



The Gap Club

Parent Agreement

Last Updated: 04-09-2020

We all need to feel comfortable and confident with our new working practices. This agreement sets out what the club, parents and carers will do together to make all staff, children and families feel as safe as possible for the wellbeing of all. Please read this carefully along with our Covid-19 risk assessment which is available on our website.

What we will do:

- Keep following government guidelines and legislation and where possible update our website or inform you via internal communication.
- Follow our normal policies and Covid-19 Response Pack
- Our responsibilities will be to implement, monitor and improve on our Covid-19 Standard Operating Procedures (available on request) throughout this period in accordance with everyone's best interest.
- Keep you updated especially if there is an incident/accident, a breach of our terms and conditions (e.g. behaviour) but most importantly share memorable moments with you via secure text messages, emails that you have supplied and are up to date and our website.
- Keep track of our staff's health and wellbeing and keep a daily record of any actions to be taken.
- Manage the setting in a way that aims to support the children and adults to social distance as much as possible, although, you **must** be aware this cannot be guaranteed due to the ages of the children and the level of support they sometimes need however bubbles will not mix.
- Activities and routines will be adapted to minimise direct transmission and mixing. There will be more adult led, socially distanced, indoor games and activities as well as a large amount of time spent outdoors focussed on outdoor play and learning.
- Create manageable consistent sized groups, to help prevent the spread of covid-19.
- Set a more extensive cleaning schedule to follow daily for the setting, toys and resources and outdoor areas. This cannot be guaranteed to be clinically clean.
- If medication is required- it will be kept on site during the duration of stay at the camps. It must be in date and your consent to administer obtained prior to your child's first day.
- All items belonging to your child (lunch bag, spare clothes bag, medicine box/ container) will be cleaned prior to entering the premises. Spare clothes bag and medicines will be kept at the setting throughout your child's stay with us and returned to you on their last day, duly cleaned.
- Staff at Gap Club will be required to have their temperature checked before starting their shifts and if they feel unwell they will be sent home immediately
- Staff must inform the management team if they or any of their household/support bubble develop any symptoms.

- Adhering to strict hand washing, cleaning and hygiene policies as set out in our Covid-19 Risk Assessments.
- Using uniform clothing and PPE as per the Government guidance
- Staff - Bring in a spare set of clothes daily and wear fresh uniform daily. Hair tied back.
- Uniform to be washed daily and not to be worn on the way to The Gap Club.
- Following Government advice regarding social distancing and travel when not at work, including where needed the use of face coverings.

You the parent/carer agree to:

- Keep following government guidelines and legislation.
- Keep 2 metre's away from staff and do not enter the setting.
- Keep track of your child's and family's health including any high fever.
- Keep your child off if they are showing **any** signs of any illness, **especially** Covid-19 (see appendix 1)
- Report all absences at the beginning of the day, even if it is not health related.
- For holiday club - provide lunch in disposable throw away bags, add freezer blocks, if necessary. Please make sure that all children can open their own food packaging. E.g. tear yoghurt top. If not please package in a way that they can open it themselves. Children will need to be more independent than normal, but we are of course there to help however will have to maintain social distancing.
- For holiday club - bring in a named water bottle which we will keep on site as well as a change of clothes bag containing ALL DAY sun cream, hats, a spare set of clothes and shoes, and ensure lightweight outdoor clothing for inclement weather.
- Parents must be available to collect ill children immediately if showing symptoms of Covid-19 or otherwise if unwell.
- Do not bring toys in from home. No soft toys allowed.
- Respond to all correspondence from the setting
- Adhere to our terms and conditions especially with respect to your personal responsibilities to the health and safety and wellbeing of the people either you or your children come into contact with and to the further Covid –19 precautions we stipulate e.g. maintaining government advice on reducing the transmission of the virus by social – distancing.
- Adhere to the guidance on Self - Isolation if either you/a family member/member from your support bubble or your child/ren develop symptoms of Covid-19. You must inform us immediately, provide us with your contact details or NHS Test and Trace and request a test immediately. Our internal procedures require that evidence of the test result is shown to us before your child can return to the setting

In order to operate safely and to reduce the risk to our staff, children and other adults associated with COVID-19 you the parent/carer also agree to the following new guidelines.

