

SUMMER CAMP
HATHERN CE PRIMARY SCHOOL
20/07/20-20/08/20



AFTER SCHOOL CLUBS 2020
@ Hathern CE Primary School
Pasture Lane
LE12 5LJ

- 1) Managing Risk: General Safety Measures Document (24/08/20). Compilation of Risk Assessments Key Points.**
- 2) Key Risk Assessments*: (Reviewed: 24/08/20)**
 - 2a) Indoor Setting**
 - 2b) Outdoor Setting**
 - 2c) Risk Management**
 - 2d) First Aid**
 - 2e) Site**
 - 2f) Drop Off/Collection Points**
 - 2g) Missing Child Protocol**
 - 2h) General: Half Term Camps**
 - 2i) Cleaning and Hygiene**
- 3) HANFORD SPORTS liability certificate**
- 3A) Staff Data***
- 4) Insurance Policy***
- 5) First Aid and Epipen***
- 6) Food Hygiene Certificate (No food on site Summer 2020)***

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7) General Daily Timetable*

8) Cleaning Measures: Daily Routine*

9) Booking Information*

10) Photo Consent Forms Record*

11) Blank Photo Consent Form*

***FOR STAFF PURPOSES AND TO REMAIN ON SITE**

Safely enhancing and supporting physical and emotional wellbeing through Out Of School Settings (OOSS):

Managing Risk: General Safety Measures Document (24/8/20). Compilation of Risk Assessments Key Points.

To all Parents, Carers and Staff, Thank you for your continued support during these exceptional times. We are delighted to be able to provide After School Club (ASC) care for you this term. This document is designed to highlight all the key areas of our extensive Risk Assessment and help to reassure you that yours and your children's safety and wellbeing is at the forefront of our planning and our main priority. At all times we are directed by the Government Guidelines and we will continue to maintain up to date information at www.hanfordsports.com.

[https://www.hanfordsports.com/](http://www.hanfordsports.com/)

Your Sincerely

Ben Hanford
Hanford Sports @ Hathern CE Primary School

Risk Assessing: Managing Risk: General Safety Measures Document (24/08/20). Compilation of Risk Assessments Key Points.

Summary

Updated Thursday 20th August 2020, Government Guidance: Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak.

The guidance we received on Thursday 20th August for out-of-school settings provision for primary children means we can operate all after school clubs in the new term, with safety measures in place. Providers are now able to open for both outside and indoor provision provided that they follow the protective measures set out by government.

Please note, The Government has identified that 'Attending Out Of School settings can have a positive impact on the wellbeing of children and young people. However, it is crucial that we ensure we are minimising the risks to the nation's health. Parents and carers are encouraged to limit the number of settings their children attend, and ideally to ensure their children attend the same setting consistently'.

Following the updated guidance, Hanford Sports will operate as planned.

Key points:

Children will be assigned to a 'Pod' of up to 15 and these will remain consistent as far as possible. (e.g. It may be that 1 group of 15 may split during a day that only children from that same Pod exceed 15)

Drop off and collection points will be open to Pod members only

Please minimise adult to adult contact at gates

The majority of staff will not require PPE. PPE is only needed in a very small number of cases:

- children, young people and learners whose care routinely already involves the use of PPE
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus (COVID-19) symptoms

Therefore Hanford Sports will not be making PPE compulsory and will seek to maintain a nurturing and comfortable environment for attending children.

Hanford Sports will provide Hand sanitizer, face masks, gloves and gowns optional for staff and available should a child demonstrate Covid-19 symptoms.

We do not expect or enforce PPE for your child but will always support your judgment, if you wish for your child to wear PPE this will be for them to monitor. We will of course always support the emotional needs of all our children.

Group sizes from autumn term 2020

When state schools in your local area reopen for all pupils in autumn term 2020, we are advising providers to keep children in small groups of no more than 15 children with the same children each time wherever possible and at least one staff member.

- Multiple groups of 15 plus staff can use the same shared space, if that is necessary, with distancing between the groups.
- Where it is possible to do so, providers should also try to work with parents, the schools or early years settings which children attend to ensure, as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day.

- Where it is not possible to group children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups, as far as possible, and frequently review these groups to minimise the amount of 'mixing' (that is, the number of different people each child comes into contact with).

