



KCA Sep 2021

**Let's work together to create a safer environment.**

We understand that at this time you may have worries about your child attending KCA, but we have remained open during this pandemic to support the most vulnerable children. We have successfully created a safety focused environment for both our children and staff, with enhanced processes reflecting government guidelines.

It is important that we continue working together to keep a safer environment for both our children and staff!

We ask you that anyone who is unwell does not attend KCA.

Please seek medical advice if you are in doubt of your health or that of your child before coming to KCA.

Arriving to KCA.

- We ask during this period, that we reduce the number of visitors to our building to only times that is required. Children, staff and where necessary contractors enter the building, but please arrange with one of our team members a visit.
- Do not do not approach the entrance door, as part of a group and if possible, wait away from the entrance and maintain a 2 meter distance at all times from other people. Some areas are marked for waiting and our staff will signal you to approach when required.
- We ask everyone who can to wear a face covering when our staff approach you or when you approach the entrance.
- Staff will meet you outside the building, wearing a mask, gloves and apron when required. Should they identify a high temperature or coronavirus symptoms the child will not be permitted entry and you should follow government guidelines.

While at KCA.

- On arrival all children will be supported to wash their hands and this will be repeated frequently throughout the day. We will also use hand sanitiser when access to hand washing is not possible.
- The health and wellbeing of children and staff will be monitored through out the day. Should anyone present covid19 symptoms, they will be asked to leave and not attend for 10 days unless they test negative with a PCR test. If your child develops symptoms, we will contact you and ask for your child to be picked up; so please,

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ensure we have all your latest contact details. Your child will be supported by staff in the waiting room away from other children and staff members to reduce transmission risk.

- When we become aware of a confirmed case of COVID 19, we will work with Test and Trace, Public Health England and the local health protection team to conduct a rapid investigation, KCA then will follow their advice on what is the most appropriate action to take.
- The setting has in place signage to promote safety, good hygiene and social distancing.
- Equipment, toys and fittings are being regularly cleaned with anti-viral cleaner by our staff, in line with our robust cleaning regimes. This is additional to daily cleaning carried out by our cleaning company.
- Our toilets will be cleaned regularly during busy sessions.
- Staff will be wearing Personal Protective Equipment where close contact is required to support your child for personal care and toileting, helping at meal times, administering medication, and when supporting a child where there is elevated risk of droplet transmission.

#### What to pack.

- A spare pair of washed clothes, a hat or coat (weather dependent), and sun cream, nappies or pads. A packed lunch (which contains only health item NO nuts or fizzy drinks) in a container which can be easily wiped and sterilised. Only essential medication. Please always wash your hands before packing and wipe all containers. Do not request from us to buy food from the shops for your child.

#### What we cannot do.

- We will not be accepting payment by cash or cheques. You can still pay by card over or via bank transfer. We are working to introduce an electronic system. You can pay by card at KCA.
- It is important to note, our children and young people may not understand the concept for social distancing and may seek close interaction with peers and adults to provide reassurance. It is essential, following government guidance, that if any COVID-19 symptoms appear, your child does not attend KCA before testing negative with a PCR test.

Guidance

#### **Coronavirus (COVID-19)**

<https://www.gov.uk/coronavirus>

**[Protective measures for out-of-school settings during the coronavirus \(COVID-19\) outbreak.](#)**