

COVID-19 Policy and Procedure

Overview

COVID-19 is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important to ensure you also practice respiratory etiquette (for example, by coughing into a flexed elbow). (WHO.int accessed on 16/08/2020).

Risk Assessment and COVID-19 Specific Hygiene Policy

In order to reduce the risk of transmission, measures have been implemented to ensure the safety of all staff, children, parents/carers and the wider community. A weekly Covid-19 specific risk assessment has been introduced, and is reviewed and amended where necessary in line with Government and NHS guidelines. The daily risk assessment has been updated to reflect the measures implemented to ensure the risk of transmission has been reduced where possible.

The current guidelines state that in order to reduce transmission, a distance of 2 meters must be kept between adults in the setting. Where this is not possible, a distance of 1 meter must be kept and face coverings should be worn. Markings are laid out, both outside the main entrance door, and inside the building at a 2 meter distance in order to reduce the risk of staff, parents and carers being in close proximity.

All persons on site, including children, must wash their hands on arrival, either with antibacterial soap or using the hand sanitising gel. Hand sanitising gel stations are set up throughout the building, and children will be reminded frequently about good hygiene practices.

Toys and equipment are now divided into 5 boxes and rotated each day. Toys and equipment are regularly sanitised in line with our hygiene policy. Once the session has finished, toys and equipment that have been used on the day are sanitised and then packed away in the appropriate box. This equipment then remains in the store cupboard and is not to be used until the same day the following week. This ensures that the risk of transmission from equipment is reduced. All craft activities are also separated into the daily boxes at the beginning of the week.

Only essential visits on site such as inspections from appropriate/relevant authorities will be authorised in order to reduce the risk of transmission.

Personal Protective Equipment (PPE)

The following items of PPE are onsite and available for staff to use when necessary:

- Disposable Gloves
- Disposable Aprons
- Disposable Face Masks
- Face Shields

It is the manager's responsibility to ensure there are sufficient supplies of PPE and antibacterial soap and antibacterial hand gel available. Staff must inform the manager if there is low stock of any of the equipment.

Symptoms, Presenting of Symptoms and Suspected Cases

The symptoms of COVID-19 are:

- High temperature (above 38oc)
- New, continuous, dry cough
- Loss or change in sense of taste and/or smell

If there is a suspected case of COVID-19 outside of the setting but could affect others in the setting, (for example a member of a staff member or child's family has a suspected case of COVID-19) then

management must be contacted at the earliest available opportunity.

If a child presents with symptoms whilst onsite, the following procedure will take place:

- The child will be removed from the general group and taken to a specific First Aid room with 2 members of the team. (Trinity Methodist Church-Room 8/Wraparound Fairfield Primary-First Aid Room)
- Staff assisting will be required to wear PPE and remain at a distance of 2 meters.
- Parent/carer will be contacted and asked to collect the child. If parents cannot be contacted, emergency contacts should be contacted and asked to collect.
- If a high temperature is taken and recorded, this is to be re-taken after 15 minutes, if the child has not been collected.
- Parent/carer will be advised to book a test at a local testing centre-booking information can be found on <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name> (accessed 16.08.2020)
- It is the responsibility of parent/carer to notify us of the result of the test before the child returns to sessions.
- A record will be made of the suspected case and kept on file in line with our data protection policy.

If a member of staff presents with symptoms whilst onsite, the following procedure will take place:

- The member of staff will be asked to leave the setting and book a test at the earliest available opportunity-booking information can be found on <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name> (accessed 16.08.2020)
- A record will be made of the suspected case and kept on file in line with our data protection policy.
- It is the responsibility of the staff member to notify Management of the result of the test in order to be advised on when they can return to work.

Confirmed cases of COVID-19

In the event of a confirmed case of COVID-19 the procedure is as follows:

- Using the Track and Trace system, all those who have come into contact with the confirmed case will be contacted and advised that we have had a confirmed case of COVID-19.
- Following Government guidelines and NHS advice, those contacted via Track and Trace will be advised to book a test for coronavirus and self-isolate for a minimum of 10 days (please note this advice is continually under review, please refer to <https://www.nhs.uk/conditions/coronavirus-covid-19/> (accessed 16.08.2020)
- If a member of staff has contracted COVID-19 due to occupational exposure, this will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 08453009923
- A notification will be made to Care Inspectorate Wales (CIW) and any confirmed cases of COVID-19 will be reported to CIW by the manager.

