

Procedure in our sessions – system of control.

We are taking part in Track and Trace and ask you to agree to this. We have updated our privacy policy and ask you as parents to adhere to this. Your details will be kept for Test and Trace for 21 days at a time. Your identity will not be revealed or shared unless you have given permission.

We will require anyone aged 11 and over to provide and wear their own mask to be worn only in communal areas of the centre. Disposable masks is fine but if wearing a reusable one it must be stored in a sealed bag whilst not being worn.

We will ask parents to remain outside of our teaching room and we will be operating a drop and go arrival and departure. Week One will have an outside table at the side door for any parents needing to complete paperwork and ask questions etc.

We require uniform to be worn to all sessions and laundered in between classes please. We ask that all class members bring a named drink bottle and provide their own sealed snack for sessions.

We will maintain social distancing - 1 metre apart .

We will make sure there is good ventilation in our room.

We will clean frequently – touch points and no sharing of equipment.

We will clean all surfaces and touch points between classes.

We will encourage good hygiene and frequent hand washing/ hand sanitizer combination – on arrival and after snack break and before home time.

We will instill and remind "catch it, bin it, kill it" when using tissues

We will provide tissues, hand gel, antibacterial wipes, antiseptic spray.

We will ensure consistencies with group bubbles (max 15) and will not mix or change these bubbles of 15.

We will stagger start and finish times and operate a one way in and one way out system for arrival of our class members. Parents to remain in communal areas please and not to enter the teaching space to protect us all.

We will log all visitors into our teaching space and keep- registers for "Track and Trace."

We will follow the rules set by our venue and the guidelines outlined for shared community buildings at all times.

Anyone aged 11 and over is required to wear a mask in communal areas of the centre - corridors, entrances, toilets etc

We will ensure that all member are escorted to the toilets and back again. They will be given wipes to use to sanitise areas they have touched and will be encouraged to clean as they go!

We will record any first aid incidents as part of Test and Trace for our records. PPE kit will be worn by our staff if first aid is needed. Gloves, apron, mask and visor. Parents will be required to sign accident/ first aid form.

We will have all health and safety policies/ risk assessments on hand to view if required.

We will have fun, be relaxed and ensure that everyone is comfortable and happy in our sessions!