

Our Holiday Camp policy and guidelines for staff

Please find the guidelines and procedures below we are adhering to, to ensure our camps are happy and safe.

Be as positive and friendly to the children as we can be.

Two members of TP staff onsite are first aid trained.

No adults are allowed in the building apart from TP staff, the school's teachers and the school's caretaker.

All staff are aware of fire exits, lighting, first aid room, procedures for current Virus.

We ventilate the room we are in – all top and bottom windows.

Keep doors open – apart from the front door and back gate exit which remain locked throughout.

We use the playground for outdoor games as much as possible via same entrance and exit.

All children bring own food, pencils, drink – not to be shared at any time.

No nuts or products containing nuts are to be brought into or onto the premises.

Staff and children sanitise / wash hands on arrival, before and after food, before and after playtime.

(*Currently not using PPE, but we have kept this below for reference.)

We wear PPE when giving plasters / first aid treatment – current guidance - we are allowed to not wear a mask due to the setting, age of children and type of activities we lead – ie interactive games, storytelling, teaching magic spells where children need to see our face.

If a child displays COVID symptoms, notify camp manager who calls parent, full PPE goes on and child isolates in the first aid room with the nursery nurse until parent arrives. Advise parent to do PCR test of the child and record the result.

The hall tables are wiped down before and after the activities using sanitiser.

The toilets are wiped down after use and the room we use deep cleaned by the school's nightly cleaners.

No member of staff is to come in if they, or anyone in their household are remotely poorly. Very strict on this.

No swearing or vulgar language to be used in front of children.

No personal questions to children but any concerns about their health/wellbeing, report them to the TP onsite manager immediately.

Zero tolerance to bullying within staff team and child group. We include everyone and make sure everyone is happy, listened to and included.

No phones to be used during camp when children are present, with the exception of emergency calls, promotional photos for social media or linking music to the speaker.

No smoking or alcohol consumption during camp.

Staff and children bring all food and own water bottles needed on the day. Taps in the kitchen are available for re-fills.

All staff are DBS checked to be able to work and regular lateral flow tests for all asymptomatic staff members.

Please find our risk assessment for our Holiday Camp setting.

Risks listed below. (for measures taken please scroll down.)

***We have kept the COVID policy below, so people are aware if needed in the future.
Some of the below COVID measures are currently not required.**

- 1) Parents/Adults of children attending spread the virus in the school building
- 2) Children and adult staff come in with germs on their hands
- 3) Children pass the virus onto adults and vice versa
- 4) Room isn't ventilated and air flow is poor
- 5) Adults within camp pass on the virus to other adults if standing too close to each other
- 6) Children touch each other
- 7) Children share food
- 8) Children pass germs via communal colouring pencils
- 9) The tables, toilets and surfaces become infected if touched
- 10) Children sit too closely with each other
- 11) Children are poorly and attend
- 12) Children use other areas of the school spreading to other rooms
- 13) Children are indoors too long inside
- 14) When children have an accident, the first aided comes into close contact
- 15) A child develops symptoms during camp
- 16) Staff spreads virus by working with symptoms
- 17) There is an outbreak at camp of positive cases or tests

- 18) A child is reported as positive after coming to camp
- 19) We come into contact with other children at the venue
- 20) Staff may not know where to assemble in case of a fire
- 21) The building isn't secure and children escape onto the road
- 22) Children may want to explore other areas of the school – the kitchen next to it
- 23) Children want the toilet but don't know where to go and get lost
- 24) Someone has an accident at camp in the playground falling off play equipment
- 25) Equipment from the school falls down and hurts a child / staff member
- 26) A child has a serious accident during camp
- 27) It is not clear who the contact is for the child attending, for illness or track and trace purposes
- 28) Children with medication/special needs attend and we are unaware
- 29) Other children get hold of medication
- 30) We haven't enough space in the building
- 31) We haven't got parents details for on the day / post contact if needs be
- 32) How do you determine who sat with who during lunch and craft when children are in close proximity.
- 33) How do we catch it, bin it, kill it?

