

## Health and Safety Policy – Coronavirus (COVID-19)

Global Camps intends to operate a holiday camp at Kelvin Grove Primary School in Sydenham between 5<sup>th</sup> April – 16<sup>th</sup> April 2021. Due to the ongoing Coronavirus pandemic, it is necessary for us to continue to implement a range of additional health and safety measures to help reduce the risk of spreading the virus. This document has been produced in line with the latest government guidance from the DfE (Department for Education), 'Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak', published 1<sup>st</sup> July 2020 and updated on 23<sup>rd</sup> February 2021. This policy will be updated in line with any further guidance from the government or any additional measures we feel necessary to the safe running of the camp.

### Location

The camp will operate in the Main Building of Kelvin Grove Primary School. For the main camp, which operates between 8.30 and 3.30 children will be dropped off and collected in the main playground to allow for social distancing. The entrance to which can be found through the black gates on the left at the top of Kelvin Grove. Drop off and pick up for breakfast club and after club will be through the main entrance, which is a set of green doors at the top of Kelvin Grove. Here you will find a sign with a bell to signal your arrival, as well as the phone number of the camp manager.

### Groups

During our main session, from 8.30am-3.30pm, children will be placed in predetermined groups, or 'bubbles' of no more than 16. Bubbles will be given a colour name so they are easily identifiable by children, e.g. Blue Bubble. Children will be grouped by age/school year group. Bubbles will operate independently and have little to no contact with other bubbles. Each group will be assigned two adults (Group Leaders) who will accompany children throughout the day and lead their activities. Some specialist staff, such as language teachers and sports coaches, may move between the bubbles. If you wish your child to be in a bubble with a friend or sibling please request this in writing to [info@globalcamps.co.uk](mailto:info@globalcamps.co.uk). We will do our best to accommodate all requests, but cannot make any guarantees.

## Spaces within the setting

### Classroom ‘bases’

Each bubble will be assigned a large classroom to use as a base. Classrooms will be large enough to allow 1 metre social distancing; tables and chairs will be set out accordingly. Rooms will be naturally ventilated by keeping windows and external doors open: weather permitting. The bases will be used to store belongings, to host classroom-based activities (languages and arts & crafts), to eat lunch, and as a playtime space in adverse weather.

### Outdoor areas

Each bubble will also be assigned an outdoor area. This area will be used for playtimes and can also be used for any activities that group leaders deem suitable for outdoors, e.g. arts & crafts, languages, lunch. This outdoor area will also be used for sports sessions. In adverse weather conditions the two halls in the main building may be used for sports instead.

### Toilets

We have access to two sets of toilets, which will halve the number of children using each. This is the only communal indoor area. To help prevent the spread of infection, toilets and ‘touch points’ within the toilets will be cleaned at regular intervals during the day. As is usual practice at camp, children will need to ask an adult to use the toilet, which will help to control the number of children using the facilities at any one time. Young children will be accompanied to ensure social distancing and general hygiene measures are respected. As usual, children will be required and reminded to wash hands thoroughly after using the toilet.

## Wraparound care

We will operate a breakfast club from 7.30-8.30am and an after club from 3.30-6.00pm. If the number of children is below 16, they will remain in the same space and we will encourage them to follow social distancing measures. Should the numbers rise above 16, children will be placed into bubbles. This will be predetermined as bookings are made in advance.

We always adhere to high standards of food hygiene during the service of breakfast and afternoon snacks. Any staff member handling food or drink is required to wear appropriate PPE, including blue gloves and plastic aprons. In addition, staff handling food or drink will now be required to wear a surgical face mask as an additional prevention measure.

## Infection protection and control

Our aim is to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or have someone in their household who does, or who have been advised by NHS Test & Trace to self-isolate do not attend our setting.

### Before arriving at camp

We encourage you to check your child's temperature each day before leaving for camp. Do not send your child to camp if they, or anyone in the household, has any of the following symptoms:

- a high temperature
- a new, continuous cough
- a loss or change to sense of taste or smell

If your child, or anyone in your household, has any of these symptoms you must stay at home and get a test. Use the NHS 111 online coronavirus service if you are worried about your symptoms or are unsure what to do.

