

Guidance for visiting schools including Covid-19 Procedures

UPDATED 04th January 2022 (Rupert Tabley)

Covid-19 Secure Policy Statement:

Braeside Education Centre remains 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 remain Covid secure.

These procedures should be read in conjunction with the **centre activity risk assessments** and **residential specific covid19 risk assessment** which are available on our website. Where relevant, Covid-19 procedures override any discrepancies within both documents until further notice. All other procedures are expected to be followed as normal.

General Procedures

Attendance

Pupils and staff are not permitted to attend Braeside if they have any symptoms of Covid-19, have tested positive or are required to self-isolate, in accordance with government guidelines.

Testing & Temperature Checks

We highly recommend schools temperature check all pupils at the beginning of each day and prior to arrival at Braeside. Any high temperature, illness or symptoms upon arrival will mean the pupil will not be able to attend until a negative lateral flow test has been obtained. 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 in-house, and must follow government guidelines if a positive test is returned.

Face Coverings

Children under the age of 11 and 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. We ensure any children and staff from the same school are kept in a bubble separate from other visitors.

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

FOR ALL STAYS (DAY AND RESIDENTIAL)

- 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.

FOR DAY VISITS

- 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.

FOR RESIDENTIAL VISITS

- An allocated space will be provided for luggage on arrival.
- Bedrooms will be available from 4pm, children will be encouraged to stay outdoors as much as possible.
- Beds should be stripped, and linen left in the corridors at the end of the visit.

Residential Specifics

- No cleaning inside the rooms will take place during the stay unless specifically requested by attending staff.
- Beds will be clearly marked (which end to sleep, and which must not be occupied).
- Beds must not be moved.
- Visiting staff to remain responsible for enforcing the distancing rules and checking beds remain in place and windows stay open where appropriate.
- Children should be restricted to 3 per bathroom at any one time.
- Attending staff responsible for monitoring compliance.

- Children must stay in the bed allocated and must seek permission to change rooms or beds within rooms.
- Bedrooms should only be occupied when children are preparing to or are sleeping.
- Returning to rooms during the day should be minimised - all clothing and kit required for the day should be brought out of the rooms and stored in the designated area at the beginning of each day.

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. Where possible equipment will 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. 	<ul style="list-style-type: none"> • Wipe lifting points, gunnels and seats ready between all groups. 	<p>Virucidal spray, 30 sec. Blue towels. Waste bin</p> <p>PPE Gloves/ hand sanitiser Visor</p>

	<ul style="list-style-type: none"> 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"> 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>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 Consider using non-adjacent routes 	<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 separated into a bin bag for washing before returning to quarantine Wipe contact surfaces – hand line ropes, beams, grips, relevant wires etc 	<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> <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 	<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>	

	will need to be taught how to do this.		
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. <ul style="list-style-type: none"> - 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. 	Limit the touching and sharing of kit. <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 be 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	<ul style="list-style-type: none"> - Maximum of 2 persons at a time 	Cleaning of guidance cards and surfaces contacted by hands only.	
Laser beam web	<ul style="list-style-type: none"> - Maximum of 2 persons at a time 	Cleaning of guidance cards and surfaces contacted by hands only.	
Climbing poles	<ul style="list-style-type: none"> - Maximum of 2 persons at a time 	Cleaning of guidance cards and surfaces contacted by hands only including all upper climbing holds	

Lunch & Dinner & Breaktimes

- **It is the visiting leaders responsibility to ensure children social distance and maintain group bubbles during breaktimes. A Braeside member of staff will not always be available to assist with supervision.**
- Braeside will provide suitably distanced dining space for the group either outside on the lawn, in our dining hall or in the picnic barn.
- On day visits children will need to provide their own packed lunch noting that we operate a strict **no-nuts** policy.
- All rubbish must be placed in the designated bins to be disposed of securely or retained in the lunchboxes/bags.
- Children should be asked to wash/sanitise their hands at the beginning and end of break times.

- A Braeside member of staff will have squash and snacks set up by the back porch.
- 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 attendees. 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 visiting member of staff or pupil feels unwell a Braeside member of staff must be informed as soon as possible and the individual must be isolated. If Covid-19 symptoms are suspected the individual and all members of their bubble must return home as soon as possible.**
- 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 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 relevant parties and the tutor to inform them as soon as possible. PHE Test and Trace Guidance must then be followed with regard to isolation and testing.

VISIT LEADER

Please sign below to confirm that you:

- **Have read and agree to the guidance for visiting schools**
- **Have communicated the above information to all visiting staff**

NAME.....

SIGNED.....