Measures taken in the Holiday Camp setting

- 1) Adults of the children attending are not permitted into the building, only in a spaced-out line outside the door for drop off and pick up. If they have to enter the building for emergency reasons, enter, stay and exit from the school foyer.
- 2) Children and staff bring own sanitiser and use upon entry, before and after food and outdoor play. Plenty of sanitiser on hand for staff. Each staff member to do regular lateral flow tests and do not come in if displaying any symptoms.
- 3) Children and adults maintain distance as much as possible given the age of the children
- 4) Windows and doors of the hall are kept open
- 5) Adults to maintain appropriate distance throughout the camp
- 6) Encouraging children to keep their hands to themselves
- 7) Making clear we all eat our own food and children bring individual lunch boxes/snacks/drink bottles
- 8) Children to bring their own colouring pencil cases
- 9) Wiping the three toilets, surfaces and tables after use with wipes and spray brought by us
- 10) Encouraging space when seated, or sitting with their friends from school or siblings
- 11) Making clear that children aren't allowed to attend if poorly or displaying unusual symptoms. Keeping an eye out for change in behaviour, energy that would suggest illness.
- 12) Using one room only (school hall) and outdoor equipment, which is wiped down after use.
- 13) Making use as much as we can of the outdoor playground for games and playtime
- 14) When an accident occurs, first aider puts PPE on to tend to the child in the first aid room

- 15) Child is taken alone by PPE adult to the first aid room or front foyer with ventilation, temperature taken and to be collected ASAP by the parent or caregiver. Ask parent to do a PCR test and inform us of the result ASAP.
- 16) It is made clear to all staff that no member of the team can work if even a little under the weather. Lateral flows be taken and temperature recordings on wrists taken.
- 17) Sadly we'd have to close future camps and inform the venue straight away. All staff and attendees to isolate for 10 days.
- 18) Ascertain whether they were asymptomatic or symptomatic, then report case to Public Health immediately. Inform all close contacts of the child that day to isolate for 10 days after the day of contact.
- 19) We book and use a venue that is exclusively ours, no other groups of children present
- 20) Assembly point is detailed in briefing – large playground at the side of the building
- 21) All children are secure via a strict FOB system which one member of staff looks after. Children are safe within the fenced and bolted playground facilities
- 22) The kitchen is strictly out of bounds to children and the door shut from them
- 23) All children are to be guided to the toilet by a nursery nurse who waits for them outside
- 24) The first aider on hand takes the child to the first aid room, with PPE, tends to child and the accident recorded, the parent/guardian informed
- 25) Sarah Chamberlain on behalf of Toadstool Parties has taken out full public liability insurance to cover any and all instances like this
- 26) In case of a serious emergency, the onsite manager of Toadstool Parties reserves the right to assess whether we need to call 999 for an ambulance and will do if needs be, whilst of course informing the parent/guardian.
- 27) An auto request upon booking, parent/guardian enters a contact number they will be reachable on all day, as well as an email address. We store this information for 21 days via Eventbrite post camp.
- 28) Upon booking, we request all contact information that we need to make sure we can help the child attending. If needs are greater than we can offer, we refund and explain to the parent.
- 29) Keep all adult items and children's medication away from the children in the first aid box or silver table in the kitchen, which is out of bounds for children.
- 30) We allow up to 33 children per day, and up to 5 members of staff, so we have calculated an allowance of 1 square meter for each person, which the hall allows, and outside is even bigger.
- 31) All information is downloaded via PDF and stored on the computer for daily sign ins and for 21 days post camp.
- 32) We allocate spaces and record them for up to 21 days post camp. The children sit there for craft, snack and lunch.
- 33) We provide extra tissues for children if needed and make it clear where the handwashing basins are, where the tissues for blowing noses are and if we sneeze we cover our mouths. The bins are changed every night by the school cleaning team, and the spaces we use are wiped and deep cleaned by the schools cleaning team.

Notes updated as of December 2022

From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case, instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

If you have not already done so you can read the updated guidance at:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings>