



# **HAPPY LITTLE PEOPLE**

**COVID-19 Action Plan 2020-2022**

This action plan is in response to the Covid-19 Pandemic. Our focus is on the safety and wellbeing of all users and staff. We wish to maintain our high standards, and to achieve this we are focussing on areas of development and improvement that reflects and responds to this pandemic. Acknowledging that the out of school care sector is faced with many challenges and the need for organisational change is the foundation of our plan. The priority of this plan is to focussing on our service provision, with and aim to achieve the highest possible level of care historic to the organisation. This plan will focus on 3 main areas for development:

1. Health and wellbeing of service users, staff and the local community:
  - a. Communication information sharing
  - b. Service provision
  - c. Reflective practice
2. Safety with the setting:
  - a. Health & Safety, Risk Assessments, Govt Legislation, Equipment, Minority and vulnerable groups
  - b. Medical Procedures

### 3. Business Impact and Response due to Covid-19:

- a. Financial Sustainability
- b. Supporting all employees including students and volunteers personal development
- c. Policies & Procedures changes embedding Covid-19 into service delivery
- c. Training & Recruitment (safe recruitment, training, flexible staff)

<b>Action theme 1: Health &amp; Wellbeing of Service Users, Staff and the Local Community</b>			
<b>Task</b>	<b>By who</b>	<b>By when</b>	<b>Progress indicator</b>
1.1 Communication and information sharing – Adapt the service and encourage staff to use a wider range of communication methods that acknowledges government guidelines on safe distancing etc. but also ensures that parents are kept-up-to-date with service delivery.	Managers in partnership with all employees	March 2020 onwards	Updating current communication methods including ensuring that we have an up-to-date website and newsletters. Setting up and encouraging attendance at zoom meetings. Using survey responses to support an understanding of the success and failures of our methods of communication and identify new methods of communication.
1.2 Service provision - The service should continue to support the mental and physical wellbeing of staff, children and their families. To support this the service will access initiatives that will help families through Covid-19 to experience some positive experiences both individually and as a family	Dedicated task group	Ongoing	The service will provide activities online and also provide food and activities for families during periods of Lockdown.
1.2.1 Flexible employment for staff	Management		Where required the service will signpost and support staff struggling with the

1.2.2 Students – The service should continue to support parents returning to further education.	Management	Each term or as and when required/requested	<p>pandemic. Where possible and practical a flexible employment approach will be put in place.</p> <p>Students should be encouraged to access funding to support their childcare needs. This support should acknowledge the difficulties experienced by minority groups in accessing funding.</p>
1.2.3 Care plans reflecting vulnerable children	All relevant parties		
1.2.4 Premises – Additional sourcing of premises should be undertaken to ensure continuity of care in the event of school closures. Premises should also be adapted to apply with government and professional bodies recommendations for a return to safe practice when services reopen/	Management	March 2020 onwards	<p>Correspondence with local authority, users and the Care Inspectorate</p> <p>Government guidelines and legislation being met</p>
1.3 Reflective practice should acknowledge the limitations of the	Management	As opportunities	Task group focusing

changing service provision, and listens to and acknowledges individual family needs and concerns working together for the best outcomes.		arise	on opportunities that are available to gain a clear understanding of parents concerns and needs. A variety of data collection methods should be accessed to provide a fuller picture of the effects of the pandemic on the service provision and parent and children's concerns.
Appendix 1 - Zoom meetings and activities Appendix 2 - Funding Applications and reports Appendix 3 - Identified support networks Appendix 4 - Contingency plans Appendix 5 - Surveys and responses			

## Action theme 2: Safety within the Setting

Task	By who	By when	Progress indicator
2.1 Health & Safety – Use Care Inspectorate and Government guidelines to reflect the service practice and make improvements. Focusing on PPE Equipment, risk assessments and minority groups.	Management	Ongoing	<p>Changes to systems and processes within the organization and the childcare setting</p> <p>Establish a training programme, that ensures that all staff, irrespective of when they achieved their Infection control certification that this is revisited. Ensure staff also update all relevant health &amp; safety training, including REHIS Food Safety, Allergen Training, Covid-19, child protection and first aid. The training needs analysis should reflect this and attendance and certification should be recorded.</p>
2.1.1 Equipment: - ensure all PPE is up to date, stored appropriately and meets the	Management & Staff	Follow cleaning	Establish methods of stock control of PPE

needs of a safe service delivery - Play Equipment storage, access and cleaning reflects current best hygiene practices and infection control		schedules & weekly PPE checks	equipment and ordering systems Daily cleaning logs
2.1.2 Risk Assessments – Update risk assessments to respond to Covid-19 including focusing on staff and users from vulnerable and minority groups	Management	October 2020	Ensure risk assessments meets the needs of all groups including vulnerable and minority groups
2.1.3 First Aid – ensure all staff are trained in first aid and are aware of the changes due to COVID-19 in the services policies and procedures for giving first aid, and the reporting and recording of accidents.	Management	Each term or when new staff start	Certification and monitoring
2.2 Medication Procedures training event for all staff	Management	February 2021 staff training event	Staff are knowledgeable on policies and procedures including new recommendations
Appendix 6 - Training needs analysis Appendix 7 - Chronological list of training opportunities and attendance. Appendix 8 - Record of PPE Appendix 9 - Cleaning Logs Appendix 10 - Service risk assessments Appendix 11 - Vulnerable and minority groups identifiers			

Action theme 3: Business Impact and Response to Covid-19			
Task	By who	By when	Progress indicator



<p>3.1 Financial Stability:</p> <p>3.1.1 Updating the service business plan to predict changes that may affect service delivery</p> <p>3.1.2 Apply for funding to ensure sustainability and support for service users and their families</p>	<p>Management</p> <p>Service Manager</p>	<p>Nov 2020</p> <p>April 2020 - ongoing</p>	<p>Updated Business Plan Funding Awards</p> <p>Grants received including student funding</p>
<p>3.2 Amend and adapt policies and procedure to ensure that they reflect the current pandemic situation and that this is embedded into our practice</p>	<p>Dedicated task group</p>	<p>Jan 2021</p>	<p>New policy folder with updated policies</p>
<p>3.3.1 Recruitment of additional staff to support predicted absences and smaller Staff:Child ratios to allow for 'bubbles'</p> <p>3.3.2 Support training that recognizes Covid-19, and the need for a wide knowledgeable base by all staff to safeguard service users and staff, and ensure that service users are cared for by a qualified, dedicated workforce.</p>	<p>Dedicated task group</p> <p>All staff</p>	<p>May 2020</p> <p>November 2020</p>	<p>Staff recruitment</p> <p>Every staff member receives the opportunity to maximize their professional development, utilising all available resources, including SOSCN and the Childcare forum.</p>
<p>Appendix 12 - Updated Business Plan</p> <p>Appendix 13 - Updated Policy Folder</p>			