



Bright Sparks Events Ltd

Rear Office, 33 Northcourt Road, Abingdon, OX14 1PJ

Updated 11 May 2021

Bright Sparks Events falls into the category of a 'holiday activity provision' and following the Government updated COVID-19 Secure guidelines for indoor holiday clubs to operate, [protective measures for out of school settings](#), we have made the decision to reopen and operate safely under the governments advice.

This Covid-19 policy will temporarily supersede all previous policies and is a working document that will be updated in line with current government guidance or directives in response to the Coronavirus outbreak, as the UK government releases new information.

Please read the below carefully and should you have any questions or wish to see further information on any of our policies or procedures please email events@brightsparksscience.co.uk. By booking and sending your child to camp you are aware of the risks involved and agree to our terms and conditions.

At the time of booking, you will be asked to read and agree to this Covid-19 policy. All risk assessments of venues and activities will be updated to include coronavirus exposure.

Groups and Ratios

In line with government guidance, from 17 May with the commencement of Step 3 of the roadmap, extra-curricular activities for children that are taking place indoors, may take place in groups of any number and are no longer limited to 15. Bright Sparks will no longer restrict attendance to 15 children, but will operate at a capacity suitable to each holiday camp venue. We will attempt to reduce contact between children as much as possible, by working in consistent groups and where possible keep children in existing household, school or support bubbles.

Bookings will only be available for 3-day blocks during the May half term holiday camps, and children will stay in a consistent group to try to minimise contact between people as much as possible.

A minimum of two holiday camp instructors will be present for each group during their day and where possible, will be kept the same members of staff per group.

Drop off and Collection

We highly recommend one parent/adult of responsibility to drop off and collect. Our camp times will remain the same 9.00am for drop-off and 3.30pm for collection. We will be adopting a 1 in, 1 out process and would like parents to queue with the two metre social distancing in mind. Tape and signs will remind parents on arrival and we will do our best to keep the waiting time to a minimal.

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E: events@brightsparksscience.co.uk

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Drop off and collection points will be outside the main entrance and venue permitting, we will be adopting a one-way system with separate entrance and exits to avoid parental contact.

Parents will not be required to physically sign their child out – but it is imperative that you provide a memorable chosen password to the camp instructor who will sign the name of the parent/adult collecting your child.

Camp Assembly

On arrival your children will be expected to sanitise their hands before settling in. Each child will have an allocated table space and area within the venue /room to store their belongings to ensure social distancing can be adhered to. Children will be made aware of the space that they can occupy.

After all the children have arrived and before activities start, we will give a brief talk to explain the set-up of the day to the children, make them feel confident and comfortable and advise of all handwashing, toilet and water refilling changes.

Lunch Time and Break Times

Where two bubbles of children are on the same site, lunch and break times will be staggered to reduce the contact between groups. Before and after lunch children will have supervised handwashing. The area provided for lunch will be thoroughly cleaned and will provide enough space for all to social distance comfortably.

Cleaning

We are working closely with the venues we use to ensure that the halls and toilets are cleaned thoroughly each day. Each camp has designated equipment which will have been cleaned before each group starts a new activity. Our talented instructors have been busy planning how to adapt the activities to allow children to have their own individual equipment, eliminating the need to share or handle the same items.

Children will be encouraged to use hand sanitiser or wash their hands between activities throughout the day to avoid the spread of germs. This is quite common practise when we are doing more messy experiments anyway. If your child is allergic to any form of hand sanitiser or soap please include this in your booking form or inform the office by emailing events@brightsparksscience.co.uk.

Toilets, door handles and switches will also be disinfected throughout the day.

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Before Your Children Attend Camp

Please brief your children that they are unable to hug/touch other children or the instructors (unless from the same household). Let them know what they are likely to expect at camp, so they don't feel uneasy when attending.

We are sure you are already doing so, but please remind your children of good toilet hygiene and respiratory hygiene (Catch it, Bin it, Kill it) this will help us ensure we're all working together to lower the risk of spreading germs.

Please ensure your children wear a clean pair of clothes every day and wash daily after attending each day of camp.

Personal Belongings

During this pandemic we ask parents to ensure their children do not bring any personal belongings to camp, besides lunch boxes and water bottles. Items from home should only be brought to camp if it is essential to your child's wellbeing.

Bright Sparks Events Staff

The safety of children and adults attending Bright Sparks holiday camps is of the utmost importance.

