

Greenway Primary & Nursery School Summer Activities Camp

TERMS AND CONDITIONS

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Greenway Summer Camp ('GSC') is run by Greenway Primary and Nursery School ('Greenway') for pupils currently attending the school, excluding Nursery but including those Summer 2020 Year 6 leavers.

Aims of GSC

During the Covid-19 pandemic it has been acknowledged by Greenway staff and Governing Body that there will be a shortage of childcare opportunities during the forthcoming summer holiday period and that it was appropriate for the school to offer Greenway pupils a summer activities camp to support them and their families during the crisis acknowledging the difficulties faced by parents (particularly those working parents) with childcare and the importance of supporting children with their mental health and well being. The objectives of GSC will be to provide safe, fun and sociable sports and arts & crafts activities to those children attending the GSC using the school facilities only. There will be no offsite trips.

GSC will be for Greenway pupils only. It will operate on a 'first come first serve basis'. All participant children will be placed into bubbles in accordance with ongoing Government Covid-19 guidelines and with regard to standard early years pupil:staff ratios.

Period of Operation of GSC

The GSC will operate during the following weeks Monday to Friday, 9.30am-4.30pm:

Week 1: 20-24 July 2020

Week 2: 27-31 July 2020

Week 3: 3-7 August 2020

Week 4: 10-14 August 2020

Policies and Procedures

The GSC adopts all relevant policies and procedures applicable to Greenway and ratified by the Greenway Governing Body to include (but not limited to) the following:

- Safeguarding Policy
- Child Protection Policy
- Behaviour Policy
- Health and Safety Policy

The GSC will also apply the risk assessments adopted by the school during the pandemic, suitably adapted and will follow the DfE Guidance that operates for out of school settings during the Covid-19 outbreak.

Safeguarding Children & Child Protection

Greenway's Safeguarding and Child Protection Policies (available on the school website - <https://www.greenway.herts.sch.uk/school/policies/> or printed copies on request) apply to the GSC. The aims of the policies are to safeguard children's welfare, by fostering an honest, open, caring and supportive climate. The policies apply to all staff at Greenway and at the GSC

(both paid and volunteers). All persons working with or on behalf of children have a responsibility to safeguard and promote the welfare of children.

Staffing

All GSC staff will be registered/cleared by carrying out enhanced disclosure checks.

Child Security

Children will need to be registered in AND out of each daily session. If a child is to be collected by someone other than the person dropping them off, the GSC staff will need to be advised of this.

Uncollected Child Procedure

At least two adults will remain with a child until collected. We will not allow any child to return home alone or with an unauthorised adult, unless permission has been given by parents.

Early drop off/late pickups

There is no capacity to drop a child/ren early or to collect them late so we would ask that parents/guardians ensure that all children are dropped off and picked up on time. If there are unforeseen urgent circumstances in which you anticipate being late for pick up please advise the GSC Leader or contact us on 07708 572 459 as soon as possible. *If a child is collected late then an additional £15 will be charged for every additional 15 minutes as per the arrangements in place for Greenway's usual wrap around care provision.*

Deposits

A non refundable £50 deposit was payable to secure a place on the proposed GSC for Summer 2020 on the basis that this would only be repaid should the GSC not prove to be viable and a decision was taken not to proceed with the GSC prior to 16:00 on 7 July 2020.

Bookings and Cancellations

- Confirmation of your request for provision at the GSC will be sent to you via email and you will be advised of the sums payable by you. Such email will be deemed as your invoice. GSC accepts payment by the Greenway School Gateway system or childcare vouchers or tax free childcare system.
- The cost has been priced according to similar provision on offer locally in previous years (i.e. £35 per standard day) and is:
 - £175 per child per week (for 5 days)
 - £105 per child per week (for 3 days)
- Bookings must be paid in advance prior to a child starting at the GSC by the dates set out below:
 - Payment for any provision in Weeks 1 and 2 is due by Friday 17 July
 - Payment for any provision in Weeks 3 and 4 is due by Friday 31 July.
- On receipt of the confirmation email you will have **24 hours (and by 16:00 on 7 July 2020 at the latest)** in which to confirm any amendments (which can be accommodated) to the provision previously sought by you for your child/ren.

