

Camp Glide – COVID-19 Secure Policy

Camp Glide's overview

Camp Glide recognizes the ever changing situation with COVID-19 and will respond accordingly to the latest [government guidance](#).

Responding to a suspected COVID-19 case in the setting.

Anyone who begins to display coronavirus symptoms while in the setting will be sent home immediately and are to follow government guidelines on [what to do if you or someone in your household develops symptoms](#). If a child is waiting to be collected, they will be separated from their group and isolated with one member of staff if this is possible. A separate secure space within the school building will be used.

A facemask will be worn if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection. If contact is necessary, then gloves, an apron and a facemask should be worn. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection should also be worn. Once the child or member of staff has left the setting, Camp Glide will follow [Cleaning of non-healthcare settings](#) to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely. Camp Glide will make an attempt to make contact with the parents/carers of the child each day until the result of a test is known.

Once early years and childcare providers open to more children, all staff and children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Visit the [guidance on coronavirus testing and how to arrange to have a test](#).

Camp Glide will advise staff/parents/carers to obtain a test for COVID-19 if they have symptoms of COVID-19. Camp Glide will contact the staff member/parents/carers daily after sending them home with

suspected COVID-19 in order to ascertain the test status. Once the test status is known Camp Glide will act accordingly.

Where the child or staff member tests negative, they can return to their setting if they are well enough to do so. If the child or staff member tests positive, Camp Glide will work with NHS test, track and trace. Camp Glide will follow guidance given to them by NHS test, track and trace. Close contacts should isolate as required to do so. All contacts should be extra vigilant for symptoms of COVID-19. All close contacts will be encouraged to get a PCR test. Camp Glide will take appropriate steps to deputise responsibilities or arrange cover if affected members of staff fulfil designated roles, for example paediatric first aid, SENCO or safeguarding lead.

Camp Glide will hold records of attendance as well as necessary contact details and will pass these onto the test and trace programme if deemed relevant by the Camp Glide director.

Arrival and Departure

Parents/carers will be directed to the appropriate drop off/collection point by staff or signage. Signage will also control our policies about infection control and discourage those with symptoms from arriving at the setting.

Upon arrival at Camp Glide, parents/Carers will be asked to line up outside the school building, Camp Glide will encourage appropriate social distancing. A member of staff will greet Parents/Carers 1 at a time and sign the child in, Parents/Carers can then safely leave the site or safely and/or return to their vehicle. Parents/carers will not be allowed into the building.

When collecting children from Camp Glide, Parents/Carers are to line up outside ensuring social distancing is in place. Members of staff will then send the child out to meet their Parent/Carer, staff will sign them out.

Suggested timings for drop-off and collection (Holiday Club).

In order to support social distancing and ensure not everyone arrives at the same time.

We are opening the drop-off time from the start of booked time until 9:15.

We will also open pick up from 16:15 until 18:00.

Drop-off or collection outside of these times is possible. Parents/carers may need to contact the club phone and wait outside the site until their child is brought to them by a member of staff.

Cleaning

Camp Glide will clean areas of use frequently. Camp Glide recognises that toilets may need to be cleaned several times daily. Frequently used items such as toys and frequent touch points such as door handles, backs of chairs and light switches should be cleaned thoroughly and often.

Cleaning schedules and instructions will be provided for each bubble and setting.

Staff should use gloves when cleaning and in line with our health and safety policy and COSHH risk assessment control measures.

Every day the setting will be cleaned and disinfected thoroughly to ensure it is ready for the next day.

Camp Glide will be following the government guidelines of [Cleaning of non-healthcare settings](#).

Ventilation

Camp Glide will open all windows and doors possible to allow for as much ventilation as possible. When opening windows and doors staff should consider whether the site is secure, if the weather outside is appropriate and how the windows and doors being open will affect the people indoors (i.e. will it lower the temperature beyond an acceptable level). In most cases it will be appropriate to open doors and windows. If it is not appropriate to open all to mitigate against other risks then the windows and doors should remain closed.

Space

Staff and children should be encouraged to give on another plenty of space throughout the session. i.e. space in the corridors, when lining up, when sitting for register and snack.

Use of PPE

The use of PPE will be available for all staff, should they wish to use it. If a child shows symptoms of Coronavirus, staff should wear gloves,

apron and a face mask whilst waiting for them to be picked up.

Camp Glide will be following the government guidelines of [guidance on using PPE in education, childcare and children's social care settings](#) and [guidance on protective measures in education and childcare settings](#) and ensuring all PPE is disposed of correctly.

Travelling around the setting

Exits to outdoor spaces will be the nearest practical exit. In order to support social distancing, staff and children should check smaller areas to ensure they are clear before proceeding. Staff and children should use the outdoor areas where possible when travelling around the setting. Staff and children should maintain a social distance when travelling around the setting.

Lone working

At times it may not be possible for two members of staff to be present. Staff should follow Camp Glide's lone working policy if only one member of staff can be present with the children. Children should never be left unsupervised.

Hand washing

All children and staff must wash their hands upon arrival at any of Camp Glides' settings. Staff should role model appropriate hand washing (soap and water, for 20 seconds, covering all parts of their hands and wrists). Staff and Children must continue to wash their hands multiple times throughout the day.

Respiratory hygiene

Staff should teach and role model to Children how to safely catch germs. For example, coughing or sneezing into your elbow then washing your hands thoroughly and how to appropriately use tissues and dispose of correctly and safely i.e. Catch it, bin it, kill it.

Visitors

Visitors are to be kept to a minimum and only for essential purposes. Visitors will be asked about their symptoms upon arrival. No visitors with symptoms/recent symptoms will be allowed to enter the site. Visitors must maintain social distancing at all times.