



General Info

- Public Health England (PHE) or equivalent posters will be on display informing children/Young people and their parents/guardians and carers and staff of social distancing and cleanliness/hygiene protocols throughout the facility
- SCL are committed to the wellbeing of their staff and customers, and if they show/have any signs of COVID-19 (temperature, cough and difficulty breathing), they will be sent home to follow Government regulations.
- SCL will comply with any health designation documentation that the Government implements.
- Sanitisers will be on offer (or people will be directed to where they can clean their hands).
- SCL will do their utmost to promote social distancing, further criteria is below for certain areas.
- Face masks will not be mandatory for staff, unless their role requires this.
- Children will all be informed of the new rules and guidance around social distancing and the new activity protocol, if there are any issues with a child/children deliberately not adhering SCL will inform the parents/carers/guardians of this and follow our behaviour policy protocol.
- Social distancing and cleanliness will be promoted when booking online through the delivery SCL website.
- Protocol for staggered drop-off and pick-up times for parents/carers will be in place across all clubs.
- Across the facility doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- SCL advise that child or family members living with a child and are classed as extremely vulnerable and or/are shielding, should not be attending the sessions as a matter of safety.
- If the child/staff shows any signs of COVID-19, they will be asked to leave the activity immediately (the CAP will have a process in place to make sure that the staff ratio is adhered to.
- SCL are requesting the following facilities: Toilets - Minimum 2 classrooms – 1 additional classroom if numbers hit 25, 37 (maximum 4 classrooms) - School Hall - School Field - School playground
- The only children in our care should be those nominated by the school or booked through the online booking system.

Cleaning

- SCL will implement continue rigorous cleaning procedures throughout each day of delivery.
- If there is a COVID-19 case in the facility, SCL will follow the PHE Guidance – COVID-19 – Cleaning in non-healthcare settings while cleaning all areas of the facility.
- Staff will carry out regular cleaning of high-contact touch points throughout the premises.
- To prevent the indirect spread of the virus from person to person, regularly clean frequently-touched surfaces, such as: - door handles - handrails - table tops - play equipment - toys - electronic devices (such as site phones).
- After finishing using the cleaning equipment it should be locked away safely out of reach of children.



- Please ensure you tick off each item/area you have cleaned/sanitized on your cleaning/equipment/area maintenance checklist.

Reception Areas

- Sanitisers will be on offer (or directed to where people can clean their hands).
- Gloves are not mandatory as the World Health Organisation (WHO) advice is that it is preferable not to wear gloves but to regularly wash your hands.
- Where possible Reception areas should have a one-way system for entrance and exit.
- Queue management - 1m spacing markings on the floor and if necessary, outside the entrance.
- During signing in and signing out the facility will let in one parent/guardian/carer in at a time. They will state the child's/children's name/s and provide a verbal password and then the child/children will be released to the parent/guardian.
- The queuing system will follow the standard 1m distance as per all other England que systems.
- Only one parent is permitted to drop off and collection, also advised where possible siblings do not attend drop off and pick up and no children older than 12 are permitted onsite. Children under 5 must be in a buggy or holding hands with an adult when collecting.
- Parents are asked not to linger or wait around in the site facilities.

Changing rooms/toilets

- Extra care/signposting will be provided to maintain social distancing when in these areas.
- Cloak rooms will remain in use, providing social distancing can be maintained, children should be sent to these areas in very small groups to avoid crowding.
- In each cloak room, SCL will provide sections for each group to reduce mixing of groups.
- When utilising the toilet the usual procedure should be followed.
- All children should wash their hands and use hand sanitiser following their return to the session.
- Children will be asked to wash their hands between activities and at this point will have the opportunity to use the toilet facilities.
- Staff will wipe down high level touch points on a regular basis throughout the day

Session Delivery

Ratios

- Ratios for safe participation are no more than 15 children per group, with adaptations made to suit EYFS requirements.
- SCL will create groups for children to ensure they are in the same small groups at all times each day, and different groups are not mixed during the day.
- Where possible no changes will be made to groups for the week, however where the nature of our offer caters for full week provision, we may need to accept additional children into an existing bubbles not exceeding the 15:1 ratio. As a basis for these bubbles in the wider school context we would run activities in key stage groups.
- SCL will ensure that if children in the same group are of differing ages, relevant and appropriate activity types are being delivered.



