

Sport4Kids – Skills Class Procedures during Project Re-Start – Return to Indoors

Introduction

The following Procedures have been put in place following the development of comprehensive safety procedures. This is based upon S4K operating in schools over lockdown supporting NHS staff and key workers and YR,Y1,Y6 including redesign of safe distancing lesson plans, safety protocols and training. It also lends deeply on the half term camps run during lockdown. We have had a dress rehearsal walk through a week ago and follows the successful completion of a pilot class on Saturday 20th June, and based upon the priorities of parents garnered from the parent questionnaire sent out week beginning 8th June.

Additional Indoor Procedures introduced in September 2020 are shown in green.

1. Checklist

Please find below the minimal equipment required for the running of the skills classes during Project re-start:

<u>Item</u>	<u>Quantity</u>	<u>Notes</u>
Tables	3	Registration, Hand Cleaning Station, First Aid
White Boards	3	X1 ' Please keep Social distance ' for parents when lining up to come in; X1 ' Please wash your hands ' for parents when lining up to come in. Optional 3 rd White Board – ' Thank you for coming and please wash your hands after the class ' for parents when they leave the class
Signage <ul style="list-style-type: none"> - Equipment disinfected - Equipment to be disinfected - Registration area - First aid area - Direction signs (S4K This Way) 		
Swing Signs for use at car park guidance to pitch area	2	With "S4K This Way!" inserts.
Disclaimer Forms	3	
Pens	30	
Pen Pots	2	1 x for unused pens, 1 x for used pens
Hand sanitizer dispensers	3	
Hand sanitizer refill liquid	1	1 x litre per venue
Clipboard	1	For placing the disclaimer form (stops it blowing away in the wind)
First Aid Equipment: <ul style="list-style-type: none"> - First aid kit - Masks - Face shield or goggles - Disposable aprons 		

- Disposable gloves - Bin liner		To dispose of used PPE or tissues.
Cleaning Equipment - Disinfect spray - Paper towel rolls - Bin liner - Rubber Marigold Gloves	2 2 1	To dispose of used paper towels
Additional Activity Equipment - Rubber spots	50	Pack of 50/100 rubber spots.
Bunting	20m	Bunting to signal one way system.
Shepherd's Crooks	10	To attach bunting to.

2. Setting Up

2.1. Arrival and Sign-in

- Cones (X2) need to be set up from the registration desk 2-metres apart from each other, to the point where parents arrive
- To the right of the line of cones, bunting needs to be set up using the shepherd crooks so that there is clear visual separation between where parents and children **go in** and **go out**. This is not required for indoor classes
- A hand sanitizer table is set up at the beginning of the line of cones so children and parents can clean their hands before they go any further towards the registration desk. This is not required for indoor classes. The venue should have hand sanitizers available for users as they enter the building. This needs to be confirmed with the venue before the first class
- The two white boards, 'Please keep 2-metres distance' and 'Please wash your hands' are set up for parents to read as they line up
- Once parents arrive at the registration desk, they use a clean pen to use to sign the COVID-19 disclaimer, and then put the pen back in a used pen pot
- Where available, have a separate exit from the sports hall with a hand sanitizer available on. This can be set up on the second white table that would normally be set up at the start of the waiting line for outdoor classes
- Parents need to wear a face mask when they come into the classes
- If an adult has a medical condition that means that they cannot wear a face mask, they must inform the coaching team on arrival



Coaches – coaches need to welcome parents and children as they arrive and to remind them to wash their hands. There also needs to be a coach at the registration desk to oversee the COVID-19



disclaimer and to direct children and parents where to collect a football, where to go to the correct Activity Zone (red or blue), and where parents stand to watch the activities

2.2. Personal Equipment

Personal equipment (e.g. football, tennis racket, rugby ball etc) is kept together in an area (circle marked by marker cones) with a sign next to them to say whether they have been disinfected or need to be disinfected. When parents have passed the registration desk, they are directed to the balls that have been disinfected, and children can choose **one** football to take over to the Activity Zone



Coaches – there are two areas (circle marked by marker cones) – one for the balls that have been disinfected and one for the balls that have not been disinfected. Balls are returned by the children pitch by pitch at the end of the class to the area that is marked '**Equipment to be disinfected**'. Please make sure these balls are cleaned with disinfectant after all the balls are returned (using **paper towels/kitchen roll** and **disinfectant**, whilst **wearing gloves**) and then returned to the area marked '**equipment disinfected**'.

