



ITALIA CONTI WEEKEND ASSOCIATES LTD

Italia Conti is a trading name of Italia Conti Weekend Associates Ltd.
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29.07.2021 UPDATED

Coronavirus (COVID-19) HEALTH and SAFETY

Italia Conti Weekend Associates LTD

At Ralli Hall, 81 Denmark Villas, Hove BN3 3TH.

General NOTES : Students, Staff and Parents

Providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children can now fully operate over the summer holiday, subject to the science and with safety measures in place.

The Government recognises the important role that out-of-school settings (OOSS) play in providing enriching activities, giving children the opportunity to socialise with others outside their household and promoting their wellbeing. They also recognise the importance of these settings in providing additional childcare options to parents and carers, particularly those with younger children, who may need to continue to work during the school holidays.

We as a provider are always considering what protective measures to put in place to allow us to operate as safely as possible.

This document is a guidance to support our planning and advises on practical steps we can take to minimise the risk to children, staff and parents who attend our settings.

Providers of Out-Of-School Settings and holiday activities operate from a range of premises including schools and other regulated educational institutions, by arrangement with the proprietors of those institutions, and other community premises such as village halls, by arrangement with the owners or managers of those premises.



OOSS (Out of School Societies) are organisations or individuals that provide tuition, training, instruction or activities to children in England without their parents' or carers' supervision.

OOSS generally provide tuition, training, instruction or activities outside normal school hours (such as evenings, weekends, school holidays)

Risk Assessment

There are important actions that we as providers should continue to take, it is important that we refresh our existing risk assessment in line with the [HSE guidance](#), identifying protective measures (such as those listed in the guidance on [Working safely during coronavirus \(COVID-19\)](#)).

In most cases, risk assessments and preparation for the operation of OOSS will be carried out by a senior member of staff. However, we will also work with other relevant parties when carrying out our risk assessment, the owner of the premises (for example, if renting a school hall or community hall, the owners or voluntary management committee) and/or the local authority, to identify the risks, to determine protective measures to put in place and to establish who is responsible for implementing each protective measure.



Group sizes

Decisions on group sizes for our setting will be based on:

- the current government guidance on social distancing
- the ability of the children in attendance to maintain social distancing
- the age of the children in attendance
- the nature of the activity or provision (for example, static, classroom set-up rather than an activity that requires a range of movement)
- the size or layout of the premises

However, to reduce the risk of transmission, children and young people who attend will be kept in consistent groups..

This means that at the first session children will be assigned to a particular class or group and will then stay in the consistent group for future sessions and will avoid mixing with other groups.



Many out-of-school settings operate in places that are normally open to members of the public, such as community and youth centres and places of worship. I am happy to inform you that our premises/ studios are only open to Italia Conti at all times we use the premises.

The following rules will be adhered to:

- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces more often than usual using standard products, such as detergents and bleach
- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or who have been advised by NHS Test & Trace to self-isolate do not attend.
- keeping facilities and equipment clean - touch points (e.g. handrails and gates) will be particular areas of focus for increased cleaning
- we will use signs, posters and regular reminders to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching the face, and to cough or sneeze into the arm rather than the hand
- more waste facilities and more frequent rubbish collection will be provided
- hand sanitiser will be provided in multiple locations
- disposable paper towels provided in handwashing facilities
- clear use and cleaning guidance for toilets in place to ensure they are kept clean and social distancing is achieved
- Where possible all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units.



It is not necessary for each class or group to use a separate toilet. However, we will limit the number of children using the toilet at any one time and, where possible, avoid different groups using the same facilities at the same time.

Important, we will promote good hand hygiene and encourage all children to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities.

As with all frequently used surfaces, toilets will be cleaned thoroughly using standard products such as detergent and bleach. The frequency of cleaning required will depend on usage but it is advised to be more frequently than might have been previously considered appropriate. In most cases we expect cleaning of toilet facilities to take place at least twice a day.

As part of our risk assessment, we will consider appropriate staff child ratios for our setting. No more than 20 children per consistent group and at least two staff members per group.

Clinically extremely vulnerable individuals, including OOSS staff, should follow the latest government advice on shielding in order to keep themselves safe.

is vital that OOSS providers play their part by:

- making their settings as safe as possible for staff, children and parents
- promoting the need to get tested if anyone is symptomatic
- encouraging staff to heed any notifications to self-isolate and supporting them when in isolation.

When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they will be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have coronavirus COVID-19.

Where the child, young person or staff member tests negative, they can return to the setting and the fellow household members can end their self-isolation. If the child, young person or staff member tests negative but is unwell, they will not return to the setting until they are recovered.



Communicating with Parents

We will communicate our plans to parents, including all safety measures that we have in place:

By:

- using technology to communicate with parents and carers digitally where possible.
- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter our setting if they are displaying any symptoms of coronavirus (COVID-19)
- encourage parents to avoid using public transport to get to our setting, they should walk or cycle where possible or use a private vehicle.

Safe Guarding and Child Protection

The coronavirus (COVID-19) outbreak may have caused significant mental health or wellbeing difficulties for some children and they may be at increased risk of harm or abuse. vulnerable children may still feel isolated, meaning that the family, community and professional networks they usually rely on may be unavailable or hard to access. Therefore, it is important for us to be aware of the safeguarding issues that can put children at risk, such as abuse and neglect, and the signs we will look out for.

Signs to look out for which may suggest that a child is being harmed or is at risk of harm include:

- unusual injuries, including bruises, burns, fractures, bite marks or signs of self-harm
- consistently poor hygiene, poor living conditions or inappropriate clothing
- communicating aggressively or using sexual language
- appearing withdrawn, guarded, anxious or frightened, particularly around certain individuals

If safeguarding issues come to light, they will be addressed using our setting's child protection and safeguarding policy.

Italia Conti Weekend Associates RESERVE THE RIGHT TO ADJUST AND/OR INCREASE THESE MEASURES IN LINE WITH GOVERNMENT GUIDELINES.

Linda Edwards and Deborah Folan