(Note: Failure to follow these may result in your child being unable to attend Club)

- I will not bring my child/ren to Club if they or anyone within our household/support bubble has or develops a fever, cough, or loss of taste/smell or has been advised by NHS Test and Trace to self-isolate.
- I confirm that my child has not tested positive for coronavirus or been advised by Test and Trace to self-isolate.
- I agree to follow the drop off and pick up procedure, maintaining social distancing at all times – using markers and signage provided.
- My child has not travelled abroad to any country other than those identified as 'safe' by the government within the last 14 days
- I understand that children and staff may have their temperatures taken at various points throughout the day. If my child develops any symptoms I will be called and asked to collect them immediately.
- I agree to adhere to the additional cleaning routines especially hand cleaning implemented at The Gap Club.
 - I will ensure that I will use the alcohol hand rub or sanitiser when at drop off points and before touching any of the areas/surfaces.
- I agree to The Gap Club limiting footprint in the setting, to only allow parents to stand two metre apart, outside the club until further notice.
- I agree that only one parent will attend collection and drop off and that Parent's will not be allowed inside the setting.
- I understand that handovers will be brief but that I will be able to arrange a call to discuss any matters.
- I understand that in the event of an accident/incident I will be notified via text message and confirm that my acknowledgement of the message is in replace of my signature on the accident/incident form.
- I understand that all medical/ SEN and specialist forms will be signed and sent back to The Gap Club prior to my child's first day and that any prescribed medicine will be logged by The Gap Club and administered according to my wishes.
- I understand that my child/ren cannot bring any toys from home in order to reduce contamination risks. The Gap Club toys are regularly sterilized after play and throughout the day as are all surfaces.
- If my child/ren need a teddy or comforter I will provide one that can stay at club in order to reduce contamination risks.
- I understand that my child/ren may struggle to separate from me but will allow the practitioners to take and comfort them as necessary (and can request a follow up phone call to put my mind at ease)
- Where needed I will provide my child with a small labelled bag with spare named clothes/shoes and suntan care from Day 1 (we will happily store these for you) to minimize the transmission of Covid-19 via fabric.
- Where needed I will provide my child with a packed lunch in a disposable bag that can be wiped with anti-bacterial solution and that they can open and eat with minimal help or intervention from an adult. Bags will be wiped down and placed in an outside sealed container for 72 hours before being available for re-use and return.
- I will dress my child in fresh school uniform or clothing that they can manage independently for toileting and self-care needs.

- (If personal care is required it will still be done as and when necessary by an adult from my child's 'bubble' group using P.P.E.)
- I agree to the extra hygiene precautions The Gap Club has in place as a part of its Infection Control. I will explain and follow the 'catch it, bin it, kill it' approach to my child.
- I agree to notify The Gap Club if I arrive to collect my child/ren outside the usual drop off/pick up times, and understand that I may need to wait
 - Please advise us before arrival. Our clubs have implemented a rigorous regular cleaning routine consisting of cleaning and sterilising frequently touched surfaces. We do not want increased foot traffic after sterilisation.
- I understand that I should follow government advice on travel arrangements, including advice on public transport and when care sharing. Please note the advice of Safer travel guidance.
 - [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
 - Guidance expects providers to service the needs of local parents first.
- I understand that socially distancing young children is not always possible and agree to my child/ren being placed in as small a consistent 'bubble' of children who will remain in the same bubble weekly and as far as possible throughout their booking with us. Bubbles will not mix.
- I agree that social distancing measures are still appropriate outside of the club and members of my household/support bubble will continue to follow Government advice regarding this. We will stay away from other people and groups.
- I confirm that my Child is capable of and/or understands the club rules relating to protective measures above e.g. hand washing, not touching other children.
- If any of the above circumstances for me or my child/ren change, I confirm and agree that I will not bring my child into the club and will notify club staff immediately.

Appendix 1

'When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members / support bubble should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

In the case of children, guidance states that: "To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over [and] will be able to call 111 if their child is aged under 5."

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.'

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Main Symptoms

- High Temperature – this means you feel hot to touch on your chest or back (you do not need to measure temperature)
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough it will be worse than usual)
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything. Or things taste or smell different to normal.

Most people with coronavirus have at least one of these symptoms.

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Also, with young children please check for unusual rashes which may be a symptom but not on the symptom list.