

Risk Assessment and Policy Document

Sunday children's groups - Lanterns and Torches

Activity: Children's groups for primary school aged children during Sunday services

Date of first risk assessment: Thursday 5th October 2020

Revised: 12th March 2021

Location: Christchurch Centre

Time/frequency: Sundays 3:45-5:00, weekly

Name of leader with responsibility: Peter Greenman

Date to be reviewed: Regularly according to government Coronavirus advice

In addition to Christchurch's risk assessment, and the relevant parts of the existing [Trinity at Four children's group risk assessment](#) the following risk assessment address the additional risks posed by Covid-19 (Likelihood and severity are calculated on a 1-5 scale, risk is the product of multiplying the likelihood and severity factors)

Hazard	Who is affected?	Control measures	Evaluation		
			Likelihood	Severity	Risk
Covid 19 infection	Children Leaders Parents	<ul style="list-style-type: none"> • Anyone showing coronavirus symptoms requested not to come to church • Follow and adhere to most up-to-date guidance from the government and the Church of England <p>Drop/off collection</p> <ul style="list-style-type: none"> • Use of external doors minimises movement of people inside • 2m social distancing in queue for door • Hand sanitiser to be administered on entry to group • 1 family at a time drop off and collection <p>Within groups</p> <ul style="list-style-type: none"> • Leaders will be wearing masks apart from when leading a particular part of the session • Any 12+ year olds in the groups must also wear be wearing masks • Children and leaders to maintain 1.5m social distancing - children to be seated at opposite ends of suitably spaced tables • Individual sheets/craft resources, making no shared resources • Games/activities chosen that maintain 1.5m social distancing • No singing • Chairs and surfaces to be wiped with suitable cleaning product if they have not been either a) used for 72hrs or b) otherwise cleaned during that time <p>Toilets</p> <ul style="list-style-type: none"> • Parents requested that children are toileted before coming to church to limit numbers using the toilets • Toilets to be wiped down with suitable cleaning products by a leader after each use. 	3	2 (kids) 3 (adults)	6 (kids) 9 (adults)
Safeguarding	Children Leaders	<ul style="list-style-type: none"> • All existing Child Safeguarding policies will be in practice including leader:ratio • External doors will be shut at the beginning of the session and only opened once the session is finished and collection can begin • Other DBS'd adults within the church family would be asked to cover sessions if there are insufficient leaders to maintain correct child:adult ratios 	2	4	8

Policy Document

This policy outlines how we will run Lanterns and Torches in a way that is legal, enjoyable and safe for all involved

Legal

- We will abide by the regulations stipulated by the government and as interpreted by the Church of England for implementation in a church context [available here](#)
- We will abide by the measures laid out in our Risk Assessments and Safeguarding policy

Enjoyable

- At drop off, the children will be greeted by their leader and encouraged into their group
- Leaders will seek to build relationships with the children - the longer sessions will enable this to develop more naturally and children will be able to share their news etc
- We're confident that children will find Lanterns and Torches sessions an enjoyable, positive place to be
- Particular care will be given in the initial sessions, given that children will naturally feel unsettled by all the change and uncertainty surrounding the current situation
- Leaders will maintain and police the regulations in as age-appropriate and friendly manner as possible

Safe

- Drop off and collection will be made 1 family at a time at the external door to each group - this door will then be closed for the duration of the session
- Children will be registered on arrival, in most cases using Klemi, if not a paper register will be taken. This provides a record of attendance, in addition to parent's use of the Church-wide Track and Trace procedures
- 2m social distancing will be observed in the queue for drop off and collection; this will be marked with tape on the floor.
- Hand sanitiser will be provided on arrival to the group
- 1.5m social distancing will be kept within the group by everyone present. Children will be allocated to a seat at an appropriately spaced table. Leaders are instructed to remain 1.5m from the children at all times. Activities that maintain 1.5m social at all times will be chosen
- Individual craft resources will be provided, but children are welcome to bring their own pencil cases along, should they want to.
- Leaders will be wearing masks at all times apart from when they are leading part of the session ie: telling the story, explaining a game or a craft
- Singing will not take place until it is allowed. Action songs may be used in the session but will not be sung along to, only the actions done.
- Chairs and surfaces to be wiped with suitable cleaning product if they have not been either a) used for 72hrs or b) otherwise cleaned during that time
- Trips to the toilet will be kept to a minimum, parents are asked to ensure their children have been to the toilet before coming to their groups
- Toilets will be wiped down by a leader using suitable cleaning products after use by a child in their group

In the event of...

