## SAFEGUARDING AND COVID SECURE ASSESSMENT Droplets/Drop In

# Introduction

The participation sessions will run from 5pm-6.30pm and 7-8.30pm in the Ellesmere Port Labour Club, Flatt Lane, Ellesmere Port.

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| **Stage** | **Measures taken to safeguard and minimise risk of Coronavirus spread** |
| Arrival | Pastoral Support (Jem) to wait in Lobby  Face coverings must be worn on arrival and in public areas if individual is over 11  1)Jem to check attendee is registered, if not direct parent to registration form  2) Use temperature gauge to check temp – if over 38 degrees young person needs to go home and take a lateral flow test.  3)Jem to direct YP into Function Room to meet Session Leader (Phil) in there ensuring no gathering in lobby (if more than 4 people in Lobby, Jem to ask people to wait outside)  4) The MAXIMUM number of YP allowed in each session is 20  5) ATT Production Manager to wait in lobby until 5:10 for any latecomers  6) Instruct parents that when they come to pick up they should wait outside the building and the pastoral worker will bring yp out to them individually. |
| On arrival in Function Room | Lead practitioner to wait in Function Room to welcome young people  Ensure that young people take a space/chair and maintain at least 1m social distancing |
| Toilet Trips (Toilets are in the corridor just off the Function Room) | For children under 16 they will need to be accompanied to the toilet area by Jem, the Pastoral Worker and back as this is a public building and we have no control over who is accessing it |
| Breaks | Need to ensure YP maintain social distancing they should only leave the room for toilet access (see above) and must wear face coverings if over 11 |
| Session | Maintain Social Distancing as much as is possible through the use of 3 ‘home positions’  -safe shape: being in socially distanced circle including standing next to the same person each time.  -spread out: finding your own space in the room without being too close to anyone for non-circle games  -sitting down: the audience position (with chairs) for when we play improvisation games. Chairs to be rearranged by session leader for a separate audience space one end of the room for each group.  Pastoral Worker to keep a note of who is in which space to support the above plan.    Hand sanitiser will be provided by the Labour Club and ATT  If people wish to wear face coverings they can although it is not required |
| Departure | Parents should wait outside lobby in open air to avoid “gathering”  Pastoral worker and Lead practitioner to work together to individually send children to parents. It is essential that we avoid gathering and that Dance, DropIn and Droplets DO NOT MIX |
| Track and Trace | These details are captured via the registration process and will be available if required by the authorities |