

Braeside Holiday Camps



Braeside Education
Centre

Guidance for Parents/Carers and Participants

Your child has a place on our Holiday Camps taking place at Braeside Education Centre.

Covid-19 operational procedures

As a reputable and trusted activity provider we would like to assure you that Braeside have put into place all necessary measures to ensure, as a centre, we are Covid Secure. All relevant policies, procedures and risk assessments have been implemented. The safety of all our customers and staff is paramount. If you do have any further questions in regard to this, please contact me.

Parents/carers, tutors, staff, and children are not to attend Braeside if they have any symptoms of Covid-19, or are shielding, along with government guidelines. Braeside need to be informed as soon as possible if you are unable to attend.

At Braeside we aim to promote and implement 2 metre distancing as much as possible and children will be guided throughout to help them ensure the activities take place safely with others.

Children under the age of 11 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 for which we have the appropriate PPE, including masks, visors and gloves that staff have been trained to use if required.

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 will wear face coverings when teaching groups and indoors.

Braeside staff are all encouraged to undertake weekly Asymptomatic testing provided inhouse and must follow government guidelines if a positive test is returned.

Dropping off and collection procedures

For the date(s) that you have booked the standard day will run from **9.00am – 4.30pm**.

Drop Off: Please arrive for registration from **8.30am** to sign in and get ready for the day to start at **9.00am**.

Collection: Please arrive between **4:30pm – 5:00pm**.

- Please drive to the signposted lower carpark. Parents and children will be asked to remain in their vehicle.
- A Braeside member of staff will invite one parent and child at a time to the sign in station to register their child. We will check all relevant details for the day before parents leave.
- We ask that only one parent brings each child where possible. Parents and pupils will be asked to use the hand sanitiser available.
- With parental permission, all children will have their temperature checked by a Braeside member of staff. Parents can do this themselves if necessary. If a pupil displays a high reading, they will not be allowed to attend the course and a full refund will be given.
- All equipment will be cleaned and sanitised after each use.
- Children will be taken to the instructors by a member of Braeside staff for meet and greet.
- Children will begin the day with an introduction to Braeside, staff, and an outline for the day.
- Toilet facilities will not be available for parents to access.
- If for any reason parents will not be arriving by vehicle, please contact Braeside as soon as possible to discuss an alternative meeting point.
- If for any reason children need to be dropped off or collected early, please notify us in advance. Braeside will then arrange a member of staff to meet parents and/or child.
- Collection will be the same procedure as drop off, in reverse. Braeside staff will walk each child down to the car park when parents have arrived. Parents will be asked to remain in their vehicle.
- We will try to ensure a quick and easy process. Thank you for your patience and understanding.

General Guidance

If you feel your child may be nervous, shy, or anxious upon arrival please do contact me so I am aware. We are a welcoming and friendly team of staff and our activity provision is highly regarded. I am happy to discuss this further with you in advance of the course.

Parents need to please make children aware that listening and following instructions from Braeside staff is essential throughout the duration of the day. This is to ensure the safety of all children and staff. In the unlikely event of a situation where a child's behaviour causes concern or requires Braeside staff intervention/management we will contact you during the day, if necessary, however as a minimum we will discuss and explain any incidents with you when the child is collected. We work with children and young people from all backgrounds, and across the ability spectrum, therefore we are highly experienced in teaching/instructing carefully to ensure that children are engaged and motivated whilst having a great time in our care.

Please can children bring the following equipment for their day with us:

Children aged 11 and above are advised to bring a face covering.

Waterproof coat	Large plastic bag for any damp/dirty clothes
Clothing suitable for the conditions and activity	Plastic water bottle (refillable)
Comfortable walking shoes/trainers	Sun hat/sun cream (if hot)
Warm jumpers/hats/gloves (if needed)	Lunch box + packed Lunch
Change of clothing + footwear	A bag to store everything (rucksack, holdall)

Notes:

- *Outdoor activities can be muddy and wet, so check the weather forecast, be prepared and choose clothing sensibly. Outdoor activities are always lots of fun so don't let a bit of mud or rain put you off – this is part of the fun!*
- *Trousers/leggings or shorts are ideal.*
- *The centre operates a strict **no nuts** policy in food both provided by us and brought onto the site.*

All equipment brought to the centre by children is for individual use and must not be shared throughout the course. Any equipment provided to children by the Braeside staff will have been cleaned and sanitised before use.

Refreshments (biscuit and squash) will be provided during both the morning and afternoon sessions.

If a child feels unwell whilst with us, we will have a designated isolation room and/or outdoor space, where the pupil must isolate, with a member of staff. Parents will be contacted immediately and asked to collect their child as soon as possible.

If a member of staff or child is unwell and test positive for Covid-19 within 14 days after a course 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. NHS Test and Trace Guidance must then be followed in regard to isolation and testing. Further guidance can be found [here](#).

We are so excited to welcome you and your child to Braeside and to support them to take part in a fun, educational and challenging experiences.

Please do contact me with any questions you may have, and I will be more than happy to help.

For further information please contact us on the details below.

Please call: 01380 722637 or email: info@braeside-education.co.uk