

Information on Attending Face to Face Sessions for Parents and Participants

NB Please use the side entrance to Onestonegrove (next to the car park opposite London Academy Primary School) for access to SEYP activities. Please do not attempt to access through the main reception area.

Registration:

- **Registration Form:** Parents should register their children 8-11yrs in advance and will not be permitted to attend sessions without having completed and signed the documentation in the Registration pack. Upon request Registration packs will be sent out by the staff member in charge. Currently only 15 Participants will be permitted to attend sessions at any one time. Participants 12-17yrs are to complete a Participants Registration form upon their first visit to club and are to be given a Registration pack for their parents to complete and return upon their 2nd visit to club. The pack should include:
 - **Registration Form** (Participants 12-17yrs / Parents)
 - **Code of Behaviour Policy/ Agreement for participants**
 - **Information on Attending Sessions**
 - **Contributor Consent Form for Photographs**
- All documentation received will be checked by staff to ensure SEYP are addressing the needs of participants health concerns, disabilities and their protected characteristics. This may include staff contacting parents to discuss the matter further.
- Upon entry participants will be directed to the registration table (priority given to parents who have booked in advance). Only if maximum bookings are not exceeded, will participants who turn up for the first time be permitted entry and there is a member of staff available to go through Registration process with them or their parents (for participants 8-11yrs).
- Participants are not permitted to leave the hall into other areas of the centre unless to use the toilet and are not to mix with other groups in the centre at the same time.
- If staff have a concern about your child they will communicate with you in person or over the phone as soon as reasonably possible.

Hygiene:

- **Hygiene Points:** These will be located at the entrance and other locations within the hall.
- **Hand sanitising/ washing:** Participants are required to wash their hands using soap and water for at least 20 seconds or use hand sanitiser. This should be carried out upon arrival, throughout the session, after touching all shared surfaces/items/ materials and before leaving the centre
- **Shared surfaces/materials/equipment:** Participants will be encouraged not to share items, where this is not possible Staff will assist/ supervise the participants in the cleaning of shared items.
- **Use of Tissues/ Wipes:** Participants should cover sneezing or coughing with tissues and to dispose of any tissues and wipes in the bins provided.
- **Face coverings:** Participants 11yrs+ are required to wear a face covering (unless exempt). Disposable face coverings will be provided to participants upon arrival to each session. Prior to replacing any face mask hand hygiene should be followed.

Social Distancing:

- **2-meter/1-meter social distancing guidelines:** Throughout the session participants should keep to social distancing measures in place and where possible keep social interaction to a minimum. Where 2-meter distancing is not possible, 1-metre distancing alongside wearing face coverings, avoiding standing or sitting face to face, and practicing good hygiene by using hand sanitiser and frequently washing hands should be practised. Areas where social distancing is limited there will be signage where entry is restricted to only one person. Tables/chairs are not to be moved around
- **Staggered movements:** Participants should request permission to use the toilet to ensure no build-up of queuing and they are not permitted to congregate in groups in any area of the hall

Entry/Exit Procedures: Participants to SEYP are NOT to access Onestonegrove through the main reception area.

- **Attendance of participants:** All access and egress to SEYP activities should be made using the side entrance doors directly opposite the car park and London Academy Primary School.
- Access will be permitted 5 minutes before the start of each session.
- No parents will be permitted access to remain in the sessions.
- Upon arrival and departure participants will be required to follow the hygiene procedures detailed above.

Shared Facilities – toilets/ kitchens: These facilities are managed by SCT.

- **Toilets:** All the toilets have hand washing facilities; hand dryers are in place. When re-entering the hall also sanitise your hands again.

First Aid Treatment:

- First Aid Treatment will be provided by a qualified member of staff in the first instance, where available and it is assessed as safe to do so.
- Participants must bring their own PPE when attending sessions if they have a medical condition which requires them to wear PPE. This condition should be recorded on the Registration Form.

PPE

- Appropriate PPE will be provided for staff where this is required e.g. for the undertaking of tasks though not limited to First Aid
- Participants should bring their own relevant PPE when attending sessions if this has been assessed as being required. This could include: Disposable gloves, Apron, Face mask
- Participants exempt from wearing PPE e.g. masks should provide evidence of their exemption

Medical and Sickness:

Most important symptoms of coronavirus (COVID-19) are a new continuous cough, a high temperature, a loss of, or change in your normal sense of smell or taste.

- Participants experiencing COVID-19 symptoms whilst attending or during a session, arrangements will be made for them to be sent home and parents advised to contact NHS Test and Trace.
- Staff member in charge will advise Management of the participant being sent home.
- A decision will be taken if the session is to be postponed and whether all participants should be advised to self-isolate

NHS Advises you should Self-isolate immediately if:

- you have any symptoms of coronavirus - a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste
- you have tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- you are told to self-isolate by NHS Test and Trace or the NHS COVID-19 app
- you arrive in the UK from a country with a high coronavirus risk

Additionally, if:

- you test positive for coronavirus; you must share information promptly about your recent contacts through NHS Test and Trace and with SEYP Project
- you had close recent contact with someone who has coronavirus, you must self-isolate

Equality

Management have made every effort to ensure sessions are delivered equally and fairly taking into account individual circumstances that may fall within the protected characteristics such as disability, age, gender, ethnicity and underlying health conditions as well as clinically extremely vulnerable and clinically vulnerable participants. Action will be taken so that the best support and delivery of sessions are implemented for all participants.

- Any participant/ parent who feels the needs of their child is not being considered should speak to a member of staff who will endeavour to address the concerns identified.

Emergency Evacuation –

- In the event the building needs to be evacuated social distancing guidelines can be ignored
- Participants will be supported by staff to the Assembly point outside the Vicarage where checks will take place to ensure all participants are present
- If safe to do so participants will be directed back into the building
- If it is not safe for participants to be returned to the building parents will be contacted and participants sent home.