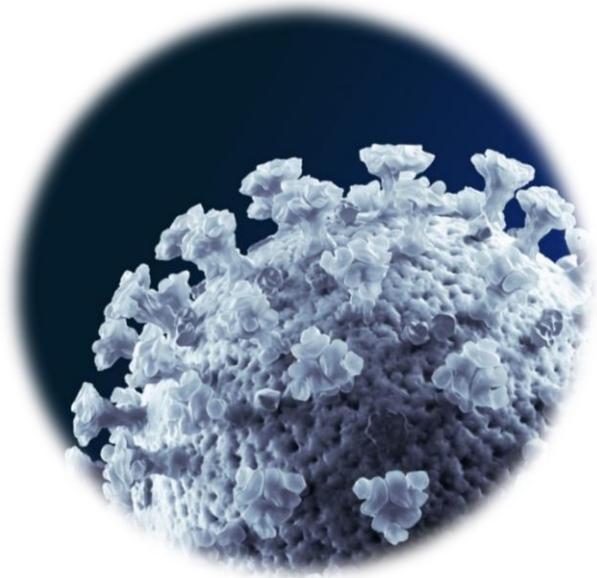


COVID-19

POLICIES & PROCEDURES



This document is temporary for 2021 and supersedes any contradictory information laid out in our main [Policies & Procedures](#).

Any changes in [government guidance](#) may have an impact on its content. Xkeys Ltd have the right to alter these without notice. This includes the tightening or relaxing of any procedures.

Updated on 19 March 2021

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1. Introduction

Xkeys Ltd's Covid-19 Policies & Procedures is designed to ensure the running of Mini Minors & XUK Day Camp is as safe and organised as possible in the exceptional circumstances of the coronavirus pandemic.

XKeys Ltd cannot eliminate the risk of catching Covid-19 at camp but we have set out the steps taken to reduce the risk as far as is practicable.

This document is accurate to the date of publication. Any changes in [government guidance](#) may have an impact on its content and Xkeys Ltd have the right to alter these without notice.

2. Attendance & Restrictions

Children must be eligible to attend as per the latest government guidance on '[Who can attend your setting](#).' Parents will be asked to check and declare their eligibility prior to the start of camp.

Campers and staff must **not** attend if they:

- are **extremely clinically vulnerable***
- have Covid-19 symptoms or are self-isolating due to Covid-19 symptoms in their household
- they are required to quarantine having recently visited countries outside the [common travel area](#)
- are advised by track & trace / government guidance not to.

Campers and staff should seek medical advice in advance if they:

- are **clinically vulnerable***
- live with an **extremely clinically vulnerable*** person
- are unwell.

* See government guidance for definition of these terms.

3. Behaviour & Rules

Whilst the [Day Camp Rules](#) remain, a camper may be sent home for jeopardising the integrity of our Covid-19 rules and procedures. This may include:

- Leaving their bubble without due cause and/or entering another bubble
- Spitting, biting or other physical behaviours which escalate the risk of transmission
- Acts of defiance and/or other behaviours which threaten the safety of camp members.

4. Bubbles & Ratios

Bubbles will be created, operating in isolation from one another as much as is practically possible.

Due to the restrictions in place and the importance of creating bubbles to reduce risk, it is likely that some children will not be with their requested friend(s). This is unavoidable.

Bubbles must comply with the following:

a. Early Years (3 – 4s & Reception)

- A weekly bubble will hold a maximum of 24 campers with 2-4 staff.

b. Year 1 and XUK (6 – 12)

- A weekly bubble will hold a maximum of 15 campers with 2-3 staff.
 - Due to this the XUK campers will not have the usual 'choice' and will follow a scheduled multi-activity timetable.

c. All groups

- Bubbles will be allocated their own room for the duration of each week.
- When bubbles take part in activities outside their room, they will remain within their bubble.
- Keeping children apart is **not** an expectation within a bubble.
 - The Government guidance makes clear that early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. We acknowledge this and agree it is not possible. At the same time, we will be trying to keep children within their groups more distanced than normal and will be ensuring there is less direct contact (i.e. touching) between each other and staff.
 - We will be introducing increased hygiene within groups.
- Each bubble will have a staff team allocated to it.
- A small number of additional staff will not be working within the restrictions of bubbles. They will adhere to social distancing guidelines.
- At the end of each week bubbles will be collapsed and new ones formed for the following week.

