

PARTY ON A CLOUD
COVID 19 SAFETY POLICIES & PROCEDURES

We are taking the safety of all our attendees and staff very seriously this summer and have been working very closely with our host school to put various policies and procedures in place.

We shall be following government and Public Health England's advice in terms of the numbers of children, social distancing measures, sanitation and cleanliness, extra safety procedures, staggered drop off and pick ups, an updated medical and illness policy and a risk assessment of all activities we run at camp.

At the same time we of course want to make sure the children really do have the best time at our summer camp... They really deserve it!

We have accessed all our usual activities and have worked out ways we can still operate, whilst maintaining safety at the forefront.

We have come up with some new and exciting ideas to aid us in running a really wonderful camp this summer

So our goal is to create a safe and happy environment for children, parents and staff.

Please see below a breakdown of the steps we shall be taking this summer 2020.

SOCIAL DISTANCING MEASURES

Smaller groups of children.

We shall be creating groups of 15 children and this will be their “pod” for the duration of their day at camp.

These 15 children will not mix with any other children at their camp day.

We are implementing this inline with the way school classrooms have been running, to aid in social distancing and allow more control over a smaller group size.

We will make sure siblings, cousins, friends are within the same pod.

The children in each pod will still take part in all activities and sessions at camp and still have a truly special day.

Distancing at camp

At camp we will be doing our best to adhere to the government advice in regards to socially distancing from each other.

Camp leaders and assistants will distance from each other and as much as possible from the children.

We will encourage children to be very aware of their personal space and maintain distance from each other too.

Many of our children are young so we cannot guarantee they will always be distanced from each other at all times, but we will certainly be doing our absolute best.

Certain games and activities which involve the children being particularly close and physical with each other, will not be going ahead this summer.

We really want to create a happy and wholesome environment, where the children feel comfortable and content and the social distancing becomes a natural part of their day.

Children are very good at adapting and with our policies in place, we feel we can achieve this.

Staggered Drop Offs and Pick Ups

This is also part of our Social Distancing procedures we will be following this summer 2020.

Parents whose children are within the same pod we will be given the same drop off and pick up time slot. When you arrive for your drop off, you will please form a distanced queue outside. A staff member will take you child at the door and lead them into their session. We will adhere to this same protocol at pick up too.

We will please ask parents to please stick to these time slots as best they can.

We will have arrows showing a one way system so parents know where to queue and how to exit the school premises too.

If you arrive earlier than your time slot, we please ask you stay in your car until your allocated time.

If you arrive later than your time slot, please phone us from your car and we will explain what to do next.

SANITATION AND CLEANLINESS

We will be adhering to all the recommended sanitation and cleanliness procedures at camp this summer 2020.

We always maintain a very high standard of hygiene at all our camps, but this summer we have put extra measures in place.

- Children will wash their hands on arrival
- There will be regular hand washing throughout the day for both children and staff
- Children must please bring their own bottle of hand sanitiser to camp
- Toilets will be sanitised after any child uses them
- Any outdoor play equipment will be sanitised after every use
- Tabletops and touch points through the school will be cleaned regularly throughout the day
- A specific cleaning routine will take place at the end of each camp day, ready for the following day

WHAT YOUR CHILD WILL WEAR AND BRING TO CAMP THIS SUMMER

We have risk assessed the way we usually run camp and will be make certain adjustments to what your children usually wear and bring to camp.

No Fancy Dress

This summer we will ask that you children please **NOT** come in their usual fancy dress.

We appreciate this is very much a part of our usual camps but we feel it could be an extra hazard that is best avoided.

Most kids throughout the summer get hot and bothered in their costumes and wish to change, which means bringing a change of clothes and often requiring help from a staff member.

We are trying to minimise the direct contact staff have with the children and also minimise what the children bring to camp.

Our leaders will be dressing up, so the themes will still be super fun!

WHAT TO WEAR & BRING TO CAMP

- Children must please bring their own bottle of hand sanitiser to camp
- Please dress your kids in comfortable summer clothing
- Please bring just a clearly labelled lunchbox and water bottle
(our usual nut-free policy is still in place)
- Please bring a clearly labelled pencil-case with some colouring pens and pencils
- If your child is young you can also bring a small clothes change bag in case they have an accident at camp

MEDICAL AND ILLNESS POLICY

Your child is unwell

If your child is unwell then unfortunately we cannot accept them into our camp.

