



## BOSP COVID-19 SESSION REOPENING POLICY

This document sets out measures BOSP has put in place, in response to COVID-19, to safely reopen sessions with children and young people. This policy should be read in conjunction with existing BOSP policies, specific Covid-19 related addendums, COVID-19 Risk Assessments, and relevant Government guidance.

**Current Government Guidance (as of July 14<sup>th</sup> 2020) allows BOSP to provide services to Children and Young People (CYP) of all ages, in a variety of settings, once the current school summer term ends. The plans outlined in this document reflect this current guidance. Guidance will continue to be monitored and this policy will be updated, if required, in response to changes in guidance and/or BOSP's experience of running sessions.**

### Venues Reopening

- **Pioneer School:** It is BOSP's intention to run respite sessions at Pioneer School commencing July 27<sup>th</sup> 2020. With new social distancing procedures in place and, due to COVID restrictions, parts of the school not available to BOSP (including the hydrotherapy pool, soft play, sensory rooms and adventure playground), we will risk access the CYP wanting to attend to ensure the environment will still meet their needs, ensuring the safety of themselves and others. Most of BOSP CYP have complex needs and some will struggle with transition back into services, so it will be necessary to have one sensory room available for emergencies if we are to be fully inclusive in our allocations. CYP numbers allocated inside the School will not exceed current Government guidance of 15, plus necessary staff.  
BOSP will also view and consider the School's own COVID-19 policies and, in order to reduce risk to BOSP staff and CYP, will request that Pioneer teachers working for the school do not walk through and around BOSP setting areas.
- **Non-School settings including; Thriftwood Scout Camp, Wat Tyler Country Park, The Place:** It is BOSP's intention to run sessions at some non-school settings/locations/facilities if they re-open and if BOSP policies and those of the setting meet the Government's '*COVID-19 Guidance for the safe use of multi-purpose community facilities*' – July 6<sup>th</sup> 2020 (or subsequent updates). We require confirmation that Thriftwood/Wat Tyler/The Place have reopened to the public and which facilities are available for use. If we are supporting children under 8 years of ages for more than 15 days a year at a venue, then the additional venue must be registered with Ofsted. If children 8 years and under can attend a venue 14 days a year or less, then Ofsted must be notified at least 14 days in advance of the first session taking place. If only children 8 years and above attend, then sessions are exempt from registration or notification. Once the availability and planned use of settings is confirmed then BOSP will make any necessary OFSTED notifications. CYP numbers allocated inside will not exceed current Government guidance of 15, plus necessary staff.

### Staffing

- **Allocations:** For planning purposes, support workers have been offered sessional dates on the basis BOSP will be open for Summer. Sessions will be allocated to staff as normal and all include at least one of the following: Paediatric 1<sup>st</sup> Aider, Safeguarding Lead/Deputy, Supervisor, Medication Support Worker, Behaviour

Support Worker, sufficient staff for personal care and an Ofsted Manager if the setting includes children under 8 years of age