Returning following self-isolation

Please only return to sessions once symptoms have subsided and a **negative** COVID-19 test result has been obtained.

For further information relating to testing and self-isolation guidelines, please refer to:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/>

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

This policy will be kept under review and updated in line with Government, NHS and PHW guidelines.

August 2020

Hygiene and Health Care Policy

Hygiene

All staff and volunteers are made aware of good hygiene practice during their induction period.

- ⤴ Staff encourage children to maintain their own personal hygiene including the washing of hands after using the toilet and before eating/handling food and after certain activities e.g. painting, handling pets and gardening.
- ⤴ Toilets will always have running water, soap and clean towels or a dryer available.
- ⤴ Tissues are used and disposed of hygienically and hands washed.
- ⤴ Disposable gloves are available for clearing up after spills of bodily fluids. These spills are cleaned immediately using disposable towels and a cleaning product that combines detergent and disinfectant.
- ⤴ The premises, toilets, tables and equipment are checked regularly throughout the session and cleaned on a daily basis. Frequent hand contact sites such as toilet flush handles, taps, door handles etc. are cleaned and disinfected regularly.
- ⤴ Other equipment such as toys are cleaned routinely and according to need.
- ⤴ Staff responsible for food preparation and handling are fully aware of and comply with regulations relating to food safety and hygiene and will have completed a recognised food hygiene qualification. This will be kept updated.
- ⤴ Kitchen surfaces, chopping boards and utensils are cleaned before and after use.
- ⤴ Disinfectants are used on food contact surfaces.
- ⤴ Kitchen cloths are washed and disinfected regularly and left to dry before using them again. Disposable kitchen towels are used for wiping worktops and chopping boards.
- ⤴ Fridge and freezer temperatures are checked and recorded daily.
- ⤴ All waste is disposed of regularly and appropriately.

Further information/guidance (hygiene):

- ⤴ Guidance on infection control in schools and other childcare settings, Health Protection Agency April 2010 – http://www.hpa.org.uk/web/HPAwebFile/HPAweb_C/1194947358374 (Accessed 22/10/14)
- ⤴ The Health and Safety Guide for Early Years and Childcare Settings, Mudiad Meithrin 2009.
- ⤴ Mind the Germs, Infection Control Guidance for Nurseries, Playgroups and Other Childcare Settings, Welsh Government (2008)
- ⤴ Health and Safety Executive, <http://www.hse.gov.uk/>
- ⤴ Food and Health Guidelines for Early Years and Childcare Settings, Welsh Government, March 2009.

Health Care

- ⤴ Physical play equipment/opportunities to encourage physical activity are provided.
- ⤴ Activities to increase children's awareness of health and hygiene issues are introduced.
- ⤴ The club has separate healthy eating and sun awareness policies.

Parents/carers must inform the club about any medical conditions, allergies, special dietary and health care needs their children might have on the child registration form. Parents/carers are required to give written permission to the club in advance for any necessary emergency medical advice or treatment. This permission is given as a part of the parent/carers contract which is signed when a child first registers with the club.

First Aid

- ⤴ Bear Pak has a first aid box which complies with health and safety (first aid) regulations.
- ⤴ It is accessible to staff but out of the reach of children.
- ⤴ A first aid kit will also be available during outings.
- ⤴ Staff are trained in first aid in accordance with the National Minimum Standards for Regulated Child Care and other relevant regulations. First aid qualifications are renewed every 3 years.
- ⤴ It is the responsibility of Laura Williams, the nominated first aiders to maintain the contents of the first aid box for use or in her absence, Harriett Franklin-Pugh. This includes checking that items are not out of date, packaging of sterile items is intact and replacing any items that are used or found to be unusable.

Children who are ill

- ⤴ Please do not send your child to the club if you are aware that he or she is unwell. If your child will not be attending due to illness, you must inform the club as soon as possible in line with the club's

arrival and collection policy.

