



Chigs JYC COVID Policy, Procedure and Risk Assessment:

During summer scheme, our aim is to keep people as safe as possible. We are constantly reviewing the guidance and making appropriate changes. We have followed the guidelines issued to us by the Department for Education: [“COVID-19: Actions for out-of-school settings”](#).

We are now in a position to share important information relating to how we will operate this summer.

Bubbles:

- The advice is clear that our scheme can take place in groups of any number. We have placed a restriction on daily numbers to **60 places** per day.
- It is no longer recommend that it is necessary to keep children in consistent groups “bubbles”.
- However, at Chigs we will keep a daily register of where children are, what activities they take part in and which round robin group they are in. This will allow us to keep track if needed for Test and Trace purposes.
- We will also keep note of volunteers and their activities.

Drop Off/Collection:

- This year we will be doing registration outside underneath a marquee. It is important you keep your distance whilst waiting to be booked in.
- Volunteers will then show your children the way in and will start ensuring they have lots of fun!
- At the end of the day, we will bring the children out to you.
- **This scheme no parent/carers will be able to enter the building, unless in exceptional circumstances.**

Activities:

- Unfortunately, this year we will not be able to do face painting. However, we will still be able to offer tattoos.
- We will still come together for an assembly, ensuring children are spaced apart. Children will sit on the floor to allow for adequate distancing measures. Unfortunately, parents will not be able to see assembly this scheme.



Chigs JYC COVID Information

- Children will still have access to a wide variety of daily activities including art, sports, dance, games and much more! It was important to us that we did not lose our youth club ethos.
- Children will still be part of a round robin in the afternoon. Groups will be organised by age, which will lead to consistent groups across the scheme.

Lunch time:

- We will have separate tables and chairs for the children to sit on during lunch time.
- Lunch will still be served by our volunteers, who will be wearing gloves and aprons whilst serving.
- The number of people in the kitchen will be limited and volunteers will not be allowed to enter the kitchen.

Cleaning / Hygiene:

- Hand washing remains vitally important and will be encouraged throughout the day, including before snacks/lunch. Handwashing posters will be available to remind children!
- Hand sanitisers are also available.
- We will ensure regular cleaning of areas and equipment throughout the day, with a particular focus on frequently touched surfaces.
- An external company will provide “fogging” services on a Monday and Wednesday evening.

Ventilation:

- It is important that our building remains well ventilated.
- Windows and doors will be kept open as much as possible to increase ventilation (external security doors and gates remain closed throughout the day).

Face Coverings:

- Face coverings/masks are not required during the scheme.
- It remains a personal choice for volunteers to wear a mask during close contact activities, such as applying first aid.
- Disposable masks will be made available.



Positive / Symptoms Procedure:

- Please refer to our flowchart for the steps we will take when an individual develops COVID-19 symptoms or has a positive test.
- If a child is awaiting collection, they will be left in a room on their own if possible and safe to do so. A window will be opened for fresh air ventilation. Appropriate PPE will also be used if close contact is necessary. Any rooms used will be cleaned after the child has left.
- Please look at the flowchart for details regarding how we are involved with tracing close contacts and isolation periods.

Testing:

- Volunteers and Staff (Aged 11+) will be testing using lateral flow tests twice a week on a **Sunday evening** and **Tuesday evening**.
- Test results will need to be reported via email to covid@chigsjyc.co.uk. Please see volunteers and staff flowchart for more details.

Staff Workforce:

- During scheme, we are aware that we may be impacted by the need for staff to isolate. We will always have at least one member of our management team on site, who holds the appropriate training and qualifications.
- Our staff have undergone Safeguarding and First Aid training prior to scheme.

Outbreak Management Plan:

- In the event of an outbreak, we would seek advice from the local health protection team and DfE.
- It may be necessary for us to introduce face coverings, limits on numbers attending and further restrictions.
- However, this will be based on seeking advice.

Risk Assessment:

Our formal risk assessment is listed below.