If any other member of your household is ill, displaying symptoms that may be coronavirus, we would ask that

you please do not send you child to camp, even if they are feeling totally well with no symptoms.

If your child has a temporary other condition such as an ear infection for example, and they feel well in themselves, then we can accept them into our camp. If they are on antibiotics for such a condition, we can administer this at camp.

Your child falls ill or has an accident whilst at camp

We are totally prepared at camp and always have qualified first aiders who are able to deal very effectively with minor incidents or health concerns, such as small knocks or grazes and so on. An accident form is always filled out and a parent is notified upon collecting their child. Should a child suffer a more serious injury or fall ill during camp, you will be notified immediately.

If a child tells us they feel ill during their day at camp, they will be taken to an isolation space with a member of staff who will be dressed in PPE and have their temperature taken. If their temperature reads outside of the normal parameters, then the parent and emergency contact will be called and the child will have to be collected.

In the intermittent period they will be kept in that

isolation space with that same member of staff.

If their temperature reads as normal but they are displaying other obvious signs of illness, we will also phone the parent/emergency contact and require the child to be collected.

Again, in the intermittent period they will be kept in that isolation space with the same staff member.

We would then ask that you monitor your child at home. If anything develops that render it possible your child may have coronavirus, we will not be able to accept your child back at camp until they have had a coronavirus test with negative results and your child feels better.

If the test comes back positive we would please ask you to inform us so we can notify the entire camp.

If your child's temperature reads as normal and they do not seem to display any other symptoms of illness (other than the fact they tell us they feel unwell) we will then ask them a series of questions to better understand why they are complaining of being ill. In our experience, especially with the younger ones, they can sometimes complain of feeling ill for other reasons such as being tired, missing a parent, needing the toilet, feeling hot and bothered etc. In this case, if we feel the problem is likely to not be illness, we will

happily continue with the child at our camp and keep a close eye on them throughout the rest of the day.

We will still call the parent to let them know this has occurred but won't expect the child to be collected at that time. We will notify the parent if anything changes.

ABOVE ARE ALL THE STEPS WILL SHALL BE FOLLOWING THIS SUMMER TO BE AS COVID-A9 SAFE AS POSSIBLE.

If Government advice changes, or restrictions are relaxed, then we will be able to adjust our procedures accordingly.

Please find below our usual Party on a Cloud Policy File..

Party On A Cloud Camp Usual Policy File

Party On A Cloud Camps (POACC) provide themed camps for children aged 3-7 .

Junior On A Cloud Camps (JOACC) provide camps for children aged 6-9.

POACC acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities.

The policy recognises that the welfare and interests of children are paramount.

It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability background that all children

- Have a positive and enjoyable experience at POACC in a safe and child centred environment
- Are protected from abuse whilst participating in programmed sessions or outside of the activity whilst your child is in our care.

Staff Recruitment

- All staff will have a DBS check
- All staff will have 2 forms of references , one professional and the second of someone who has known the member of staff for over 5 years (not a family member)
- Any Volunteers do not work unsupervised

Risk assessment

- Each morning prior to the children arriving two members of staff will carry out a daily risk assessment and will follow a risk assessment document provided by Party On A Cloud Camps. This will cover

- Access
- Security
- Safety
- Heating
- Lighting
- Toilets
- First aid
- Food & drink
- Fire precautions
- Activities/ equipment
- Outdoors
- Keeping records

Toilet procedures

- All children will be assisted to the toilet by a DBS CHECKED member of staff.

- The member of staff will insure that the child washes his/her hands thoroughly after toilet use.

Nut Free Zone

We at Party On A Cloud Camps operate a nut free policy.

Parents are made aware about our nut free zone.

- We clearly highlight in all our booking forms provided to all parents prior child attendance - as stated below

*****Please bring a packed lunch WITH LOTS OF SNACKS & WATER**

PLEASE DO NOT HAVE ANYTHING CONTAINING NUTS, THIS INCLUDES NO HUMMUS .

- Each day we reinforce on our social media Facebook Page that we do not tolerate nuts at our facilities.

