

Policy updated 03/08/2020 following the latest government guidelines.

The purpose of this policy:

- ❑ To **protect children** who attend Theatre Peckham and their families, as well as the **staff, tutors, facilitators and artists**.
- ❑ To provide **parents and staff with the policies** that Theatre Peckham will adopt to ensure that our programmes are safe and compliant with the Coronavirus Act 2020.

Legal framework:

This policy has been drawn up on the basis of legislation, policy and guidance from Gov.uk 'Protective measures for out-of-school settings during the coronavirus '(COVID-19) July 1st 2020.

Those who **have coronavirus (COVID-19) symptoms**, or who have **someone in their household who does** or have been **advised by NHS Test & Trace to self-isolate**, should **not attend**.

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PARENTS/CARERS AND CHILDREN

Before Arriving at Theatre Peckham

- ❑ We encourage parents to **avoid using public transport** to get to Theatre Peckham. Ideally, you should **walk or cycle where possible** or use **a private vehicle** (provided they are only travelling with those from within their household). This especially applies to our older children who may travel to Theatre Peckham alone and are at higher risk.
- ❑ Parents should **take their children's temperatures each day** before the project and their child **must not attend if they have a temperature**.
- ❑ Parents must explain and ensure their **children understand social distancing** before they attend. Staff will also remind them frequently of good social distancing and hygiene practises.
- ❑ Parents should ensure **children are wearing clean clothes every day**.

- ❑ Children should bring all their **belongings in one clearly labelled backpack** that they are able to carry unaided.
- ❑ Children should **bring a large, filled water bottle**, a **lunchbox containing a snack**. All property must be clearly labelled.
- ❑ Due to social distancing measures that are in place, we will be unable to help children open any packets or peel any fruit so parents should **ensure their children can eat their snacks unaided**.
- ❑ **Siblings** must have **separate bags, lunch boxes** and **water bottles**.

Arrival at Theatre Peckham

- ❑ Only **one parent/carer** should be **present** for **drop off**.
- ❑ Participants/carers may be **temperature screened** on arrival.
- ❑ **Social distancing** must be observed when **queuing** before sign-in. We will **mark out** the queuing area to ensure **families stand 2m apart**.
- ❑ Children will be **signed in digitally** (automatically signing them up for EVEPASS – Theatre Peckham's Track and Trace system).
- ❑ Everyone will be asked to **wash their hands** and use **hand sanitiser**.

Group Sizes

- ❑ The **group sizes** will be **maintained** at all times.
- ❑ The **tutor** will run through **group rules** with children including: regular **hand washing**, '**catch it, bin it, kill it**', **social distancing**, **not mixing** groups.

Activities

- ❑ Children will **follow the social distancing rules**, keeping **at least 1m** between themselves and others (but aiming to keep **extra distance**). They will be

regularly reminded not to come too close to other. (We appreciate younger ones will need to be reminded of this more often).

- ❑ A warning system of a **'3-strike' policy** will be put in place to ensure social distancing rules are followed.
- ❑ **Activities** will take place in **large, open rooms**.
- ❑ Children should **wash their hands** after **sneezing** or **coughing**, after **going to the toilet**, and **before and after eating**. They should use **hand washing facilities**, or the **hand sanitiser provided**.

Collection at the End of the Day

- ❑ Only **one parent/carer** should be **present for collection** and must collect at their **allocated time** to ensure **social distancing can be fully observed** and children are able to **leave straight after their session**.
- ❑ **Social distancing** must be observed when **queuing before collection**. We will mark out the queuing area to **ensure families stand 2m apart**.
- ❑ Every child must be **digitally signed out**.

STAFF/TUTORS/FACILITATORS

- ❑ All our staff/tutors/facilitators hold current, clear DBS certificates and Safeguarding training.
- ❑ A qualified First Aider will be present at Theatre Peckham.
- ❑ Our Designated Safeguarding Leaders are Andreea Urzica and Paul Kenealy.
- ❑ All staff understand and will implement the protective measures we have identified in this policy and in our risk assessments.
- ❑ We will arrange regular opportunities to get feedback from children, parents and staff/tutors/facilitators to ensure these guidelines are being met.

ALL STAFF/TUTORS/FACILITATORS WILL FOLLOW SIMILAR GUIDELINES TO THE CHILDREN SUCH AS:

Before Arriving at Theatre Peckham

- ❑ Tutors/facilitators should **take their temperatures every day** and they **must not come to Theatre Peckham** if they have a **temperature** or have **any symptoms**.
- ❑ Tutors/facilitators should wear **clean clothes to Theatre Peckham** each day.
- ❑ Tutors/facilitators (and any parents in the building) should **sign into EVEPASS** (Theatre Peckham's Track and Trace system).