- Any request for cancellation post 16:00 on 7 July 2020 will be acknowledged but the sums due under the invoice delivered to you will be payable in any event and no refund will be payable.
- There is no refund for days not attended (other than if cancelled by Greenway/GSC).
- Greenway reserves the right to cancel all/part of the GSC where the Government determines that there is a second peak of Covid-19 and introduces lockdown measures and/or if there is a localised outbreak of Covid-19 requiring some or all participants/staff members of the GSC to self isolate and/or participants/staff have been asked to self isolate following contact having been made by Track and Trace. Should cancellation by GSC be required, GSC undertake to provide you with at least 24 hours notice of this wherever possible.
- Greenway/GSC will not accept responsibility for any loss of enjoyment due to causes beyond our control eg a second lock down as a result of the pandemic.

Childcare Vouchers/Tax Free Childcare Scheme

Parents wishing to pay by childcare vouchers must make their GSC booking more than 14 days before the commencement date of the session and in any event by the dates set out above. The childcare vouchers must be paid to Greenway before the child attends the GSC.

Insurance

Greenway is comprehensively insured. All children attending GSC are covered by Greenway's public liability insurance. A copy of the certificate can be provided on request.

Lost Property

At the end of each day of the GSC lost property will be displayed at the pick up point. We cannot guarantee the return of all lost property. Lost property will only be held until the first week back in school in September and will then be given to charity if not claimed. We would advise that all clothing is clearly labelled.

Lunch/Snacks (Children)

Children attending the GSC are asked to bring a snack, packed lunch and a drink. Water will be available throughout the day. Please do not send the children to GSC with any nut products.

Medication

- The GSC will adhere to the Greenway 'Supporting Pupils with Medical Conditions Policy' and will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. To do this we will need written and verbal consent from the parent (signing the information form will do this).
- Essential medication must be handed in to the GSC Leader for safe-keeping. The GSC Leader will document the administering of medication in accordance with the aforementioned Policy.

- If a child suffers from anaphylaxis (primarily nut allergy) we must be informed of this on the child's information form. In this case we will ask for written consent from the parent allowing us to administer emergency treatment if needed.

Emergency Medical Advice and First Aid

- Parents will have previously provided Greenway with confirmation that the school can call on emergency medical advice e.g. call an ambulance if required at the point that their child/ren started at Greenway and the GSC will rely on this consent in the case of an emergency. Parents are asked to sign the additional consent form required in the information form in any event.
- In the event of an accident, first aid will be administered to children in our care, and the emergency services will be called if necessary, unless advised to the contrary.
- Any incidents requiring the administration of first aid will be documented by the GSC Leader and parents/guardians will be made aware of the incident that occurred to their child. It is essential that parents/guardians sign all incident report forms so that they are immediately and fully aware of anything that may have occurred to their child that day.
- The GSC accident emergency plans will be within the Greenway risk assessment documents. If a serious accident takes place during the day you will be contacted as soon as possible via the emergency contact numbers provided by you.
- PPE will not be worn as a matter of course by staff as per DfE guidance;
- 2m social distancing cannot be maintained during the delivery of first aid, but physical contact will be kept to a minimum e.g. children will apply their own cold pack, wipe, plaster where they are able to do so;
- Those administering first aid will wear PPE appropriate to the circumstances and wash hands and ensure the affected area is cleaned upon completion;
- Where direct care is required staff giving care will wear a fluid resistant surgical mask, disposable apron and gloves.

