

Communication to Centre Staff (Managers and Tutors)

When considering our reopening arrangements, we have listened to feedback expressed by both staff, parents and followed government guidance in relation to education and childcare settings as well as retail branches.

Attendance and Social Distancing

Staff, visitors and children should only attend if they are symptom free. We recommend avoiding public transport in peak times or use other transportation where possible, and to wear a face covering when using public transport as per government guidelines.

Government guidance does not require education or childcare staff to maintain a 2 m distance from children, however, social distancing and reduced transmission risk measures have been put in place, such as:

- Staggered pre booked sessions with children will limit the number of children allowed in the centre and per zone
- Posters and signage
- Screen at reception
- Electronic sign in/out for members
- No physical lizard cards or session notes will be provided, by staff will give brief feedback upon collection
- Sessions have been redesigned to minimise children moving around the centre and Surf Club will be closed
- Wherever possible attendance to the centre will be restricted to children and staff. Parents will not be admitted beyond the reception area.
- Only one parent should accompany a child/ren.
- When dropping off/collecting a child, physical distancing should be respected and maintained using outside space where suitable. We kindly request parents speak to their children about following these guidelines.
- Staff will continue to offer parents meetings online to reduce the need for visitors within the centre.
- Parents are encouraged to have lengthy conversations over email or phone.
- Children and Parents are requested not to touch the gate, staff will open and close.
- If a parent is late to collect their child, a designated 'waiting' zone will be created allowing children to safely be distanced.

During Sessions

- Tutors will access children's file and direct them to the correct zone.
- Children will be organised into smaller groups within zones of up to 3 children.
- Additional content group sessions will remain online until further notice.
- Children will not be allowed to move around zones/centre.
- Children will have to ask to go to the toilet, staff will check they have washed their hands when they return.
- Children will wait in their zone to be collected by their parent/guardian.
- Staff will remove zone resources to reduce the risk of contamination. Stationary will be stored in children's folders.

Hygiene and Health & Safety

A rigorous review of H&S facilities and resources has been undertaken and updated procedures communicated to staff.

- Disposable tissues, hand sanitiser and a lined bin will be available in every zone.
- Sufficient handwashing stations are available and stocked with antibacterial hand soap.
- Hand sanitiser is available on reception and in other points around the centre. All children and staff must wash their hands or use hand sanitiser upon arrival at the centre and after sneezing or coughing.
- We request children refrain from bring in any personal items apart from a water bottle unless absolutely essential for their wellbeing. The water fountain will be out of use.
- Staff will be required to clean the centre at regular intervals in addition to regular professional cleans.
- PPE is not required for staff in childcare settings. However, PPE kit will be supplied for staff to use while administering first aid or treating a suspected or confirmed Covid-19 case.

Responding to a suspected case

In the event of a child developing suspected coronavirus symptoms such as new, continuous cough or a high temperature whilst at the centre, staff will arrange for them to be collected asap, and be advised to isolate at home in line with the NHS guidance. Whilst waiting to be collected they will be isolated from the other children in the cordoned off Surf Club area of the centre with a staff member wearing PPE and an open window where possible for ventilation. If not possible to isolate them, they will be moved to an area at least 2 metres away from others. Staff will then follow COVID-19: cleaning of non-healthcare settings guidance.

More information

If you have any further concerns please escalate these to your Centre Management Team.
A more detailed reopening Risk Assessment is available for parents on our website. [Here](#)