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**POLICIES & PROCEDURES**

***COVID-19 PANDEMIC***

**Policies in relation to guidance with regards to activity provision during the Coronavirus Pandemic**

First and foremost, anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new persistent cough, or a loss or change to their sense of smell or taste, should not attend any FYW setting and should follow the [COVID-19: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).

**Our responses to the current Government guidance**

The key measures that every setting should have in place are:

1. **Minimising contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms do not attend their setting. This also applies if a member of their family has symptoms or if they have been advised by NHS Test & Trace as ‘a close contact’ to isolate at home.**
   * Minimising contact and mixing between groups of children by altering the environment to allow for social distancing between children and keeping children in small consistent groups.
   * Provision to allow for small consistent groups of no more than 15 and to discourage “dipping in and out”.
   * Drop off /collection procedure in place and clearly communicated to ensure social distancing between adults can take place.
   * Where appropriate social distancing is promoted, through physical markers
   * Use of toilets and/or changing rooms is managed to prevent over-crowding
2. **Encouraging staff and participants attending to clean their hands more often than usual, including before and after activities and before and after using toilet/washroom facilities**
   * soap or hand sanitiser is readily available for staff, children and parents or carers to clean their hands.
   * posters promoting frequent handwashing
3. **Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach** 
   * Posters promoting the ‘catch it, bin it, kill it’ approach
4. **Cleaning frequently touched surfaces more often than usual using standard products, such as detergent or bleach.** 
   * Additional cleaning in place and cleaning supplies for staff plus appropriate PPE to ensure surfaces are regularly cleaned.
   * Areas cleaned thoroughly between groups and systems in place to ensure equipment is cleaned between users.
   * Staff issued with visors and other appropriate PPE for close contact activities
5. **Increased frequency of cleaning of toilets and washrooms.**

**Other actions, notes and guidance relating to COVID-19:**

* FYW will communicate clearly and regularly with staff and participants setting out what is being done to manage risk, and what advice they are giving to individuals to do likewise.
* FYW may not be able to accommodate parents and carers being present during a session due to guidelines on group sizes and social distancing.
* Some parents and carers may look to holiday clubs and out-of-school settings to offer respite childcare during the summer for children with special educational needs or with an education, health and care plan (EHCP). FYW will make provision available and accessible to these children, as far as possible.
* It is more important than ever to consider inclusive guidance for people who need support to be active and FYW will consider this as part of its work to encourage people to return.
* FYW will consider any local restrictions in the areas where it operates and will have regard to any specific guidance in place covering local lockdowns.
* FYW will assist the NHS Test and Trace by keeping a temporary record of our customers and visitors for 21 days, in a way that is manageable for the business, and assist NHS Test and Trace with requests for that data if needed.
* FYW will work to make its provision possible within Government guidelines and be ready to strengthen or relax measures at short notice.