Hanford Sports will support the Governments Test and Trace service by:

- making the school as safe as possible for staff, children and parents
- promoting the need to get tested if anyone is symptomatic
- encouraging staff to heed any notifications to self-isolate and supporting them when in isolation

If anyone at ASC 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 we will arrange for that person (adult or child) to be collected or sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).

If a child is awaiting collection indoors, they should be moved, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision.

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. This advice may be that the rest of their class or group within the setting should be sent home and advised to self-isolate for 14 days.

At ASC the best interests of our children must and will always continue to come first. As a provider of services to children and young people, we understand the importance of creating spaces, services and opportunities that enable everyone to engage equally.

I am confident we can run and maintain a safe and fun environment for all our children at ASC this year. I completely trust the staff, who will all be working to the strict risk assessing and safety measures in place. Each member of staff is experienced and trained in working with a variety of young people. It has been a challenging time for our staff as it has for us all and will continue to be so during this academic year. We will do everything we can to ensure that our setting is safe for your child/children as well as our staff.

Thursday 20th August : Latest information,

Following the Prime Minister's announcement on Tuesday 23rd June that mentioned wraparound care being able to restart over the Summer, the Department for Education (DfE) released some updated guidance that (20/08/20)we have reviewed.

The safety of the children and staff remains our overriding priority, we have liaised closely with Hathern CE Primary School to identify key protective measures and guidance in anticipation of these updated regulations. We're following all appropriate government guidance available for schools and childcare settings to ensure we run safe ASC provision that still enables children to have a great time. This year we will be providing consistent child groups and allow pick-up points, with no signing out forms, to be managed safely.

Managing Risk

The importance of the ‘hierarchy of controls’

Based on SAGE (Scientific Advisory Group for Emergencies) modelling, the hierarchy of controls are factored into our planning to help prevent the spread of COVID-19. These are set out below:

- Controlling the transmission of the disease: minimising contact with children and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend ASC.
- Management and control through personal hygiene: cleaning hands more often than usual - washing 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.
- Ensuring good respiratory hygiene: promoting the ‘catch it, bin it, kill it’ approach
- Enhanced cleaning regimes: cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- Minimising contact and mixing: altering, as much as possible, the environment (such as room layout) and timetables (such as staggered break times).

Timings

School Day

- There will be a split entrance/exit to start and finish to the day, using all available entrances so that each pod can start and finish ASC without coming into unnecessary contact with children from other pods.
- Adults will not come into the buildings of the school, but will instead line up outside the entrances, and encouraged to leave in a prompt manner. Clear markings will be made on the car

park/playground/pavement leading to each entrance providing safe distancing.

- Collection will run in reverse, with pupils meeting parents at the door and 'released' to parents/carers in an orderly manner.

Break times:

- Break times will be staggered so that each pod will have a time slot to eat their snack, either in their base or outside, without contact with other pods.
- Late Stay snacks will be eaten with the adult(s) from their pod/base.
- Snacks to be provided from home. Water refills only and to be made by staff. NUT FREE.
- Each pod will have a designated playtime slot, with only 1 pod in any one outside area at any time, and hands will be washed before coming back into base.
- Each pod will run its own individual timetable, ensuring regular hand washing/sanitising.
- Each pod will be responsible for ensuring no mixing occurs between pods at the break times (staggered). Pods are encouraged to use the outdoor environment as often as possible, ensuring maximum distance between other pods.

Quality of Delivery

Staff are delegated responsibility to specialise in that activity to ensure weekly plans and activities are ongoing.

The main focus of our delivery is for resocialisation, mental health and Enjoyment. Following initial grouping of children, additional plans will be reviewed to reflect the 'pods' needs.

Health and Safety guidance

Hygiene and hand washing:

- Children will continue the routine of regular hand washing that they practiced before lockdown: washing them at the start and end of each ASC, before and after break/snacks, after visiting the toilet and before they leave for home as a minimum. Staff will consistently demonstrate and encourage good hygiene throughout the day.

Essential items – only send your child(ren) with a coat, water bottle and lunchbox to school. No games, gadgets, media devices, pencil cases, book bags or soft toys, etc. Do not take anything else home at the end of the day.