Chigs JYC - COVID-19 Summer Scheme			
Hazard	Who might be harmed?	How might they be harmed?	Current Controls Measures
Transmission of COVID-19: Due to poor hygiene.	Children/Young People Staff Volunteers Visitors	Infected with COVID-19 and associated health risks.	<ul style="list-style-type: none"> Regular handwashing throughout the day including before lunch and snacks. Handwashing posters around the building and the importance of handwashing shared with the children and volunteers. Chigs JYC will have hand sanitizer available for all to use throughout the day. External company providing fogging on a Monday and Wednesday evening.
Transmission of COVID-19: Asymptomatic	Children/Young People Staff Volunteers Visitors	Infected with COVID-19 and associated health risks.	<ul style="list-style-type: none"> Volunteers and staff aged 11+ will engage with the lateral flow testing procedure twice a week on a Sunday and Tuesday evening. Positive lateral flow tests will be followed up with a PCR test and individuals will isolate whilst awaiting results.
Participants, volunteers, and staff becoming unwell or exhibiting COVID-19 symptoms during the day.	Children/Young People Staff Volunteers Visitors	Infected with COVID-19 and associated health risks.	<ul style="list-style-type: none"> Clear flowchart displaying process to be followed shared with parents, families, volunteers, and staff. Also, on display in the building. Child displays symptoms of COVID-19: a high temperature, a new continuous cough or a loss or change to sense of smell or taste however mild, will be sent home (and siblings). Whilst awaiting collection, they will be moved into a separate room. If a child is awaiting collection, they will be left in a room on their own if possible and safe to do so. A window will be opened for fresh air ventilation. Appropriate PPE will also be used if close contact is necessary. Any rooms used will be cleaned after the child has left.

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			<ul style="list-style-type: none"> Volunteers/staff over 18 should be reminded that they should avoid using public transport, and wherever possible, be collected by a member of their family or household. Follow up phone call to be made to ensure that a PCR test has been booked. Management to record this contact.
Poorly ventilated spaces leading to risks of coronavirus spreading	Children/Young People Staff Volunteers Visitors	Infected with COVID-19 and associated health risks.	<ul style="list-style-type: none"> Windows and doors will be kept open as much as possible to increase ventilation (external security doors and gates remain closed throughout the day).
Transmission of COVID-19: Social Distancing	Children/Young People Staff Volunteers Visitors	Infected with COVID-19 and associated health risks.	<ul style="list-style-type: none"> Limiting the number of participants at each session. Parents not to enter the building at all during the scheme to reduce the number of people in the building. Participant’s arrival and departure time is spread out. Assembly and meetings are conducted with doors/windows open, and individuals spaced out. No face paint session due to lack of social distancing. Face covering/masks available for volunteer/staff to use in close contact activities that are required, such as first aid.
Getting or spreading COVID-19 by not cleaning surfaces, equipment and workstations.	Children/Young People Staff Volunteers	Infected with COVID-19 and associated health risks.	<ul style="list-style-type: none"> To prevent the indirect spread of the virus from person to person, Chigs will regularly clean frequently touched surfaces. When cleaning, Chigs will use detergents and bleach as these will be effective at getting rid of the virus on surfaces. We will avoid the use of toys with intricate parts or that are hard to clean. Sharing equipment between participants will be limited and thoroughly cleaned between use.
Closure due to staff shortage.	Children/Young People Staff	Loss of finance.	<ul style="list-style-type: none"> Management team to ensure they remain socially distanced to reduce the risk of transmission.

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	Volunteers		<ul style="list-style-type: none"> Management team all have the qualifications and training necessary to lead the session in the absence of the Youth Director.
External workshops and visitors.	Children/Young People Staff Volunteers Visitors	Infected with COVID-19 and associated health risks.	<ul style="list-style-type: none"> External workshops and visitors to be supervised at all times by members of staff. Where possible, the workshop will be arranged in an outside space. Facilitators of external workshops will be asked to keep a suitable social distance and where a face covering where necessary.
What further actions need to be taken to remove or reduce the risks?			
Identified Hazards:	Actions to be taken:	Person responsible:	Date to be completed by:
COVID-19	<ul style="list-style-type: none"> Continue to follow the government guidelines. Ensure everyone is informed and follow measures outlined to reduce the risk. 	<ul style="list-style-type: none"> Sandra Waldman 	<ul style="list-style-type: none"> On-going
Asymptomatic Transmission	<ul style="list-style-type: none"> Volunteers and staff to be reminded to continue with testing throughout the scheme. 	<ul style="list-style-type: none"> Josh Nash 	<ul style="list-style-type: none"> On-going.
Date assessment completed: 8 th July 2021		Date to be reviewed: This is a working document and will continue to be updated as and when required. Any changes will be recorded in the below box.	Completed by: JN SW
Outcomes of review:			