symptoms a Coronavirus test must be booked via the government portal.	Staff cannot attend work within a 14-day isolation period even if they are symptom free.	
Testing	Staff members will care for the same group of children each session (where possible).	Staff can only return to work if they have received a negative test result or 14 days have passed since they last showed symptoms.	
Bubbles – groups	Staff must change into the uniform on arrival, they must wash their hands a minimum of every two hours.		
Hygiene	Where possible staff are expected to social distance.	Uniform must not be worn off site.	
Social distancing	Face coverings are to be worn when stewarding the queues (entry and exit points). Gloves and Face masks to be used when cleaning.	Staff must not shake hands or hug.	
PPE	Face coverings, gloves and aprons are to be worn when preparing all food and drinks.	Staff must change into their uniform when on shift.	

Other resources	<p>The club manager must answer the club mobile. The phone must be disinfected between users.</p> <p>Staff must have their own pens if required and disinfected between users if shared.</p>		
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End of the Session			
Feedback/ Communicating with staff	Parents will be telephoned during the day if a member of staff needs to talk to them. Equally they will be called by telephone or sent a text to advise them of how their children got on during the session.	Families can book an appointment to meet a staff member face to face.	Staff may need to book an appointment with a family to meet face to face if there is a concern.
Cleaning	All surfaces to be disinfected in accordance with hourly cleaning check list.		
Collecting children	Families are welcome to call the club mobile so that a member of staff can bring their children out to them.	Staff must recognise and visually pass each child to their suitable adult who must be over the age of 16 years old.	If persons collecting the child are under 16 years old, families must write and sign a letter of consent - this must be agreed with a senior manager.
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Managing an Outbreak			
Staff	Staff must be sent home if any symptom appears no matter how slight and book a test via the government portal.	Staff can only return to work following 14 days or a negative test result.	
Children	If a child shows any symptom of coronavirus, they will be taken along with a member of staff to an isolated well-ventilated room away from everyone else with a Yellow Birds COVID-19 comfort Pack. (Longshaw - classroom, All Saints – side building, Mornington – studio).	Staff will wear a face covering.	Packs contain a blow-up bed, blanket, pillow, face covering, handwipes, sanitiser, tissue, water, and a plastic bag.
Collecting a child	Families will be met by a member of staff wearing a face covering and taken to their child without entering the play space.	Families must book a test via the portal and advise Yellow Birds of the finding. All children and staff in the child's bubble must be advised accordingly.	If there is a positive result all staff and children in the bubble must self-isolate for 14 days and are advised to take a test if they show any symptoms.