



## **INFORMATION FOR PARENTS/CARERS**

### **SKILLS & MORE ACTIVITY CAMP COVID 19 PLAN, PROCEDURES AND REGULATIONS IN RELATION TO ACTIVITY CAMPS**

The following information outlines Career Seekers Direct's Skills & More activity camp plan, procedures and regulations to meet the current government's guidance to keep everyone safe. This document is supported by a fully completed risk assessment in line with UK Active's guidance the sector specialist organisation for children activity providers.

We will continuously be reviewing the guidance released by the UK Active, Government and Public Health England and our policies and practices may change in line with this over the coming days/weeks so we thank you in advance for your patience and understanding whilst we adjust the way we all work and play. The safety of our staff, children and their families is our priority so please support us in respecting the guidance set out here.

#### **CANCELLATION**

Registration of your place is not transferable or refundable

#### **REGISTRATION AREA/ ARRIVAL & PARKING**

Drop off is from 9am onwards and pick up at the latest 5.00pm

We are asking all parents/carers to ensure that children follow NHS guidelines and wash their hands for 20 seconds with soap before coming to the activity camp and do a Lateral Flow test before attending.

Hand Sanitizer will be used before your child/ren enter the club during registration. When arriving please sign in, keeping 2 metres apart, sticking to the markers on the floor for guidance.

If at all possible, please walk or cycle to the camp. If this is not possible please park in the "designated car parking Zone", and self-distancing from other vehicles.

During signing in and signing out we will let one parent/guardian/carer come to the registration point at a time. They will state the child's/children's name/s and on pick up, if necessary, they will provide the pick-up code and then the child/children will be released to the parent/guardian. The registration process used at the start and the end of the day for signing in / out will also be used for Track and Trace, as per current guidance.

Please remember to leave the site straight away and make your way home safely.

#### **GENERAL**

Career Seekers Direct will commit to the wellbeing of their staff and customers, and if they show/have any signs of COVID-19 (temperature, cough and difficulty breathing), they will be sent home to follow Government regulations



Career Seekers Direct will comply with any health designation documentation that the Government implements.

Hand sanitisers and hand washing facilities will be on offer (or children & staff members will be directed to where they can clean their hands).

Career Seekers Direct will ensure that where possible social distancing is encouraged.

Each day Children will all be informed/reminded of the rules and guidance around social distancing and the new activity protocol, if there are any issues with a child/children deliberately not adhering Career Seekers Direct will inform the parents/carers/guardians of this and follow their behaviour policy protocol.

Where safe to do so we will prop doors open, (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

If a child is classed as extremely vulnerable and or/are shielding they should not be attending the sessions as a matter of safety.

All staff will have provided evidence of a negative LF each day.

## **CLEANING**

There will be a cleaning procedure carried out throughout each day of delivery especially for high contact points e.g. door handles. All facilities will be cleaned on a daily basis.

If there is a COVID-19 case in the facility, Career Seekers Direct will follow the PHE Guidance - COVID-19 - Cleaning in non healthcare settings while cleaning all areas of the facility.

## **TOILETS**

Only one child will be sent to the toilet at a time where possible or 2 children if it's in separate rooms (boys/girls). Toilet passes will be avoided where possible and all children will be encouraged to wash their hands thoroughly.

We will use one set of toilets throughout the whole day for the children & a separate one for the staff. All toilets and hand washing facilities will be deep cleaned at the end of the session.

## **OUTDOOR ACTIVITY**

Activities and break times where possible will be held outdoors due to distancing ability and open-air space.

Where possible staff will not directly touch children's items and if they do need to touch an item IE opening a water bottle they will clean their hands before and afterwards immediately. If a child does require support with opening their water bottle cap, an adult member of the team will wear the appropriate PPE. The child will wash their hands and sanitise them before re-filling their clearly labelled water bottle.

Children will be able to refill their water bottles frequently, but always in the company of a supervising adult member of staff.



## **INDOOR AREAS**

Where possible, windows and doors will be open to aid ventilation

## **SNACK**

Before snack time, every child will wash their hands. All tables & chairs will be pre-sanitised with anti-bacterial spray before snack time and immediately after snack time has finished.

## **SKILLS & MORE**

No sharing of food/drink is allowed.

Outdoor eating will be favoured where possible.

All food waste and rubbish is to be taken home by the child inside their lunch box.

## **FIRST AID PPE**

Equipment will be used where necessary for first aid and in particular for a child that is showing symptoms common to Covid-19 e.g. high temperature, persistent cough and/or loss of taste and smell.

If any medicine needs administering Parents/guardians must liaise with the manager to discuss how this can be administered safely to reduce risk of transmission of Covid-19.

## **COVID 19 ILLNESS**

If anyone becomes unwell with a new, persistent cough, loss or change of taste and smell or a high temperature, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is suspected to be ill and is awaiting collection, they will be moved, if possible, to an isolated area within the main building, where they can be isolated and supported by an adult member of staff, depending on the age of the child. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. The isolated child and relevant adult supervisor will remain in full view to all participants until collected by a parent / carer.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

Where the child or staff member tests positive, the rest of the group will be sent home and advised to self-isolate for 14 days. (1. Department for Education 2020 - Coronavirus COVID-19: implementing protective measures in education and childcare settings)

Career Seekers Direct will also follow advice of the NHS Test and Trace service and will follow NHS guidance regarding isolation of other children and staff who have been in close contact with that individual.

## **CLOSURE OF THE CLUB**



If a child or staff member tests positive the club will be cancelled for that week. No refunds will be given. However, from that point onwards, attendees can 1) access activity camp online resource pack 2) an online activity camp will be available for the children to access.

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