- ⤴ No child or member of staff known to be suffering a communicable disease or considered too ill to participate in normal club activities shall be admitted to the club.
- ⤴ If a child becomes unwell during their time at the club, we will notify the parent/emergency contact and ensure the child is made comfortable in a quiet area. The child will be supervised at all times and observed for any worsening of symptoms.
- ⤴ Reasonable steps will be taken to avoid cross-infection should the child develop symptoms of any infectious illness.
- ⤴ If a child's condition worsens to such an extent that club staff are seriously concerned and suspect that urgent medical treatment is required, the parent/carer will be notified immediately and if necessary, an ambulance will be called to take the child for treatment.
- ⤴ If the parent/carer has not arrived by the time the ambulance needs to leave, the child will be accompanied to the hospital by a member of staff. That member of staff shall take with them to the hospital the child's registration form and signed contract indicating consent for emergency medical treatment to ensure that the hospital has all the necessary information.
- ⤴ Reporting in accordance with RIDDOR will be undertaken when necessary in accordance with the health and safety legislation (Contact Health and Safety Executive or visit www.hse.gov.uk.)
- ⤴ Care and Social Services Inspectorate Wales will be informed as soon as possible of any infectious illness, serious injury, illness or death of anyone on the premises.
- ⤴ The club's insurance company will also be notified.

Infectious Illnesses

- ⤴ If any parent has concerns about infectious diseases or exclusion periods, they should contact the club manager in the first instance.
- ⤴ If the club becomes aware that any child has developed or been exposed to a communicable disease whilst at the club, we will inform parents/carers as soon as reasonable practicable whilst maintaining confidentiality.
- ⤴ We ask that parents/carers notify the manager Laura Williams or Assistant Manager Harriett Franklin-Pugh as soon as possible if their child develops or is exposed to an infectious illness to that the appropriate steps can be taken to notify other club users if necessary. This will be important particularly for children with low immunity who need to be informed promptly.
- ⤴ Equipment will be cleaned and disinfected during an outbreak of illness.
- ⤴ The manager will liaise with relevant schools regarding exclusion periods for infectious illnesses and medical advice and procedures will be referred to.
- ⤴ The following exclusion periods apply should a child have any of the following illnesses. It includes some common examples of illnesses but please note that this list is not exhaustive and will be reviewed regularly because advice changes. Further advice may also be sought from a health care professional.

Disease	Signs and Symptoms	Incubation Period	Exclusion Period (consider as a minimum)
Chickenpox	Low grade fever, rash usually appears within 24-48 hours, in the mouth to begin with, then red spots with white raised centre of trunk and limbs – very irritating rash	7-21 days	7 days from onset of rash (all spots must be dry and scabbed over)
Cold Sores	Redness, blisters or scabs on or around the lips	Direct Contact	Avoid contact with the sore until it has disappeared
Conjunctivitis	Itching and pain in eyes which become red and inflamed. White discharge or 'sticky eye'	Bacterial 1-3 days; viral 2-7 days	24 hours minimum or until improvement begins with medication from GP
COVID-19	High temperature, new continuous dry cough, loss or change to sense of smell and/or taste	7-14 days	10-14 days from onset of symptoms. Please refer to

			COVID-19 for further information on isolation periods.
Gastrointestinal Infection	Vomiting, diarrhoea, dehydration, abdominal pain. In usual circumstances diarrhoea in a child constitutes 3 or more loose stools	7-14 days	Until well. 48 hours after diarrhoea and vomiting have stopped
Hand, Foot and Mouth Disease	High temperature, sore throat, red spots with raised blister head on hands, feet and mouth	3-5 days	Until lesions are healed
Herpes Simplex	Blisters inside cheeks, ulcers on the tongue, cold sores around the mouth	2-10 days	Until all symptoms have ceased
Impetigo	Yellow oozing sores with scabs on top, itching. Usually around nose and mouth, although can develop on body	Direct Contact	Until dry and healing or 48 hours after antibiotic treatment has started
Infective Hepatitis (Jaundice)	Gradual onset of headache, loss of appetite, nausea, urine dark, faeces pale putty colour	23-35 days	7 days from onset of Jaundice
Influenza and Pandemic Flu	Sudden onset, fever, headache, pain in the neck, arms or legs	2-3 days	Until recovered
Measles	Misery, high temperature. Heavy cold, with discharging nose and eyes. Later-harsh cough, conjunctivitis, white spots in cheek, followed by dusky red patchy rash, starting behind the ears and along ears/hairline-spreads to face, trunk and limbs	10-15 days	4 days from onset of rash
Meningitis (bacterial and viral)	Fever, pains in back of joints, vomiting. Headache, fear of bright lights, stiff neck, confusion. Skin pale/blotchy, red rash or purple spots/bruises may appear.	2-10 days	Until recovered
Mumps	Fever, headache or ear ache, swelling of jaw in front of ears, difficulty opening mouth/chewing	7-28 days	4 days from onset of swelling
Otitis Media (Ear Infection)	Severe ear ache, intermittent or continuous. Deafness (occasionally) and discharge from the ear, children may not localise the pain to the ears or head	Direct Contact	Until symptoms have cleared up
Pertussis (Whooping Cough)	Heavy cold with fever, followed by spasmodic cough, characteristic cough and vomiting, breathlessness and exhaustion	7-10 days	21 days from onset of cough. If antibiotics are given this may be shortened.
Rubella (German Measles)	Slight sore throat, slight fever, enlarged glands behind ears, pain in small joints	14-21 days	4 days from onset of rash
Slapped Cheek syndrome/Fifth Disease	Headache, mild fever, sore throat, rash on cheeks	4-20 days	Once rash appears no longer contagious
Scabies	Itchy mite burrows, visible as red raised spots, especially between the fingers. Intense irritation, sleeplessness	Direct Contact	72 hours following treatment
Temperatures	Normal range for child is 36.1-37.2 degrees C. 38.3 degrees C or higher is cause for concern	Not applicable	Until temperature returns to normal
Threadworms	Presence of threadworms in stools (white, cotton-like pieces), sore anus, itchy bottom, sleeplessness, lack of appetite	Direct Contact	24 hours following treatment

