

## Active8 Minds COVID19 Procedure

Active8 Minds comply with health and safety law, which requires us to assess risks and put in place proportionate control measures.

As a company we have reviewed the health and safety risk assessments and drawn up plans that address the risks identified using the system of controls set out by the government.

Due to this there will be some changes to how the Active8 Minds clubs will run.  
We will be reviewing this in-line with government guidance and making necessary changes when required.

**Detailed information can be found in all relevant risk assessments completed by Active8 Minds management team in line with government guidance.**

*Active8 Minds have taken formal consideration of how to reduce contacts and maximise distancing between those at clubs wherever possible and minimise potential for contamination so far as is reasonably practicable.*

*In line with school requirements we will:*

- 1) minimise 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, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)
- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Please find below practical changes to club processes that you will now need to adhere to:

### **Sign In by Active8 Minds (Before School Club)**

Parents are expected to line up at a social distance with their child/children before entry to the club.

Coaches to wait by open door and sign in any child attending club.

Unfortunately, parents are not allowed inside the club.

For the safety of coaches and to ensure a swift sign in process, if any child is reluctant to attend we will ask the parent to line up again and if not successful Active8 Minds will not be able to risk breaking social distance regulations to encourage the child/children into the clubs – Sorry!

### **Sign out by Active8 Minds (After School Club)**

Parents are expected to line up at a social distance.

Unfortunately, parents are not allowed inside the club.

Coaches to wait by open door at club finish times unless told an earlier collection time by parent/guardian before the session begins.

## **Active8 Minds COVID19 Procedure**

Children will be signed out on the register by Active8 Minds and visually handed over to the parent/guardian.

### **Club Set Up**

Tables to be set out in the school hall at a social distance named by year group/class to maintain social bubbles.

### **Session Details**

Once children have registered in the school hall they will be escorted to their class/year table to start their fun creative activity or game.

All class/year groups will have specific equipment used only by them.

Class/year groups will be taken outside in bubbles to enjoy an active fun session.

Where ratios allow KS1 will be taken outside as a whole for the session (although still split into year/classes for the guided activity using two sides of the play area).

Where ratios allow KS2 will be taken outside as a whole for the session (although still split into year/classes for the guided activity using two sides of the play area).

No active sessions will take place inside.

Snacks to be eaten within the year group/class bubbles and water bottles supplied with names or disposable cups used.

If food is supplied by Active8 Minds then disposable cutlery and plates will be supplied.

### **Medical Equipment**

Please note that Active8 Minds will require access to medical boxes (such as inhalers etc) held by the school.

Please inform Active8 Minds if there is any problem with this and we will seek an alternative solution.

We look forward to seeing you all soon!

Please see the Welcome Letter for further club information.