



Serva Fidem

Kingswood House School

Covid-19

Holiday and After School Clubs

Plans and Procedures

Summer Holidays and Autumn Term 2021

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Who is this guidance for?

This guidance is for

- holiday clubs (for example Kingswood House School)
- breakfast club, Prep and after-school clubs

It applies to:

- children aged 5 and over
- extra-curricular activities or provision for children before and after school, during weekends or outside of term-time
- breakfast, after-school clubs or extra-curricular activities in schools, who should also refer to the [guidance on actions for schools during the COVID-19 outbreak](#)
- early years (children under the age of 5). Please also refer to the guidance for [early years and childcare providers during the COVID-19 outbreak](#)

There is separate [out-of-school settings COVID-19 guidance](#) available for [parents and carers](#).

About this guidance

This guidance explains the actions Kingswood House School (KHS) will take to reduce the risk of transmission of COVID-19 in school. This includes public health advice, endorsed by Public Health England (PHE).

Overview

As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Our priority is to deliver face-to-face, high quality provision to all children.

The Department of Education (DfE) has worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) and their recommendation is the basis of this guidance.

Those who are Clinically Extremely Vulnerable

Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the [CEV guidance](#) to minimise their risk of exposure to the virus.

KHS staff who are CEV should currently attend work if they cannot work from home. DHSC will publish updated guidance before Step 4.

KHS encourage the vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible.

All CEV children and young people should attend school unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.

Group sizes

Wraparound childcare and other organised activities for children may take place in groups of any number.

Group sizes for children under 5

Providers caring for children:

- under 5 years only should refer to the guidance for [early years and childcare providers during the COVID-19 pandemic](#)
- both under 5 years and aged 5 years and over, in mixed groups together, should follow this guidance.

Risk assessment

KHS have a legal duty of care to try to ensure the environment is safe for people who visit or attend school. This means we will take reasonable steps to ensure that people will be safe using the venue for the purposes for which they attend, including regularly reviewing and updating our risk assessments - treating them as 'living documents', as the circumstances in our setting and the public health advice changes. This will include procedures on what to do if a child or staff member develops symptoms while at school (for more information see [When an individual develops COVID-19 symptoms or has a positive test](#)) and having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of out-of-school setting leaders in relation to health and safety risk assessments and managing risk see [Annex A: health and safety risk assessment](#) in the schools COVID-19

operational guidance and [Keeping children safe during community activities, after-school clubs and tuition.](#)

Mixing and ‘bubbles’

At Step 4, DfE no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’). When we proceed to Step 4, this means that bubbles will not need to be used for any summer provision or from the autumn term.

KHS will make sure our outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.

Any decision to recommend the reintroduction of ‘bubbles’ will not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

Tracing close contacts and isolation

Close contacts will be identified via NHS Test and Trace and KHS will not be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from school will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. KHS may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

KHS will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting, a director of public health might advise a setting to temporarily reintroduce some control measures.

Face coverings

From 19 July, face coverings will no longer be advised for children, parents, staff and visitors either in classrooms or in communal areas.

From 19 July, the Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you do not normally meet. This includes public transport and dedicated transport to school or college.

In circumstances where face coverings are recommended

If there is an outbreak in school, a director of public health might advise KHS that face coverings should temporarily be worn in communal areas or classrooms (by children, staff and visitors, unless exempt). KHS will make sure our outbreak management plans cover this possibility.

In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.

The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.

Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.

Where appropriate, KHS will discuss with children and parents the types of reasonable adjustments that are being considered to support an individual.

No child will be denied education or childcare on the grounds of whether they are, or are not, wearing a face covering.

Stepping measures up and down

KHS have outbreak management plans outlining how we would operate if there were an outbreak in our setting or local area. Given the detrimental impact that restrictions on education and childcare can have on children and young people, any measures in out-of-

school settings will only ever be considered as a last resort and for the shortest amount of time possible.

If KHS have several confirmed cases within 14 days, we may have an outbreak.

KHS will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required such as implementing elements of our outbreak management plan.

DfE helpline 0800 046 8687 option 1 for advice on the action to take in response to a positive case.

The [Contingency Framework](#) describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

Control Measures

KHS will:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes, using standard products such as detergents
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

1. Ensure good hygiene for everyone

Hand hygiene

Frequent and thorough hand cleaning should now be regular practice. KHS will continue to ensure that children clean their hands regularly. This will be done with soap and water or hand sanitiser.

Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important.

The [e-Bug COVID-19 website](#) contains free resources, including materials to encourage good hand and respiratory hygiene.

Use of personal protective equipment (PPE)

Most staff in out-of-school settings will not require PPE beyond what they would normally need for their work. The guidance on [the use of PPE in education, childcare and children's social care settings](#) provides more information on the use of PPE for COVID-19.

2. Maintain appropriate cleaning regimes, using standard products, such as detergents

KHS will continue to put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.

PHE has published guidance on the [cleaning of non-healthcare settings](#).

3. Keep occupied spaces well ventilated

When KHS is in operation, it is important to ensure it is well ventilated and that a comfortable childcare or learning environment is maintained.

We will identify any poorly ventilated spaces as part of our risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example performances.

Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These will be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.

If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.

Where mechanical ventilation systems exist, we will ensure that they are maintained in accordance with the manufacturers' recommendations.

Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).

KHS will continue to balance the need for increased ventilation while maintaining a comfortable temperature.

The [Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak](#) and [CIBSE COVID-19 advice](#) provides more information.

DfE is working with the Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test

Children, staff and other adults should follow public health advice on [when to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](#). They should not come into school if they have [symptoms](#) or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example they are required to quarantine or have a positive test).

If anyone in school develops [COVID-19 symptoms](#), however mild, we will send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a child is awaiting collection, they will be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE guidance. Any rooms they use will be cleaned after they have left.

The household (including any siblings) should follow the PHE [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Asymptomatic Testing

Testing remains important in reducing the risk of transmission of infection within settings. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

Over the summer, staff and secondary age children should continue to test regularly if they are attending school whilst it that remains open.

KHS will not provide tests for twice weekly asymptomatic testing for pupils over the summer period unless they are taking part in school-run out-of-school activities.

However, testing is widely available for all settings operating on and away from school sites. Staff and secondary age children can collect home test kits either from their local pharmacy or by ordering online: [Order coronavirus \(COVID-19\) rapid lateral flow tests - GOV.UK \(www.gov.uk\)](https://www.gov.uk/order-coronavirus-covid-19-rapid-lateral-flow-tests).

There is no need for primary age children (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. The testing arrangements will be communicated to parents and staff before the start of the Autumn term.

Confirmatory PCR tests

Staff and children with a positive LFD test result should self-isolate in line with the [stay at home guidance](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the child or staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.

Admitting children back to school

In most cases, parents and carers will agree that a child with symptoms should not attend school, given the potential risk to others. If a parent or carer insists on a child attending school, KHS can take the decision to refuse the child if, in our reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all the circumstances and current public health advice.

Safety measures for activities in out-of-school settings

Parental Attendance

DfE no longer advise that providers limit the attendance of parents and carers at sessions. KHS continue to ensure that we have parents' and carers' most up-to-date contact details in case of an emergency.

Sports provision

All sports provision, including competition between schools, will be planned and delivered in line with this guidance.

KHS will also refer to:

- guidance on [grassroot sports for public and sport providers](#), [safe provision](#) and [facilities](#), and guidance from [Sport England](#)
- advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)
- guidance from Swim England on school swimming and water safety lessons available at [returning to pools guidance](#) documents
- [using changing rooms safely](#)

Performances and Events

If planning an indoor or outdoor face-to-face performance in front of a live audience, KHS will follow the latest advice in the DCMS [working safely during COVID-19 in the performing arts guidance](#) .

If delivering sporting or other organised events, more information can be found in the [COVID-19: Organised events guidance for local authorities](#).

Educational visits and trips

At step 4, KHS may undertake educational visits in groups of any number and children will no longer need to be kept in consistent groups. Given the likely gap in COVID-19 related cancellation insurance, when considering booking a new visit, whether domestic or international, we will ensure that any new bookings have adequate financial protection in place.

DfE continue to recommend you do not go on any international visits before the start of the school autumn term. From the start of the new school term, we can go on international visits that have previously been deferred or postponed and organise new international visits for the future from when the new school term starts.

KHS are aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and we must comply with international travel legislation and will have contingency plans in place to account for these changes.

KHS will speak to either our visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on

insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI).

Safeguarding

It is important that our staff are aware of safeguarding issues and the signs to look out for. Further information is available in the guidance for [keeping children safe during community activities, after-school clubs and tuition](#).