- If by any chance there are nuts in any child's lunch box we remove the food, wash the child's /staff hands and speak to the child's parent at the end of the day to remind them of our policy.

- All members of staff are made aware that we are strictly a nut free zone and no nuts are to be brought into our setting.

Fire safety

Subject to venue -

Prior to hiring any setting, a correct fire procedure must be obtained in order to take the correct fire evacuation led by head of staff KATE MERANDA / BEN CRAIG

FIRE EVACUATION PROCEDURES

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm [using the nearest available break glass call point] They should then notify THE HEAD OF STAFF KATE MERANDA / BEN CRAIG of the exact location of the incident.

- All children will be led in a calm orderly single line to the closet exit point by a member of staff and then led to a safe outside assembly where a register and head count will be taken.

- The fire brigade will be called as soon as possible

Medication

- All medication needs to be prescribed by a doctor.

- Medicine will only be administered to children that have a prescription in the child's name, with written consent from their parent .

- We will not give first time medication to a child that's not been given to before.

- All medication will be locked away in a safety box.

- All medication will be recorded on our 'Authorisation for administering medication' form this

will also include an emergency contact number, all details will be provided by the parent/ guardian of the child.

- We will also have a 'Record details of medication given to child' form, that will be filled in if medication is given
- Parents must inform POACC of any pre existing or on going medical conditions their child suffers from on their child's booking form. We will not except being notified of a child's pre existing medical condition on the day they arrive at our camps. We must have advance notice, so we can take the necessary precautions at our end and inform our staff.

In case of an accident or sickness

- Party On A Cloud have a full public liability insurance policy for five million pounds
- If a child were to have an accident at our camps, the necessary actions would be taken to minimise any suffering of that child. Immediate response would occur from the first aider.
- Any accident that occurs involving one of the children will be recorded in our ' Accident form for parents'. This will be signed by two members of staff and will also be shown to the parent/ guardian upon child collection where it also needs to be signed by them.
- All accidents will have a severity rating and we

will use our judgement as to whether a parent needed to be phoned straight away or we can deal with it and inform parents at collection of their child.

- If a child is in any serious accident a member of staff will call 999 and report the accident , then a parent/guardian will be called straight away.

- If a child were to fall ill or be sick during our camps, the child will be separated from the group and taken to a quiet area to be looked after and assessed by a member of staff and the first aider. Parents will then be contacted to come at collect the child as soon as they can. In the meantime the child will be looked after and comforted until the parent arrives.

First Aid Box

- We have a fully equipped first aid paediatric box which is ofstead compliant.

- There will always be at least 1 member of staff who will be fully paediatric first aid trained and all members of staff will be made aware and noted who this first aider will be for each day. Kate Meranda (HEAD OF STAFF) is fully first aid trained who will be onsite at all time.

E Safety

- All mobile phones are kept locked away in a small safety box for the entire time whilst the children are onsite at POACC. There is one mobile phone kept

on site at all times by Head of Staff in case of an emergency.

- All contact booking forms are kept on file on secure EmailMeForm database located on Head of staff's mobile phone.
- Photos will only be taken on POACC camera , these photos will only be taken of children who have been given consent by parents to POACC.
- All booking forms give parents the option regarding any photos as stated below

'Party on a Cloud camps may be filmed or photographed to be used for promotional purposes.

Please tick this box only if you DO NOT want your child to be photographed.

If you choose to tick the box, we also suggest you additionally remind the leaders on the day'

Security

- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Responding to suspicions of abuse

- We acknowledge that abuse of children can

take different forms - physical, emotional, and sexual, as well as neglect.

- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.

- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Board

- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained

bruising, marks or signs of possible abuse or neglect that member of staff:

- listens to the child, offers reassurance and gives assurance that she or he will take action;
- does not question the child;
- makes a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the disclosure;
 - the exact words spoken by the child as far as possible;
 - the name of the person to whom the concern was reported, with date and time; and
 - the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.

Making a referral to the local authority social care team

- We would contact social care for children at Hertsmere Council
- Children's Services (including out of hours):

0300 123 4043

- The Child Abuse Investigation Unit can be contacted on: **101**. This is a specialist team that is a department within the police with countywide responsibility for undertaking child protection investigations.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social care