- A child not settling in the group
 - If a child is unsettled in their group, it will be possible for one parent (wearing a face mask) to sit with the child by the edge of the room, maintaining social distancing from the rest of the group. Ideally, this would only be a very occasional event. If the child persistently will not settle in Lanterns or Torches, they are welcome to remain in the church service with their parents
- A child not maintaining the social distancing requirements

- The rules will be explained clearly for the children in the group and they'll be reminded of them throughout the session. We appreciate that accidents happen but we want to ensure that no contact ([as defined by the NHS](#)). If a child is deliberately flouting the rules regarding distancing, then their parents will be called to remove them from the group and they will have to spend the rest of the service in the main service with their parents
- A child or a leader testing positive for Covid-19
 - In line with specific advice from the Diocesan Children's and Families Ministry Advisor, and the [NHS website](#), if someone in the group tests positive for Covid-19 it will not be compulsory for everyone to self isolate. This is only possible because of the social distancing and hygiene measures being completely adhered to within Lanterns and Torches. We will make everyone in the group aware of a positive test, but self-isolation will only be required if your child develops symptoms or you are contacted by NHS Test & Trace. We will encourage the use of community lateral flow testing in such an event.
- A significant local increase in Covid-19 cases (school closures)
 - If a situation like this arises it is probable that we would suspend our children's groups to minimise the risk of any spreading the virus
- Regular group leaders not being able to lead their groups
 - There are a number of people who have previously helped run children's groups and hold valid DBS checks within the church family. We would ask that they would cover a session in such an event. Should there still be insufficient leader cover, the group would not meet that week and children would have to sit with parents in the service - we would not combine the groups.

Risk Assessment Candles

Activity: Children's group for preschool children during Sunday services

Date of first risk assessment: Thursday 5th October 2020

Location: Christchurch Centre

Time/frequency: Sundays 4-5pm, weekly

Name of leader with responsibility: Lucy Brewster

Date to be reviewed: Reviewed 11/04/21

In addition to Christchurch's risk assessment, and the relevant parts of the existing [Trinity at Four children's group risk assessment](#) the following risk assessment address the additional risks posed by Covid-19 (Likelihood and severity are calculated on a 1-5 scale, risk is the product of multiplying the likelihood and severity factors)

Hazard	Who is affected ?	Control measures	Evaluation		
			Likelihood	Severity	Risk
Covid 19 infection	Children Leaders Parents	<ul style="list-style-type: none"> Anyone showing coronavirus symptoms requested not to come to church. Follow and adhere to most up-to-date guidance from the government and the Church of England <p>Drop/off collection</p> <ul style="list-style-type: none"> Use of external doors minimises movement of people inside 2m social distancing in queue for door Hand sanitiser to be administered on entry to group 1 family at a time drop off and collection <p>Within groups</p> <ul style="list-style-type: none"> Leaders may wear masks for some parts of the session e.g. loo trips or when supervising play closely Children will remain in bubbles of no more than 15 children. Individual sheets/craft resources, making no shared resources Games/activities chosen that are easy to clean. Toys/games quarantined in between use within the group time. Hands sanitised before free play and at the end of the group. One leader to lead singing at a distance and kids and helper to do actions. Chairs and surfaces to be wiped with suitable cleaning product if they have not been either a) used for 72hrs or b) otherwise cleaned during that time Windows kept open where possible. Some of the session to run outside where possible. Parents can stay when children need reassurance - chairs will be placed at the back of the group, at 2 metre distances next to the door (which should be left ajar) and parents will be asked to wear a mask and hand sanitise. Children sit at at least 1 metre distance during circle and craft time. <p>Toilets</p> <ul style="list-style-type: none"> Parents requested that children are toileted before coming to church to limit numbers using the toilets Toilets to be wiped down with suitable cleaning products by a leader after each use. Leaders wear mask and gloves when helping with toileting. 	3	2 (kids) 3 (adults)	6 (kids) 9 (adults)
Safeguarding	Children Leaders	<ul style="list-style-type: none"> All existing Child Safeguarding policies will be in practice including leader:ratio External doors will be shut at the beginning of the session, unless a parent is sitting at the back, and only opened at collection time or during supervised outdoor play. Other DBS'd adults within the church family would be asked to cover sessions if there are insufficient leaders to maintain correct child:adult ratios 	2	4	8

In the event of...

- A child not settling in the group

- If a child is unsettled in their group, it will be possible for one parent (wearing a face mask) to sit with the child next to the ajar, external door at the back of the room, maintaining social distancing from the rest of the group.
- A child or a leader testing positive for Covid-19
 - In line with specific advice from the Diocesan Children's and Families Ministry Advisor, and the [NHS website](#), if someone in the group tests positive for Covid-19 within 48 hours of attending the group, it is likely that close contacts will need to self-isolate. This would be all the other children in the group and the leaders.
- A significant local increase in Covid-19 cases (school closures)
 - If a situation like this arises it is probable that we would suspend our children's groups to minimise the risk of any spreading the virus
- Regular group leaders not being able to lead their groups
 - There are a number of people who have previously helped run children's groups and hold valid DBS checks within the church family. We would ask that they would cover a session in such an event. Should there still be insufficient leader cover, the group would not meet that week and children would have to sit with parents in the service - we would not combine the groups.