

Holiday Camp Policy & Procedures

Policy brief & purpose During the Covid19 Pandemic

Teach Major recognise the need to ensure the government guidelines are always being met whilst children attend our provisions. This policy will outline the rules regarding our Holiday Camp provision and the responsibilities of employees and the company in ensuring they are always carried out effectively.

Scope

This policy applies to all prospective or current employees of the company, as well as independent contractors and persons acting on behalf of the company.

Our Holiday Camps must follow the latest Government guidelines to keep children safe and to minimise contact. To do this, we have implemented the following procedures:

- To ensure we are adhering to safe social distancing and to minimise close contact between the children, on arrival to a Teach Major Camp, the Supervisor in charge will split the children into age-appropriate bubble groups of no more than 10 children per group. With children aged 4-7yrs in red group and 8-12 years in blue group.
- Each bubble group will have a designated teacher assigned to them for the entire week and a Supervisor to oversee the venue.
- Please ensure your child is dropped off by 8:30am at the latest, you are welcome to pick up your child anytime from 3:30pm. We kindly ask that you maintain a 1m+ distance from others when dropping off and picking up your child from our camps and do not enter the site, a member of staff will come out to meet you.
- Children will have regular bubble group toilet breaks to ensure they are not mixing with children from other bubble groups at camp, washing their hands on entering, and on leaving the toilets to reduce cross contamination.
- The rules of the day will be explained to the children before the start of the day's activities. This will include ensuring the children avoid touching their face including mouth, nose, and eyes, physical contact is prohibited throughout the entire session. Children will not be able to share musical instruments unless they are sanitised between use. Children will be reminded to sneeze into their elbow or a tissue and to put used tissues in the bin and wash their hands. Children will be encouraged to wash their hands for 20 seconds regularly throughout the day. Our staff will also

practice safe fire alarm procedures with their bubble group and ensure they are aware of their fire safety assembly point.

- Children will be made aware that they must not share any food or equipment during the day.
- Any frequently touched surfaces, equipment, door handles, equipment and toilets, used during the day, will be cleaned thoroughly several times a day by the Supervisor.
- We will ensure children maintain relevant distance, for their age, during sign in & sign out, during all activity sessions, break times and lunch time.
- Should your child require first aid or access to any medication they have onsite with them, this will be administered in a safe manner. The Supervisor on the day will be the sole person in charge of administering first aid and medication. They will wear disposable face masks and gloves to do this.
- If your child has attended one of our Holiday Camps before, they will see slightly different range of activities and structure to the day. We are still confident that your child will have a fantastically fun filled day with our staff, but please be aware that to prevent cross contamination, there will be limited equipment on site with a range of new activities to keep everyone safe. Individual bubble groups will use the same area of the setting throughout the day as much as possible with all indoor areas being well ventilated. Whilst in general the Government guidelines ask that groups should be kept apart, brief, transitory contact, such as passing in a corridor or when moving to a different part of the setting, is low risk.
- All venues will undertake a full risk assessment and Health and safety check prior to opening.
- All planned activities will be risk assessed considering coronavirus, in conjunction with relevant staff where applicable, and due consideration given to how usual practice may need to be adapted.
- Soap/hand sanitiser and tissues will be freely available to the children to access throughout the day.
- If your child has been in contact with someone who has tested positive for Covid19, or have any symptoms of illness, no matter how mild you may feel it is, please do not bring your child to camp. Our staff have a duty of care to everyone on site and will not be able to accept your child into camp.

- Anyone who begins to display coronavirus symptoms while in the setting will be sent home immediately and asked 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. We understand the importance of keeping our staff and children safe and can ensure that we will take every measure possible to make sure your child has a brilliant week enjoying the freedom to have fun whilst keeping them safe.

Should you have any queries regarding our camps, please do not hesitate to contact our office team on: info@teachmajor.com or call us on [02082438791](tel:02082438791). You can find out more about the Government guidelines: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcaresettings-from-1-june/planning-guide-for-early-years-and-childcare-settings> .