

Covid-19 Secure Policy Statement:

Braeside Education Centre are committed to operating in a Covid-19 secure environment. We have written and updated the following procedures and advice to ensure that all government guidance is followed during a school visit. Braeside have implemented all relevant government guidance to ensure, as a centre, we are Covid secure.

These procedures should be read in conjunction with the centre activity risk assessments which are available on our website and the Covid-19 specific risk assessments that outline specific control measures that inform this guidance. Where relevant, these Covid-19 procedures override any discrepancies within both documents until further notice. All other expectations are expected to be followed as normal.

These procedures are to be considered in conjunction with Covid-19 risk assessments formally produced by Braeside and other procedures that relate to Covid-19, including cleaning, site and Braeside staff policies.

General Procedures

Attendance

Pupils and staff are not to attend Braeside if they, or anyone in their household or 'bubble' have any symptoms of Covid-19, have tested positive or are shielding, along with government guidelines.

Testing & Temperature Checks

We highly recommend you temperature check all pupils at the beginning of each day prior to arrival at Braeside. Any high temperature, illness or symptoms upon arrival will mean the pupil will not be able to attend the day. Any asymptomatic testing requirements should continue to be actioned and overseen by the visiting school. Braeside staff are all encouraged to undertake weekly Asymptomatic testing provided inhouse, and must follow government guidelines if a positive test is returned.

Face Coverings

Children under the age of 11 & supervising staff will not be required to wear face coverings however individuals may choose personally to do so. Exceptions to this are for first aid and close contact scenarios which are noted in the first aid section and risk assessment.

Children who were aged 11 and above on 31 August 2020 are recommended to wear face coverings indoors and where social distancing cannot be maintained.

Braeside staff should wear face coverings when inside the building during school visits.

Social Distancing

Government guidance states that; early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Older children and adults will be able to appropriately socially distance. At Braeside we aim to promote and implement 1 metre + distancing as much as possible throughout activities where primary school aged children are involved. Although there may be circumstances where this is not possible, such as a first aid incident or an activity rescue. Further details are included within our site risk assessment.

Group sizes

A maximum of 15 children to a Braeside instructor. There may be a teaching assistant (Braeside staff) if required which will allow for activities to take place safely or to manage logistics. Pupils will stay in their groups all day. Where it is not possible to follow school day bubbles, we ensure any children from the same school are kept together, and will work with schools to try and keep siblings together.

Arrival and departure procedures (co-ordinated by Braeside and visiting staff)

- Lead teacher to notify Braeside staff of arrival time at least 5 minutes before arrival.
- Coaches to drop at the side gate (off Bath Road).
- A Braeside member of staff will greet you and lead the group to the assembly point. We will check all relevant details for the day. Weather dependant, all registering is to be held on the top lawn or the Dining room (this is the largest room and allows the most room for social distancing space).
- All visitors will be asked to use the hand sanitiser available.
- If the lead teacher cannot confirm a temperature check has been taken that day, all visitors will have their temperature checked by a Braeside member of staff. Checks include the use of a hand-held digital temperature check. If a person displays a high reading, they will not be allowed to attend the day.
- All sign in equipment will be cleaned and sanitised after each use. Braeside staff will wear gloves when checking temperatures.
- Coats and bags will be placed on the back porch onto hooks and shelves, separated as much as possible. No coats, bags or unnecessary items should be brought onto the premises.
- Packed lunches can be left with their belongings and collected at lunchtime.
- Departure procedure will be in reverse. Children will depart from the top/lawn or back porch, collect coats and bags from back porch and wait on the top lawn or in dining hall and wait with the Braeside Teacher or Instructor. Lead teacher will accompany pupils to the side gate to meet the coach.

Activity Specifics – locations and equipment

- Any equipment provided by the centre must be cleaned and sanitised before and after use. Where appropriate equipment will be quarantined for 72 hours after use. This equipment must not be shared throughout the course. This includes high activity kit, canoeing kit, low ropes kit and bushcraft equipment for example.
- Hard activity surfaces will be cleaned and disinfected where appropriate, or the activity left in quarantine for 72 hours if possible.
- Children will need to appropriately distanced whilst 'in activity', e.g. for example only two persons to a canoe and only 1 person apart from the instructor on top of the climbing wall however close contact is possible but must be minimised.
- Hand sanitiser and anti-bacterial wipes will be available for use as and when needed throughout the day.
- Children will have access to the toilet facilities within the dining room for toilets and handwashing facilities. These bathrooms will be cleaned regularly throughout the day. Children must be instructed to use these individually with sensible and distanced queuing. Braeside staff will have access to different toilet facilities.
- Posters will be displayed within bathrooms to remind children of the correct handwashing technique.