5. Travel & Transport

- Government guidance encourages parents/carers to avoid public transport as much as possible, especially at peak times.
- **No vehicles** of parents/carers for any reason, except for emergencies, will be allowed to enter the school site.

6. Parents/Carers Arrival & Departure

- Drop off time will be between 09:00 and 09:30.
- End of day pick up time will be between 15:00 and 15:30.
- Only one parent/carer per child is advised to be on site at any time.
- Everyone must:
 - follow the clearly marked routes & signs
 - remain at 2m from others
 - adhere to the published drop off & pick up times
 - use hand sanitisers at the designated locations on arrival and departure
 - avoid contact, as much as is possible, with surfaces and equipment
 - avoid meeting in groups by access points such as the school gates
 - stay outside and not enter any indoor area
 - **No parent / carer will be allowed in bubble rooms (even to settle their children in)**
 - depart the premises as soon as drop off / pick up is complete
 - drop off / pick up at the allocated outdoor area
 - only drop off and pick up an individual child if they are authorised to sign for medication, permissions, paperwork.
 - understand that staff will generally be unable to give verbal feedback – so parents should e-mail the office with any questions.

7. Staff

Staff must adhere to the following measures:

- Engage with our testing program:
 - Carry out a lateral flow test in accordance with Government guidance and management instructions.
 - Reporting the result to [Test & Trace](#) and management.
- Follow the clearly marked routes & signs.
- Wear a suitable face covering when required as per XUK guidelines.
- Sign in and out with their designated register.
- Remain at 2m from others when outside their bubbles.
- Communicate absence immediately by calling the camp mobile.
- Use hand sanitisers at the designated locations on arrival and departure.
- Keep your room hygienic and well ventilated. Windows & doors must be kept open as much as possible.
- Follow government guidelines of responsible behaviour outside camp to minimise the risk of bringing Covid-19 into camp.
- Follow all other measures in this document to help keep themselves and campers as safe as is possible.
- Each day must wear freshly cleaned clothes.
 - Staff uniforms will not be allocated but Lanyards must be worn at all times on site.

Staff meetings will only take place if and when the Manager deems appropriate and social distancing can be adhered to.

Xkeys Ltd will have flexible contingency plans in the case of key staff having to self-isolate (see Covid-19 cases below). If multiple staff are self-isolating it may be necessary to close parts of, or the whole of camp.

8. Visitors

Visitors are not allowed on site unless they have obtained prior consent from the Manager.

9. Safety

a. Risk Assessment

- A Covid-19 risk assessment has been carried out and is available on the XUK website.

b. Emergency Evacuation

- Evacuation will continue to follow the 'nearest playground' procedure. The following will be noted:
 - Children and staff will gather by bubble where possible
 - Bubbles will gather separately from each other where possible.

10. Hygiene

a. General

- Everyone is encouraged not to touch their mouth, eyes and nose.
- Everyone must wear clean, freshly washed clothing.
- Each bubble will be given the following supplies:
 - Tissues
 - Anti-bacterial wipes
 - Hand sanitiser
 - Bin bags

b. Face Coverings

- Government guidelines recommend year 7 children wear a face covering indoors when social distancing cannot be maintained.

c. Resources & Equipment

- Malleable resources will not be shared outside a bubble.
- Messy play activities will be risk assessed.
- Resources which are not easily washable or wipeable may be removed.
- Soft toys and any toys that are hard to clean will be removed.