Covid-19

- If your child has a temperature of above 37.8/ a continuous cough/any illness including other Covid-19 symptoms/ **DO NOT** send them to GSC;
- If anyone within your household develops a fever or a new continuous cough please follow the Government guidance which states that the ill person should self- isolate for 7 days and the rest of the household should remain in self isolation for 14 days;
- If your child is ill please call GSC on 07708 572 459 and advise us that your child will not be attending by 9am at the latest;
- Parent and child to wash their hands adopting Government guidelines before setting off for GSC drop off and pick up.
- **If staff become aware that your child has developed a high temperature (37.8 or more) or a new continuous cough, you will be asked to collect your child immediately;**
- **Please consider who will collect your child in such circumstances and ensure that the GCS Leader is aware of the identity of that person if it is not a parent;.**
- Whilst awaiting collection your child will be isolated in a room away from their bubble or in an area at least 2m away from others supported by an adult;

- Staff supervising your child while they await collection will wear PPE (a fluid resistant surgical mask) **if** a distance of 2m cannot be maintained;
- If direct care is required then staff giving care will wear a fluid resistant surgical mask, disposable apron and gloves;
- Areas occupied and equipment used by the affected child will be thoroughly cleaned and disinfected after use;
- Once home you must then follow the Government guidance on self-isolation and not return your child to the GSC until their period of self-isolation has been completed;
- Currently all people over the age of 5 are eligible for testing if they become ill with coronavirus symptoms and in circumstances where your child becomes ill we would ask that you arrange this test as soon as possible to include members of your household;
- Where a positive test is returned the rest of the bubble and staff members will be sent home and advised to self-isolate for 14 days. The other household members of that grouping will not need to self-isolate unless the child/staff member they live with subsequently develops symptoms;
- Where a negative test is returned the child/member of staff can return to the GSC and their fellow house members can end self-isolation;
- Greenway/GSC will take advice from and be guided by Public Health England throughout in such circumstances;
- All staff are aware of protocol for sick pupils;
- Depending on the circumstances it may be necessary for all children in your child's bubble to self-isolate along with the relevant members of staff.

Fire Safety

The GSC fire emergency action plans are included within the Greenway risk assessment documents.

Site Closure

In the unlikely event that GSC are unable to run the GSC due to Covid-19 as set out above a bulletin will be posted on the Home page of the school website and a text will be sent via School Comms.

Adverse Weather

For outside activities it is recommended that children bring suitable clothing in case of inclement weather. Equally we advise that children attend GSC wearing sunscreen during hot weather and that they bring their own sunscreen in a named bottle. GSC staff cannot administer sunscreen but staff will encourage children to put this on at regular intervals throughout the day. When appropriate if the weather is cold, too hot or wet, children will take part in indoor activities.

Child Exclusion

The GSC will adhere to the codes of behaviour set out within Greenway's 'Behaviour Policy' On rare occasions, if a child's behaviour proves incompatible with the general well-being of

the GSC e.g. bullying, disruptive or aggressive behaviour, despite attempts by course staff to deal with the situation, the GSC reserve the right to exclude them. No refund will be made for any remaining days booked, and any costs associated with the exclusion, including transport home, will be the parent's responsibility.

Liability

Greenway/GSC shall not be liable for any costs, expenses or refunds in the event that a child cannot attend the GSC due to injury or sickness or due to circumstances beyond our control such as strikes, war etc and save as set out under the Bookings and Cancellations paragraph referred to above.

All personal property is the responsibility of the owner. Greenway/GSC cannot be held responsible for any loss or damage that may occur to personal property and it is recommended that valuable items are not brought to the GSC.

Equal Opportunities

The GSC is open to pupils from Greenway only. Further, the GSC cannot accommodate Nursery age children and can only accommodate those pupils who meet the criteria set out within the school's risk assessment documents as currently required under the Government's Covid-19 guidelines.

Data Protection

Greenway is registered under the Data Protection Act.

Photographs, images and promotional material

It is the custom and practice of most schools, and of the GSC, to include some photographs or images of pupils in the school's promotional material or to publicise school events and the achievements of pupils. These images may be used in various media, including the school website and in the press. We may include the names (first name) and ages of the child and the child's image. We would not disclose the home address of the pupil without the parents/guardians' consent. From time to time, Greenway may be visited by the media who will take still or moving images which may include the pupil and may be published in a variety of media. If parents/guardians do not want the pupil's image or name to appear in the material described above, they should confirm as such on the booking form.

Contact Information

GSC Administrator, Greenway Primary & Nursery School, Crossways, Berkhamsted, Herts, HP4 3NH

Tel: 01442 866249 Email: admin@greenway.herts.sch.uk

Mobile Number: 07708 572 459