Each Bright Sparks instructor will follow this policy and is responsible for:

- Maintaining a safe environment
- Taking care to follow social distancing guidelines for themselves and others attending
- Undertaking relevant health and safety training when required to do so by the Manager
- Any Instructor who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Throughout the duration of the holiday camps, only the camp instructors will be present at the venue. From time to time, a member of our senior management team may visit to take a check everyone has settled in well but will not be in any direct contact with the children.

Before camps start in August each staff member will be briefed and familiarised with the new procedures and policies that surround activity camp days.

Any external visitors to the area of the premises we are occupying will be asked to wear PPE as well as wash their hands before entering and exiting the room.

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Activities

We have worked hard to ensure that all camp activities can remain fun and familiar to the children ensuring they have a great time during the day. Any close contact or team activities have been temporarily removed from the timetables and have been replaced with an alternative activity that does not require facemasks or require minimal distance. Children will be sat in their own individual 'laboratory' space and will be able to complete activities and challenges as lead by the instructors, together from their own allocated area.

Any shared equipment will be cleaned after each use and stored in a safe clean place for the next day/week.

Attendance

As much as we would love to see all children at camp, if you feel your child(ren) fall into any of these categories we recommend that they do not attend camp.

- Any children classed as vulnerable and have been asked to shield
- Any children living with parents/grandparents/siblings that are classed as vulnerable and are shielding.
- Any children with severe asthma or weakened immune systems

Illness and Absence

Anyone who is displaying coronavirus symptoms, or has displayed symptoms in the previous 7 days, or lives with someone who has displayed symptoms in the previous 14 days, should not attend camp unless they have tested negative for coronavirus.

The main symptoms of coronavirus are:

- A high temperature above 37.8
- A new, continuous cough
- Loss of, or change to, your sense of smell or taste

More detail is available online: <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Anyone now showing signs of coronavirus can be tested by applying for one here <https://www.nhs.uk/ask-for-a-coronavirus-test>

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If at any point throughout the day your child starts to show signs of coronavirus while at camp, they will immediately be put into a separate space, but still under supervision with a member of staff in PPE. You will be contacted to collect your child as soon as possible.

Once collected please follow government guidelines and inform us of the outcome by emailing events@brightsparksscience.co.uk.

If you, your child or any of your household test positive for coronavirus once attending camp we must be informed of the results **immediately**. Our settings need to be informed so we can contact the parents of the other children attending the camp.

If your child has attended with another child that has tested positive for coronavirus we will inform you as soon as possible. We have to ask that you refer to the government guidelines and we will not be able to accept your child back to camp until they have had a negative test or completed 14 days isolation.

Please follow the guidance available online: <https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Personal Protective Equipment (PPE)

Current government guidance states that, *"It is not necessary for staff to wear masks, gloves and aprons unless they are carrying out activities that would usually require the use of personal protective equipment (PPE) or if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs supervision until they can return home."*

However, if team members or children feel more comfortable wearing PPE for closer bodily contact such as in First Aid or at lunch time, then facemasks, shields, aprons and gloves are a personal choice. Disposable facemasks, aprons and gloves are provided for instructors to use if they wish.

Camp Venues

We have provisional bookings for all venues that our camps are scheduled to operate at over the holidays. However, there is a possibility that this could change depending on government advice and how the school and community centre hiring facilities can operate. Should a venue change their response to these guidelines and should we be asked to move, we will do our best to relocate in the same area, with as much notice as possible.

Throughout the spaces that we will be using, there will be signs, floor markers and cones for guidance on handwashing, social distancing, and queuing.

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Cancellation and Refunds

Under current circumstances we have created a temporary coronavirus cancellation policy until June 2021 with the possibility of extension.

You can cancel a booking up to 7 days before the first day of your booking and we will refund you all monies paid.

Changes to bookings must be given to us in writing at least 7 working days in advance, this can be done by emailing events@brightsparkscience.co.uk.

If your child or a family member of the same household is diagnosed with coronavirus, we will refund your booking upon receipt of evidence of ill health.

If your child is unable to attend camp due to any other ill health, except coronavirus, we will transfer your place free of charge to an alternative date, where possible but no refunds will be given.

Should any of our venues at Oxford, Woodstock, Didcot or Abingdon close, a new venue within that area will be sourced and all bookings transferred to the alternative venue with as much notice as possible.

If the government issues a new lockdown and we are forced to temporarily close again, your child's place will be transferred to an alternative date in the future.

In the instance of an uncontrollable act of God, including but not limited to - weather related and natural disasters no refunds will be issued, however we will endeavour to transfer your booking to another date free of charge.

Contact Details

Should you wish to get in touch with us for any reason about the policy or camp attendance please contact us on any of the following;

events@brightsparkscience.co.uk or call us on 01865 522 775.

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