



How we are making ArtShed Parties “Covid-19 Secure” – Parties in the ArtShed Cabin

We are pleased to say that our parties are running in the ArtShed Cabin and garden on London Road, St Albans. However, in order to operate safely and in line with the current Government guidelines we have had to introduce some restrictions and additional measures.

Government Restrictions

From Sat 19th Dec 2020 Hertfordshire will be in **Coronavirus Tier 3 (Very High Alert)**. Information about the restrictions in the tier can be found here: <https://bit.ly/3h0rt1R>

Specific advice has been issued for “out of school settings” such as ArtShed and can be found here: <https://bit.ly/34pJG3P>

The guidance states:

“Currently, supervised activities, training and education for children can continue to operate at all restriction tiers both inside and outdoors. At the ‘very high’ restriction tier, the government may seek to agree additional interventions in consultation with local authorities to drive down the transmission of the virus.”

(<https://bit.ly/2WqBHz5>)

In addition, the Government’s specific advice for local tiers lists exemptions from gatherings limits in all tiers. ArtShed’s activities fall under the following exemption:

- *for supervised activities provided for children, including wraparound care (before and after-school childcare), groups and activities for under 18s, and children’s playgroups* (<https://bit.ly/38gsdf9>)

This document sets out how we will operate ArtShed Parties in a Covid-secure way and in line with the Government’s guidance for “out of school settings”.

1. Limits to numbers at parties

In order to operate safely we will be restricting the numbers at parties as follows:

- Parties will be limited to 8 children (including the party child)
- Children invited to the party must be from the same school class or “bubble”.
- We also ask that only the party child’s parents attend.
- Please do not book a party if it involves travelling from a different tier – i.e. from Tiers 1 or 2.
- Please note, the minimum booking remains at 8 children (including the party child) for any booking.

2. General Precautions

The Government has set out a system of controls and measures that it believes will reduce the risk of transmission of coronavirus (COVID-19) in out of school settings. These are as follows:

- Avoiding contact with those who are unwell or have symptoms
- Washing hands frequently
- Emphasize sneeze control – catch it, bin it, kill it
- Clean contact surfaces frequently



- Minimize contact & mixing – social distancing, bubbles
- Where necessary, wear appropriate PPE (Personal Protective Equipment)

The Government guidance can be found here: <https://bit.ly/3gYOv9b>

We have set out below how ArtShed will implement this system in the operation of our parties at The ArtShed on London Road, St Albans.

Above all else we ask that:

- **You do not send your child to an ArtShed party if they or anyone they are in contact with is showing symptoms of COVID-19.**
- While the Government has currently paused “shielding” of vulnerable people you may wish to consider if your child should attend if:
 - They were shielding (i.e. clinically extremely vulnerable*)
 - They are clinically vulnerable* or live with someone who has been shielding – this is because, with young children, it will not be possible to guarantee that 2m social distancing is maintained at all times.

*The Government distinguishes between those that are “Clinically Extremely Vulnerable” (e.g. that have serious underlying health conditions) and those that are “Clinically Vulnerable” (e.g. pregnant women). More information can be found here: <https://bit.ly/3fbgwYq>

3. Pick-up & Drop-off

Getting to and from ArtShed:

- Please if possible avoid public transport and use your own transport – car, bike or walking – to get to and from the party.

Parking:

We need to keep the drive clear for access and for social distancing while checking in/out so please note the following:

- The party hosts only may park in the drive.
- Other party guests should park in nearby Cunningham Hill Road (parking restrictions apply but picking-up/dropping-off is ok) and walk their child to ArtShed.
- Please exercise care at all times and avoid parking along London Road as it is a busy (and fast) road and the pavement outside is also a cycle path.

Parent/Carer:

- We ask that just one parent or carer does the drop-off/pick-up
- We will aim to check everyone in/out as quickly as possible but to maintain social distancing please queue if necessary up the drive while waiting.
- No parent or carer will be allowed past the registration point (e.g. to use the toilet).
- Please drop-off and pick-up promptly
- At pick-up it can be helpful to bring a large plastic bag to put paintings in should they not have dried fully.

Children:

- A member of staff or the party hosts will sign your child in/out.
- Children will clean hands on arrival & departure.



