



Skool Is Out day-to-day club operations and succinct COVID-19 procedures



The following is a breakdown of the key procedures in place for operation of our childcare services, as well as an overview of actions taken daily by staff to minimise risks:

- All staff and children wash their hands upon entry to the building;
- Hand sanitiser is also available at all premises for use as required;
- All Skool Is Out staff wear face coverings for the duration of the session both indoors and outdoors;
- Staff wear protective aprons whilst indoors at the club settings;
- Temperature checks are taken for all employees upon arrival at the premises each day;
- 2 meter physical distancing is maintained between adults at all times;
- All surfaces are cleaned daily in advance of children arriving – bannisters, handrails, door handles, worktops, tables, chairs etc.;
- Staff collect children from schools in their groups in allocated collection points, adhering to school-specific procedures at all times;
- Children are split into groups (maximum size 33) depending on their class/age group or school;
- Each group has an allocated play space within the building and allocated resources;
- All groups are kept a minimum of 2 meters apart at all times from other groups in their defined play spaces;
- Each group has their own designated toilet/s for use throughout the duration of the session;
- Each group has allocated staff members who are kept consistent wherever possible. There is no peripatetic staffing and movement of staff between groups is minimised and only when absolutely necessary;
- Each individual group has a register (updated daily) with child details and staff information for test and trace purposes;
- Outdoor play opportunities are maximised for all groups (unless in severe inclement weather);
- 2 meter distancing is maintained between groups when using outdoor play spaces;
- All resources and equipment used are cleaned after use and are not shared between groups;
- Certain activities such as singing, music, intensive physical activity indoors and use of malleable play resources are currently not being undertaken in line with the relevant guidance;
- Ventilation in the buildings is maximised wherever possible;
- Footfall in premises is severely restricted – parents/carers are required to queue outside the building, adhering to physical distancing and wearing face masks when collecting;
- All play spaces, surfaces, resources, equipment, toilets, corridors and communal areas are cleaned daily at the end of each session;
- No other groups are currently using any of our premises – only Skool Is Out staff and children have access to buildings during our hours of operation;
- Enhanced outbreak management protocols are in place and all staff and parents are regularly communicated to about this, as well as information reminding parents/carers and staff to ensure they are following government guidelines to download the Protect Scotland App, ensuring quarantine restrictions are adhered to and ensuring self/household isolation requirements are adhered to (where necessary).