



Notification Guidelines for Parents (COVID-19)



As per our COVID-19 Policy, please be aware that Skool Is Out may contact you at any time to request you come and collect your child/ren from the club if they are displaying any symptoms of COVID-19.

If your child/ren displays symptoms at home they should not attend school or the after school club.

You should arrange to book a test and should keep child/ren away from school and after school club until a result is returned. If you have more than one child attending our settings and one of your children displays symptoms we will request siblings are collected from the club and also undertake a period of isolation until test results are confirmed.

If the test is returned as negative your child/ren are welcome to return to the club and school upon symptoms no longer being present.

If the test is returned as positive please ensure you undertake the following procedures as soon as possible:

- If you receive a positive result during club operation hours (2pm – 6pm) please call the relevant club directly to notify the Manager:
 - Barclay Viewforth (JG P1-3 and BPS P1-7) – 07815798808;
 - Bruntsfield (JG P4-7) – 07713999069;
- If you receive a positive result out-with club operation hours please undertake one of the following:
 - If you receive the notification in the morning please try calling our office on 0131 659 7771 in the first instance and ensure you follow this up with an email to info@skoolisout.com;
 - If you receive the notification after club hours (from 6pm onwards or on weekends or periods of club closure) please send an email to info@skoolisout.com containing all necessary details (child's name, school, class, date of birth etc.) with the heading "**Positive COVID-19 Test Result**";
- Our email account is private and only accessed by our company Director and Administrator, and all notifications made to us will be dealt with in the strictest of confidence as per our Confidentiality and Data Protection policy and responsibilities;
- We retain clear records of all children and adults attending each day and in each group for Test and Trace purposes and will undertake relevant COVID-19 notification procedures upon confirmation of a positive case;
- Please ensure you notify your child's school at the same time as you inform the after school club – generally the school will take the lead in undertaking contact tracing;
- If your child/ren test positive they should self-isolate for a minimum of 10 days, and should only return to the club once any symptoms have subsided.

If any other member of your household tests positive your child/ren should also self-isolate for 10 days in line with the relevant government guidelines.

If you or any member of your household has been identified as a contact of a confirmed COVID-19 case you should self-isolate for 14 days. Your child/ren, unless identified as contacts themselves, are not required to self-isolate and are free to attend both school and the after school club as normal.

If we receive confirmation of a positive test we will undertake the following procedures:

- Contact local Health Protection Team (HPT) to substantiate the positive test;
- In collaboration with Local HPT we will communicate with all Skool Is Out families to inform and advise you all of a positive case in the after school club;
- Parents/carers of contacts (as advised by HPT) will be communicated with advising that child/ren need to self-isolate and letters will be issued by Skool Is out (via HPT) to all contacts;
- If a positive or suspected case is identified within the club, the relevant areas will be cleaned thoroughly in line with our Infection Prevention and Control procedures in advance of being used again by any group.

It is imperative that all families adhere to the above procedures to ensure that the club can take swift action in the event of any positive cases to minimise risk and maintain the health and wellbeing of all other service users and our staff team.

Flowchart: Action Taken if a child feels unwell with symptoms of COVID-19

