



COVID-19 Policy July 2020

Policy Statement

Led by the Wild places the health and safety of their staff, volunteers and participants above all else. We will ensure that all necessary measures and procedures are put in place to minimise the spread of COVID-19. Here at Led by the Wild, we are doing everything that we can to provide a safe environment in relation to COVID-19. At this stage of re-opening our groups, there is a degree of risk. However, with our groups taking place outside there is fresh air available, more space to distance and less contact with surfaces which can transmit the virus. This document sets out how we will minimise the risk and spread of the virus during any of our groups. The procedures below will temporarily operate in place of the following existing policies:

- Risk Assessment Policy
- Cooking and Food Hygiene Policy

Led by the Wild is referring to the most recent listed main symptoms of COVID-19, taken from the NHS website:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a 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 may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

Procedures (Tree Tots and Mighty Oaks)

Prior to the Session

- Participant numbers will be capped for each group to ensure that social distancing and good hygiene can be followed. Tree Tots will run a trial session with 10 families in attendance (12 children maximum) and 3 staff. Mighty Oaks will run with 8 children and 3 staff.
- Participants will be sent this policy and asked to read it before attending. They will be offered the chance to read the COVID-19 Risk-Benefit Assessment (RBA) should they wish to do so.
- This policy and the RBA will be reviewed the day before each group session to ensure that they are still adhering to the latest government guidelines regarding COVID-19.



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- If local or national Lockdown is imposed, or additional distancing measures are re-instated, the sessions will be cancelled until further notice.
- Staff and volunteers will be expected to assess their own physical health related to COVID-19. Parents/carers of the children attending will be expected to assess their child's physical health, as well as their own, related to COVID-19. If they, or anyone in their household, are displaying any of the symptoms of COVID-19 then they must not attend the session. They must apply to take a test for COVID-19 and follow the government's 'Track and Trace' guidance.
- Staff and volunteers are to remain vigilant about the symptoms of COVID-19 throughout the session. A reminder of the symptoms can be found below (COVID-19 Symptoms).
- If a member of the Led by the Wild team, or a participant, lives with someone who is 'clinically vulnerable' then they can attend our sessions. If they live with someone who is classed as 'extremely clinically vulnerable' then they should not attend our sessions.
- All staff/volunteers must ensure that their clothing is clean before entering the Forest School area.
- All staff/volunteers will wash their hands and wrists thoroughly with soap and water before entering the Forest School area.
- Anti-bacterial gel will be provided for all staff, volunteers and participants to use when leaving the car park and entering the field.
- The site will be set up as per the 'Daily COVID-19 Site Checklist' (see below).

Parents/guardians of children who are attending our weekly Forest School sessions will need to:

- Give an honest declaration that their child and all members of their household are symptom-free when dropping them off.
- Provide their child with a healthy packed lunch and enough water/squash/milk to last the whole session
- Not send in any toys/objects from home
- Ensure that the child is dressed in clean clothes that will be placed in the wash upon returning home
- Apply sun cream to their child before they arrive

During the Session

Hygiene

- All children and adults are to use the anti-bacterial gel provided as they enter the field.
- All adults are to give an honest declaration that their child and all members of their household are symptom-free when dropping them off/attending a session with their child.



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- Once in the Forest School area, children should use the soap and water provided to wash their hands and wrists thoroughly before playing.
- All adults and children are advised to cough/sneeze into their elbow when a tissue cannot be reached in time. They must always wash their hands thoroughly afterwards.
- All adults and children will wash their hands regularly (upon arrival, after using the toilet, after coughing and sneezing into hands, before and after eating, after physical contact with each other). There will be two hand-washing stations (soap, water, paper towels) within the Forest School area, as well as hand gel made readily available. Individual hand gel bottles will be given to Tree Tots families for the duration of the session (then kept in isolation until the next week).
- The toilet will be cleaned thoroughly before the arrival of any group. Each user of the toilet will wash their hands thoroughly after use and the toilet will be cleaned thoroughly by a member of the Led by the Wild team between uses.
- If a child needs their nappy changing during a Tree Tots session, this will be done on a designated tarpaulin which will be cleaned thoroughly between uses.
- Man-made resources will be limited, and those that are used will be cleaned thoroughly before each session. Tree Tots families will have their own set of resources to use for the duration of the session should they wish to (they will be isolated after each session until the next week).
- During Tree Tots, the mud kitchen area and the gutters/roads area will be the only spaces with shared man-made resources. These areas will be thoroughly cleaned before the session. Children will need to sanitize their hands before and after playing in these areas.
- Where it is possible, adults are advised to stand slightly behind and above the children as they play. Adults should try to avoid face-to-face interactions where they are at the same height as the child.
- Disposable cloths used for drying hands and wiping surfaces should be placed into small bags and sealed before placing into a black bin liner for end of the day disposal.
- No food or drink will be provided by Led by the Wild.