- **Numbers:** for sessions to run safely (initially at reduced CYP capacity), BOSP will require one-to-one support for each CYP plus an additional leader for each bubble, plus Supervisor, Medication person and Behaviour Support Worker. We will try our best to ensure Support Workers and CYP are placed within the same bubbles throughout Summer sessions to minimise 'mixing' and help reduce the risk of spreading COVID-19. This assumes we will have use of a sensory room at Pioneer School Sessions for emergencies, to prevent escalation in behaviours. As per our risk assessment, the number of CYP who rely on the sensory rooms for a large part of their time at BOSP will be assessed alongside the number of CYP requiring personal care on the day. If during allocation the numbers are too high resulting in 5 staff required per 3 CYP then the venue will be assessed as unsuitable for those requiring constant use of the sensory room, as this cannot be effectively and safely managed whilst conforming to 'Use & Clean' policy and social distancing
- **Training:** some support workers medication training or a CYP Care Plan may need to be updated for Summer or in preparation for September. These will be identified by our Activity Co-ordinator in advance and Provide contacted for training and risk assessing
- **DBS:** BOSP's Senior Charity Administrator will contact any staff who are required to update their DBS and/or safeguarding training, ensuring they are completed before they can return to sessions
- **Mental Health & Wellbeing:** during 'Back to BOSP' guidance/briefing, staff will be made aware of available support and advice from Essex County Council and the Educational Psychology service  
<https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx>
- **Communication:** support workers will all receive 'Back to BOSP' guidance/email so plans are clear for all staff. Staying COVID-19 Secure in 2020 will be displayed as well as hygiene guidance. Revised policies and procedures will also be emailed in advance of sessions
- **Clothing:** BOSP will issue an additional t-shirt to all support workers to ensure that a freshly laundered top is worn to each session
- **PPE:** staff to ensure they have frequent breaks if wearing face masks to avoid overheating. Aprons, masks and, where appropriate, visors to be worn during the CYP snack time or during medication procedures involving a tracheotomy or gastrostomy feed, or if the CYP behaviour, such as licking, spitting etc. could cause an increased risk of COVID-19
- **Personal Belongings:** Support Workers will all be provided with a name labelled plastic box with lid. Staff will be encouraged to bring minimal belongings to sessions, as everything must fit in their own box with the lid on and remain in the box all day
- **Sign-In/Out Desk:** Support Worker to report to session supervisor on arrival so time can be electronically added and fitness to work daily questionnaire completed. Hand sanitizer will be available and used on arrival, to be checked and refilled daily
- **Session Paperwork:** where possible paperwork will become online via the BOSP tablet. Support Workers will wear gloves when looking at CYP profiles, which will be disposed of immediately after use. Paperwork will remain in a plastic wallet, so it can be cleaned on receipt
- **Staff Briefings:** limited number of Support Workers will be placed in specific bubbles, limiting contact across groups. Halls will be split into 3 areas so each bubble can complete their own briefing. Gloves to be worn when handling paper records,

laminated paperwork to be cleaned on return. De-brief will become all online using the tablet, supervisor will be responsible for recording feedback from each bubble

## Staff Fitness to Work

BOSP relies on its bank of part-time Support Workers to deliver services, all of whom work in other settings. This precludes BOSP from fully removing risk of contamination from Support Workers, however BOSP has put in place measures to reduce risk to CYP and fellow members of staff.

Each staff member has a duty of care and needs to be mindful towards themselves and other people they work with or come into contact with during this period by assessing their personal fitness before travelling into work.

All sessional staff will have their temperature taken using an infrared thermometer on arrival. Anyone with a temperature above 38C (NHS guidance) must leave the premises immediately and follow Government guidance. If sessional staff come into contact during a session with anyone with suspected COVID-19, they must follow the guidance in BOSP's COVID-19 Policy.

Additionally, the sessional Supervisor will complete a Fitness for Work form for each staff member as they arrive at session. Staff must not attend either the office or sessions if they show any symptoms of the virus, have a confirmed diagnosis of the virus, live with or have been in contact with (within 14 days) of anyone with the virus. Staff members should follow latest government guidance on reporting their symptoms, seeking a test and isolating from others. Staff members will need to keep the BOSP Services Manager advised of any restrictions on working/coming to session. BOSP will only use the information provided for the purpose of providing access to The BOSP Office or sessions, or fulfilling any Government required reporting. *BOSP's COVID-19 Privacy Notice* is available on the website for more details about additional information BOSP might ask staff for during the Coronavirus pandemic. All data will be held securely and in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

## Phones/Handsets etc

- **Personal Mobile Phones:** staff phones to remain in their individual box with personal belongings instead of locked bag together. Boxes will be in a quiet area of the venue, which is not being used by CYP. Staff will be informed beforehand and encouraged not to bring mobiles phones into session if it can be avoided
- **BOSP Mobile Phone:** Service Manager and Activity Co-ordinator to be the only people who use the BOSP Mobile, except in an emergency
- **BOSP Tablet:** to only be used by the session supervisor (or Service Manager/Activity Co-ordinator if checking database) each day and then cleaned at the end of each session with antibacterial wipes. Activity Co-ordinator to ensure Lamplight Database available during session and isn't undergoing maintenance
- **Walkie Talkies:** staff not to share handsets - they will each be allocated one per session. Support Workers to clean their allocated walkie talkie with antibacterial wipes at the beginning and end of every session

