

Holiday Camp Parent Guide - OXFORD KEY WORKER CAMP INFO & WAIVER FORM

Please read. If you are attending camp you will be required to print, read, **sign as shown** to confirm your understanding and agreement and return a scanned/photographed copy of your form to office@ignitesportuk.com by Thursday February 11th 12:00pm

Ignite Sport UK Holiday Camps are registered with OFSTED as a Childcare Provider. Having sought guidance on best practice whilst within a pandemic and amending existing procedures, the decision to operate Camps during COVID has been carefully thought out, planned and systems have tested as well as practiced.

For February Half-term 202, by law, we are only able to operate for the children of key and critical workers who are required to work during half term and require childcare to do so.

Our camp will offer Multisport and/or football on the day.

To ensure full safety for children and staff there are restrictions on how we can operate during this time. Places are limited to ensure small groups and safety for all. Please see below examples of how our camps will differ from how they operated pre pandemic:

No use of feedback slips/ "today I have" forms for children to take home.

We are not issuing reward stickers/certificates.

Materials for craft/chill out time are issued in individual packs with no sharing or cross contamination between staff and other children.

Please read on for further operational and safety changes and important notes that must be read and adhered to enable a safe experience for all. We acknowledge that this document is lengthy however we ask that you do read through to the end, digest and respect the procedures necessary to operate in a safe manner.

Drop Off and Pick Up

Particular attention should be paid to drop off and collection times. This is absolutely essential in order to support social distancing for everyone and to create a staggered flow on both arrival and collection. This will also help minimise numbers in drop off and collection areas. If you arrive early, please remain in your car until your allotted drop off/pick up time. We are unable to accommodate early/late arrivals or pickups unless agreed prior arrangement.

LATE ARRIVALS – It is very difficult to safely manage the site and for our staff to go about their work when participants arrive late. We of course understand that sometimes this can't be helped however we do ask that you stick to allotted drop off times, thank you.

Upon arrival we ask that you park in the front car park adjacent to the netball courts and 3G football pitch. On foot join the queue as directed to the front of the green 'Community Arena' building.

Parents/carers must wear face coverings when queuing to drop off/collect.

We ask that you return immediately to your car after drop off and do not congregate to chat in the car park.

Registration is outdoors and undercover.

Temperatures of children will be taken and recorded on arrival. Children with a temperature lower than 37.8 will be permitted entry. If the temperature recorded reads 37.8 + parents will be asked to return to the car and return ten minutes later for a second reading. If the second reading is below 37.8 the child will be permitted entry.

The collection point is at the same place as drop off.

If you arrive early for collection you will need to wait in your car until collection time, we are unable to permit parents to collect early.

Please queue in accordance with social distancing and keep a distance of a minimum of 2 metres at all times.

The use of collection passwords will be in place as always in the event that another adult collects than dropped off.

PARENT SIGN HERE

Groups

Your child/children will be placed in a 'bubble' group. The group will be named and both you and your child/children will be notified of the name on arrival. Groups will be allocated according to age, siblings and children will remain in the same group all day and where possible, for multiple days where they have repeat bookings.

Each bubble will have their own space for the storage of their belongings and will have their own assigned toilets. Clear spacing will be allocated to each group for their activities and breaks. Groups will take staggered lunch and breaks to avoid mixing of children throughout the day.

Coach:Participant ratios

Each group will be managed by up to two staff and their lead coach will remain constant throughout grouping where possible.

Increased hygiene procedures

Children must sanitise their hands as they enter the site. Hand sanitiser stations are available on arrival. Parents should not call children back once they have entered and sanitised their hands. Please ensure that children carry their own belongings onto the site. Children will be encouraged to wash their hands at regular intervals with importance placed on thorough hand washing ahead of snack and lunch time.

Children should only bring items to camp that are entirely essential for their comfort and wellbeing. We ask that children have one bag to hold the following **NAMED** items:

- Lunch & snacks – **NO ITEMS CONTAINING NUTS** and a drink (re fillable)
- Rain jacket (and a spare if possible)
- Spare warm top
- Football boots & Shin pads (if your child would like to play football)

Children will be asked to sanitise their hands on arrival and also when they leave. Toilets, door handles, seating areas, equipment and all activity areas will be sanitised regularly.

Bins will be changed regularly. Hand sanitiser and anti-bac wipes will be made available to children and staff at all times. Full cleaning and sanitisation of toilets, indoor areas, shared equipment and resources will take place at lunchtime and at the end of each day.

Careful attention will be placed on storing sanitised equipment each night ahead of use the next day/week.

Important details to note

Entrances, one way flows and exits will be clearly marked with signage.

Floor markers will be in place at all waiting/queuing areas.

Parents are not able to enter the site other than to drop off and collect.

Face masks and/or gloves may be worn by children however masks should be removed when active in the session.

Sessions will be spaced from each other to ensure large gaps between activity areas.

Equipment will be sanitised regularly throughout the day.

Parents must take responsibility for social distancing when outside of the ground awaiting entrance.

Any child showing signs of illness during a session will need to be collected immediately. Parents must make themselves available to collect a child ASAP should the child show any symptoms.

Parents must commit to keep their mobile phone upon their person and on ring/vibrate at **all times** whilst their child is in our care.

Items left over at the end of the day will be disposed of, we are unable to collate belongings into lost property at this time.

In the event of a First Aid incident our staff will apply a mask and gloves and will deal with the incident appropriately, safely and following revised COVID-19 safe guidelines for first aid.

Please be aware that, if you send your child to attend a session you must accept and adhere to all of the above guidance and ensure that your child is in agreement too.

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WAIVER

By booking and bringing your child to a session you are declaring that no member of your household is currently displaying symptoms, have been displaying symptoms for a period of 10 days prior to arrival at the setting, are under travel quarantine rules and/or should be in quarantine due to school quarantine exclusion and/or have been in contact with a person/s who has tested positive within 48 hours of contact (in line with test and trace guidance)

In the event that your child or a family member are symptomatic and/or contract COVID-19 or should not attend due to test and trace/school quarantine guidance, you can cancel your booking up to 8AM on the day and we will credit you all monies paid to your 'My Ignite' account.

For February half term we are not able to offer credits for amendments/cancellations outside of the above rule unless you notify us by 12pm on Thursday February 11th (this enables us to offer your place to our waiting list)

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We ask that children who are classed as 'at risk' and have been asked to shield and/or children living with family members that are classed as 'at risk' and are shielding do not attend camps. We look forward to seeing them later in the year but for their own safety it is important that they do not attend and put themselves at risk.

In the event that UK Government should amend rulings and/or we are forced to temporarily close our venue and camp due to a reason outside of our control, bookings will be eligible for a refund or can be transferred to a credit. We will endeavour to communicate at the earliest point possible should closure or cancellation be necessary.

Pre booking is absolutely essential – there are NO exceptions to this rule. Booking will close at 12pm on Thursday February 11th (unless sessions sell out ahead of this date)

We will ensure that our staff follow all guidance set out to them in training and that they do their best to ensure social distancing is in place where able with carefully thought-out practices.

Ignite Sport UK will not be held responsible if any child contracts the Covid-19 virus or if any family member/s contract the virus.

PARENT SIGN HERE _____

PRINT NAME _____

DATE _____

[Ignite Sport UK/policies2020/HOLCAMPguidance-COVID19KEYWORKERCAMP](#)

PLEASE NOTE: This Covid-19 guide temporarily supersedes all previous guides. This document and policy will remain in place and will be shared on our website along with any amended versions as we continue to update as the UK government and sporting associations release new and updated information.

All risk assessments have been updated to include COVID-19 pandemic exposure awareness.

If you have any questions relating to this guide, please contact us via email at courses@ignitesportuk.com or call 0300 303 0890