



## Castleshaw Centre

### Summary of COVID-19 procedures for School residential groups



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](mailto:castleshaw.centre@oldham.gov.uk)

<b>Bookings</b>	School bookings are only invoiced after residential takes place, based on the number of pupils actually attending. If cancellation is within 24 hrs of residential, transport charges may still apply. If cancellation is required due to COVID, we will attempt to find an alternative date.	
<b>Centre Occupancy</b>	Only one “bubble” staying over at the centre at a time. Residential accommodation kept separate from day groups.	
<b>Bubble size</b>	“Bubbles” no larger than circa 30 children	DfE
<b>School staff</b>	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
<b>Room Occupancy</b>	Pupil bedrooms: maximum occupancy 6 beds per room Staff bedrooms: single occupancy	DfE
<b>Toilet facilities</b>	Some bedrooms are ensuite. Those which are not will have separate toilet area designated to each bedroom.	
<b>Showers</b>	Downstairs bedrooms will have a separate shower area designated if not already ensuite. Upstairs bedrooms – Showers designated to bedrooms where possible – otherwise cleaning /sanitising will be required of shower area between use by each bedroom group	
<b>Ventilation</b>	Windows can be opened to allow natural ventilation as appropriate. All bedrooms windows have latches to restrict window opening.	
<b>Cleaning regime - Bedrooms</b>	All bedrooms cleaned, aired and sanitised between groups. Bedroom, toilet, shower and corridor areas “fogged” before arrival of next group. All bed linen professionally cleaned to hospital standards.	
<b>Dining area</b>	Only residential group has access to dining area Dining room cleaned and sanitised between groups As the dining room is restricted in size, in the case of larger groups it may be necessary to split dining into more than one “sitting”	
<b>Activities</b>	As per day visits: Restricted to 2 “bubbles” on site each day. Each class arrives using separate transport Bubbles kept separate, including classrooms, changing areas, lunch times and toilets. Classrooms, toilets changing rooms and corridors cleaned and sanitised (fogged) between bubbles. 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.	
<b>Castleshaw Staff</b> <i>(No Castleshaw staff stay overnight at the centre)</i>	Castleshaw permanent staff have all received both vaccine doses. Lateral Flow tests to be available for all staff. Staff remain with single activity group where possible. Staff will use face coverings where appropriate –ie. where close contact cannot be avoided eg. fitting harnesses, helmets etc.	