## Children and Young People

- **CYP Attending multiple provisions:** Following National and local Government Guidance, as lock-down measures loosen in Essex and the risk of contamination is reduced, BOSP has agreed to support CYP in small bubbles of mixed ages, who are attending other Short Break provisions in Essex, as they too are required to put similar safety procedures in place to mitigate risk. For CYP attending multiple providers, BOSP's parent carers will be asked the names of these other provisions and they will be noted on the CYP risk assessments. This risk has been assessed against the urgent need for CYP and their families to receive vital support during this crisis, along with BOSP's COVID-19 policies and procedures in place
- **Changes to Day:** Parents/Carers informed before session via 'What to Expect' leaflet
- **What to Bring:** 'What to Expect' leaflet will also advise CYP to bring own water bottle, sun cream and snack only. If CYP requires personal tablet/device this must be cleaned on arrival
- **Clothing:** Parents/Carers will be asked to dress their CYP in freshly laundered clothes and to bring a change of clothes to session
- **Sign-In/Out Desk:** If weather allows then sign-ins will take place outside; and if not, clear signage will indicate one-way system and different entrance and exits. Tape will mark out socially distanced queuing system for each bubbles arrival. Session supervisor will electronically sign in each CYP. Their Support Worker will then be informed by walkie talkie to collect CYP, following a clear one-way system. Bubbles will be given staggered start and pick-up times in advance. CYP will have their temperature taken using an infrared thermometer on arrival. Anyone with a temperature above 38C (NHS guidance) must leave the premises immediately
- **Fitness to Attend:** parents/carers to complete a CYP 'Fitness to attend' questionnaire, confirming no symptoms, not been in contact with anyone with symptoms etc.
- **CYP Paperwork:** Service Manager and Activity Co-ordinator to have access to Lamplight database and personal information via BOSP's electronic tablet
- **Medical Care Plans:** plastic wallets containing CYP information to be cleaned prior and post session. Gloves will be worn by Medication Support Worker to mitigate risk when handling. If during emergencies this is not possible, hygiene procedures will be followed post event.

From July 6<sup>th</sup> 2020, up to date training to ensure a CYP can attend Summer, will be completed by Provide, either socially distanced face-to-face or via video conferencing. If this training is delayed due to a backlog, Provide are recommending that BOSP risk assesses each CYP independently. Clear RA's will be then be written stating that only the Services Manager, Activity Co-ordinator and an experienced Medication Support Worker can administer medication. Parents will be required to sign the RA along with BOSP.

Where possible and following parent carer consultation, due to temporarily shorter sessions, CYP arrival and pick-ups could possibly be staggered to avoid the need to complete intrusive procedures during BOSP sessions, such as water flushes and feeds.

- **Parental Feedback:** Bubble leaders will collate feedback during de-brief and pass to session supervisor to input on tablet. Parents will be emailed that afternoon the 'My day at BOSP' feedback by the Activity Co-ordinator upon return to the office
- **Personal Belongings:** Parents/Carers to be informed that only necessary items are permitted. No soft toys will be allowed
- **Snack:** BOSP is unable to safely cover lunch breaks under the present restrictions; families have been advised of shorter session times. CYP can bring snacks that will be eaten outside. Where this isn't possible a set area within the hall will be used and then cleaned immediately.

- **Intimate Care:** PPE will be provided for all Support Workers to ensure personal care can be carried out safely. Used equipment to be disposed of immediately following BOSP's existing '*Intimate Care Policy*'
- **PPE:** staff will be required to be mindful of vulnerable CYP who wear masks and who may self-harm, as masks could be used as ligatures. Long sleeved PPE to be worn for Aerosol Generating Procedures (AGP's) such as suction and tracheotomies
- **Singing, Shouting, Conversing Loudly:** Due to the complex learning needs and disabilities of BOSP's CYP, it is not possible to prevent many of them from raising their voices, talking loudly or singing, in line with Government guidance, especially as singing is used in many instances to reduce anxiety and prevent behaviours from escalating. Social distancing measures will be put in place and PPE available for both staff and CYP if they and their parent carers wish them to be worn to further reduce risk. Music Therapy sessions will continue to be delivered in groups on-line, to support CYP unable to attend face-to-face sessions and/or to those who benefit greatly from this support. If guidance changes, we will endeavour to re-introduce music therapy outside in Summer sessions.

