

Extratime Parent Carer Guidance

We are looking forward to welcoming your child or young person to the Holiday Scheme.

This document explains important arrangements for the holiday schemes, including additional measures we have in place to keep everyone safe and minimise the risk of COVID-19 transmission.

You can contact us on 01273 420580 or email hello@extratimebrighton.org.uk if you have any questions or concerns not answered in this document. We will do everything we can to support your child / young person to enjoy their time at scheme.

Specific contact details for holiday scheme venues are included on the activity planner which will be sent to you before the scheme starts.

Drop Off/Home Time Arrangements

Your child/young person can come to scheme from 8.45am. Your child/young person will be signed in when they arrive.

Please be on time to collect your child/young person at the end of their session. If you are running late please call the scheme phone (number at end of this document) to let us know.

There will be an opportunity for you and the team to share information at the beginning and the end of the day.

Activities

We have a fun packed programme of activities including outside activities, games, arts and crafts, music and workshops.

Venues are well ventilated, we use the outside space as much as possible and minimise the use of shared resources. Please ensure your child or young person brings a coat/anything they need to keep them comfortable.

Snacks & Lunch

Please provide a healthy morning/afternoon snack and packed lunch for your child or young person to eat while at scheme. Please note we aim for all settings to be nut-free zones (although we cannot guarantee this).

Please remember to clearly label any lunchboxes/containers and water bottle with your child or young person's name.

Personal Care Items

Please send any personal care items your child or young person needs in their secure bag, including pads, spare clothing, hat, sunscreen etc. Please ensure items are clearly labelled with their name.

Medication & Gastrostomy Feed/Equipment

Please ensure that all medication/gastrostomy feeds are clearly labelled with your child or young person's name/the dosage details and that they have all the equipment they need.

If your child/young person has medication and/or food that needs to be given via gastrostomy, when arriving at scheme you will be asked to wait while we check they have everything needed to safely administer these. If you ask for any new medication to be administered and/or there are any

changes to your child/young person's medical or gastrostomy protocol we will ask you to complete a new Medication Form before you leave.

PPE

Our staff will use PPE in certain situations (e.g. gloves and face coverings when providing personal care). Staff may also choose to wear additional PPE at other times.

We have created a video to show your child or young person the different types of PPE they might see at Extratime. This is available on our Extratime YouTube channel [here](#).

COVID-19

National restrictions changed in April so we are now taking a proportional approach to minimise the risk of COVID-19 infection/transmission at all settings.

If the guidance or other circumstances change, we may have to introduce additional measures at short notice. This might include;

- Staffing falls below a safe level
- Other health and safety factors impact on our ability to operate
- A COVID outbreak at Extratime

Please be assured that we will do everything possible to avoid any disruption to the scheme. However, should this become unavoidable, we will let you know as soon as possible.

More information is available at the Government's website: <https://www.gov.uk/coronavirus>

Positive COVID-19 Test or Symptoms

As you will already understand, **you must not bring your child or young person to Extratime if they test positive for COVID-19 or they have any of the following symptoms:**

- **a high temperature** – this means they feel hot to touch on their chest or back or have a temperature above 37.8 degrees Celsius
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- **a loss of, or change in, their normal sense of taste or smell** (anosmia)

Even if your child or young person is not due back to Extratime, please help us to protect other people at Extratime by **letting us know as soon as possible if they develop COVID-19 symptoms or test positive after coming to scheme.**

In addition to known COVID-19 symptoms, **if your child or young person has symptoms of a respiratory infection they are advised to stay at home and avoid contact with other people.** These symptoms include:

- a continuous cough
- high temperature, fever or chills
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose

- diarrhoea, feeling sick or being sick

Confirmed Cases of COVID-19

- Please inform us immediately if your child or young person tests positive for COVID-19 (positive LFD or PCR test result).
- Any children or young people who test positive for COVID-19 **must not come to Extratime for the 3 days after the day they took the test**. They are strongly advised to stay at home and avoid contact with people.
- The individual and their contacts should follow government guidance: [Guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19](#).

Contacts of Confirmed Cases of COVID-19

To reduce the risk of transmission, close contacts of positive cases should:

- Avoid contact with people at high increased risk of severe illness from COVID-19, such as people with pre-existing medical conditions
- Take extra care in practising social distancing and good hygiene
- Watch out for symptoms and notify Extratime if they develop within the 10 day infectious period. Individuals with symptoms should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature (if they have one)

If possible, we recommend close contacts of suspected or positive cases take daily LFD tests for 7 days following contact. Extratime must be informed of a positive test result immediately.

Managing a Suspected or Confirmed Case of COVID-19

We have robust protocols in place to respond, manage and contain infection in the event of a suspected or confirmed case of COVID-19.

Any staff, children or young people showing symptoms while at Extratime will be safely isolated and arrangements made for them to go home.

In the event of a serious outbreak, Extratime may close the scheme.

Hygiene Measures

- Staff, children and young people wash hands at regular intervals during the session
- Hand sanitiser is available
- Good respiratory hygiene, promoting the 'catch it, bin it, kill it' approach is in place

Changes & Cancellations

Please can you let us know as soon as possible via email (hello@extratimebrighton.org.uk) on 01273 420580 if your child or young person will not be attending their session (leave a message if there is no answer).

Belongings Check List

Please ensure your child or young person comes to scheme with:

- Clothing to keep them comfortable/warm inside (hoodies/tops labelled with their name)
- Sun hat, Water bottle, Sun cream
- Lunch/snacks (containers labelled with their name, no nuts or products containing nuts please)
- Water bottle (labelled with their name)
- Personal care items

- Sunscreen
- Change of clothes (for hygiene reasons and water play)
- Any medication (labelled with their name & dosage instructions, plus equipment needed to administer it)
- Any gastrostomy equipment & feed (labelled with their name & dosage instructions)

Questions or Concerns

We hope the information in this guide answers your questions, however if you have any concerns or would like to discuss anything further please don't hesitate to contact us.