



Gems Holiday Clubs 2020 COVID-19 Policy

Policy updated 03/07/2020 following the latest government guidelines.

The purpose of this policy:

- To protect children who attend Gems Holiday Clubs and their families, as well as the staff that work at the Holiday Clubs.
- To provide parents and staff with the policies Gems Holiday Clubs will adopt to ensure the 2020 Holiday Clubs are safe and compliant with government COVID-19 guidelines.

Legal framework:

This policy has been drawn up on the basis of legislation, policy and guidance from Gov.uk 'Protective measures for out-of-school settings during the coronavirus' (COVID-19) July 1st 2020.

Parents and Children

Before arriving to Gems:

- Those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does or have been advised by NHS Test & Trace to self-isolate, do not attend our setting.
- We encourage parents to avoid using public transport to get to the venue. Ideally, you should walk or cycle where possible or use a private vehicle (provided they are only travelling with those from within their household). This especially applies to our older children who may travel to the venue alone and are at higher risk.
 - Parents should take their children's temperatures each day before the club and they must not attend if they have a temperature.
 - Parents must explain and ensure their children understand social distancing before they attend the club. Staff will also remind them frequently of good social distancing and hygiene practises.
 - Parents should ensure children are wearing clean clothes every day.
- Children should bring all their belongings in one clearly labelled backpack that they are able to carry unaided.
- Children should bring a large, filled water bottle, a lunchbox containing a snack for the morning and afternoon and lunch, (no nuts please) sun cream, a sunhat and a waterproof. All property must be clearly labelled.
- Due to social distancing measures that are in place, we will be unable to help children open any packets or peel any fruit so parents should ensure their children can eat their snacks and lunch unaided.
- Siblings must have separate bags, lunch boxes, water bottles and sun cream as they may be in separate groups and will not allow children to share or mix groups.

Arrival at Gems:

- Only one parent/carer should be present for drop off.
- Groups will be allocated a drop off time and location to reduce adult to adult contact and gatherings at gates or doors.
- Social distancing must be observed when queuing before sign-in. We will mark out the queuing area to ensure families stand 1m apart.
- The Club Manager will sign the children in digitally and children will be sent to their pre-allocated group where their teacher will be waiting for them with hand sanitiser to clean their hands.
 - Parents must drop children off at their **allocated time** to ensure social distancing can be fully observed and children are able to go straight to their groups.
- For siblings in different groups, they can stay with the Club Manager until it is time for their Teacher to take their group.

Groups:

- Children will be split into groups of 15 maximum, forming a 'bubble' with at least one staff member.
- Groups will be predetermined before the start of the week. These 'bubbles' will be grouped together by age, but if a parent would rather group their siblings together of mixed ages, please inform us when booking.
- Each group will be assigned a large room where the children will stay and a designated outdoor play area. If the weather is good, groups will be encouraged to run activities outside.
- Groups will not mix with other groups throughout the day.
- Each group will have the same staff member/s assigned all week.
- The Gems Teacher will run through group rules with children including: regular hand washing; "catch it, bin it, kill it"; social distancing; not mixing groups.

Activities:

- We will aim for our usual programme of events with creative workshops and rehearsals.
- Children will follow the social distancing rules, keeping extra space between them and will be regularly remind the importance not to touch or come too close to others. We appreciate younger ones will need to be reminded this more often and the youngest group will be assigned 2 teachers.
- Activities will take place in large, open rooms with windows open for ventilation.
- We will allocate an outdoor space per group and where possible, we will consider running activities outdoors.
- We understand that **Singing** may be an added risk of infection. We will reduce this activity and any singing will be performed with extra social distancing and only in large, open, well-ventilated areas or outside. We will be adjusting the scripts so there is one song maximum. We have also added plays to our schedule that will involve no singing and have ideas to pre-record singing or assign solos to minimise group singing.
- Arts and crafts will be organised into sandwich bags with named stickers. These will be sanitised at the end of each week.
- We will not allow family and friends to watch the end of week performance but instead we will film it and send the family members a copy. We will require parents to consent to their child being filmed.
- Children will wash their hands after each activity using the hand sanitiser provided by the group leader.

Break and lunch times

- Each group will eat separately and will be assigned a separate area/room for each group to eat their food in.
- Groups will be supervised during mealtimes by their Gems Teacher
- Due to social distancing measures that are in place we will be unable to help children open any packets or peel any fruit so parents should ensure their children can eat their snacks and lunch unaided.

Collection at the end of the day

- Only one parent/carer should be present for collection.
- Groups will be allocated a collection time and location to reduce adult to adult contact and gatherings at gates or doors.
- Social distancing must be observed when queuing before collection. We will mark out the queuing area to ensure families stand 1m apart.
- The Club Manager will coordinate the collection of children from their groups with the support of the Teacher. Groups will return to their allocated area at the end of the day and will be dismissed straight from their groups to their parent/carer and digitally signed out.
- Parents must collect at their **allocated time** to ensure social distancing can be fully observed and children are able to leave straight from their groups.
- For siblings in different groups, they can stay with the Club Manager until it is time to be collected.
- At present, we do not think we will be able to offer any extra wrap-around care as this would result in mixing the groups.

