

COVID-19 Face-to-face Tuition Health & Safety Guidance

Kidbrooke Learning Centre is here to provide support to children, parents, staff and teachers in what is a uniquely challenging time as we return from online classes to face to face tuition. Our goal is to ensure that risks are minimised by implementing safeguarding measures and by following the latest government guidance; this will help to ensure the wellbeing of everyone concerned.

Children, parents, staff and teachers are requested to keep the office informed about any queries or concerns at the earliest opportunity. The guidance which follows aims to ensure that everyone is as safe as possible; however, the government guidance changes regularly, and the points below may be amended if new guidance is issued.

Guidance for our children

Attendance

Only children who are symptom free or have completed the required isolation (in line with NHS guidelines) should attend KLC classes.

Distancing/ grouping

As prior to Covid, children will be allocated their classroom and they will remain in these groups and classes until the end of the evening. Only the member of staff teaching them will need to change.

Wellbeing & education

Children will be supported in age-appropriate ways to understand the steps they can take to keep themselves safe including regular handwashing, coughing into an elbow, using a tissue and adopting a catch it, kill it, bin it regime.

Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.

Guidance for our parents

Physical distancing

Only parents who are symptom free and/or have completed required isolation period will be able to drop off or collect their child.

When parents are waiting to drop off or collect their child social distancing should be maintained. As such, only one parent should be at the entrance at a time, all other parents should form a queue in the available space along the side of the block of classrooms.

Parents who wish to pay by cash/card will be required to queue outside the office and enter the classroom as directed by the admin team.

Parents will be required to make an appointment to speak to the admin/management team and will only be allowed inside if a prior appointment has been made to discuss any matters with respect to their child. Social distancing rules will apply. Where possible we encourage parents to call/email their concerns and a member of the team will return the call to try and resolve any issues.

In specific cases where a child is distressed and a parent is required to enter the building to assist in settling the child, we will seek to ensure minimal contact between the parent and other children and staff members whilst also where possible conducting this outdoors.

Communication

Parents should inform the management if their child is not attending and if there is any change of circumstances, this is in line with our safeguarding policy.

Parents should ensure that KL have an accurate email, address and phone number, as the management will in the first instance seek to communicate with parents via email or telephone.

KLC will provide clear communication in respect of any updates to our policies or any material changes in respect of the educational & childcare provision in line with the government guidelines.

Guidance for our staff

Attendance

Staff should only attend if they are symptom free, have completed the required isolation period or archived a negative test result. All staff and their households are eligible for testing if they display symptoms.

Staff to be informed of measures in place and sign a disclaimer to state they have read and understood the updated policy and procedures.

Physical distancing

Staff members should avoid physical contact with each other including handshakes, hugs etc.

Wherever possible staff should travel alone, using their own transport or if possible, walk.

Where use of public transport is necessary, current guidance on the use of public transport available on TFL must be followed.

Guidance for our visitors

Attendance to the premises will be restricted to only children and staff as far as practically possible.

Where visits are required (i.e., prospective parents viewings) these will be conducted during lesson time to limit contact with children.

General guidance

Hygiene

Handwashing

All children and staff must wash their hands thoroughly upon arrival and departure from KLC.

Children and staff members will be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet or common areas, after sneezing, blowing their nose or coughing into their hand or dealing with any unwell child.

Cleaning

An enhanced cleaning schedule will be implemented that includes tables, chairs and surfaces. All staff are responsible for the class they are teaching.

Communal areas and hand washing facilities will be cleaned and sanitised regularly.

Premises

Management will carry out a weekly risk assessment before opening to address any risks from the virus., ensuring sensible measures are in place to control risks.

Windows will be kept open where possible to ensure good levels of ventilation.

Breaks

Children will not be permitted to go outside during the breaks.

PPE

The government guidance is that PPE is not required for general use in educational settings to protect against Covid-19 transmission.

If a child shows symptoms, staff should wear a face mask, visor, disposable gloves and an apron if a two-metre distance cannot always be maintained.

PPE will be disposed of following government guidelines.

Responding to a suspected case

In the event of a child developing suspected Covid-19 symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the current NHS guidance.

Whilst waiting to be collected, the child should be isolated from others in an identified area with a staff member. This area should be thoroughly cleaned immediately after the child has been corrected. The staff member may consider wearing the appropriate PPE.

The staff member who supported the child does not need to go home unless they are developing symptoms themselves.

In the event of a staff member developing suspected Covid-19 symptoms whilst working, they should return home immediately and isolate at home with NHS guidance whilst also following the appropriate testing advice for themselves and their household.

Monitoring of this policy

This policy will be reviewed regularly by the management team in line with practical experience, new government guidance and the continually changing environment. The policies will be updated appropriately when required or informed.