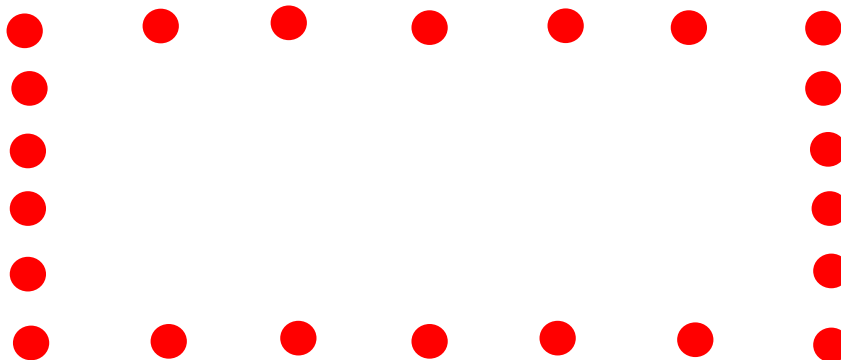
2.3. Activity Zone

There are two activity zones – **RED** and **BLUE**. These are the two areas that the activities are taking place in. The Activity Zones will be marked out with Red cones for the Red zone and Blue cones for the blue zone. The red zone will be the furthest away from the registration desk, then the blue zone closer to the desk (with the **Coaching Zone** in between)

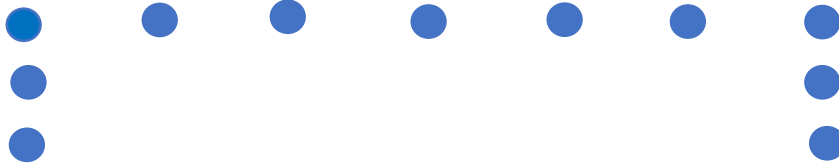
Coaches – when parents and children arrive, the first set of children and parents are directed to the **Red** zone, walking around the outside of the activity zones, and the next set into the **Blue** zone. Remember that the ratios depend on the age group, so each area will have 8 x toddlers with their parents, but could have 12 children per zone for over 3 year olds. So in an example for a toddler class, if there are between **9-15** children in total, split the children into two equal sized groups (if even number). If there are **8** or less children, they **ALL** go into the Red zone. If there are more than 16 children, again split the children evenly.

2.4. Coach Runway

There is a Coaching Zone marked out between the two activity zones:



Coaching Runway



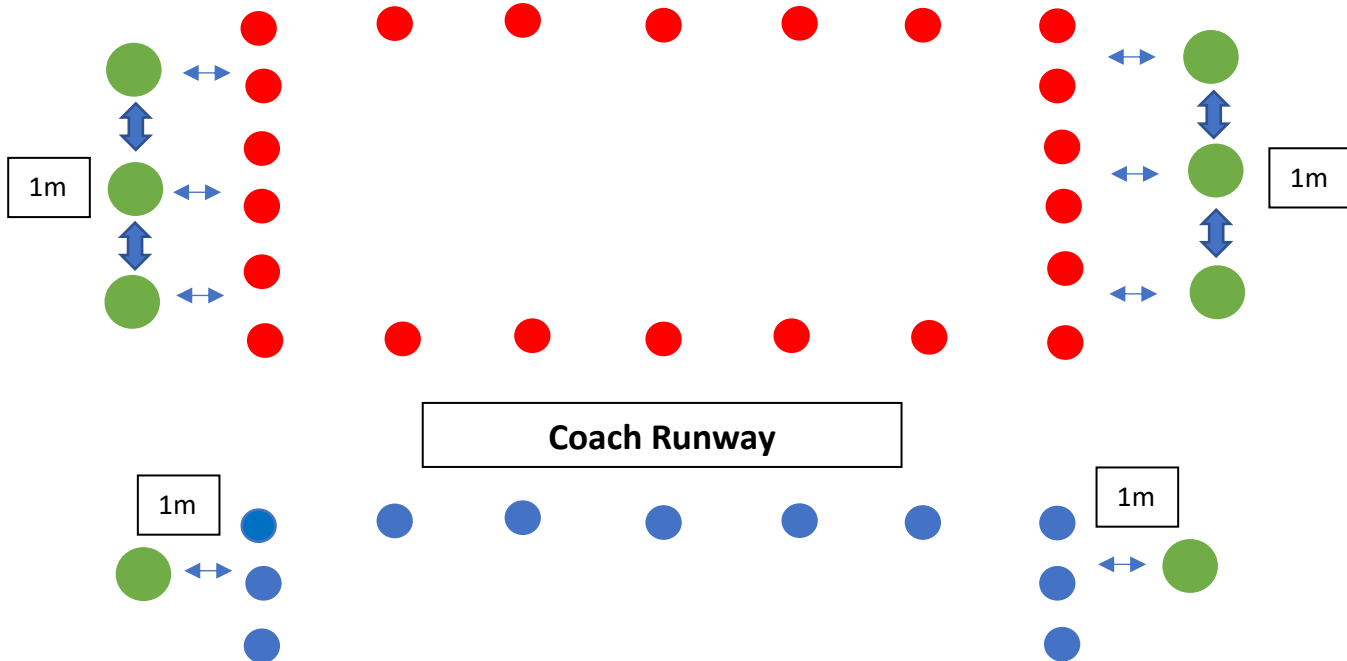
Coaching Runway – this is the space in which the coach stands when speaking to the children, and when the children come and sit down by the cones for the **Name Game**, **Walkdown** and **Skill of the Month**. It is also the location where the coaches fly in at the beginning of the lesson! Make sure you have one cone per child with safe distancing.

