

**Covid-19 Policy**

PACSO are committed to ensuring the safety of our staff, volunteers, children, and families. We will take precautions to reduce the risk of transmission but recognise that we cannot totally eliminate the risk, and therefore families take part in PACSO activities at their own risk.

**PACSO Documentation around Covid-19**

In order to keep everyone as safe as possible and reduce the risk of Covid-19 transmissions, we have set out several documents with guidelines for staff and for families to adhere to.

**These Documents include:**

* Staff Code of Conduct
* A Guide for Staff Running Social Distance Activities
* A Guide for Families Attending PACSO Social Distance Activities
* A Disclaimer for Parents taking part in PACSO Social Distance Activities
* PACSO Guidelines for Staff
* PACSO Guidelines and Disclaimer for Families

**Guidelines for Families**

* No child, young person, parent, carer, visitor or staff member should attend PACSO if they, or anyone in their household, has symptoms of Covid-19.
* The [main symptoms of coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/) are:

1. a high temperature
2. a new, continuous cough
3. a loss of, or change to, your sense of smell or taste

* Families must inform PACSO immediately if anyone in their household develops Covid-19 symptoms during, or up to 2 weeks after, a PACSO session.
* Parents must collect their child promptly from PACSO if the child becomes unwell or exhibits symptoms of Covid-19.
* In the event of a child or young person testing positive for Covid-19, exhibiting symptoms, or coming into close contact with someone who has, they must not attend PACSO events. They can return to PACSO activities after 14 days of self-isolation, so long as they are no longer feeling unwell or exhibiting symptoms.
* PACSO will take precautions but cannot completely eliminate the risk of Covid-19 transmissions and therefore, children take part in these clubs at their own risk, with permission from parents/carers.

**PACSO’s Commitment to Families**

* All staff and children/young people should wash their hands BEFORE getting onto the minibus or joining the afterschool club.
* The PACSO minibus will collect a limited number of children at a time and children/young people should all be from the same school.

(At Go, Go+ and trips it will not be possible for all young people to be from the same educational setting, but we feel it is still safer to use our minibus over public transport.)

* PACSO staff to organise a seating plan for each session, spacing children and young people out whilst on the minibus.
* Staff will wear a face mask whilst on the minibus and should encourage children and young people to do so wherever possible.
* Minibus windows to be kept open to increase ventilation and reduce risk of transmission.
* PACSO staff are to wipe down seat belts, door handles, windows etc after each club.
* PACSO to ensure that time spent on the bus is kept as minimal as possible and that we attend outside activities whenever possible.
* Children to bring their own drink and snack to each session (No eggs or nuts.)
* Social distancing to be upheld wherever possible. There should not be any unnecessary touching.
* PACSO staff are to wear masks whilst attending indoor activities with children and young people.
* Staff may touch children and young people where it is necessary to keep them safe or to attend to their care needs. In such instances, the following procedures should take place:

1. PACSO will endeavour to provide children who need 1:1 care with the same member of staff each week.
2. Staff are to wear gloves, mask and apron whilst carrying out personal care.
3. Staff to wear masks at all times when working with children who spit and remain distanced from them wherever possible. All staff to have a change of clothes with them, including spare uniform.
4. Staff to wear a mask when working closely with a 1:1 who needs regular physical contact and should try to remain side to side, not face to face.
5. Staff to wear protective arm sleeves when working with children/young people who are known to bite.

* All toys and equipment used at PACSO sessions will be thoroughly cleaned after each session.
* In the event of a staff member testing positive for Covid-19, exhibiting symptoms, or coming into close contact with someone who has, they must not attend PACSO events. They can return to PACSO activities after 14 days of self-isolation, so long as they are no longer feeling unwell or exhibiting symptoms.

**Track and Trace**

Staff and families must inform PACSO if they develop symptoms within 2 weeks of attending a PACSO event. In the case that we receive a report of Covid-19 symptoms, we will track and trace all families that have been in contact with the same staff member and inform them. We will advise all families to self-isolate for 2 weeks or until all symptoms have gone. Staff members will also need to self-isolate until their household is clear of symptoms.

PACSO will offer support to staff and families who are self-isolating, carrying out welfare checks and arranging for food/medication deliveries where necessary and where possible.

Further guidance on what to do can be found at: [www.nhs.uk](http://www.nhs.uk)

**Government Guidelines**

All PACSO activities will adhere to government guidelines which are changing rapidly. In the event that guidelines change, for example a Localized Lockdown in our area, PACSO reserves the right to cancel any booked meetings, in accordance with government policy.

Staff who are seen to be flouting Government Guidelines for their area will not be allowed contact with other PACSO staff or children. The staff member should take unpaid leave until the PACSO Trustees deem them safe to return to work. Putting PACSO staff, children, and young people at risk in this way may result in disciplinary action being taken against the staff member.

PACSO children or families who are seen to be flouting Government Guidelines for their area will be asked to stay away from PACSO events until the PACSO Trustees deem it safe for them to return to PACSO activities. In such circumstances, PACSO will not refund payments for any session(s) that the child, young person, or family misses.

This policy was written in line with guidance from: Protective Measures for Out-of-School Settings During the Coronavirus (Covid-19) Outbreak, which can be found at: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

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