

Breakfast Club procedures to meet with Covid 19 guidance and Risk Assessment

- 30 children maximum attendance for the club- booking system in place via app
- Three adults on duty daily.
- Children enter via the Broadway office, parent to line up, socially distanced until the staff member has entered the child to the building and directed to wash hands then to their zone in main hall, either through activity hall or straight to main hall- No parents in building
- No other staff members to cross through main hall during this time
- Child will be logged on paper register and admin/staff on duty will enter on to inventory system
- Main hall in two zones to accommodate 15 children at a time
- Breakfast to be served and made by Kitchen staff, children eat in zones.
- Staff may cross between zones but children may not- they should use the activity hall to reach the toilets
- Toilets used are the ones by the Office.
- If weather permits a group can be taken to the field to play
- Children can be sat in 2 key stages within zones, they will be able to play together in key stage groups (as one bubble)
- Toys will be distributed by staff and cleaned after use, toys can be rotated so they have 72 hours between use.
- The club will have its own cleaning supplies, if replenishment is needed, staff must ask the site manager.
- Packs of resources to be put together for children to use individually
- Hand sanitiser stations available on entrance to hall.
- A thermometer must be available to check temperatures
- If a child develops symptoms they must isolate in the Medical room, until their parents arrive.
- Children will wash hands/sanitise before the club finishes and their go to class.
- At 8.40 staff deliver children directly to classrooms in year groups.