Arrival at Theatre Peckham

- ❑ Tutors/facilitators should **arrive** at Theatre Peckham **no longer than 30 minutes before children** start to arrive and **should remain in outside areas** where possible.
- ❑ Tutors/facilitators should use **the hand sanitiser to clean their hands on the way in**.
- ❑ Tutors/facilitators should **sign in digitally**.
- ❑ Tutors/facilitators should **check their designated room is clean, clear** and with **good ventilation**.

During the Day

- ❑ Tutors/facilitators should follow the same guidelines as the children above.

Leaving Theatre Peckham

- ❑ Tutors/facilitators should **go home within an hour** of the **last child leaving**.

- ❑ Tutors/facilitators should **check their designated room** is left in a **clean, clear state** and to **notify the Venue Manager** of any areas that may need a thorough clean.
- ❑ Tutors/facilitators should use the **hand sanitiser to clean their hands** on the **way out**.

Hygiene

- ❑ Staff/tutors/facilitators will **encourage good respiratory hygiene** by promoting the '**catch it, bin it, kill it**' approach.
- ❑ Theatre Peckham has the **necessary hygiene equipment** such as gloves, hand sanitiser, antibacterial spray, cloths, antibacterial wipes and tissues.
- ❑ Staff/tutors/facilitators will **encourage children to wash their hands more often** than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use **hand rub or sanitiser** ensuring that all parts of the hands are covered.

Cleaning

The Theatre Peckham team will:

- ❑ **Frequently clean touched surfaces** and equipment more often than usual using specialised products. **Crebisol** will be used at least **daily** which is a chemical that is proven to kill coronavirus and creates a 72-hour biofilm.
- ❑ **Display cleaning signs and posters** as regular reminders to **build awareness of good handwashing technique**, the need to **increase handwashing frequency**, **avoid touching your face**, and to **cough or sneeze into your arm** rather than your hand.
- ❑ Provide **more waste facilities** and more **frequent rubbish collection**.
- ❑ Provide **hand sanitiser** in multiple locations.
- ❑ Set **clear use and cleaning guidance for toilets** to ensure they are kept clean and social distancing is achieved. Toilets will also be isolated to particular spaces.

First Aid and Medication

- ❑ The **designated First Aider** will be announced each day.
- ❑ **First Aiders** will **wear masks and gloves** when treating a child.
- ❑ **Daily medication** should be **handed in at reception** where it will be recorded.
- ❑ **Parents/carers** will be **notified** if a child feels unwell.

IF A CHILD PRESENTS SYMPTOMS DURING THE DAY:

- ❑ Any child that presents symptoms will be organised to go home, advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. This can be done by visiting NHS.UK to arrange or contact NHS 119 via telephone.
- ❑ The group will be moved to another room immediately or outdoors and the room deep cleaned.
- ❑ Parents/carers of the children will be advised via email of a possible case and if a case is confirmed, this will be reported to Public Health England and we will follow their advice.
- ❑ Whilst waiting for the child to be collected, the child will be assigned an isolated room with good ventilation or an outdoor area with at least 2 metres distance from others.
- ❑ Should the child need to go to the bathroom while waiting to be collected, they should use a separate bathroom. This bathroom should be cleaned and disinfected before being used by anyone else.
- ❑ In an emergency, Theatre Peckham will call 999 if a child is seriously ill or injured or their life is at risk.
- ❑ If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive.

IF A MEMBER OF STAFF PRESENTS SYMPTOMS DURING THE DAY:

- ❑ If a member of staff becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they should be sent home.
- ❑ Any staff member who shows symptoms should be tested as soon as possible and remain at home until test results are received.
- ❑ Parents of the children in the project will be advised of a possible case via email and if a case is confirmed, this will be reported to Public Health England and they should follow their advice.
- ❑ If the staff member should go home during the project, Theatre Peckham will continue with the project and a substitute facilitator will be brought in.

WHAT HAPPENS IF THERE IS A CONFIRMED CASE OF COVID-19 AT THEATRE PECKHAM:

- ❑ If a child, young person or staff member develops symptoms compatible with COVID-19, they should be sent home, advised to self-isolate for 7 days and arrange to have a test to see if they are positive. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days.
- ❑ 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 should not return to that setting until they are recovered.
- ❑ Where the child, young person or staff member tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice.
- ❑ As part of the national Test and Trace programme, if other cases are detected within the class or group or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, group or site. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.
- ❑ We are unable to offer refunds should a child fall ill or need to self-isolate.

SUPPORTING CHILDREN'S WELLBEING:

The coronavirus COVID-19 outbreak may have caused significant mental health or wellbeing difficulties for some children and we acknowledge that we may need to offer some children extra support especially those children who have found the long period at home hard to manage or have developed anxieties related to the virus. We appreciate some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased or new caring responsibilities. We hope to provide a safe environment where children can share their experiences with trusted adults. We especially support our children of Black, Asian and ethnically diverse heritage as they may have been more severely affected.