

CITY LIFE CHURCH

COVID SECURE POLICY- CHILDREN’S AND TODDLER ACTIVITIES

INTRODUCTION

This “COVID secure” policy should be read alongside the main City Life Church COVID secure policy and risk assessment. This policy sets out the additional procedures and controls necessary for the safe running of children’s, toddler and baby groups during the coronavirus pandemic. The obligations and requirements set out in this policy apply all staff, volunteers and visitors to our building involved with children’s or toddler and baby activities. The ongoing use of our buildings for this purpose is on the condition that the rules and guidance included herewith are abided by.

This policy will be regularly updated and circulated as the situation develops.

OUR AIM

The aim of this policy is to facilitate the safe running of children’s, toddler and baby groups, whilst ensuring that the real risks to staff, volunteers, visitors, our families and those around us are minimised. It should be read in conjunction with official guidance, denominational advice, existing church policies and risk assessments.

Compliance with this policy will be the responsibility of the staff member or volunteer responsible for running each group.

COVID SYMPTOMS

All groups will operate on a pre-booking system. At the time of booking in, potential group attendees will be reminded that they must not attend if they are displaying, or suspect they are displaying any COVID symptoms, anyone in their household has possible or actual COVID-19 or they have been told to isolate by NHS Test and Trace or are required to quarantine following overseas travel.

If anyone begins to feel unwell whilst in the building, they must inform the group leader, leave the building immediately along with all members of their household and contact NHS 111 for isolation and testing.

Anyone known to have close contact with that person must wash their hands as soon as possible. Any surfaces likely to have been contaminated must be cleaned in line with cleaning guidance. Consideration will be given as to whether the event should be brought to an early conclusion to allow for thorough cleaning and ventilation.

SOCIAL DISTANCING AND FACE MASKS

Staff and volunteers working in the building are required to maintain a 2m minimum social distancing unless they are using extra mitigations e.g. face masks. All adults attending groups must maintain a 1 metre plus social distancing and wear a face covering at all times, unless medically exempt. Children under 11 are not required to wear a face mask, and children under 3 should not wear one for safety reasons. Staff and volunteers must wear a face mask whilst interacting with parents or carers who may be present. However, to facilitate clear communication, the group leaders will not be required to wear a mask whilst leading the session for a seated group of adults and children, or when only children are present.

Face masks can be removed for good reason, for example to facilitate lip reading, or if food or drink is needed.

Where it is important for facial expressions to be seen for learning and education, for example when parents are interacting with their own babies, a transparent face covering (e.g. a visor) is permitted. In this case, 2m social distancing between adults must be maintained.

Scientific advice suggests that the susceptibility to clinical disease of younger children (typically until they become teenagers) is generally lower than for adults. With this in mind, social distancing rules for toddlers and younger children do not need to be strictly adhered to, although they should be encouraged to follow them where appropriate and possible.

When outside, face masks do not have to be worn.

Please note that in an emergency such as a fire or accident, people do not have to stay socially distanced if it would be unsafe. People involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards, including washing/sanitisation of hands.

HAND HYGIENE

All group members, including children, will be asked to sanitise their hands on arrival. Additional sanitiser will be available for use during sessions when required, for example before and after eating and drinking or using shared resources.

ADDITIONAL CONTROLS

Doors and windows will be opened where possible and sensible to facilitate good ventilation, bearing in mind the need to maintain a comfortable temperature.

All soft toys, hard to clean toys and soft furnishings will be removed from the rooms in use, to facilitate good hygiene.

PPE EQUIPMENT

Staff and volunteers should not require any additional PPE equipment for normal sessions. However, supplies are available in the main kitchen if required.

TRACK AND TRACE

Parents or carers will be required to pre-book sessions and will provide their contact information at the time of booking. When they arrive, they will then be ticked off on a register, which will be stored securely. As this information is required for safeguarding, it will be kept for 3 years and then destroyed. However, in the 21 days following the visit it can be accessed for track and trace requests if required. Attendees over 16 can choose to sign in with the NHS COVID-19 app QR code in addition to this.

BOOKING SYSTEM

To ensure group size limits, all events must be pre-booked. Toddler and Baby Group sessions will operate a half term block booking system to ensure that groups do not change from week to week. When someone books in, they will be sent a confirmation email explaining how the session will run and what restrictions there will be. Parents and carers will be discouraged from attending groups in multiple settings to minimise mixing.

MANAGING ARRIVALS AND DEPARTURES

Parents and carers will be told not to arrive early for their pre-booked activities. If there is a likelihood of people queueing as they arrive, cones will be placed outside to facilitate social distancing.

For adult and baby/toddler groups meeting in the back rooms, parents will enter through the church side door and park any buggies at the side of the church in the marked area. Internal doors will be propped open until the session begins to minimise touching of door handles. At the start of the session, the room door will be closed for safeguarding purposes. Adults and children will sanitise their hands at the point of registration. At the close of the session, the group leader will ensure that the members leave in family groups at staggered intervals to maintain social distancing.

For Powerhouse groups, when children are left for the session, a one-way system for when parents are dropping off and collecting will operate if necessary. Parents will be required to wear a mask whilst in the building. Again, doors will be propped open during drop off and pick up times, but closed whilst the session is in progress. Parents will be encouraged to drop their children at the door, but may come into the building, following all relevant procedures, to settle their child if necessary.