Once the pitch is all set up take photos of the layout and coaches and post on Social Media.

If available, do not use curtains to partition the sports hall. Children (especially younger children) tend to play and 'hide' in these curtains when they are out. This increases the risk of transmitting any germs with repeated touching

2.5. Parent Zone

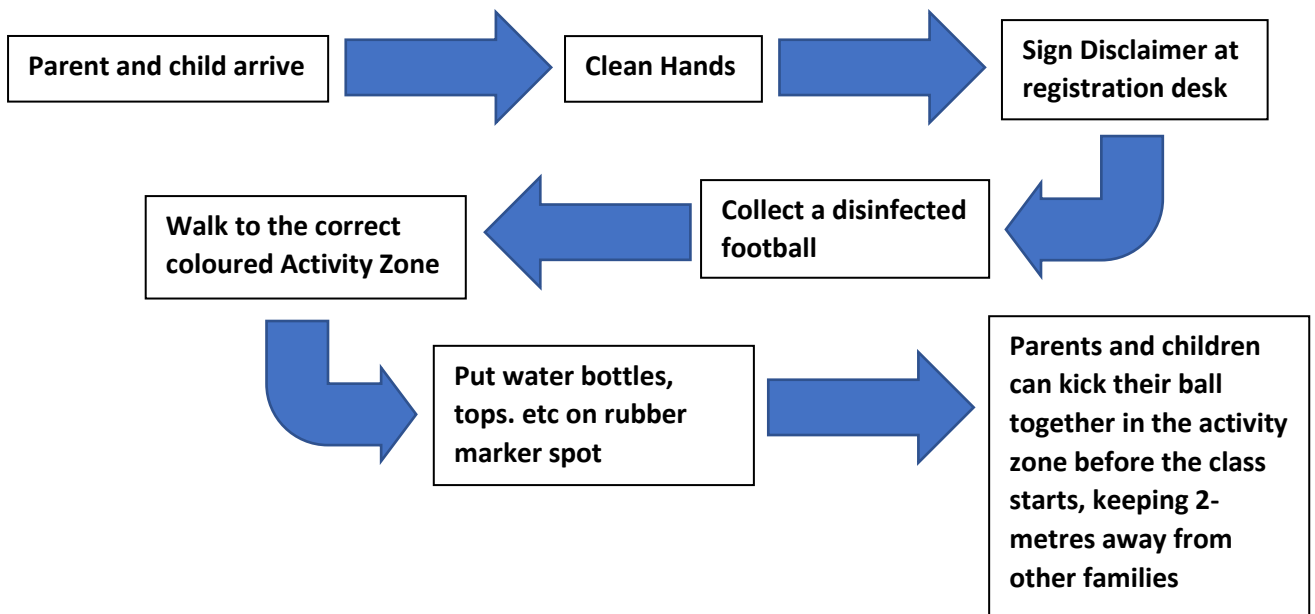
The rubber marker spots are placed outside of the Red and Blue activity zones, 2-metres away from the perimeter of the activity zones, and 2-metres apart from each other:



Coaches need to ensure that any benches are either removed or stacked to the side, from the indoor area. Any stacking of benches needs to be only two benches high, with the top bench upside down on the lower bench. The rubber marker spots can be replaced by individual chairs where available

Coaches – when parents arrive with their child, they need to be sent to the correct activity zone (red or blue), via one of the rubber marker spots. This is the space that parents stand in to watch, and/or to put water bottles, tops, etc. This is also where children perform Skill of the Month (more details below).