- Where possible, in the Dining Room the front door, corridor door and back doors will be left open and a one-way system will be in place. This limits contact with door handles and allows for air flow. Door handles will be regularly cleaned throughout the day.
- If children are required to split into groups for tasks, this will be managed by the Braeside Teacher or Instructor.
- Posters will be displayed around Braeside to remind children to stay 2 meters apart, where possible.

Activity	Distancing	Cleaning	Required actions
All	Instructor control and observation. Apply school social distancing protocols for student to student contact for continuity. Staff aim to remain at 2m distance, (1m+) unless appropriate PPE is being worn.	Students and staff wash hands at start and end of each session. Use hand sanitiser between each activity	All persons to follow this guidance
Canoeing	<ul style="list-style-type: none"> • Only on Kennet and Avon access controlled sites initially • Staff unload/ load canoes. Working from opposite ends. • Manage waiting canoeists • Designate seats in boats, if rafting check spacing between canoeists is 1m+ • Ideally load from the side to avoid participants touching boats while walking along length of boat. • Careful management of the collection of kit to keep used kit separate from fresh kit. • Will require close working at times. • Staff may need to wear PPE, gloves, visor/ mask, to launch/ land canoeists. • Have PPE available in case rescue is required • Staff should have alternative clothing available should they have to change between groups if they feel spacing has been compromised 	<ul style="list-style-type: none"> • Wipe lifting points, gunnels and seats ready between all groups. • Quarantine BA's and helmets for 72 hrs/ 3 days between groups • Wipe paddles between users. • Where equipment gets additional bodily fluid contamination it should be separated into a bin bag for washing before returning to quarantine 	<p>Virucidal spray, 30 sec. Blue towels. Waste bin</p> <p>PPE Gloves/ hand sanitiser Visor Mask</p> <p>Wash equipment with hot soapy water only and air dry</p>
Climbing tower, High Ropes, Zip wire, Low ropes	<ul style="list-style-type: none"> • Will require close working. • Staff may need to wear PPE, gloves, visor/ mask to put on harnesses OR use 'bubble' adults to fit harness with visual and possible tactile check if needed. • Instructors also to supervise attachment. • Staff should have alternative clothing available should they have to change between groups if they feel spacing has been compromised • Maintain distance between climbers/users, on the ground, stagger starts on climbs to avoid parallel climbing, stagger starts and areas for use on the low ropes 	<ul style="list-style-type: none"> • Wipe karabiner and autobelay sheath between users. • Individuals sanitise hands before and after climbing • Remind individuals about not touching faces when climbing. • Spray climbing holds at end of each group and then use different route for next group. • If a participant coughs or sneezes whilst climbing, close that route and use alternatives until it has been cleaned. • Helmets/ harnesses quarantined for 72 hr (3 days) • Where equipment gets additional bodily fluid contamination it should be 	<p>Virucidal spray. Spray needs to be on for at least 30 secs, instructor to abseil to ensure good coverage</p> <p>Blue towels. Waste bin Spray each hold between groups PPE Gloves/ hand sanitiser Visor Mask</p>

	<ul style="list-style-type: none"> Consider using non-adjacent routes 	<p>separated into a bin bag for washing before returning to quarantine</p> <ul style="list-style-type: none"> Wipe contact surfaces – hand line ropes, beams, grips, relevant wires etc 	<p>Wash with hot soapy water only and air dry</p>
Orienteering (all forms)	<p>Students may work in distanced pairs. Be aware of possible pinch points at markers. Brief and observation of spacing.</p>	<p>Design course which doesn't require touching, individuals record results on own paper with own pencil.</p> <p>Or use memory to report finding</p> <p>GPS handsets top be wiped down before and after use.</p>	<p>Virucidal spray, 30 sec. Blue towels. Waste bin</p> <p>Check other potential users of any space. Be observant of any touch points and clean</p>
Bushcraft activities	<ul style="list-style-type: none"> Students may work in distanced pairs or groups of up to 5 Be aware of possible pinch points at markers. Brief and observation of spacing. - Equipment to be carefully managed to ensure that the risks of transmission are low, e.g. - Wipe tools and eqpt, such as flint and steels, handles, secateurs before and after each use – group will need to be taught how to do this. 	<p>Limit the touching and sharing of kit meaning that student roles can be delegated within a team, for example.</p> <p>Cleaning is possible so minimise but be thorough realistic with cleaning to allow activities to work.</p>	
Off road biking	<ul style="list-style-type: none"> Students may work in distanced pairs or groups Manage waiting riders using cones and staff as needed Be aware of possible pinch points at markers and on the course. Brief and observation of spacing for both distancing and cycle safety. - Equipment to be carefully managed to ensure that the risks of transmission are low, e.g. - Wipe bike contact points before and after each use – group will need to be taught how to do this as they can be involved. 	<p>Limit the touching and sharing of kit.</p> <ul style="list-style-type: none"> Helmets and biking gloves need to be quarantined however please encourage bringing in of own kit where customers can. Cycling goggles or glasses need to sprayed and wiped down and left to air dry. 	
Lifeline (blindfold trail)	<ul style="list-style-type: none"> Manage waiting users. All users must hand sanitise before and after. No blindfolds to be used – closing eyes through trust or by increasing the challenge where appropriate Ensure all users know that the distancing and communication is key. The distances need very careful management throughout the course and at key pinch points. 	<ul style="list-style-type: none"> Rope and relevant contact points need to be left in quarantine for 72 hours/ 3 days before next use. 	