Staff

- All our staff hold current, clear DBS certificates with First Aid and Safeguarding training.
- Our on-site Designated Safeguarding Leader is Melissa McKeigue.
- All staff understand and will implement the protective measures we have identified in this policy and in our risk assessments.
- We will arrange regular opportunities to get feedback from staff and parents to ensure all these guidelines are being met.

Staff will follow similar guidelines to the children such as:

Before arriving to Gems:

- Staff should take their temperatures each day before the club, and they must not come to the club if they have a temperature or have any symptoms.
- Staff should wear clean clothes to the club each day.
- Staff should ensure they bring a packed lunch and drink and keep this along with any other belongings in a bag.

Arrival at Gems:

- Staff should arrive at the club no longer than an hour before children start to arrive and should remain in outside areas where possible.
- Staff should use the hand sanitiser to clean their hands on the way in.
- Staff should check their designated room is clean, clear and all windows are open for ventilation.

During the day:

- Staff should wash hands after sneezing or coughing; after each activity and before and after eating, using hand washing facilities or hand sanitiser provided.
- Staff should follow the same guidelines as the children as above.
- Staff to have lunch with their group.

Leaving the club:

- Staff should go home within an hour of the last child leaving camp.
- Staff should use the hand sanitiser to clean their hands on the way out.
- Staff should not take home any items from club
- Staff should check their designated room is left in a clean, clear state and to notify the Venue Manager of any areas that may need a thorough clean.

Hygiene:

- Staff will encourage good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Gems Teachers will have necessary hygiene equipment such as gloves, hand sanitiser, antibacterial spray, cloths, antibacterial wipes and tissues.
- Staff will encourage children to wash their 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
- Where possible all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
- Children should wash their hands: on arrival at camp; after sneezing or coughing; after each activity; before and after eating food; after going to the toilet; just before leaving camp.

Cleaning

The Gems Manager will discuss with the venue owner what measures are in place to clean the space between different groups of people using it and be clear on who is responsible for taking action. Actions include:

- cleaning frequently touched surfaces more often than usual using standard products, such as detergents and bleach
- keeping facilities and equipment clean - touch points (e.g. handrails and gates) should be particular areas of focus for increased cleaning using signs, posters and regular reminders to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face, and to cough or sneeze into your arm rather than your hand
- providing more waste facilities and more frequent rubbish collection
- providing hand sanitiser in multiple locations
- using disposable paper towels in handwashing facilities, where possible

Toilets

- Gems will set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved
- Each 'bubble' will be assigned a set of toilets and the children will stagger using the toilet at any one time.
- Teachers will promote good hand hygiene and encourage all children to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities.
- The Gems Manager will check the soap dispensers and hand sanitiser levels twice a day.
 - The frequency of cleaning required will depend on usage but is advised to be more frequently than might have been previously considered appropriate.

First aid and medication

- The Camp Manager, Melissa McKeigue will be the designated First Aider.
- Daily medication should be handed to the Manager on arrival where it will be recorded and the Manager will take daily medication to the child in their group or fridge. Please label medicine clearly.
- The Gems Teacher will notify the Manager if a child in their group feels unwell.
- First Aiders will wear masks and gloves when treating a child.

If a child presents with symptoms during the day

- If a child in our setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they should be sent home and a parent/carer will be called immediately.
- Any child that presents with symptoms, they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone
- The group will be moved to another room immediately or outdoors and the room deep-cleaned.
- Parents of the children in the club will be advised via email of a possible case and if a case is confirmed, this will be reported to Public Health England and we will follow their advice.
- Whilst waiting for the child to be collected, the child will be assigned an isolated room with good ventilation or an outdoor area with at least 2 metres distance from others.
- Should the child need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. This bathroom should be cleaned and disinfected before being used by anyone else.

- In an emergency, the Gems manager will call 999 if a child is seriously ill or injured or their life is at risk.
- If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test would be available) or the child subsequently tests positive

If a member of staff presents with symptoms during the day

- If a member of staff becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they should be sent home
 - Any staff member who shows symptoms should be tested as soon as possible and remain at home until test results are received.
- Parents of the children in the Teacher's group will be advised of a possible case via email and if a case is confirmed, this will be reported to Public Health England and they should follow their advice.
- If the staff member should go home mid-day, the Gems Manager will continue with the teaching of this group and a substitute teacher will be brought in the next day.

What happens if there is a confirmed case of (COVID-19) in our setting?

- If a child, young person or staff member develops symptoms compatible with (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they are positive. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days.
- Where the child, young person or staff member tests negative, they can return to the setting and the fellow household members can end their self-isolation.
- If the child, young person or staff member tests negative but is unwell, they should not return to that setting until they are recovered.
- Where the child, young person or staff member tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice.
- As part of the national Test and Trace programme, if other cases are detected within the class or group or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, group or site. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.
- It is unlikely we will be able to offer **refunds** should a child fall ill or need to self-isolate once the club has started. If we can find a different child on a waiting list to take the place mid-week, we may consider a refund.
- Should we need to close the club mid-week, we would move the club online for the children to participate.

Supporting Children's Wellbeing

The coronavirus (COVID-19) outbreak may have caused significant mental health or wellbeing difficulties for some children and we acknowledge that we may need to offer some children extra support especially those children who have found the long period at home hard to manage or have developed anxieties related to the virus. We appreciate some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased or new caring responsibilities. We hope to provide a safe environment where children can share their experiences with trusted adults. We especially support our children of BAME families as they may have been more severely affected.