2.6. Overview of Pre-Class Process

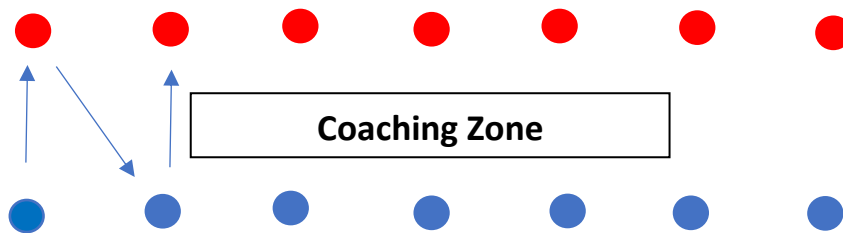


3.0. Class

The class takes place in the activity zones, with a few alterations to the usual ways of delivering activities:

3.1. Name Game

Coaches stand and move within the Coaching Zone. Children sit by one of the cones nearest to the coach. These cones should be approximately 1-metre apart. The name game takes place as normal, but instead of going around the circle, children are spoken to one at a time, alternating from the red zone to the blue zone, i.e. Make sure you have one cone per child on either side of the Coaches Runway.



3.2. Games

The games are set up and take place in the activity zones. Coaches can move around inside the activity zones during the games, staying approximately 1-metre away from the children and parents (where possible) and encouraging children and parents to stay away as much as possible from other children and parents. The games should be taught in the same way as normal, whilst minding distancing guidelines as best as possible.

3.3. Walkdown

This takes place with children sitting by the cones parallel to the coaching zone in the same way as the **Name Game**

3.4. Skill of the Month

Children sit down by the cones parallel to the coaching zone in the same way as the **Name Game** and **Walkdown**. The **Skill of the Month** is demonstrated by the coaches whilst they are standing in the **Coaching Zone**. Children then go to their parent/with their parent to their rubber marker spot and practise their skills of the month. Coaches stay inside the activity areas, walking up and down, coaching children

3.5. Skills Grid/Skill Train

The Skills Grids are set up in the Activity Zones, with larger boxes set up and a small gap between each of the boxes.

3.6. Scoring Goals



Goals are set up on the outside of the Activity Zones. Any obstacles are set up before the goals (as per the lesson plans). Cones are then set up 1-metre apart behind the starting cone. Children wait by these cones and wait their turn. Children move up to the next cone when it is free. Coaches stand by the goals, encouraging and celebrating with children when they score, but no high fives or physical contact. Coaches can retrieve footballs but must only touch them with their feet.

3.7. Matches

Matches are set up as per the instructions in the lesson plans. This is the only time that children may come into closer contact with other children. However, the plans and coaches will encourage children to stay away from each other, i.e. foot on ball, staying in designated areas, etc.

4.0. End of Class Procedure

Coaches need to remember that there are no stickers and high fives at the end of the class. The steps that are taken are:

- Children take their ball to the “Equipment to be disinfected” area. For the kids, we are calling this the “Car Wash” as the ball needs to be washed!
- Children return to stand by the rubber marker spots with their parent.
- Parents are encouraged to hold Practice@Home books, water bottles, tops, etc.
- Coach gives children a debrief about their class, focusing on the skills learned so that parents can tick these skills off in their Practice@Home books. One coach goes to each set of parents.
- Coaches, children and parents start a slow hand clap to create a marching beat and children and parents start to march around the outside of the Activity Zones towards the exit. Coaches to stand at the exit clapping and encouraging parents and children to use the one way and wash their hands with sanitiser.
- At the exit give coaches an S4K Salute or WI FI and wave goodbye
- Where possible, this exit should be a separate door for children and families to leave through
- Children and parents go out of the exit and wash their hands before leaving
- There can be a designated area that parents can speak with coaches, but it needs to be one parent at a time – you can use it to get vox pops and post on social media.
- Parents and children need to move away promptly so that the next class can come in and footballs are disinfected
- Families waiting for the next class have to wait by the entrance and cannot enter the hall until an S4K coach meets them and allows them to enter. This can only take place once everyone from the previous class has left the indoor space

5.0. Cleaning and Pack-Down

- After each class, any cones that have been handled by children or coaches should be disinfected
- The rubber marker spots also need to be disinfected between classes in case children or parents have touched them
- Footballs that have been used have to be disinfected.

- At the end of all the sessions, equipment should be cleaned (as above) and then packed away using gloves. Coaches should try and pack away the equipment as compactly as possible so that they handle it as less as possible before next week's classes.
- Bibs should be immediately washed on arriving home along with the S4K uniform.
- Get pictures of coaches disinfecting and cleaning ready for the next class and post on Social Media.

6.0. Toilets

- If toilet facilities are available, only one family at a time should be allowed to use them at any one time