

KEYWORKER CHILDCARE and procedure during the Coronavirus

Last review date: March 2020

Next review date: June 2020

"Vulnerable children" includes children who are supported by social care, those with safeguarding and welfare needs, including children in need plans, on child protection plans, "looked after" children, young carers, disabled children and those with education, health and care (EHC) plans.

Only one parent is required to be a key worker to be able to access childcare. This includes working in:

- Health and social care
- Education and childcare (including nursery staff and childminders)
- Key public services
- Local and national government
- Food and other necessary goods
- Public safety and national security
- Transport
- Utilities, communication and financial services.

As a school we have a duty to provide care for vulnerable children and their families, providing we have sufficient measures in place.

Staffing

Staff who are able to attend are asked to do so to support vulnerable children, however each member of staff has the right to choose to stay at home, particularly in cases of self-isolation for themselves or if living with vulnerable people.

If there are sufficient staff to keep to the correct staff to child ratio, staff would be placed on a rota between the hours of 8.30 am-3.30 pm.

Code of conduct through the working day

Arrivals, Dismissals and registration

- Staff will wash their hands upon arriving at school.
- Staff will be at the conservatory door to greet children upon entry and reserve the right to turn children away who are displaying symptoms of a cough, cold or temperature.
- Children are registered at this point.
- Pupils will wash their hands upon arriving at school.
- No parents or external guests should enter the school building at any time unless it is an emergency, in which case they may wait at the conservatory door or if essential, enter the conservatory only and stand 2 metres apart from the staff member.
- Staff will dismiss from the conservatory door when the children leave to go home.

staff will register the children at this point.

- Staff and children will wash their hands before departing from school.

It is important that all registers are completed in the case of an emergency such as a fire.

Clothing

Much of the learning will be conducted outdoors in the woods, the yurt, on the running track, trim trail and in the playground. Staff may wear appropriate and comfortable clothing suitable for the nature of care they will be providing for the children.

Sensible footwear and outdoor waterproofs may be required dependent on the weather.

There is no need for staff to wear protective clothing such as face masks or gloves throughout the working day.

Regular hand washing is sufficient.

There is also no evidence to suggest that staff should wash their clothes at the end of every working day, however, should staff choose to then the advice NHS staff have been given is to:

- Undress and put clothes into a black sack
- Put the clothes in the washing machine on a 60-degree wash or if that is too high then a 40-degree wash is sufficient
- Shower yourself, washing your hair, face and body thoroughly.

Food and food preparation

Parents will provide all food for their children for the day, this will include a morning snack, packed lunch and an afternoon snack along with a drink. Staff should not need to handle food during the day, however if a child needs help, the staff member should wear gloves and then put them in the bin provided after helping. Children and staff will wash their hands before and after handling food.

Parents will follow the no nuts school policy and information on children with allergens and food intolerances will be in the handbook.

Sleeping children / intimate care

Children who are sleeping will be looked after at the correct staff to child ratio and will be attended at all times.

Children's sleeping mats will be kept 2 metres apart from each other and the laundry will be taken for washing after nap time.

Laundry

When washing children's bed sheets and blankets along with any items of clothing and tea towels ensure that you put them on a 60 degree wash and then hang them on the airer to dry. Do not shake dirty laundry as this helps minimise the possibility of dispersing the virus through the air and afterwards clean and disinfect anything used for transporting the laundry using anti bacterial spray.

Parents will provide nappies, wipes and nappy sacks for the children and intimate care will be carried out as normal wearing gloves and an apron. This waste will be put into the nappy bin and taken out into the yellow bin at the end of the

Keeping distance from staff and from children

Where possible, staff should keep 2 metres away from children and other staff members. To make this easier you could follow some examples below:

- During circle times place mats on the floor so that the children can see how far apart they need to be
- For meal and snack times everybody should be spread out over a few tables and at staggered times
- Send children to visit the bathroom and to wash their hands in small groups
- Limit gathering points, especially at arrival and dismissal times, encourage the children and parents to stay apart.

Thorough handwashing between different activities is essential for staff and children.

Cleaning

Cleaners and staff play an important role in keeping people safe and the buildings protected.

To decrease the risk of contamination and manage the workload, staff should help to carry out the following cleaning jobs:

- Wearing gloves, use a disposable cloth clean hard surfaces such as tables, desks and chairs with warm, soapy water. Then disinfect these surfaces with antibacterial spray, paying extra attention to frequently touched areas and surfaces such as, bathrooms, door handles and stairwells. Once finished gloves should be disposed of in the bin provided and hands thoroughly washed.
- Wearing gloves, clean toys, resources and books daily using antibacterial wipes and then dispose of them in the bin provided, again, washing hands thoroughly afterwards.

Waste

Waste from cleaning should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bag and tied again. General waste should then be taken to the main general waste bins located next to the swimming pool. All nappies and sanitary waste should be tied up in the yellow bin bags and taken to the yellow waste bin next to the general waste bin by staff

Security

As in normal school time, outside doors including the conservatory door will remain locked while the school is functioning.

Closing the school at end of the day

There will be a member of SLT or Estates to open and lock the building at the beginning and end of the day. Before departing please help by ensuring:

- Cleaning has been carried out.
- The rubbish bags have been taken to the main bins by staff

- Registers and important documents are safely stored away in the school office.

Head or Deputy Head will contact the leader of school for key workers' children at the end of every day to ensure all is well and staff supported.

Home learning while at school

Teachers looking after key worker's children from years 1 to 6 will be expected to deliver teaching during term time. This might be by direct teaching or by accessing virtual teaching and supporting pupils while they carry out the set tasks. Teaching assistants are expected to do either of the above teaching activities depending on their own competence and confidence. Planning can be found on SharePoint.

During holidays, the expectation is that pupils are entertained rather than taught lessons.

Early Years practitioners at school care for the children. At times such as when children are sleeping, practitioners at school may be able to contribute to home learning. All school policies apply when the school is open.

All staff must work together to ensure that individual adults have breaks away from children, but still endeavour to stay 2 metres away from each other.

Safeguarding

Safeguarding Lead is Alison Cordingley, contactable at any time on email, mobile or home number. Deputy Safeguarding Leads are Megan Ovenden, Shiralee Baumhauer and Mel Greener.