



Time 4 Sport 2020 Holiday Camps COVID-19 Policy

NOTE: This Policy was last updated on 28/09/2020 following the latest government guidelines.

The purpose of this policy:

- To protect children who attend Time 4 Sport Holiday activities and their families, as well as the staff that work at the Holiday Camps.
- To provide parents and staff with the overarching strategies Time 4 Sport will adopt to ensure the 2020 Holiday Camps 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:

- Gov.uk: Coronavirus (COVID-19): guidance for schools and other educational settings
- Department for Education
- Public Health England
- Sport England: Latest guidance
- UKActive: Advice and guidance for the physical activity sector

Parents and Children

Before arriving at camp:

- Parents should check for all Covid-19 symptoms (height temperature, a new continuous cough and a loss/change in taste or smell) each day before camp, and they must not come to camp if they have of these symptoms.
- Parents must explain and ensure their children understand social distancing before they attend camp.
- Parents should ensure children are wearing clean clothes.
- If a child feels unwell with any form of illness they should not be brought to camp.
- Children should bring all their belongings in one clearly labeled 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 a lunch (NO NUTS); sun cream; a sunhat and a waterproof. All property must be clearly labeled.
- 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 camp/club:

- Registration will be carried out and will be contactless from a child and parent perspective.
- Social distancing must be observed when queuing at the welcome desk. We will mark out the queuing area to ensure families stand 2m apart.
- Hand sanitiser will be available at the welcome desk.
- The Camp Manager will sign the children in and children will be sent to their pre-allocated group where the coaches 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.

Groups:

- Children will be split into groups of 15 maximum, forming a 'bubble'. Groups will be predetermined before the start of the day.
- Each group will have a set base where the children will be sent on arrival and dismissed from at the end of the day.
- Groups will not mix with other groups throughout the day.
- Coaches will run through group rules with children including: hand washing; "catch it, bin it, kill it"; social distancing; not mixing groups.

Activities:

- No soft toys and difficult to clean toys or equipment will be used.
- No bibs will be worn.
- Most activities will be carried out outside but if indoor space is required, only large rooms and indoor areas will be kept well-ventilated with windows and doors (not fire doors) kept open where possible.
- All activities will be carried out following social distancing guidelines where possible.
- Children will wash their hands after each activity using the hand sanitiser provided by the group leader.
- Coaches will clean down all equipment.

Break and lunch times:

- Each group will eat separately.
- Separate areas will be identified for each group to eat their food in.

- Groups will be supervised during mealtimes by their two group coaches.
- 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.

Hygiene:

- Group leaders will set up a portable 'hygiene station' when they arrive at each new activity. This will include: a rubbish bag, hand sanitizer and antibacterial spray. The group leader will also carry a supply of PPE (disposable gloves and masks) if they need to come into close contact with a child.
- Staff will reinforce the "catch it, bin it, kill it" message throughout the day and signs will be displayed around camp to remind of this.
- Used tissues to be placed immediately in bins which will be double bagged and emptied regularly throughout the day.
- A toilet will be identified for each group, and children will only be allowed to go one at a time.
- Children should hand sanitise 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:

- Soap dispensers will be checked daily to ensure they are full and working.
- Contact points, such as door handles, will be cleaned throughout the day.
- PPE used
- All equipment wiped down at the end of the day.

First aid and medication:

- The Camp Manager will be the designated First Aider.
- Daily medication should be handed to the Camp Manager on arrival at the welcome desk and the Camp Manager will take daily medication to the child in their group, wearing PPE.
- A designated first aid area will be set up.
- Coaches are to notify the Camp Manager if a child in their group feels unwell.
- First Aiders will wear PPE when treating a child.

If a child presents with symptoms during the day:

- The child will be taken to a specified area and the parents called to collect from camp.
- Any child who shows symptoms should be tested as soon as possible and remain at home until test results are received.
- If the group are indoors when a child presents symptoms, the group will be moved to another room or outdoors and the room deep-cleaned.
- Parents of children in camp will be advised of a possible case and if a case is confirmed, this will be reported to Public Health England and we will follow their advice.

Collection at the end of the day:

- Only one parent should be present for collection.
- Social distancing should be observed when queuing for collection.
- Parents will arrive at the welcome desk and the Camp Manager will coordinate the collection of children from their groups with the support of the Group Leaders. Groups will return to their base at the end of the day in readiness for dismissal and children will be dismissed straight from their groups at the end of the day.
- Parents MUST only collect the children at their allocated time to ensure social distancing can be fully observed and children are able to leave straight from their groups.

Toilets:

- A toilet where possible will be identified for each individual group. If no toilets are available children/parents will be made aware of this prior to the session.
- Time 4 Sport will ensure users use hand sanitisers before entering and after leaving.
- We will inform users to: Use toilets, wash your hands and leave promptly.
- Avoid unnecessary touching of internal surfaces, fixtures and fittings.
- Keep a 2m distance from others outside your own household – observe social distancing and hand hygiene guidance at all times.
- Queue outside not inside the toilets.
- Time 4 Sport team will clean and disinfect objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, taps and toilet doors using appropriate cleaning products and methods. This will take place post each activity.

Staff

Before arriving at camp:

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

Arrival at camp:

- Staff should arrive at camp 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.
- Coaches should report to the Camp Manager so they can sign them in using the contactless register.

During the day at camp:

- 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 use the portable hygiene stations and follow the same guidelines as the children as above.
- Staff to have lunch with their group.

If a member of staff presents with symptoms during the day:

- The member of staff should go 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 children in camp will be advised of a possible case and if a case is confirmed, this will be reported to Public Health England and we will follow their advice.

Leaving camp:

- Staff should go home within an hour of the last child leaving camp.
- Staff should use the hand sanitiser at the welcome desk to clean their hands on the way out.

Lost children:

In the unlikely event of a child being lost the following procedure should be followed.

- A member of staff noticing a child missing from the group should search carefully all the areas used by that group since the child was last seen to eliminate misunderstanding.
- Staff should ring the office for a senior member of staff to organise a search of the rest of the building and outside area.
- If the child is not found, Office manager and the child's parents should be alerted.
- Community officer can be given a description of the child and photo if available.
- Information can be sought from other children in the group according to age.
- A member of staff may be detailed to search outside the building if there is any information to suggest the child's possible whereabouts or direction of travel.
- Officer Manager, Parents and Senior staff will liaise re calling Police.
- If the child is not found after 15 minutes the police will be called.

Measures in place to ensure child does not go missing:

- Information to Parents and staff about challenging unknown persons on the premises
- Supervision of children at all times
- Sufficient staff to maintain ratios with back up plan
- Collection policy for children