



COVID 19 Policy July 2021 Review Date July 2022

Our Family Hub recognises the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and parents/carers from COVID 19.

The Family Hub Coordinator and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

Booking is no longer required. Parents/carers must sign in and include their confirmation of Covid vaccinations. If an adult or child is unwell they **MUST NOT** enter the Family Hub and **MUST** inform us straight away.

Personal Hygiene: ALL STAFF, PARENTS AND CHILDREN

- Washing hands on arrival and departure
- Hand gel will be available for adults
- Ventilation at all times
- Both adults and children must follow the one way system put in place
- Where possible social distancing between adults must be implemented
- Taking any other steps that are likely to minimise the spread of infections.

Hygiene in the Family Hub

The Family Hub Coordinator and all staff will be vigilant to any potential threats to good hygiene in the Family Hub.

The environment will be cleaned by staff after each session. More specifically, the Family Hub Coordinator will ensure that toilets are cleaned daily and that there is always an adequate supply of soap and hand drying facilities for both staff and children.

First Aid and Hygiene

Parents and carers will be encouraged to deal with their own child's first aid needs, however if the designated First Aider is required to assist they will be wearing appropriate PPE, including a mask and gloves. These will then be disposed of in the correct manner.

1. First Aid boxes are located in the Meeting Room, Kitchen and Office.

2. Any minor injury on the Family Hub site, to a child, carer or staff member should be recorded in the 'Incidents Book' which is located in the office.

Food and Drink

Drinks and snacks will be provided. Parents/carers to inform staff of any allergies on arrival (no NUTS).

Risk Assessment

A full Covid 19 risk assessment has been written in accordance with the government guidelines. We have worked with Chalgrove Primary School and the Acer Trust to ensure we are following the same procedures.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member of staff on arrival at the Family Hub and will be completed before any children arrive.

Safeguarding and Data Protection

Please see our full Safeguarding Policy and Data Protection Policy if needed

Payment

We will be accepting card and cash payments. Suggested donation for the session is £2.00

This policy was adopted by

Anna Harries and Maria Berrell

Co –ordinators First Steps Chalgrove and
Watlington Family Hub

on (date)

Anna Harries

Signed by

Maria Berrell

**Appendix of staff signatures to confirm they have read and are
implementing the policy**

Review date: July 2022