

A simplified guide to the government guidance for operating summer holiday clubs

This guide has been adapted from a document produced by Brighton and Hove City Council.

Introduction

As a registered childcare provider, you must meet strict standards of care. These are inspected and regulated to ensure the best possible outcomes for every child who attends*. Providers are proud of this commitment to the highest standards and accountability.

Providers must now meet the requirements of the strict [government guidance](#) in order to operate during the COVID-19 outbreak. If your setting operates solely outdoors, you should also refer to [Guidance on the phased return of outdoor sport and recreation](#).

*NB: Ofsted are not carrying out routine inspections during the COVID-19 outbreak however will be resuming some regulatory activity from [September 2020](#).

You should read all the government guidance, in full, to inform your planning, however we have pulled out some key points and considerations for you below:

Key Points and Considerations (from 20 July 2020)

- ✓ You should use all the available guidance to help you plan to open safely.
- ✓ You can open for children from more than one school.
- ✓ You can plan to maintain consistent groups of **up to** 15 children for the full summer holidays.
- ✓ You should assign each child to a group and they should stay in that group for any sessions they attend.
- ✓ You must keep groups the same throughout the holiday period (as far as possible).
- ✓ You can keep group numbers smaller to ensure children are safe and risks are minimised.
- ✓ You must maintain staff ratios as per normal guidance.
- ✓ You must ensure you have a first aider with relevant and in date qualification.
- ✓ You must have at least one person with up to date designated safeguarding lead training.

- ✓ You can use both inside and outside spaces but try and be outside as much as possible.
 - ✓ You can have more than one group attending at one time.
 - ✓ You can change your session times to keep people safe e.g. to have staggered drop off/pick ups or to allow for cleaning between sessions.
 - ✓ You must allow time for cleaning between sessions, if you have multiple groups of children throughout the day.
 - ✓ You can update or carry out detailed risk assessments to ensure you have identified all necessary protective measures.
 - ✓ You must put in place measures to reduce the risk of transmission including, but not limited to, hand washing often, good respiratory hygiene, more frequent cleaning, opening windows and reducing contact between parents and carers when dropping off and picking up.
 - ✓ You should/must clearly communicate these protective measures with staff, children and their families.
 - ✓ You must have a clear procedure around what to do if a child or staff members develops symptoms, including using the Test and Trace service.
 - ✓ You must communicate regularly and clearly with parents through your policies and procedures, website, social media, email and discussions.
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- × You cannot mix groups of children.
 - × You cannot have groups larger than 15.
 - × You cannot always take last minute bookings and may need to develop a process that is clearly communicated with families to avoid disappointment.
 - × You cannot welcome back the most clinically vulnerable staff and families just yet.
 - × You cannot allow children to bring toys and other belongings from home
 - × You may not be able to offer all types of play and activities that you would like to, and each activity will need to be risk assessed to ensure that the risk of transmission is minimised.
 - × You may not be able to go on outings as you would normally, and if you do go to public spaces this will need to be restricted to no more than six people in total, including staff.
 - × You cannot have your usual visitors come and run sessions e.g. magicians, sports coaches.
 - × You cannot allow children to attend if they are unwell or symptomatic
 - × You cannot allow parents and carers to stay.
 - × You cannot lower your usual standards of working including ratios and qualifications
 - × You don't need PPE unless this is already routinely used due to care needs, or if a child is displaying COVID-19 symptoms and a distance of 2m cannot be maintained.
 - × Children should only attend one setting, where possible.

You can find further advice and guidance from the [Out of School Alliance](#).