Thrush	White patches inside mouth, red rash around mouth or in genital area	Direct Contact	Mouth-24 hours after treatment. Genitals-no exclusion necessary although treatment and good hygiene required
Tonsillitis	Very sore throat, white patches on tonsils, swollen glands in neck, aches and pains in back and limbs	2-5 days	Until recovered or at least 48 hours on antibiotics
Urinary Tract Infections	General illness, abdominal pain, vomiting, high temperature, need to pass urine more often than usual	Not applicable	Until symptoms have cleared up

Further Information/Guidance:

- ⤴ Guidance on infection control in schools and other childcare settings, Health Protection Agency, April 2010 http://www.hpa.org.uk/web/HPAwebFile/HPAweb_C/1194947358374 [Accessed 22.10.2014]
- ⤴ The Health and Safety Guide for Early Years and Childcare Settings, Mudiad Ysgolion Meithrin 2009
- ⤴ Mind the Germs, Infection Control Guidance for Nurseries, Playgroups and other Childcare Settings, Welsh Government (2008)
- ⤴ Health and Safety Executive, <http://www.hse.gov.uk>

Food and Health Guidelines for Early Years and Childcare Settings, Welsh Government, March 2009

The club is safe and secure for children, staff and visitors.

Day to day responsibility for ensuring this policy is put into practice is delegated to the club manager, Laura William or in her absence, Harriett Franklin-Pugh.

The Club:

- ⤴ Displays the appropriate public liability insurance certificate on club premises.
- ⤴ Adheres to regulations required to maintain registration with CIW.
- ⤴ Adheres to all the relevant health and safety regulations with reference to the Health and Safety Executive.

Children:

- ⤴ Are supervised at all times.
- ⤴ Are only collected by an authorised adult.
- ⤴ Are given opportunities to discuss ways to keep themselves safe and healthy. This includes involvement in establishing the club's ground rules or for activities and special events such as trips.
- ⤴ Are given opportunities to make decisions about their own play choices to help them develop their knowledge of the world, their own skills and their physical and emotional well-being.

Club Staff and Induction/Training:

- ⤴ Staff are trained in health and safety requirements for the club including fire prevention and drills.
- ⤴ Staff are trained in first aid in accordance with the National Minimum Standards for Regulated Child Care and other relevant regulations. First aid qualifications are renewed every 3 years.
- ⤴ Staff responsible for food preparation and handling are fully aware of and comply with regulations relating to food safety and hygiene and will have completed a recognised food hygiene qualification. This will be kept updated.
- ⤴ Where relevant, staff hold a valid driver's license and appropriate insurance cover when driving vehicles for club use.

Premises:

- ⤴ Are welcoming and friendly.
- ⤴ Provide adequate space both indoors and outdoors for children to play.
- ⤴ Can be divided appropriately for groups of children and staff to take part in different activities, including an area for quiet play.
- ⤴ The designated areas are for the sole use of the club during hours of operation.
- ⤴ Are secure from unauthorised access or unauthorised exit from the club. The club manages access to the premises and a visitors book is kept detailing all visitors to the club, including dates and times. No visitor to the club will be left unsupervised at any time.
- ⤴ Are clean and well maintained.
- ⤴ Are of sound construction, internally and externally.
- ⤴ Are adequately lit, heated (to at least 18 degrees centigrade) and ventilated.
- ⤴ Include a food preparation area which conforms to environmental health and food safety regulations.
- ⤴ Offer adequate wash basins and lavatories for numbers of staff and children attending.
- ⤴ Has safety glass or protective film covering fitted to any door fitted with glass.
- ⤴ All electrical, gas and oil burning appliances are checked at least annually by a suitably qualified technician and certificates are retained.
- ⤴ Any hazardous materials/chemicals are kept inaccessible to children in a locked cupboard.
- ⤴ All waste is disposed of appropriately.
- ⤴ Smoking is not permitted on the club premises, in club vehicles or in any designated outdoor play space. Smoking in smoke free premises is also a criminal offence.

Furniture and Equipment:

- ⤴ Are stored safely.
- ⤴ Is sufficient and suitable to provide a stimulating play environment and opportunities appropriate for the ages and individual development of children attending.
- ⤴ Are clean, well maintained and conforms to BSEN safety standards or relevant Toys (Safety) Regulations where applicable.
- ⤴ Are suitable for its intended use and kept in good repair.
- ⤴ A first aid box is accessible and adequately stocked in accordance with the Health and Safety (First Aid) Regulations 1981.
- ⤴ Records of accidents, incidents and 'near misses' are kept.
- ⤴ A mobile telephone is available and accessible at all times.

- ⤴ Records are kept about vehicles in which children are transported.

Risk Assessment:

Bear Pak undertakes and documents risk assessments – a careful examination of what could cause harm to people so that necessary safety precautions can be taken in the following way:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record findings and implement them.
5. Monitor and review the assessment and update if necessary

(Further guidance can be found at www.hse.gov.uk)

- ⤴ An action plan with necessary actions to remove/adequately minimise risks with timescales is maintained.
- ⤴ The club will establish health and safety procedures to eliminate or minimise and control those risks and monitor and review them to improve safety arrangements.
- ⤴ It is the responsibility of all staff to ensure that risk assessments are carried out and to notify their manager of any concerns.
- ⤴ All completed risk assessment records are safely stored for a suitable length of time and will be made available for inspection by any relevant authority.

Fire Safety

In line with appropriate guidance, the club will undertake fire risk assessments as follows:

1. Identify the hazards.
 2. Identify people at risk in and around the premises and people who may be especially at risk.
 3. Evaluate the risk of a fire starting and the risk to people from a fire, remove or reduce fire hazards and risks to people from fire and protect people by providing fire precautions.
 4. Record findings and action taken, discuss and work with others, prepare emergency plans and inform and instruct relevant people.
 5. Review the fire risk assessment regularly, making changes where necessary.
- ⤴ The club will consult the relevant Fire Safety Officer to assess fire risk, take adequate precautions against the risk of fire and ensure people can safely escape if there is a fire.
 - ⤴ Any recommendations made by the Fire Safety Officer will be actioned as soon as possible by the club.
 - ⤴ The premises, fire detection and firefighting equipment will be checked annually by a Fire Safety Officer from the relevant Fire and Rescue Service. Certificates issued will be safely filed and will be made available to relevant authorities.
 - ⤴ Staff receive suitable training in fire prevention.

Some of the fire precautions identified within the risk assessment process to reduce risk may include the following:

- ⤴ Flammable materials are removed or separated from sources of ignition.
- ⤴ Suitable fire detection and warning systems are in place, tested and maintained.
- ⤴ Suitable fire extinguishers are provided and checked.
- ⤴ Safe means of escape is identified so that everyone who might be on the premises or nearby can escape.
- ⤴ Fire exits are clearly identified and unobstructed.
- ⤴ Fire exit doors and those on any escape route are easy to use.
- ⤴ Suitable fire safety signs are used.
- ⤴ Emergency lighting is in place.

Further information on fire risk assessment process and templates:

- ⤴ <http://www.communities.gov.uk/fire/firesafety/> Department for Communities and Local Government (Accessed 22/10/14)
- ⤴ A short guide to making your premises safe from fire – Department for Communities and Local Government.
- ⤴ Health and Safety Executive – www.hse.gov.uk

Emergency Procedures

- ⤴ The club implements clear emergency procedures, evacuation in case of fire or other significant incident (including reverse fire drill). These will be made known to staff and will be practiced termly (and at least once during every half term recognising that young children benefit from more frequent practice) and when a new child, staff member or volunteer starts at the club.