- If practicable, soft furnishings (e.g. pillows, bean bags, rugs) will be removed.
- Sharing any equipment / resources between bubbles is not allowed without prior agreement from the Manager.
- All frequently touched surfaces (including equipment, door handles and toilets) will be cleaned twice daily.
- Soap/sanitiser will be available in every toilet and bubble room.
- Hand sanitiser stations will be available at suitable locations.
- Lidded bins will be provided in bubble rooms and other key locations
- Where possible, all spaces will be well ventilated using natural ventilation
 - Doors will be propped open, where safe to do so, to limit use of door handles and aid ventilation.
- Staff will be asked to use their own designated pens and not share as much as is practical. If sharing does take place handwashing must follow immediately.

d. Activities

- All activities will be assessed to make sure they are in-line with XUK's Covid-19 policies. We have adapted our activities to:
 - increase distancing
 - reduce mixing / contact
 - reduce the need for sharing equipment (especially malleable resources) and
- As a result, some usual camp activities (e.g. Bouncy Castle, Group Singing, Face Painting & Messy Play) will not take place or will be severely restricted.
 - Sports and dance & drama sessions will be planned to be non-contact, whilst acknowledging that this is not always possible
- In line with recommendations, we will increase the amount of time children will spend outside.

e. Hand Washing

- Staff and children will thoroughly hand sanitise:
 - On arrival before they enter their bubble
 - On departure before they leave their bubble
 - At other times when staff feel appropriate
- Staff & children will thoroughly wash hands with soap & water:
 - Before and after snack and lunch breaks
 - Immediately after using the toilet
 - Immediately after sneezing or coughing
 - At other times when staff feel appropriate

f. Toilets

- Campers must be **fully toilet trained** and out of nappies.
- Campers must only use the toilet designated for them/their bubble.
- The number of children in one toilet block at one time will not exceed the number of available toilets.
- We may change the allocation of toilets and make blocks unisex as we feel appropriate.

g. Coughs & Sneezes

- Staff to reinforce the 'catch it, bin it, kill it' approach.
- Use a tissue or elbow to cough or sneeze.
- Use lidded bins for tissue waste.

h. Restricted Items

Campers are not permitted to bring the following:

- Toys, soft toys and comforters
- Fancy dress
- Any personal equipment not essential for your child's health.

i. Food & Snacks

Campers and staff must:

- Eat in their designated areas only and campers will remain in their bubble
- Eat apart as much as possible
- Not share their food or drink
- Dispose immediately of any waste
- Wash their hands before and after eating
- Staff must clean surfaces before and after eating.

11. First Aid

a. Treatment

The Health Coordinator will be assisted by at least one first aider per age group.

The Health Coordinator will ensure that:

- Appropriate PPE is worn by any first aider treating campers or staff
- Regular medication can only be administered by the Health Coordinator
- PPE is worn by the Health Coordinator, if needed, when children medicate.

b. Water, Clothing and Sun Cream

We will be using outside space as often as possible. Campers and staff must:

- Ensure their water bottle is full on arrival and replenished when needed
- **In Easter & on cool / cold days**
 - Wear appropriate clothing including a coat, hat, and suitable outdoor footwear.
- **In Summer & on hot days**
 - Apply sun cream before arrival
 - After lunch, sun cream will be reapplied when appropriate, using our supply. 3 – 5s may be assisted by staff, who will wash their hands before and after application.

- Pack a sun hat
- Wear long sleeves where possible.

12. Covid-19 Cases

The Health Coordinator must be informed immediately of anyone displaying symptoms of Covid-19. Click here for the latest [NHS guidance](#).

- The Health Coordinator must inform the Manager immediately.

The following steps must be followed:

- Anyone who displays symptoms will be sent home immediately and must follow the latest [government guidelines](#).
- PPE should be worn as follows:
 - A facemask should be worn if a distance of 2 metres cannot be maintained.
 - If contact is necessary, then gloves, an apron and a facemask should be worn.
 - If there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection should also be worn.
- The individual will be isolated until they are picked up or leave site.
- The Health Coordinator will engage with the [NHS Test & Trace](#) process and follow the advice from the Local Health Protection Team (HPT), if required:
 - London Health Protection Team Phone: 020 3837 7084 (option 1) / email: necl.team@phe.gov.uk; necl.hpu@nhs.net
- Advice is likely to include the following, which we will act on:
 - **If the camper or staff member tests negative:**
 - they can return to their bubble
 - fellow household members can end their self-isolation.
 - **If the camper or staff member tests positive:**
 - [NHS Test and Trace](#) will speak directly to those they have been in contact with to offer advice.
 - The rest of the bubble should be sent home and advised to self-isolate as per government guidelines: [Guidance for Households](#)
 - If other cases are detected (2 or more within 14 days or rise in Covid suspected sickness), the local health protection team will investigate, advise and take action. Ultimately this could include the immediate forced closure of camp.
- Areas of contact must be disinfected and any PPE and other waste is disposed of safely.
- Parents/Carers and staff will be informed of any positive cases at camp as soon as is practically possible.

- Parent/Carers must inform the Manager/Directors if their child has Covid-19 symptoms or tests positive as soon as is reasonably possible. Staff must do likewise.
- In the event of a local, regional or national lockdown, Xkeys Ltd will follow the guidance from [Public Health England](#), which may include the immediate forced closure of camp.

13. RIDDOR

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

We will only make a report to RIDDOR relating to coronavirus, when:

- An accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus.

14. Planning & Timetables

- Timetables will be pre-planned and will be made available at the start of each week.
- All activities must be planned in accordance with Covid-19 guidance.
- Visual risk assessments by staff replace written forms and any issues reported to Age Group Managers.
- It is paramount that all activities are still planned to give children the best possible time but written activity plans are not required to be submitted.
- Staff will be directed to online resources to assist with their planning.
- The main photocopier can be used. Any area touched must be cleaned before and after use. Only one person may enter the room at one time.
 - The photocopier in the office is not in use for any staff apart from the office manager.

15. Inside Spaces

a. Bubble Rooms

- Where possible they will be accessed directly from the outside
- They should be well ventilated

b. Corridors

- Corridor space & pegs are not to be used for belongings.
- Traffic outside of bubble rooms will be reduced by:
 - Staff planning & communication
 - Corridor flow systems and signs

- Limits on facility use
- Session gaps between shared areas.

c. Shared Rooms

- Halls can be used for multiple bubbles during each day.
 - Ordinarily, each bubble would be the only user of a hall at any one time.
 - In certain circumstances, if guidance allows & **with the explicit permission of the Manager**, 2 or 3 bubbles could share the hall at a time for specific activities. In this case strict social distancing of 6+ metres between bubbles must be applied.
- Cleaning must take place at the end of each session using the cleaning products provided.
 - The next group may not enter until it has been cleaned.

d. Staff Facilities

- Use the correct designated toilets and hand washing facilities.
- Avoid entering rooms used by other activity bubbles.
- For break and lunch:
 - A maximum of 4 people are allowed in the main staff room facilities as long as they keep 2m away from all other staff
 - Belongings, including food, must be stored inside their bubble or designated room
 - Food may not be kept in staff rooms or fridges
 - Staff may wish to bring a cool bag / box and freezer packs.
 - The remaining staff must use the dining halls and continue to social distance
 - Staff must dispose of rubbish immediately and wipe down used surfaces.

16. Outside Spaces

- Use of outdoor areas for activities, breaks and lunches will be encouraged
- Different bubbles to be kept apart if sharing the same playground.

17. Entertainers

- Equipment should only be used if appropriately cleaned between bubbles of children using it.
- Social distancing rules between entertainer & children / other staff must be strictly adhered to.
- Bubbles will move to an Entertainer as allocated on the timetable. We will allow sufficient time for cleaning and safe transition between bubbles.

18. Summer swimming

Swimming will only take place if government guidelines allow and XUK deem it safe and practical.

19. Lates

- No 'Lates' will take place this Easter. The latest pick-up time will be at 15:30.
- We will decide if 'Lates' will take place over summer nearer the time.

20. Safeguarding – Mobile phones

Xkeys Ltd's robust safeguarding procedures remain. It should be noted that there will be an increased need for staff to use mobile devices to access electronic documents and resources. However, devices should continue to be used in conjunction with our current policy.