- SCL will ensure that the staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.

Equipment

- All equipment it is appropriately cleaned between groups of children using it, and multiple groups do not use it simultaneously.
- SCL have remove soft furnishings, soft toys and equipment that are hard to clean (such as those with intricate parts).
- All activities will promote social distancing and have been designed to limit cross contamination as much as possible.

Moving groups of Children and Young People around the site and in between sessions

- Staggering will take place especially at start and end of the day when drop off and pick up is taking place.
- Separate groups are not allowed to play sports or games together at any time and should be kept separate during all delivery. While in general groups should be kept apart at all times, brief, transitory contact, such as passing in a corridor, is low risk. However, we will stagger start and end times of sessions and move children from separate groups at different times to avoid mass gatherings in one area.
- Groups will run separate activities on a rota system which includes numeracy & literacy, arts & craft, sport and themed activities.

Studios, Courts and Sports Halls

- Social distancing guidelines to be followed at all times (1m apart).
- There should be a minimum of a 10-minute window in between sessions, so no 'waiting around' in groups in hallways or stairways.
- Equipment will all be cleaned in between use. This will be done by the staff members.
- Where possible, markings will be made on the floor to show the area for individuals.
- Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
- Team sports can be played following zone marking on pitch with no contact and children staying in the allocated zones.

Outdoor Activity

- Outdoor activity is favoured and safer due to distancing ability and open-air space.
- Social distancing and cleanliness will be promoted by the staff at the beginning and throughout session/s.
- Where possible SCL staff should try not to directly touch children's items and if they do need to touch an item IE opening a water bottle they should clean their hands before and afterwards immediately.

Food Handling & Lunch/Snack protocol

- Signs will be put up around cleanliness and social distancing.



- During Lunch and snack time children should stay within their day groups and not mix with other children from other groups.
- Lunch time and snack time should be staggered, if a separate area for each groups cannot be provided. Before lunch every child should wash their hands, keep 1m distances while eating and if possible at lunch tables leave one space between each seat.
- No sharing of food/drink is allowed.
- Use of halls, dining areas and internal and external sports facilities for lunch and exercise should be used at half capacity.
- Adequate cleaning between groups must be in place.
- Parents are asked to bring a bag/lunch box for all food and snacks and children will be asked to keep any rubbish/wrappers in their lunch box to dispose of at home.

First Aid

- Although there may be heightened concerns around first aid, this will continue as normal, with the below aspects to be used when needed: - Gloves. - Face masks for general first aid.
- The Resuscitation Council UK has provided specific guidance on CPR delivery.
- SCL will not administer non-prescription medicines, if prescription medicine is required staff must follow the company procedure but wash hands before and after handling. This is communicated to all parents/guardians/carers prior to attendance.

Miscellaneous

- SCL will follow Government guidance for office staff.
- No payments can be made on site, only via the booking system.
- All external contractors on school grounds must have been communicated to SCL prior and make themselves known on arrival and departure while on site they should follow social distancing and cleanliness guidelines.
- Staff will check throughout the day the availability of soap and hot water in every toilet (and if possible in the delivery locations).
- Staff will check throughout the day the availability of hand sanitiser stations, for example at the entrance for children and any other person passing into the school to use, and their replenishment.
- Staff will check throughout the day that all lidded bins are not full and are available in delivery areas and in other key locations around the facility for the disposal of tissues and any other waste, they should be double bagged and emptied regularly. Not for use for lunch waste.
- Staff will undertake full operations training prior to delivery commencing.
- Children are asked to only bring necessary personal items to clubs, (Drink, lunch, additional clothing), no toys or personal belongings.

Illness

- The following procedures should be followed if someone presents with COVID-19 symptoms.
- If anyone becomes unwell with a new, continuous cough, loss or change of taste and smell or a high temperature, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.



- If a child is suspected to be ill and is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. 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 1 meter 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 a distance of 1 meter cannot be maintained.
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.

This document will be updated regularly to mirror government advice and guidance. Last update 2nd July 2020.