- ⤴ People who cannot get themselves out of a building unaided will also be considered through personal emergency evacuation plans.
- ⤴ Details of these practice drills will be logged and filed to the satisfaction of the Fire Safety Officer.
- ⤴ Accidents and ill health at work will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 08453009923 **Confirmed cases of COVID-19 are to be reported to RIDDOR if it has been contracted due to occupational exposure only.**
- ⤴ Significant accidents, incidents and outbreaks of serious disease are reported to CIW in line with The Child Minding and Day Care (Wales) Regulations 2010. **Only confirmed cases of COVID-19 are to be reported to CIW in line with the Child Minding and Day Care (Wales) Regulations** (update provided by CIW on 19/08/2020).

For COVID-19 specific health and safety information, please refer to the COVID-19 Policy above.

Bear Pak is committed to protecting personal data and this policy details how we implement that commitment with regard to the collection and use of personal data.

Laura Williams holds responsibility for data protection in the organisation or in her absence, Harriett Franklin-Pugh.

Data Protection Principles

Schedule 1 to the Data Protection Act lists the data protection principles in the following terms:

1. Personal data shall be processed fairly and lawfully and in particular, shall not be processed unless –
 - a.) at least one of the conditions in Schedule 2 is met and
 - b.) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to personal data.
8. Personal data shall not be transferred to a country or territory outside of the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

http://www.ico.gov.uk/for_organisations/data_protection/the_guide/key_definitions.aspx (Accessed 20/10/14)

To meet our commitment to data protection, the club will:

- Notify the Information Commissioner's Office that we hold personal data, unless exempt. (http://www.ico.gov.uk/for_organisations/data_protection/notification/need_to_notify.aspx (Accessed 20/10/14))
- Meet our legal obligations as laid down by the Data Protection Act 1998 and GDPR.
- Ensure that data is collected and used fairly and lawfully
- Process personal data only in order to meet our operational needs or fulfil legal requirements.
- Take steps to ensure that personal data is up to date and accurate by requesting parents/carers to update child details form when there are any changes and at least annually.
- Establish appropriate retention periods for personal data.
- Provide adequate security measures to protect personal data.
- Nominate a designated person responsible for data protection compliance and is the point of contact for all data protection issues. (Laura Williams/Harriett Franklin-Pugh)
- Provide adequate training for all staff responsible for personal data.
- Operate a confidentiality policy.
- Ensure that everyone handling personal data knows where to find further guidance.

Information the club holds includes:

- Children's personal details.
- Parents/carers personal details.
- Staff personal details such as administration of salaries, and statutory returns, sickness and absence records, qualifications/training records, written references, DBS Disclosure references, employment contracts and appraisal or performance review notes, correspondence.
- Daily records of attendance of staff and children.
- Compliments and complaints.
- Records of accidents, serious illnesses and other significant events.
- Records of people who visit the club.
- Records of any medicine administered.
- Payment records such as invoices, accounts, receipts and pay slips.
- Minutes of meetings held, insurance details, articles of memorandum.
- The club is legally obliged to share certain information. The club must provide CIW with personal and other information in accordance with The Child Minding and Day Care (Wales) Regulations 2010

(Regulation 31 and Schedule 4) and the National Minimum Standards for Regulated Childcare (Standard 21: 'Notification of significant events' and in order to comply with other regulation such as health and safety law. Upon legitimate request, information held on staff may also be shared with organisations such as the Inland Revenue, local authorities and the Department of Work & Pensions.

Retention Periods

- Records kept about children who attend our club are kept completely confidential and will be kept on record for 3 years after the last date on which the child attends the club.
- Parents/carers are able to view the records kept on their children on request, except where a child's welfare is deemed to be at risk in line with our confidentiality policy.
- Records are also kept on each member of staff working or volunteering at the club. These are kept confidential and will be kept on record for a minimum of 3 years after the last day of employment.
- Employees are entitled to access the information held about them at reasonable intervals.
- Minutes, accounts, invoices, receipts, assets list, accident and incident book etc. are kept safely for 7 years.
- All records that are subject to other factors/organisations such as grant terms and conditions, CIW, Health and Safety Executive, insurers, child protection agencies may also define how long certain records are kept.
- The Employee's Liability Insurance certificate must be retained for 40 years.

