

Bubble Coordinators

- Each person running a bubble will have access to a library of info and activity portfolios and will be in charge of what their children do within their bubble.
- We will endeavour to select children for bubbles relating to the skills of the bubble coordinator, e.g. early years, 5-6 years etc.
- The coordinators will ensure they have activities set up for their bubble, resources available and orders in stock for future planning.
- Someone will be allocated to the kitchen duties every day and then once they have completed the kitchen duties, will take over in one of the bubbles, to allow for breaks/shift changes etc.
- Coordinators must use walkie talkies to get support from the spare staff member, to take children to the toilet, to refill water, to support with any accident management and if a child broke the bubble and social distancing.
- Each bubble coordinator is responsible for cleaning their bubble which will be kept the same staff member most days, depending on staff availability.

How Children will be collected from Schools

- Children will be allocated specific colour 'bubble' and highlighted on the register under that colour.
 - Schools with only 8-10 children to be collected will remain together in bubbles, e.g. St Urbans and Chapel Allerton.
 - St Urbans will be collected in Company vehicles. 4 children per bus and staff and children will be asked to wear a mask.
 - Children from other schools will be allocated a colour bubble dependent on their age.
 - Children will be given their allocated colour bubbles in advance and when collected from school given a wrist band to wear to enable staff to easily identify which bubble, they are in.
 - The staff co-ordinator for that bubble will lead their children to the site walking safely with children at a 2-metre distance from each other.
 - When arriving at the site they will be asked to line up along the ramp which will have markers at 2 metre intervals. The children will be show where to put their belongings before being escorted to their bubble area.
 - Children will be asked to wash and sanitise their hands and will have their temperature taken by their bubble co-ordinator before the register is called.
 - Children will always be encouraged to stay within their bubbles unless using the toilet. Extra staff are on hand to escort children from their bubbles safely and within guidelines to the toilets which will be sanitised after each use.
 - Children will be offered a light snack within their bubble. Each bubble will have their own stations with PPE, cleaning equipment, sanitisers, tissues, and PPE.
 - They will also have their own selection of toys and games which will be sanitised along with all chairs, tables, and equipment at the end of each session.
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Covid-19 Bubbles Procedures



- Parents/Carers are asked to use the intercom system as before to identify themselves. Staff will greet them at the main door for drop offs and the rear door for collections.
- No parents/carers will be allowed to enter the building.
- If it is required that you need to sign a form for any reason, staff will bring a clip board to the door wearing appropriate PPE.
- We also ask that you leave the area straight away to avoid groups of people gathering outside.

Breakfast in our Care

- Someone will be based in the kitchen providing breakfasts to order.
- The spare staff member will attend the kitchen and collect the food and drinks whilst wearing a mask and gloves.
- Each Bubble co-ordinator will be in charge of between 8 and 10 children and these will be kept in school bubbles, where possible.

Immaculate Heart Morning Delivery to School

- Younger children will go to school in the minibus with masks and the older children by the walking bus with 2 members of staff walking with them.
- Children are delivered to be exactly on time to walk straight in but if they are early, they will stand in a straight line using social distancing guidelines.

St Matthews Morning Delivery to School

- 2-3 members of staff keep children at a safe distance within bubbles as they walk to school.
- Children are delivered to be exactly on time to walk straight in but if they are early, they will stand in a straight line using social distancing guidelines.

After School – back at the Cottage or Church

- Walkie talkies will be in use between the kitchen, space member of staff and each bubble coordinator at all times.
 - Each child will be allocated a space to play and a mat to sit on which is a wipe clean foam mat.
 - Caddies with equipment will be available for children inside their bubbles which are easy to wipe at regular intervals.
 - No soft furnishings are allowed in any bubble area.
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