**UPDATED**

**Appendix to Health & Safety Policy**

**Ensuring our setting and practice is COVID Secure**

***This updated Appendix supersedes the previous versions dated 14th July 2020, 3rd February 2021 and 26th August 2021***

**Date of Policy Appendix: 11th March 2022**

**Date of Review: Every 6 weeks or when Government Guidance is updated.**

*This document, alongside the updated Informed Consent/Waiver Form and updated risk assessment, form Toucan for Children’s COVID 19 Appendix to our Health and Safety Policy*

This guidance has been created by Toucan for Children to reflect the current Government Guidance on ‘close contact working’. Because of the nature of our service: to provide 1:1 therapeutic sessions face to face with children and young people, we at Toucan for Children also deem the Government guidance relating to educational settings to be applicable to the service we offer.

We have also followed the advice and guidance of Play Therapy Governing bodies, i.e. PTUK (Play Therapy UK) and BAPT (British Association of Play Therapists).

The Government has recently lifted restrictions, therefore this updated appendix to our usual Health and Safety Policy sets out the extra measures we are continuing to put in place to ensure our practice remains COVID secure. These will be in place until Government guidance changes or the rate of transmission decreases.

Ultimately, the decision to attend face to face sessions rests with the child or young person and their parents. It is not possible to eliminate all possible risk of infection and this document is set out to enable you to make an informed decision.

Should you decide, on reading this document that we have taken all reasonable measures to reduce the risk of infection and you agree for your child to attend sessions please complete the updated additional waiver and consent form and return to us in the usual way. This ensures that all parties are entering into this agreement informed and accepting of the possible risk.

**EFFCTIVE INFECTION AND PROTECTION CONTROL**

This is taken from [published government guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) for educational settings and close contact working. Which we have adapted for the purpose of Toucan for Children sessions. There are important actions that children and young people, their parents and those who work with them can take during the coronavirus (COVID-19) outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, including therapy practices, preventing the spread of coronavirus (COVID-19) involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

* minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend their therapy sessions, childcare settings, schools or colleges
* cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. This will be done before and after each therapy session.
* ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Tissues and hand sanitizer will be on hand during therapy sessions
* cleaning frequently touched surfaces often using standard products, such as detergents, antibac and bleach
* minimising contact and mixing by altering, as much as possible, the environment (such as therapy room layout) and staggering session times so that clients do not arrive or leave at the same time.
* It will be therapist and staff’s decision as to whether or not they wear masks in the office and public areas.
* Therapists and staff will take their temperature at the beginning of the working day. If they have high temperature, they will be required to return home and seek a covid test.
* All our staff have been fully vaccinated
* All staff do a lateral flow test twice a week.

The range of protective measures we are continuing to implement include:

* Parents are now permitted to use the waiting room, however please follow social distancing as appropriate. Parents/carers may continue to drop their child off prior to session and collect at the end of session at the front door.
* When parents/carers arrive with their child/children they will have their temperature taken. If any of them have a high temperature the session will be cancelled. It will be expected that whoever has a raised temperature will seek a covid test.
* Toucan for Children will provide individual play kits that will only be used by that child. This will be put together using resources they typically use and any requests from them as well as resources we feel would be useful to have. This kit will be kept in a lidded box and only used during their sessions. At the end of the session, with clean hands the therapist will disinfect any other play materials in the room.
* Therapists will not routinely wear masks and face shields during sessions, however if requested will do so by agreement with the parent/carer/child.
* We will strive to ensure that a long enough break between sessions enables full ventilation of the therapy room.
* We will clean with disinfectant and antibacterial wipes/spray as necessary in the therapy rooms, office space and public areas.
* Washing and sanitising hands at the start and end of each session.
* We will always maintain as safe a distance as possible, before during and after sessions.
* Creating an additional consent/waiver form that covers the need to only attend face to face sessions if all parties are symptom free.
* We will ensure that all parties are alert to our protective measures and the understanding that it is not possible to eliminate all risk but that a decision to attend face to face sessions is informed and accepting of this risk.