Team problem solving	EACH ACTIVITY NEEDS CAREFUL THOUGHT ABOUT WHETHER OR NOT IT IS SAFE TO RUN – CONSIDER CONTACT POINTS, DISTANCING AND ABILITY TO DISINFECT		
	Below is a list of permitted problem-solving challenges and controls AND note that all usual risk management strategies are needed. The majority of our problem solving challenges do not allow appropriate distancing.		
Rocking platform	- Maximum of 2 persons at a time	Cleaning of guidance cards and surfaces contacted by hands only.	
Laser beam web	- Maximum of 2 persons at a time	Cleaning of guidance cards and surfaces contacted by hands only.	
Climbing poles	- Maximum of 2 persons at a time	Cleaning of guidance cards and surfaces contacted by hands only including all upper climbing holds	

Lunch

- Braeside will provide suitably distanced dining spaces for each group
- As always, children must be asked to wash their hands before and after eating.
- Children will need to provide their own packed lunch and noting that we operate a strict **no-nuts** policy.
- A Braeside member of staff will be available during lunchtime but attending staff will supervise the group at all times.
- Children can eat outside on the top lawn or in the barn, or in a designated indoor space subject to availability.
- All rubbish must be placed in the designated bins to be disposed of securely or retained in the lunchboxes/bags.

Breaktimes

- As always, children must be asked to wash their hands at the beginning and end of break times.
- Braeside members of staff will be available at break and lunchtimes to help with supervision to ensure children social distance as much as possible.
- A Braeside member of staff will have squash and snacks set up by the back porch.
- Children are to return their beaker as soon as they have finished.
- Children will have access to the top lawn and ball court only.
- Older children may have access to the lower lawn, if agreed by Braeside.
- Use of table tennis will be available. Children are to use the hand sanitiser before and after use. Equipment will be wiped down with antibacterial wipes between uses. Braeside staff will be available to assist with the sanitising of equipment.
- The ballcourt will be available. Balls will be sanitised before and after each breaktime. Children need to be advised to use hand sanitiser before and after entering the ball court.
- Children can sit in the grounds and read a book they have bought from home.
- In extreme weather conditions an indoor space will be made available. Where possible, break and lunchtimes are to be spent outside.

Illness/First Aid

Individuals should not attend Braeside if they have any symptoms of Covid-19, have tested positive or are shielding, along with government guidelines.

All staff are to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach for all children and staff. Use a tissue or elbow to cough or sneeze and use bins for tissue waste. Tissues and bins will be available in the classroom.

- Braeside will have at least one first aid trained member of staff on site or leading a group off site. This is in addition to visiting school members of staff who will be in attendance.
 - All required PPE will be provided to Braeside and visiting staff.
 - A first aid room will available as required.
 - If a pupil feels unwell a Braeside member of staff must be informed as soon as possible and the pupil isolated.
 - If a pupil or member of staff is sick, Braeside staff must be informed immediately to clean and sanitise any affected areas. Tutors may be asked to remove children from the area until cleaning has been carried out.
 - We will have a designated isolation room and/or outdoor space, where the pupil must isolate, with a member of staff, until parents have collected.
 - If a member of staff or pupil are unwell and test positive for Covid-19 after a visit to Braeside has taken place, Braeside must be informed immediately. Braeside will then contact all parents of children and the tutor to inform them as soon as possible. PHE Test and Trace Guidance must then be followed in regard to isolation and testing.
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