Social Distancing

- All families are to keep a 2m distance from each other in the car park. Where possible, only one adult should accompany a child for drop off or to attend a session. Handovers to adults at the end of the unaccompanied sessions will take place from 2m distance.
- All staff and volunteers must, wherever possible, avoid physical contact with others. They must maintain their social distance of 2m. Parents/guardians attending the sessions must endeavor to maintain 2m social distancing from other families and the staff/volunteers.
- Children attending the sessions with their parents/guardians must be encouraged to socially distance from the other families. Due to the age of the children attending Tree Tots, this may not always be possible to maintain. Parents/guardians are asked to remain



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calm and remind their child/ren to keep their distance. If this causes worry or distress for children or adults attending, then the adults will be encouraged to make one of the staff or volunteers aware of the situation and they will do their best to help. Although every measure will be taken to ensure that the children maintain social distancing, children of this age group will inevitably want to touch others when playing. Also, for the children's emotional wellbeing, they will need to play closer together sometimes. Therefore it is vital that we all adhere to good hygiene policies throughout the session.

- Children attending the sessions unaccompanied (Mighty Oaks Forest School) will be older (5-7yrs). They will be encouraged to socially distance from each other, and from the adults. However, due to the nature of children, this may not always be possible to achieve. Also, for the children's emotional wellbeing, they will need to play closer together sometimes. Staff/volunteers will endeavor to ensure that the children maintain social distancing as much as possible using verbal and visual reminders as needed. Best practice hygiene policies will be adhered to throughout the day by children and staff. If your child needs comfort then we will do our best to ensure that their social, emotional and wellbeing needs are met in a socially distanced appropriate manner. If your child requires medical assistance during a session, we will provide this assistance whilst adhering to as much social distancing as is possible in the situation (this may include sitting side on to the child so as not to breathe in their faces).
- During snack/lunch/seating times, social distancing will be encouraged through the placement of tarpaulins and/or log seating.

What happens if someone becomes unwell with either a temperature or a cough during a session?

- They will be sent home. While waiting to be collected the child will be moved away from the group and the adult looking after them will wear PPE and keep their distance as much as is possible (whilst still taking into account the child's emotional wellbeing).
- The child (or adult) must request a test for COVID-19. Tests can be arranged by calling 111.
- If the test is negative, the child or adult can return to the next session. If the test is positive, they must self-isolate with their family for 14 days.
- If any child or adult tests positive within the group 'bubble', any child or adult in that group must isolate for 14 days.



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After the Session

- All surfaces and resources touched will be thoroughly cleaned.
- The Led by the Wild team members present will verbally debrief about how well the COVID-19 policy was followed. Any points to discuss/adapt will be discussed with the whole team before the next session. This policy and risk-benefit assessment will be amended if needed.

Daily COVID-19 Site Checklist (to be used in addition to our 'Daily Site Specific RA)

Is your policy and RBA up-to-date with guidance for our locality/region/country?	
Are any of the staff/volunteers/staff and volunteer's children displaying any of the COVID-19 symptoms? Or anyone in their household and bubble?	
Have all families attending been made aware of the COVID-19 policy and know what is expected of them at an age-appropriate level?	
Have all staff/volunteers/staff and volunteer's children attending been made aware of the COVID-19 policy and know what is expected of them at an age-appropriate level?	
Have you thoroughly cleaned the toilet?	
Have you thoroughly cleaned the mud kitchen area?	
Have you thoroughly cleaned the gutters/cars if being used?	
Are the hand-washing stations and hand gels in position?	
Have you got ideas about how to make the hygiene/social distancing rules entertaining/fun/memorable?	
Does any log/tarpaulin seating need re-arranging?	
Are your routines in place for cleaning/resting resources?	

Procedures (Volunteer conservation/gardening adult group)



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Policy written: 13th July 2020

Policy reviewed: daily/weekly/as needed

Written by:

Signed..... Date:.....