

SSG Covid-19 Operational Process

Birthday Parties

As coronavirus (also known as COVID-19) continues to impact the UK, it is important that we are operating under the following guidelines to ensure safety and best practice for our participants and staff across all areas of our organisation.

SSG has put the following processes and procedures in place, in line with Government guidelines to support the safety and health of every staff member, participant and visitor on site.

We want to reassure all customers who are using our services that we are taking the current pandemic we are all facing at the forefront of our operation and have produced the following information to ensure you are fully aware of what we have done.

Symptoms: If you or your child(ren) are experiencing any symptoms of Covid-19 before your booking, please DO NOT come onto site. If your child(ren) feels unwell during the day, please inform them that they should speak to their group leader or manager as soon as possible and a parent/guardian will take them home. Please follow and refer to the government guidelines on self-isolation.

Parents and Guardian Consent: If you choose for your child to take part, parents/Guardians will have to provide a consent form that SSG will provide to you. This will show that you are comfortable with SSG's Planning arrangement in place. This will need sent to you and needs to be provided before your party for every child.

Self-Assessment – All participants, coaches, staff and parents must check if they have any of the following before attending the party:

- A high temperature (above 37.8°C);
- A new, continuous cough;
- A loss of, or change to, their sense of smell or taste.

Parents will be asked to fill out a form on site stating they have checked for symptoms and none are displayed in either the participant or the parent.

Signage – There will be clear signage on site to show all participants and parents where to go on arrival.

Arrival: Participants attending the party must only arrive for your party time slot and not beforehand. They will be let into start your session a couple of minutes before. The door will be kept locked in between sessions to reduce the amount of people inside the main building. Parents can arrive 15 minutes before to set up the area if needed.

All parents/Guardians will sign in on arrival in line with the track and trace guidance.

Arriving at the session: All party guests will be dropped at the correct door depending on the party. There will be signs in the car park to show where to go.

Inflatable fun party: Parents will drop their children off at the main front doors for the party. They will be greeted by an SSG member of staff and shown where to go. Parents will not be able to come into the building and will sign the relevant track and trace form.

Ultimate Inflatable Party: Parents will drop their children off at the main back doors for the party. They will be greeted by an SSG member of staff and shown where to go. Parents will not be able to come into the building and will sign the relevant track and trace form

Leaving the session: All party guests and parents must leave the building promptly once their party time has finished.

Party Time Slots			
SATURDAY			
	Party number	Delivery Time	Arrival Time
Near Side: Inflatable fun party	Party F1	1.30pm – 3.30pm	1.15pm
	Party F2	4.00pm – 6.00pm	3.45pm
Far Side: Ultimate Inflatable Party	Party U1	1.00pm – 3.00pm	12.45pm
	Party U2	3.30pm – 5.30pm	3.15pm
Party Time Slots			
SUNDAY			
	Party number	Delivery Time	Arrival Time
Near Side: Inflatable fun party	Party F3	10.00am – 12.00pm	9.45am
	Party F4	12.30pm – 2.30pm	12.15pm
	Party F5	3.00pm – 5.00pm	2.45pm
Far Side: Ultimate Inflatable Party	Party U3	10.30am – 12.30pm	10.15am
	Party U4	1.00pm – 3.00pm	12.45pm
	Party U5	3.30pm – 5.30pm	3.15pm

Inflatable Fun party: Participants will be collected from the main entrance doors at the front of the venue.

Ultimate Inflatable party: When the session has finished, parents will collect their child from the back-double doors. They will follow the signs around the outside of the building

Group sizes and ratios: There will be a maximum of 20 participants (children) at each party.

The parents of the birthday child will take loco-parentus for all 20 participants and other parents will not be permitted to stay during the party time. No more than 6 adults from 2 households allowed on site with the party participants. Siblings of the birthday child, from the same household – not included in the 20-guest list. A maximum of 30 people allowed in the hall including adults, siblings, SSG Staff and participants.

You must provide a full list of everybody attending the party children and adults for our track and trace and register purposes. This can be given to the SSG staff member on the day of the party.

Party Timings: Each party will be 2 hours long. The children will have access to the inflatables throughout this time. 1.5 hours with the inflatables up in the hall and 30 minutes for food.

Food: you will be allocated 30 minutes of your party time for food and cake. There will be tables and chairs set out in the hall area for use. There will be tables cloths and plates/cups available. The seating areas will be set out with the 1m+ social distancing in line with government guidelines.



Party Structure: Participants will have exclusive access to half the hall for their party. During this time, they will have 1 SSG staff member to oversee the participants at the party.

Archery Tag Parties: These parties will be held solely outside with no access to indoor space. Participants will have an allocated area for their archery tag party.

Football Parties: These parties will be held solely outside with no access to indoor space. Participants will have an allocated area for their football party

Cleaning: SSG has a thorough cleaning process in place to ensure we are adhering to government guidelines. There will be minimum of 15 minutes in between each session to allow a thorough clean of the equipment in use

SSG has allocated cleaning equipment for each area and SSG staff will ensure that surfaces, equipment and items that are used throughout session are cleaned after the group has used it.

Hand Washing/hand sanitising: Staff and participants will wash their hands/hand sanitise on arrival. We will have a hand sanitiser station set up for participants to use at the start and end of the session.

Social Distancing: Staff, parents and participants are to adhere to SSG's social distancing policy in place whilst on programme.

Track and Trace: SSG will monitor who is coming on to site each day. Registers and sign out sheets will identify who is dropping off and picking up from site and at what time. Parents and guardians will sign the appropriate documents in line with Government Guidance

Entrance Area: All entrances and gates will be kept locked throughout the day so SSG can monitor who is on site.

Finally: We have asked all participants and customers to monitor the latest guidelines and if experiencing any symptoms to avoid attending provision and coming in to contact with others and to let us know at SSG. We will continue to monitor governmental guidelines and update our advice where required.

**Kind Regards,
SSG**