**Camp Kick Off Meeting**

**Full Of Beans representative conducting meeting**

**Venue representative present & position**

## Birchley St Mary’s Catholic Primary School

**Venue Name & Address**

**Number of Coaches Maximum children**

1:15

|  |  |
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| **SCHOOL/VENUE INFORMATION:** | |
| CONTACT 1 | Site Manager arrangements |
| CONTACT 2 | **Headteacher – Andrea Hymers** |
| Registers |  |
| Wifi/Login Codes |  |
| Keys/Pin/alarm codes |  |
| Lock down Procedure | Full Of Beans Own procedure |
| **DATES & TIMES:** | |
| DATES | **24th July – Fri 18th August** |
| Times: | **8.30-5.30pm**  ***Please arrive at least 30minutes before start to set up and clean before children arrive on the first day and at least 15minutes on all other days.*** |
| **ACCESSIBILITY & SAFEGUARDING** | |
| Building works/restrictions during camp times |  |
| External Hirers Days & Times (include any specific instructions) |  |
|  | * There will be a register on paper or emailed to you. * The numbers |
| Drop off and pick up location | * Front |
| Pick Up procedure | * Same as Drop off   **EARLY ARRIVALS**   * Site Manager make sure to leave the white board and site manager number on display for parents to call if not at desk * Remember to put camp manager number on the outside of the doors if doors are closed and make sure to lock the door from the inside   **BAD WEATHER-**   * Make sure to leave a white board and signs letting parents know to call the Camp Manager. |
| Children’s Belongings | * Children are to place their belongings behind a bench or on markers spaced around the outside of the room (try to keep this just to one side of the hall if lower numbers so not to block).   *>neatly and not touching/piled on top of other children’s belongings<* |
| **FACILITIES** | |
| PLAYGROUNDS | *Need to be risk assessed before every use.*  **none** |
| Classrooms | N/A |
| FIELD (and football pitches) | Field behind sports hall- use closest area (not the furthest ‘pitch’/area where goals are away from hall) |
| SPORTS HALL | Whole of sports hall up until 5.30pm |
| Toilets: Staff |  |
| Toilets: Children | * Boys and Girls in ? |
| Staffroom: Do we have access to a staffroom | YEA/NO  Place Bags in designated area selected by the Camp Manager  Out of site of children |
| Venue fittings- are they in good condition? Is there any damage prior to the camp? | Report damage as you find it.  Site Managers should take pictures upon set up of how the space looked and of any fittings, fixtures and pre-existing damage before we hired the space  This includes ceiling, displays, tables, chairs, doors, toilets, windows etc. |
| Temperature *(does the hall space have windows, aircon and/or heating)* | Ventilate space where possible. |
| Fridge Access *(for medication)* | None |
| Water Fountain? |  |
| Sound System | YES- FOB |
| **EQUIPMENT & STORAGE** | |
| Equipment |  |
| SPORT4KIDS EQUIPMENT | *Equipment check should be completed by site manager on the first day- completing the check sheet and on the last day*  Please report damage as you find it and regularly check and count equipment |
| Storage *(where to store equipment during camp)* | * Store in sports hall cupboard if possible   Throughout the day there should be a designated area inside the sports hall to keep equipment. |
| Arts & Crafts | Full of beans |
| **ACTIVITIES** | |
| * Split as stated above in ‘age groups’ * Take place as much outside where possible * Play games in zones/marked off **2 metre areas** where possible. * See **Risk Assessments** for game alterations. * Activities should take place outside where possible depending on space availability, weather, volume of children and coaches. * **No tackle rule** can be implemented where they intercept during games from a pass at a safe distance. | |
| **LUNCHTIME** | |
| Children must sit at tables with their bubbles where possible.  When checking lunch boxes, coaches should ask children to open up their lunch boxes and show them what they have eaten.  Don’t forget to reward children with point for healthy snacks. | |
| **HEALTH & SAFETY** | |
| First Aid Kit | * Medical Box with first aid bag, gloves, masks, cups, envelopes, sun cream and extra plasters. * An extra first aid bum bag!   box of disposable ice packs provided  *No thermometer- just go by if they are looking and feeling hot- Hot to touch, sweating…* |
| First Aid/PPE | PPE should be worn when giving First Aid.  Full PPE has been provided by FOB including- face shields, disposable face masks, aprons and disposable gloves. |
| Medical Area  Isolation Area | *Site Manager to designate an area away from the main hall to be used to isolate children if they become ill* |
| COVID-19 symptoms: Children | If you notice a child showing symptoms of COVID-19 on arrival you have the right to refuse entry.  If you notice a child showing COVID-19 symptoms throughout the day (a new continuous cough and a high temperature) a parent should be contacting asap.  Children showing any symptoms should be put in the medical area to wait for pick up.  Any areas they have come in contact with should then be cleaned. |
| COVID-19 symptoms: Coaches | * If you begin to show symptoms of COVID-19 or anyone else in your household whilst not at home, you should ring the Head of Camps straight away and self isolate following government guidelines * If you or another Coach begins to show symptoms on site, you need to contact the Head of Camps straight away. * Whilst you are waiting for someone to cover, you should wait in the medical area. * Once a replacement arrives, make them aware of areas you have come into contact with and this will be cleaned. |
| **CLEANING/HYGEINE:** | |
| School Cleaner? |  |
| Cleaning products | *Remember to keep cleaning products out of reach of children*   * Anti bacterial Spray * Anti bacterial wipes * Hand sanitiser x2-3 * Disinfectant canned spray (for soft materials such as skipping ropes, tennis balls, parachute and bibs) * Floor Cleaner/Antiseptic cleaner that can be used for floors * Toilet Gel * Dustpan and brush   Mop and bucket x2 provided by S4K- *remember to use different mop and buckets for the toilets and the hall floors. Mop sticks are labelled for hall and toilets.*  There should be a broom in the hall cupboard |
| Cleaning of key areas | * Coaches to wipe down key contact areas with spray provided and blue roll after use and throughout the day. * This will also include door handles, tables, chairs, pens, sign in desk, clip board and toilets. * Coaches to wipe equipment after each activity * We recommend wearing gloves when cleaning to protect yourselves |
| COACHES | * Coaches should be protecting themselves and the children, we therefore need to follow steps we are putting in place for children. * Coaches can wear normal gloves throughout the day if they wish or clear gloves provided. * Coaches should remember not to touch their eyes, noses or mouths with dirty hands. * Coaches should be keeping a safe distance from parents and children where possible. * Coaches should be washing their hands on arrival and departure, before and after each activity and eating and on any other occasion they feel necessary. * Coaches can wear face masks and face shields at any point when working if they wish but must wear one when on the sign in desk |
| Children’s arrival & Departure | Wash hands as soon as they arrive and before they leave |
| Constantly reminding children to: | Wash hands before and after…(and/or use hand sanitiser)   * ACTIVITIES * EATING * COUGHING OR SNEEZING INTO HANDS   Reminding children to wash for at least 20 seconds.  Not to touch their faces (eyes, nose, mouths) with dirty hands.  Keeping a safe distance where possible. |