## Social Distancing & Hygiene

- **Social distancing between CYP and one-to-one Support Worker:** It is to be expected that some CYP will not be able to socially distance between their one-to-one Support Worker during sessions. This could be due to needing help with walking, feeding, personal care, medication or reducing their anxiety to prevent an escalation in behaviours. These will be identified in the CYP Risk Assessments and the Support Worker advised accordingly. Risks will be reduced by all completing the 'Fitness to Attend' form before attending session, along with temperature checks and increased cleanliness. Parent Carers and staff have been consulted and offered the choice of their CYP or Support Worker wearing face masks. CYP will bring their own and Support Workers will be supplied with washable versions for general personal use or supplied with medical grade masks, if required
- **Limit numbers:** Small bubbles will follow a set timetable to ensure that they never cross paths with another bubble (other than in emergency situations). Staff will be reminded of social distancing rules verbally and via posters
- **Main Doors:** Doors will remain shut once support workers have arrived, and only opened to allow CYP to enter. It will not be necessary for parent carers to access the doors as the sign-in desk will be outside. As a 'touch point' doors will be cleaned following use
- **Toilets:** Toilets will display clear signage to ensure separate facilities are used for CYP, staff and CYP that require hoisting and higher levels of intimate care. Toilets will be cleaned after each use as well as at the beginning and end of the day. Provisions will be readily available, and Support Workers will be made aware of cleaning products (COSHH) via staff handbook
- **Hand washing:** Guidance/reminders will be clearly visible around the premises in use. Support Workers will be responsible for ensuring their CYP is reminded of this. Disposable paper towels will be in place
- **General Respiratory Hygiene:** All staff and CYP will be encouraged and reminded to 'catch it, bin it, kill it' and cover their mouth and nose when coughing or sneezing, using a tissue or their sleeve/crook of elbow
- **General areas:** Increased use of signs around the premises and reminders during briefings and throughout session by supervisor and bubble leaders. A 'Use and Clean' strategy will be imposed, ensuring all contact areas (such as door handles, light switches etc.) are regularly wiped with antibacterial wipes. Increased waste facilities will be provided, and frequent cleaning will be scheduled into the day for set Support

Workers. Doors and windows will be opened where possible to keep areas well ventilated

- **Sensory Room:** Only fixed equipment, such as washable mats, wall equipment and bubble tubes to be in the Schools room in order to reduce cleaning time and risk of COVID-19 transmission. BOSP's own sensory equipment will not be used at the Pioneer School. 'Use & Clean' according to policy as soon as CYP is removed from sensory room. Bubble leader to wear correct PPE and supervisor to alert the Site Manager following session if room used. At other venues, only BOSP's easily cleaned portable equipment shall be used
- **Shed/Mini-bus unloading:** Service Manager, Activity Co-ordinator, and Family Liaison Worker to remove items from enclosed space. Support Workers will then transport items to hall/rooms. All staff will wear gloves to move/unload items
- **EYFS & Development:** Sessions will be adapted, and various resources removed (due to high risk of contamination) to conform to COVID safety measures. More focus on outdoor play when possible and working towards the prime areas of development
- **PPE:** Child friendly washable masks will be given to all Support Workers to wear should they wish to, or if their CYP parent/carer requests. Additional disposable gloves, aprons, visors, antibacterial gel, medical grade masks, wipes and spray will be readily available. Cleaning products will be locked away in locker, the supervisor will always have the key
- **Deep Cleaning:** COVID-19/Cleaning in a Non-Health Care Setting Policy will be issued to all staff prior to sessions. Venues will be deep cleaned at the end of every session

## Emergency Situations

In an emergency, Support Workers and CYP do not need to follow social distancing guidelines in order that Support Workers and CYP can move from the dangerous situation as quickly as possible. Post an emergency event, all staff must pay immediate attention to hygiene protocols.

## Visitors

Visitors to sessions will be restricted during this time. Visits will only be granted for important or urgent matters. Visits must be pre-arranged with The BOSP Office and the BOSP Visitor Health Questionnaire and Contact Form completed and returned by email to The BOSP Office before arrival on site. Visitors must agree to comply with Government guidelines on social distancing and hygiene; these guidelines are clearly displayed at BOSP sites. Hand sanitiser will be available and must be used on entry to premises. Upon arrival visitors must be prepared to remove face coverings, if necessary, for the purposes of identification, and to have their temperature taken using an infrared thermometer. BOSP will only use the information provided for the purpose of providing access to BOSP and to notify the visitor should a member of staff or child/young person become unwell after their visit, or to fulfil any Government reporting requirements. *BOSP's COVID-19 Privacy Notice* is available on the website for more details about additional information we might ask visitors for during the Coronavirus pandemic. All data will be held securely and in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

## Suspected Cases of COVID-19 Occurring at a BOSP Session

In addition to pre-work or visit questionnaires, upon arrival, all staff, CYP and visitors will have their temperature taken using an infrared thermometer. Anyone with a temperature above 38C (NHS guidance) must leave the premises immediately.

