



Castleshaw Centre

Summary of COVID-19 procedures for School day visits



from 17 May 2021 until next DfE guidance update

A full COVID-19 risk assessment is also available by contacting the office castleshaw_centre@oldham.gov.uk

Bookings	School bookings are only invoiced after visit takes place, based on the number of pupils actually attending. If cancellation is within 24 hrs of visit, transport charges may still apply. If cancellation is required due to COVID, we will attempt to find an alternative date.	
Transport (if arranged by Castleshaw)	Each bubble to arrive using separate transport. Transport provider to observe agreed COVID protocols.	
Centre Occupancy	Only two “bubbles” to attend the centre each day. Each bubble to use separate classroom, lunch and toilet facilities.	
School staff	Only teachers and members of the school workforce already part of the established school bubble should accompany pupils Parents, carers or volunteers should not accompany the group to maintain the integrity of the bubble.	DfE
Ventilation	Windows can be opened to allow natural ventilation as appropriate.	
Cleaning regime	All classrooms, lunchrooms, toilet and changing areas cleaned, aired and sanitised between groups. All areas (including corridors) “fogged” prior to arrival of next group.	
Activities	Bubbles kept separate during activities. Activity equipment cleaned and /or disinfected between uses as appropriate. Where disinfectant products might cause damage – eg. to safety equipment, items are quarantined for a period of 72 hours.	
Castleshaw Staff <i>(No Castleshaw staff stay overnight at the centre)</i>	Castleshaw permanent staff have all received both vaccine doses. All staff have received Oldham’s policy & guidance on twice weekly Coronavirus Testing and the Centre has Lateral Flow test kits are available for use. Staff remain with single activity group where possible. Staff will use face coverings where appropriate –i.e. where close contact cannot be avoided e.g. fitting harnesses, helmets etc.	