

## INFORMATION FOR PARENTS:

### COOLSPORTZ COVID 19 PLAN, PROCEDURES AND REGULATIONS

The following information outlines Coolsportz holiday club's 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.

Coolsportz has also created

#### **BOOKINGS & RATIOS**

The club will be open for children aged 4 – 12yrs (4 year olds, half days only).

Children can only be booked onto a week's attendance or three days (Tues-Thurs). No other children will be able to book for that week or can replace an individual in that week.

We will try and maintain the same staff members throughout the week.

During the activities where possible groups will split into two and delivery will be carried out in smaller separate groups (where possible age ranges and abilities will be matched).

If children in the same group are of differing ages, we will adapt activities accordingly.

All equipment will be appropriately cleaned at the end of the day.

#### **CANCELLATION**

Registration of your place is not transferable or refundable

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

Drop off is between 8.30-9am and pick up between 3-3.30pm.

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 holiday club.

Hand Sanitiser 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 school. I

During signing in and signing out, we will let in 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. Please make sure all parents/guardians wear masks at all times when dropping off and collecting.

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

home safely.

## **GENERAL**

Coolsportz 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

Coolsportz 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).

Coolsportz will ensure that where possible social distancing is encouraged.

Face masks will not be used for staff unless for first aid is required and at drop off and pick up times.

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 Coolsportz 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.

## **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, Coolsportz will follow the PHE Guidance – COVID-19 – Cleaning in non-healthcare settings while cleaning all areas of the facility

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## **TOILETS**

Only one child will be sent to the toilet at a time where possible. Toilet passes will be avoided where possible and all children will be encouraged to wash their hands thoroughly.

## **OUTDOOR ACTIVITY**

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

Where possible staff will try not to 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.

Children will be able to refill their water bottles however, they will be encouraged to do this themselves where possible.

## **INDOOR AREAS**

Social distancing guidelines will be followed

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

## **SNACK & LUNCH**

Before Snack/lunch time, every child will wash their hands, be seated at a 2m distance while eating and if lunch tables used the children will leave one space between each seat.

No sharing of food/drink is allowed.

Outdoor eating will be favoured where possible.

## **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.

### **System of controls**

**We will be following the governments system of controls, listed below.**

#### *Prevention*

- 1) Minimising contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend your setting.
- 2) 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.
- 3) Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Cleaning frequently touched surfaces more often than usual using standard products, such as detergents and bleach, see the guidance on [cleaning in non-healthcare settings outside the home](#).
- 5) Minimising contact and mixing by altering, as much as possible, the environment (such as layout) and timetables (such as allowing for sufficient changeover time to clean the area between different classes or groups of children and ensuring areas do not become overcrowded).
- 6) Where possible all spaces should also be well ventilated using natural ventilation (opening windows) or ventilation units. If you run tuition or activities out of your own home, you should consider whether a specific, well-ventilated room could be designated for this.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1, 4 and 6 must be in place in out-of-school settings, all the time.

Number 5 must be properly considered and providers must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances. See the section on personal protective equipment (PPE) for more information.

#### *Response to any infection*

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the out-of-school settings community.
- 10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

## **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 a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. 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.

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 10-14 days. (1. Department for Education 2020 - Coronavirus COVID-19: implementing protective measures in education and childcare settings)

Coolsportz 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.

A refund will be given for any outstanding days during the child's isolation and a partial refund for that week if required.