If during attendance at a BOSP session a member of staff or CYP develops symptoms which cause suspicion that the individual has Coronavirus, then they must follow the latest Government Guidance regarding self isolation, Testing, Track & Trace etc.

Following suspicion someone has developed Coronavirus, BOSP will follow the steps below:

- staff should tell their line manager immediately and be sent home
- if a CYP becomes ill at a session, the parent/carer will be informed and the CYP collected as soon as possible. If the CYP is awaiting collection indoors, they should be moved, if possible, to a room where they can be isolated behind a closed door. If this is not possible, the CYP should be moved at least 2 metres away from other people. PPE/medical grade masks should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained
- avoid touching anything, and wash their hands regularly
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- avoid using public transport to travel home, if possible

Government guidance advises that any members of staff who have helped someone with symptoms and any CYP who has been in close contact with them do not need to go home to self-isolate. However, they must self isolate if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Cases of confirmed Coronavirus should be treated as a notifiable disease. For confirmed cases of a notifiable disease and Coronavirus at a session, BOSP will contact their local Health Protection Team (HPT) as soon as possible for further guidance. The CEO will inform the Trustees and retain a confidential record.

Acting on the advice of the local HPT, BOSP will either:

- close for a set period and undertake a deep clean
- carry on as usual but also undertake a deep clean

Ofsted must be informed within 14 days. A deep clean is undertaken at the soonest opportunity following any illness outbreak using the following guidance '*COVID-19 – Cleaning in Non-Healthcare Settings*'. Hand hygiene messages are re-enforced, and staff are vigilant to any further signs of infection.

The CEO will continue to liaise with the HPT as required and keep a full record of any staff, children or young people affected, how long they are away from work and/or sessions and the date on which they return. Staff/family members should follow latest government guidance on reporting their symptoms, seeking a test, and isolating from others. Staff member to keep Services Manager advised of any restrictions on working.

BOSP will ensure confidentiality is maintained and all data held securely and in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Refer

to the policies *'Infectious and Communicable Diseases Guidelines'* and *'The BOSP Session Action Plan and Risk Assessment'* for full detailed guidance.

### **Child Protection and Adult Safeguarding**

All staff to remain alert to any signs that during the current COVID-19 outbreak a child or young person in their care is suffering from or likely to be suffering from harm. This includes signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus. Refer to existing *'Child Protection and Adult Safeguarding Policies'* and *'Covid-19 addendum'* for further guidance.

Other relevant guidance and policies to be read in conjunction with this document include, but are not limited to:

### **BOSP Policies & Guidance**

- BOSP COVID-19 Policy
- Reopening BOSP COVID-19 Risk Assessment Action Plan
- BOSP Intimate Care Policy
- BOSP Bereavement Policy
- BOSP Fire Procedures
- Child Protection Policy
- Adult Safeguarding Policy
- Child Protection & Adult Safeguarding Policy Addendum to cover COVID-19 response period – Summer 2020
- COVID-19 Privacy Policy
- First Aid Policy
- Health & Safety Policy
- Infectious and Communicable Diseases Guidelines
- Staff Fitness to Work Daily Questionnaire
- Visitor's Health and Contact Form
- Whistleblowing Policy
- BOSP Bus Use Policies
- BOSP Social media Policy

### **Government Guidance**

- COVID-19 – Working Safely during Coronavirus
- COVID-19 – Safe working in education, childcare and children's social care
- COVID-19 – Cleaning in Non-Healthcare Settings
- COVID-19 - Implementing protective measures in education and childcare settings
- COVID-19 - Guidance for the safe use of multi-purpose community facilities – July 6<sup>th</sup>, 2020
- COVID-19 - Actions for early years and childcare providers during the coronavirus outbreak
- COVID-19 - Protective measures for out-of-school settings during the coronavirus outbreak
- EYFS Guidance for re-opening of settings

### **Other**

- ACAS – Working safely
- Health & Safety Executive - Talking with your workers about preventing coronavirus
- COSHH – Control of Substances Hazardous to Health
- Looking after Mental Health
- Reducing the Risk

***Please see separate document “Sources for Coronavirus related policies”***