TOILETS

Groups in the back rooms will use the single toilet at the back, sanitising their hands after use.

Baby group members will be asked to change their baby at their mat if required. During toddler sessions, the toilet cubicle with baby change facilities will also be opened, but only one family will be allowed in at a time. Parents/carers will be asked to bring their own travel changing mat for their child and wipe down the surface after use.

Any groups (e.g. Powerhouse) using the main church area will use the single disabled toilet in this area. Children will be reminded of the importance of proper handwashing, and required to sanitise their hands on returning to the main area.

Group leaders will ensure the toilets are thoroughly cleaned at the end of each session.

SINGING

During a session a maximum of 6 adults may sing, provided 2m+ distance is maintained. Children may also join in and sing, provided they remain 2m apart, are side by side (not facing each other) and the room is well ventilated.

FOOD AND DRINK

If food or drink is to be served, (when permitted by government guidance and denominational advice) it will be prepared by one team member who will wash their hands according to government catering guidance and wear a mask at all times. The recipients will not move to get their food or drink, but must remain seated. They will be asked to sanitise their hands before and after eating or drinking. Their food or drink is not to be shared or handled by anyone but themselves and the designated team member.

Used cups and plates will be collected by a team member and washed in the sterilising dishwasher if possible. If items are not dishwasherable, they will be washed in very hot, soapy water, rinsed in hot water and left to air dry. At the end of the session the kitchen will be thoroughly cleaned in line with the main policy.

Those handling or serving food or drink will wash their hands:

- before and after handling food
- before handling clean cutlery, dishes, glasses, or other items to be used by others
- after handling dirty or used items, such as collecting used dishes from tables
- after touching high-contact surfaces, such as door handles
- when moving between different areas of the workplace
- after being in a public place
- after blowing their nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow.

CLEANING

Group leaders will be responsible for ensuring thorough cleaning occurs between groups and at the end of the day's sessions, in line with main policy and risk assessment. All toys, resources and mats used during a session will either be thoroughly cleaned before the next session, or quarantined for 72 hours as appropriate.

GROUP SPECIFIC ARRANGEMENTS

Chat on a Mat (Pre walking babies)

As parents/carers arrive, they will be directed to sit with their pre-walking baby on a mat, filling from the back of the room. Parents/carers will be required to wear a face mask at all times, except whilst sat on their mat. During this time, they may choose to swap their face mask for a visor if they like. Each mat will have a clean changing mat for the baby to lie on and a bag of cleaned toys. Mats will be at least 2m apart with a walkway down the middle. At the end of the session, group leaders will ask attendees to leave individually from the front of the room. The maximum capacity for this group will be six adults with their babies. The session will run for a maximum of 1 hour.

Toddler Groups

Parents/carers will be required to wear a mask whilst in the building and maintain 1m+ social distancing from other adults. Craft activities will be set up on a large table to ensure social distancing can be maintained. Adults must remain seated if masks are removed to allow drinking. Toys available will be those that are easy to clean at the end of the session. Sessions will include story time and a song, in line with the singing guidance above. The maximum group size will be 15 adults, plus children and leaders. The session will run for 1 hour and 30 minutes maximum.

Powerhouse Groups

Where possible, individual resources will be provided for children to use. Where an activity requires that children touch the same item (e.g. use of a ball for games) children will be asked to sanitise their hands before and after the activity. Care will be taken to ensure that the correct number of adults is present for the number of children, in line with safeguarding requirements. The maximum group size will be 15 children. These sessions will run for between one and two hours, with careful consideration of minimising the risk of transmission. If a snack and drink is part of the session it will be prepared according to the above guidelines and served in separate sealed bags to each child.

References:

UK Government Coronavirus advice:

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#infection-prevention-and-system-of-controls>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

https://www.baptist.org.uk/Articles/582740/Coronavirus_advice_Children.aspx

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery#takeaways-5-2>

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance>

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Change Log

APPENDIX 1: PRE-EVENT CHECKLIST

This checklist is to be used in conjunction with the most up-to-date government guidance during the coronavirus (COVID-19) pandemic. It should be completed prior to the event starting and should be fully communicated to all team members.

Leader name: Date:/...../.....

Item	Y or N	Comments	Report to
Has the latest government guidance been checked and followed?			
Have any members of team reported any symptoms of COVID-19?			
Have all resources and equipment been cleaned since the last session, or had 72 hours in quarantine?			
Are cleaning supplies in place for the end of the session?			
Is there adequate hand soap, paper towels and running water in place?			
Has sanitiser been provided in all locations needed?			
Are bins available for disposal of any rubbish?			
Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place?			
Are team members briefed on agreed procedures for arrivals, departures and emergencies?			
Have tables, chairs or mats been laid out in line with social distancing requirements?			
Are the contact details available with the register for all those booked in?			
Is building ventilation set in line with recommendations to maximise air flow?			
Is there any other information to consider?			

After carrying out the above checks, please sign below.

I have carried out the above checks and found the site to be following the current government guidelines for COVID-19 secure venues.

Leader signature:

Date: