

## IMPORTANT: Covid-19 protocols for staff and students to minimise transmission of virus

First of all, I apologise if this appears stringent and draconian. The simple truth is our priority as a childcare provider has now changed.

Our immediate focus now is to ensure those children who attend our classes are protected from infection. Adjusting our own behaviour when we are supervising them will also, of course, protect staff from potentially contracting the virus.

The simple philosophy I want us to have is that everyone at ACT 2 CAM - students, parents, teachers - now needs to be regarded as a potential carrier of the Coronavirus, as you will be aware it is well documented it can be carried asymptotically.

Therefore, the points below are INSTRUCTIONS not guidance.

	Staff	Students and Parents
1. Attendance	<p>Staff are not permitted to attend if they, or a member of their family, have experienced symptoms or if they know they have come in contact with someone with virus symptoms. <i>If in doubt, tell ACT 2 CAM and stay at home.</i></p> <p>ONLY designated staff are allowed on premises. Anyone else WILL be turned away....sorry!</p>	<p>Students are not permitted to attend if they, or a member of their family, have experienced symptoms or if they know they have come in contact with someone with virus symptoms. <i>If in doubt, tell ACT 2 CAM and stay at home.</i></p> <p>ONLY students booked in by their parents will be allowed on premises.</p>
2. Arrival	<p>Please enter through the main reception area. The external doors will be open and ONLY go through to reception if it is empty (the reception desk will be staffed). If it is occupied wait outside until it is empty.</p> <p>If it is necessary to wait outside, please ensure you keep at least 2 metres distance from others outside.</p> <p>When entering the reception, <b>firstly</b> you must sanitise your</p>	<p>Students and parents must wait outside the main entrance, using the 2 metre marks. A member of staff will meet you and escort you to the room.</p> <p>Nobody may enter until advised to do so. Parents must <b>NOT</b> come into the building unless absolutely necessary - i.e. in an emergency.</p>

	<p>hands using the dispenser provided.</p> <p>Go straight to the teaching room</p> <p>On every entry and exit to the teaching room, sanitise your hands using the dispenser provided. This is <b>compulsory</b>.</p>	<p>Communication can be done via phone to 07973 869477</p> <p>On every entry and exit, students must sanitise their hands using the dispenser provided.</p> <p>This is <b>compulsory</b>.</p>
3. Movement around premises, and between rooms	The only areas staff are allowed are the entrance, the teaching room and the exit	Once in class, students must remain in the classroom at all times other than to use the toilet, and in case of emergency.
4. Social distancing	Staff must stay at least 2 metres apart from each other, and from students, at all times. The classroom will be arranged so that Teachers and students are 2m + distanced at all times.	Students must stay at least 2 metres apart from each other at all times. The classroom will be arranged so that they are 2m distanced when seated.
5. Tissues & their disposal	Staff to bring their own disposable tissues. Dispose of all used tissues in the bins provided	Students to bring their own tissues. Dispose of all used tissues in the bins provided
6. Distancing whilst supervising	Please only support students with work etc from a distance; this will be hard and you will have to fight your instincts here!	N/A
7. Ventilation	Windows will be open in all rooms used. If you are cold, please contact the site supervisor (by phone) in order to adjust the heating. Also make sure you are suitably dressed.	Rooms will be well ventilated so parents please ensure students are suitably dressed for ambient outside temperature
8. Toilets	Staff toilets only, to be used by staff. Only one person at a time! Wash hands!!	Students will only be allowed to visit the toilet one at a time. They <b>MUST</b> wash their hands after and <b>MUST</b> sanitise them when entering the classroom.
9. Personal effects, food etc.	Please do not bring anything you don't need to class. No food, no bags, etc. Mobile phones will be necessary for communication and registration, but must be kept away at all other times.	No food, no personal effects, mobile phones discouraged, and not to be used in the building except in an emergency.
10. Isolation for any student	If any staff experiences symptoms of the virus (persistent cough and/or high temperature)	If any student experiences symptoms of the virus (persistent cough and/or high

displaying possible symptoms	they will remain in the class and the support teacher will supervise class exit to the emergency room.	temperature) they will remain in the class and the support teacher will supervise class exit to the emergency room. We will contact parents to collect them ASAP.
11. Cleaning	The venue will ensure all rooms are subject to intensified cleaning, particularly of all surfaces, and prominent areas of communal contact (handles, light switches, chairs, etc).	N/A
12. First Aid	There will always be a first aider on site	N/A
13. Safeguarding	A designated member of staff will be responsible for safeguarding onsite. Please reread our safeguarding policy.	N/A
14. End of class procedures	Staff will dismiss students in an ordered fashion, which will allow them to exit the building without social mixing. Exit is by the rear door. (see map)	Parents meeting their child after class will need to wait in the car park at the back entrance (see map).  Parents must wait using the 2 metre marks, or remain in their vehicles. Please drive carefully, when arriving and departing.
15. Fire Alarm	All students and staff will congregate at the front of the building, observing distancing. Designated teacher will roll call.	All students will be guided to congregate at the front of the building, observing distancing.
16. Further questions and honing procedures	Please contact Tanya in the first instance via email, <a href="mailto:info@act2cam.com">info@act2cam.com</a> or by phone 07525 835655, with any questions or changes you feel we can make.	Please contact Tanya in the first instance via email, <a href="mailto:info@act2cam.com">info@act2cam.com</a> or by phone 07525 835655, with any questions or changes you feel we can make.

Many thanks for your understanding and cooperation. We will continue to do *everything we can* to ensure the safety of our students, their families and staff, while facilitating the slow return to normal working practice. We will review our protocols document weekly, in line with up-to-date Department for Education and National Education Union guidelines. We will inform students, parents and staff of any changes.