4. The Party

Please be aware that while we will be making every effort to operate according to the guidelines below, as per the Government's own recognition, "We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff."

Party Numbers:

- As per our booking restrictions parties will be limited to 8 children.
- There will be 1 member of staff assigned to the party group.

The Space:

- The big benefit of our ArtShed venue is that it is mainly outdoors or in open marquees and therefore well ventilated!
- We will be monitoring "pinch-points" and will be restricting access to confined spaces such as the Wendy House.
- We will have simplified the areas as much as possible for ease of cleaning and removed difficult to clean or unnecessary items.
- Our marquee activity space allows for social distancing at all times and the cabin for social distancing at 1m+ when seated.
- Children will be allocated their own seat for the duration of the party.
- Children will be allowed to use the following play equipment:
 - Climbing Frame
 - Swing
 - Balls
- The following will be out of bounds:
 - Wendy House – closed (too confined a space)
 - Trampoline
 - Sandpit

The Activity:

- All our projects are done individually, sitting down at tables.
- Children will be supplied with their own art materials, apron & kit.

Toilets & Personal Hygiene:

- Personal hygiene will be emphasized and our party procedures explained to the children at the start of the party.
- Children will be asked to clean their hands at regular points, specifically:
 - On arrival
 - Before & after eating
 - Before & after sneezing
 - After using the toilet
 - Painting activities also require regular hand washing anyway!
- Toilet Protocol
 - We ask that party parents supervise children going to the toilet so that social distancing is maintained as much as possible.
 - Children will be asked to wash their hands for 20 seconds after going to the toilet and then dry them using paper towels. The paper towels will be disposed of in the bin.
 - The toilet will be regularly cleaned and after any accidental mess or spillage as required.
- Children will be reminded to sneeze into a tissue or elbow, bin the tissue and wash hands afterwards – "catch it, bin it, kill it"



- Facemasks & PPE (Personal Protective Equipment)
 - The Government advice is as follows:
“Public Health England does not (based on current evidence) recommend the use of face coverings when children are participating in out-of-school settings activities.” (<https://bit.ly/37sW3hl>)
However, the party teacher will wear a facemask when inside the cabin and parents are encouraged to do so too. Movement outside the cabin is in an outdoor environment so there is no requirement to wear facemask.
 - PPE is not required for the running of our parties however, PPE will be available to any member of staff who has to attend a child who develops symptoms of COVID-19 whilst attending the party and is not able to maintain a distance of 2m.

Cleaning the Party Space:

- The party space will be regularly cleaned and thoroughly cleaned between parties/other activities (i.e. between groups of children).
- Contact surfaces will be washed between parties (or, where appropriate and feasible, left untouched for 48hrs or 72 hrs for plastics) including:
 - Art kits – paintbrushes, rubbers, stencils, pencils and pens
 - Aprons
 - Tables & chairs/other surfaces
 - Play equipment
 - As set out above, toilets and any other regularly used areas will be washed thoroughly.

5. If there is a suspected case of Covid-19 during the party

- If someone becomes unwell and displays any of the symptoms of coronavirus during one of our parties we will:
 - Arrange for the child/parent/member of staff to go home immediately.
 - Isolate the person in a separate ventilated room away from the group until they can go home. We have set aside an area for this.
 - Clean anything the person has had contact with thoroughly.
 - The person displaying symptoms should then self-isolate for 10 days and arrange to be tested to see if they have COVID-19.
 - Ask the parents hosting the party to consider contacting all other party guests to alert them to the possibility of a case of coronavirus (COVID-19).
- In the event of a positive test for COVID-19 all people attending the party would be alerted in order to allow all staff, parents and children in attendance to seek a test for COVID-19 and follow government procedure until cleared. Government advice can be found here: <https://bit.ly/2BUyZe7>
- **To that end we will be requesting the contact details of all participants at ArtShed parties and asking parents to make sure they have these too should the need to contact everyone in relation to a case of coronavirus (COVID-19) be required.**

6. Regular Review

- We will be carrying out staff training in preparation for running parties and will be regularly reviewing procedures with a view to monitoring effectiveness and if need be making improvements.
- This document is also subject to review following any further Government guidance or clarifications.

18th December 2020