

Bright Eyes Breakfast Club

COVID-19 Operational Procedures/Guidelines

This document forms part of the COVID-19 Agreement that parents/carers must sign prior to their children attending Bright Eyes Breakfast Club from Sept 2020.

Parents/Carers

- All children must be dropped off between **7.15am and 8am**, only 1 adult to accompany child
- Adult and children to observe social distancing measures
- Breakfast Club will be divided into 2 bubbles
 - Bubble A (Reception, Year 1, 2 and 3)
 - Bubble B (Year 4, 5 and 6)
- **One-way system** in place to enter and leave school premises:
 - **In:** Through main (car) gates
 - **Out:** Through pedestrian gate at the top of school playing field
 - Bubble A and Bubble B children will be met at school building green gates, staff will escort/direct children into school
 - Parents to leave immediately, if queue forms, please keep 2m apart

Staff/Club

- At minimum of 2 members of staff per bubble
- Social distancing will be encouraged as much as possible
- Staff to wash hands on arrival
- Contact between staff and parents/carers will be kept to a minimum
- Breakfast choice will be reduced to minimise risks associated with food handling
- Outside play will be encouraged as much as possible (weather permitting)
- Resources / Play items will not be shared across bubbles
- If staff have to cross bubbles, they should try and maintain a 2m social distance
- Doors and windows will be kept open where safe to do so, to keep the premises well ventilated.
- Hand sanitiser will be available, and its use encouraged throughout the session.

Start of session

- Resources / Play Items / Furniture will be cleaned before the start of each session. These will not be shared across bubbles
- Children will wash hands on arrival, then eat breakfast

End of session

- All staff and children will wash their hands
- Bubble A staff will walk children to their classroom as usual, following school social distancing pathways. Staff will maintain appropriate social distancing with other school adults
- Bubble B will follow the school social distancing pathways to their class
- Resources / Play Items / Furniture will be cleaned at the end of each session

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Emergencies /Safeguarding

- Radios will be used to communicate across the 2 bubbles. The Breakfast Club phone (07922 518740) will be held by the staff member in charge each day

Behaviour Issues

Any behaviour issues which consistently compromise the safety of children/staff at the club will be dealt with appropriately, which may result in exclusion from the Club

Coronavirus

- **Suspected case** - If a child develops symptoms, the child will be placed in isolation and the school procedure will be followed; and parents contacted immediately to collect
- **Confirmed case** – Bright Eyes in partnership with the school will contact Public Health England. The whole bubble will close and children and staff will isolate for 14 days. The affected areas will be deep cleaned immediately.