### Arrival at camp

In order to reduce the number of children arriving at any given time, children can arrive for registration any time between 8.30am and 8.45am (sessions will begin at 9.00am). Children will be registered in the main playground by the Camp Manager and will be directed to an outdoor assembly area for their bubble to meet their Activity Leaders. Please observe social distancing measures when waiting to be registered; there will be floor markings to assist you in this. It is preferable for one adult to drop off and pick up, in order to reduce the numbers of people attending the setting. You may consider wearing a face covering to assist in infection prevention.

At 8.45am, or whenever all members of a bubble are present, whichever is sooner, children will be taken to their base classrooms. At the start of each day, group leaders will take time to explain to the children in their bubble all the safety measures at the camp, including the bubble system, social distancing, handwashing routine and method, etc.

### Departure from camp

Children will gather in the outdoor assembly areas for their bubble between 3.20-3.30pm ready to be dismissed. Children and their adults will be encouraged to observe social distancing during this time. Please be patient as this may take longer than usual. Adults may consider wearing a face covering to assist in infection prevention.

## Handwashing

Both children and staff will be required to thoroughly wash their hands upon arrival at the camp and at regular intervals throughout the day. All rooms have sinks and there will be plenty of antibacterial hand soap and paper towels. Hand sanitiser will also be available, but will be used in addition to good handwashing practices with warm water and soap. If you do not wish your child to use hand sanitiser, please make the Camp Manager aware. Children will also be required, as normal, to wash hands after using the toilet and before eating.

## Cleaning

Each base classroom will have a box of cleaning materials which will allow group leaders to regularly sanitise surfaces and 'touch points' (door handles, taps, etc.) within the classroom. Toilets and communal touch points, such as handrails, doors, etc. will be cleaned at regular intervals throughout the day. Equipment will be sanitised between sessions. At the end of each day, all areas of the building, as well as equipment, will be thoroughly cleaned.

## Face coverings

Children and staff will not be required to wear face coverings. Surgical masks will be made available to staff; it is at their discretion whether they choose to wear them or not. If they do decide to wear a mask, we will explain to children the reasons for this.

## If a child or staff member is unwell at camp

If a child displays any symptoms of coronavirus at the camp, they will be taken to an isolation room and remain with a member of staff, who will be required to wear PPE, until an adult can come to collect them. In this instance, you should get a test as soon as possible and inform us of the outcome. Any staff members displaying symptoms will be required to follow the same advice.

Where the child or staff member tests negative, they can return to the setting and the fellow household members can end their self-isolation.

If the child or staff member tests negative but is unwell, they should not return to the setting until they are recovered.

Where the child or staff member tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. This advice may be that the rest of their bubble within the setting should be sent home and advised to self-isolate for 10 days.

More detailed information can be found at:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

### NHS COVID-19 app

Use of the app does not replace the requirement of individuals to social distance or to report positive cases to the setting. Neither does the app change the processes of escalation if there are any positive cases linked to education settings.

It is possible that whilst in their setting, students or staff could receive a notification via the app that they have been in close contact with a confirmed case and should therefore self-isolate. If this is the case, the Camp Manager should then put in place the setting's agreed process, including making appropriate arrangements for the student or staff member to leave the setting at the earliest opportunity to begin self-isolation.

### Later Flow Devices (LFD)

Asymptomatic testing will help to break the chains of transmission of coronavirus in education and childcare settings by identifying asymptomatic positive cases. This is important as up to one in three people who have the virus have it without symptoms (they are asymptomatic) so could be spreading the disease unknowingly. Staff who test positive then self-isolate, helping to reduce transmission of the virus.

Primary, school-based nursery and maintained nursery staff have been supplied with lateral flow device (LFD) test kits to self-swab. We will look into the possibility of this being available to our staff and encourage them to engage in this process.

This policy was written by Philip Haynes, the owner and director of Global Camps Ltd. The policy was adopted on 2<sup>nd</sup> July 2020 and updated on 28<sup>th</sup> February 2021. It will be reviewed on an ongoing basis in accordance with official government guidance.

Should you require a copy of this policy, please email a request to [info@globalcamps.co.uk](mailto:info@globalcamps.co.uk).