Security Measures

The club protects personal data from unauthorised and unlawful use by:

- Storing data in a storage with restricted access.
- Ensuring all staff, management, volunteers/students sign that they have read, accepted and implemented the confidentiality policy. Any breach of confidentiality is investigated immediately and the issue dealt with in accordance with the disciplinary procedure.
- Minimising data sharing on a need to know basis.
- Restricting access to electronic records held on the computer by implementing technical security such as a password system.
- Ensuring safe storage of any laptop/computer used for storing data.
- Destroying obsolete paper records securely by shredding or using a confidential waste service which provides certificates of destruction.
- Securely and permanently erasing electronic records.
- Ensuring there is no data remaining before disposing of or recycling any computers.
- Securely and permanently erasing data stored on other media such as memory sticks, CD-ROM, audio tape, video tape, etc.

COVID-19 Track and Trace

- In line with Government guidance, a member of the management team will contact all parents/carers and staff in the event of a confirmed case of COVID-19 on site.
- Laura Williams, and in her absence Harriett Franklin-Pugh will contact CIW and notify CIW that a confirmed case of COVID-19 has been recorded.
- Contact details and individual information will be recorded and stored in line with our data protection policy, as above. The duration of time that records relating directly to COVID-19 cases and the Track and Trace system will be updated in line with Government guidelines.

Arrival:

- Parents must notify the manager to make any extra booking or to inform them of non-attendance of their child.
- During term time, the infant children will be collected from their classrooms at the end of the school day by the appropriate number of club staff and safely escorted to the club premises. The junior children will make their own way to the designated area of the school at the end of the school day.
- The school teachers and children will know the club staff or individuals acting as escorts. All club staff/escorts will be wearing a uniform with the BearPak logo and will have read and signed the club's escort agreement. In all circumstances, the escorts will have relevant checks carried out.
- Children attending schools which are not within walking distance of Bear Pak will be collected by our Bear Pak MPV, staff cars or taxi. At all times, all vehicles will have appropriate insurance, safety seats and fit for use. Children will not be left alone in any vehicle at any time. If taxis are needed, a reputable firm will be used where staff have adequate background checks and DBS clearances.
- On arrival, all children and staff will be required to wash their hands for 20-30 seconds using antibacterial soap or sanitise their hands using the available antibacterial hand sanitiser. Hand sanitising stations are set up on entry to the building, and throughout the building.

Collection:

- Parents must collect their children by 6.30pm at the latest.
- Parents must give the names of all persons authorised to collect their child on the registration form. Only persons named on this form will be able to take the child from the club, unless prior arrangements have been made between parents and the club where a password system will be reinforced. Bear Pak also reserves the right to make additional checks to those collecting the child if considered appropriate during exceptional circumstances.
- Under no circumstance will a child be released to an unknown person.
- It is the responsibility of the parent/guardian to ensure that any changes to the named individuals who can collect their child are communicated to the club manager.
- The person collecting the child must approach a member of the club staff so that staff know who is being collected, and by whom, and can sign the children out.
- Daily attendance records are updated promptly with the time children are collected.
- If a parent/carer is late collecting their child, the club reserves the right to make an additional charge of £2.00 for every 5 minutes late up until a 30 minute point where the charge is £15.00 and £2.00 thereafter for every 5 minutes after 30 minutes of lateness. This is to cover wages of staff who will be required to remain with the child/ren until they are collected.
- In the case of a parent/carer failing to collect the child, the Club Manager will call the named contacts (including emergency contacts) to come to the club to take the child home. In the event of no contact being made after 30 minutes, the Club Manager contacts the Duty Officer at Social Services to advise them of the situation and take their advice on further action. (Please see our uncollected child policy)
- No child will ever be left unsupervised because a parent/carer has failed to collect them.
- If there are any concerns when a child is collected that to hand over the child may be placing the child at some risk, the Club Manager will speak to the parent/carer and do what is reasonable in the circumstances to safeguard the child's welfare. This may include asking the parent/carer whether another named contact is available to come and collect the child. In certain circumstances, the Club Manager may inform the parent/carer that following handover, they will call the Social Services Duty Officer and the club's Child Protection Policy may be implemented.
- In line with COVID-19 and social distancing guidelines, parents will be required to call the Bear Pak number on arrival to collect their child/children, maintaining a minimum 2meter distance in order to minimise the risk of transmission. This will be updated accordingly in line with any changes to regulations.