

HEADSTART HOLIDAY COURSES

Multi-sport, Art & Craft, Music & Drama activities, in Surrey since 1991



4 Roundwood View, Banstead, Surrey, SM7 1EQ. • 07950 711866 • mark@headstartsports.co.uk • www.headstartsportscamps.com

Staying Safe Guide

Our 10 protective measures during COVID-19 outbreak

- 1 Fewer children on-site
- 2 Smaller group sizes
- 3 Groups won't mix during the day
- 4 Courses to be delivered outdoors wherever possible
- 5 Hand washing on arrival, before/after eating, every hour, and on leaving
- 6 Equipment, surfaces and touch hotspots to be disinfected regularly
- 7 Signage to highlight extra safety measures
- 8 Coaches will carry their own hand sanitiser
- 9 Isolation protocols if anyone displays COVID-19 symptoms on-site
- 10 Courses will only run if Government advice at the time permits

What remains consistent however, is our aim to again provide children with an opportunity to have **fun, learn new skills**, and to **socialise**.



Please remember, if someone is symptomatic, living in a household with a possible COVID-19 infection or if you are classified as extremely vulnerable on health grounds, the guidance is that you should stay at home. **Courses will only run if Government advice at the time permits.**

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Daily Overview

- Bring a water bottle, a snack & packed lunch if staying for lunch, & any medication.
- Come dressed appropriately to the weather conditions (we'll mainly be outside!).
- Please arrive no more than 5mins before your child is due to begin.
- Please adhere to social distancing and use our one-way system to enter and exit.
- Children to wash their hand's on arrival, with hand gels provided by us.
- Children will be allocated their own space/chair, to leave their things.
- Children to join their group and their group Coaches for the session to begin.
- Drinks/snack/lunch breaks to be staggered to reduce crossover.
- Toilet breaks to be supervised by a Coach to ensure appropriate hygiene levels.
- Frequent hand-washing for children and coaches, including before/after eating.
- Parents to arrive no more than 10mins before your child is due to be collected.
- Collection from the drop-off point, follow the Headstart signage.

Arrival

For St Martins Junior School, please arrive at the Ashley Road entrance and follow the Headstart signage.

For Stamford Green Primary School, please arrive at the Christ Church Mount entrance and follow the Headstart signage.

For St Christopher's School, please arrive at the front of the school and follow the Headstart signage.



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COVID-19 SAFETY POLICY

Guidance taken from the Department for Education



Overall Protective Measures:

i. Attendance

Do not leave home if you or someone you live with has any of the following:

- a high temperature; a new, continuous cough; loss of, or change to, your sense of smell or taste.
- Check the NHS website if you have symptoms
- Isolation protocol should be completed before it is safe for you to attend.

ii. Effective infection protection and control

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus (COVID-19) outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus (COVID-19) involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- 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
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

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Planning and organisation to implement protective measures:

i) Minimising risk of transmission

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Our session plans are designed to keep children and young people in those small groups 2 metres away from each other. Groups will not be mixing during the day.

ii) Use of outside space

- All courses will be based outside, where possible, as this can limit transmission and more easily allow for distance between children and staff
- All equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.

iii) Additional cleaning & hygiene measures

We will follow the [COVID-19: cleaning of non-healthcare settings guidance](#), and

- ensure that sufficient handwashing facilities are available.
- clean surfaces that children and young people are touching, more regularly
- ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
- children clean hands on arrival at the setting, before and after eating, and after sneezing or coughing
- children are encouraged not to touch their mouth, eyes and nose
- children use a tissue or elbow to cough or sneeze and use bins for waste ('catch it, bin it, kill it')
- ensure help is available for children who have trouble cleaning their hands independently
- encourage young children to learn and practise these habits through games, songs and repetition
- ensure that bins for tissues are emptied throughout the day

iv) Signage

Appropriate signage to display social distancing, one-way systems for arrival and departure, 20s hand washing, ('catch it, bin it, kill it'), toilet locations.

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v) Staff using Personal Protective Equipment (PPE)?

PPE is only needed in a very small number of cases including:

- children whose care routinely already involves the use of PPE
- if a child becomes unwell with symptoms of coronavirus (COVID-19) while with us and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the adult.
- no additional PPE requirements because of coronavirus (COVID-19) for first aid, or for non-symptomatic children who present behaviours which may increase the risk of droplet transmission or who require care that cannot be provided without close hands-on contact

vi) Isolation protocol

If any child at our setting 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, they must be sent home and advised to follow the [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, 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 should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained.

Everyone should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

vii) Getting to and from us

- Please walk or cycle to us where possible. There is car parking on site but this will be limited.
- Please arrive and leave promptly, parents cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment)
- For more information read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

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