No Mixing of pods – no pods will be allowed to mix with each other. Each pod has an allocated set of toilets and sinks to use. Hanford Sports has the right to use 'best judgement' in managing this as consistent as far as possible. (e.g. It may be that 1 group of 15 may split during a day that only children from that same Pod exceed 15)

Adjusted Routes in/out of ASC – there will be a number of gates/entrances open to come into and out of school. You will be advised which gate/entrance to use and please arrive at the gate at the correct time. This is so there aren't too many people there at once.

Basic hygiene reinforced – children will be reminded to wash their hands regularly throughout the day, especially before they go home

Risk Assessment – Key extracts

Site considerations

- Designated base for each pod to host max 15 children with one Coach for the day.
- Limiting the amount of contact between different groups of children (such as smaller club sizes with children and staff spread out more).
- Designated toilets for each pod.
- Access to hand washing facilities for each pod.
- Soap and hot water in every toilet (and base where possible).
- Split start and end to ASC. Each pod will have a designated entry and exit point and parents will collect children from this area only.
- Markers to indicate social distancing whilst waiting to drop and collect child.
- Removal of furniture from bases that are not deemed essential.
- Some parts of the school and playground may be out of use.
- Office spaces 'Out Of bounds'
- Furniture rearranged to support the 1.5m social distance where possible.
- School building closed for lettings and other building use.
- Reduction or exclusion of visitors on site.
- Adhere to staff and child ratios.
- Encourage only one parent to drop off and collect child.
- Parent's to drop off child at gate and Coach will send children to pods. At the end of the day a Coach will dismiss children as parents arrive at gate. A member of staff will notify of adult arrival.

- Parents to only enter school with pre-arranged booking.

Cleaning and hygiene

- Deep clean of whole site before opening.
- Additional cleaning capacity throughout the day.
- Staff to have access to disposable cloths and sterilizing fluid that is safe to use around children so that they can clean surfaces and handles more frequently.
- Checklist of items to be cleaned on daily basis.
- Each pod to have soap, hand sanitizers, paper towels, tissues and bins.
- Children encouraged to wash hands for 20 seconds when entering and before leaving school, after coughing or sneezing, after using the toilet, before and after handling food.
- Children to be taught to ‘catch it, bin it, kill it’.
- Internal doors will be propped open to avoid use of handles.
- Cleaning response to a confirmed or suspected Covid 19 case is agreed.
- Wear disposable gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.

- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Waste should be double bagged and stored safely away from children and kept aside for 72 hours before disposing of in general waste.
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- Increase focus cleaning on touch points and tables.
- Prepare for additional deep cleaning if required.
- Adequate cleaning supplies in place for long term arrangements and continual supply.

Staffing

- Identify staffing levels through an audit to ensure the reintegration of children adheres to guidelines.
- Agreed staffing and rota in place.
- May need to “introduce a temporary cap on numbers to ensure safety is prioritised”. Bookings already made and paid for will not be affected.
- Contingency plan to cover staff in case of absence.
- Ensure that on site there is always at least one first aider and where possible someone with Paediatric First Aid.
- Staff identified as clinically/extremely vulnerable should work from home.¹
- Clinically vulnerable staff should take extra care of social distancing and work from home where possible.¹
- Staff with other health issues should seek advice from their doctor.

Transition around school

- Access rooms from outside where possible.
- one-way circulation or place divider in corridors to keep groups apart.
- No movement between pods.
- Playground will be zoned off for each pod.
- Each pod has own designated toilets to use.
- Snacks in Pod base
- First Aid box in each base.
- Adults to adhere to 2m distancing where possible whilst on site.

Delivery

- Children will remain in their own designated pod with the same Coach for the duration of ASC.
- The same base to be used by each pod.
- Children will remain in these pods for the duration of ASC, no mixing with children from other pods.
- Each child will no longer be able to choose on the day which ASC they join.
- Reduce sharing of resources.
- Any shared or frequently used resources will be collected by adult and sterilized.
- Sports and Crafts equipment to be sterilized between each session.
- No items to be brought in from home except water bottle and lunchbox which will be kept in own space.

- No books or resources will be sent home.
- Soft furnishings removed from each classroom as well as any shared resources.
- Use disposable drinking cups if needed.
- Staggered break times.
- Consider which activities will be delivered to reduce movement around school.
- Not to use outdoor equipment unless it can be cleaned appropriately between groups of children using it.
- Set age appropriate challenges by designated staff.
- Wear apron and gloves whilst changing a child and dispose of these in the bin provided.

COVID-19 Infection Control

- Follow advice from COVID-19 guidance for households with possible coronavirus infection guidance.
- If child is unwell and presenting symptoms, remove from base, isolate and call parents. Designated adult to remain with child in isolated area if suspected case of Covid 19.
- PPE to be worn by staff caring for child if a distance of 2 metres cannot be maintained.
- Normal 48 hours after last symptom if not Covid related.
- If the toilet is needed they use a designated toilet (Staff) where possible. This will need to be disinfected after.
- Contact relevant agencies e.g. LA/Public Health England.
- Have designated isolation area with member of staff to stay with child whilst maintaining 2m social distancing if possible.

- Where a child needs direct personal care whilst at school the adult should wear disposable gloves, apron and a fluid-resistant face mask and eye protection if at risk from splashing to the eyes from coughing, spitting or vomiting.
- Inform staff and parents in pod.
- Increase monitoring of other children in pod.
- Core reminders of hand washing and social distancing.
- Contact relevant agencies e.g. LA/Public Health England.
- Where a child needs direct personal care whilst at school the adult should wear disposable gloves, apron and a fluid-resistant face mask and eye protection if at risk from splashing to the eyes from coughing, spitting or vomiting.
- If child or member of staff has confirmed case of Covid they are to self-isolate for 7 days. Their fellow household members should Self-isolate for 14 days.
- The whole pod that the child or staff was in has to isolate for 14 days but not their household unless they too show symptoms.
- Deep clean of the classroom base.
- Inform staff and parents.

Documents that have been referenced when producing the risk assessment:

1 DfE: Coronavirus: implementing protective measures in education and childcare settings. (12th May 2020)

2 DfE: Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers (Updated 11 May 2020).

3 DfE: Planning guide for primary schools. (14th May 2020)

4 DfE: COVID 19: cleaning in non-healthcare settings (15th May 2020)

5 DfE: Safe working in education, childcare and children's care settings, including the use of personal protective equipment (PPE). (14th May 2020)

DfE: Opening schools for more children and young people: initial planning framework for schools in England (Updated 12 May 2020)

DfE: Managing school premises, which are partially open, during the coronavirus outbreak. (25th April 2020)

Leicestershire County Council Health & Safety Team: COVID-19 risk assessment template (developed with Covid-19 risks as known 11 May 2020)

DfE: Protective measures for Out Of School Settings (OOSS) during Coronavirus (COVID-19) outbreak. 23rd June 2020 (updated 10th July 2020).

SUMMER CAMP
HATHERN CE PRIMARY SCHOOL
20/07/20-20/08/20



HANFORD SPORTS: Liability Certificate **SUMMER CAMP: Monday 20th July - Thursday 20th August 2020**

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18/07/2020

SUMMER CAMP - SPORTS,ARTS AND CRAFTS - CERTIFICATE OF LIABILITY

AT HATHERN CE PRIMARY SCHOOL

This certificate is to confirm that HANFORD SPORTS coaches hold the relevant qualifications and documentation in the below criteria appropriate for the delivery of **SUMMER CAMP - SPORTS,ARTS AND CRAFTS AT HATHERN CE PRIMARY SCHOOL.**

Site	Hathern CE Primary School
Name of certificate holder	Mr Ben Hanford-Sadik- Hanford Sports
Date of commencement	Monday 20th July - Thursday 20th August 2020

LIABILITY INSURANCE – PL-PSC10000655423/00	DATE: 18/09/2019
DBS REGISTERED - 001672194470	DATE: 11/09/2019
CHILD PROTECTION (INCLUDING PREVENT) – Hathern CofE Primary School	DATE: 28/08/2019
EMERGENCY FIRST AID AT WORK- 52693	DATE: 2020-2022
EPIPEN- Hathern CofE Primary School	DATE: 08/08/2019
SAFEGUARDING - Hathern CofE Primary School	DATE: 08/08/2019
CONFIDENTIALITY AGREEMENT- Hathern CE Primary School	DATE: 08/08/2019

Lead Coach Name(print): BEN HANFORD-SADIK

Signed: BHS

Date:18/07/2020

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Notes:

**Any questions or concerns feel free to contact Ben:
ben@hanfordsports.com
www.hanfordsports.com**

Yours Sincerely

Ben Hanford

