KEEPING YOU COVID SECURE

A guide for all visitors to our Alton Castle and Soli Retreat Centres

July 2022

KENELM youth trust

THE KENELM YOUTH TRUST COVID-SECURE POLICY AND PROCEDURES STATEMENT

The Kenelm Youth Trust is fully committed to safeguarding the health, safety and welfare of our colleagues, volunteers, contractors, guests, visitors and the people in the communities where we work.

We are aware of, and will comply with, Public Health England (PHE), the Health and Safety Executive (HSE) and Department for Education (DfE) COVID Guidance.

In line with guidance KYT will work as far as possible to ensure that visiting groups will not come in contact with other parties during their stay to ensure as safest environment as possible in cross contact. As of Summer term 2022, on occasions, Alton Castle will resume to occupancy of more than one school.

KYT is continually working to Government recommendations and guidelines and manages the risk of COVID 19 by implementing working policies and procedures to be COVID secure.

KYT protects its most vulnerable staff and volunteers and is committed to support the physical and mental health of all the Trust's staff and volunteers.

The risk assessment outlined below is to give you understanding of the steps taken to keep guests safe whilst visiting the Kenelm Youth Trust. The risk assessment is underpinned by internal policies and procedures.

All risk assessments, policies, and procedures in relation to COVID 19 are reviewed every 3 months unless Government guidance or recommendations change before this date.

The Kenelm Youth Trust is committed to keep our staff, volunteers and those who engage in our youth ministry activities safe and these guidelines ensure we work together to this goal.

KYT staff will be in contact with you in regard to your visit or stay and discuss your needs and the Trusts COVID policies and procedures. We politely request at all times staff and visiting groups comply with our own policy, procedures and practices which may not reflect how you are working in schools / youth groups.

The Trust will work in line with and comply with Local Authority guidance and advice, local management outbreak plans and where applicable the National Youth Agency (NYA) guidance.

We continue to welcome back young people from across the West Midlands for our personal development opportunities and to grow as young disciples

Sandra Satchell

Sandra Satchell - Chief Executive Officer

COVID-19 UPDATE FOR JULY 2022

Until further notice we are asking young people, staff and volunteers to test the night before or morning of departure for their residential retreat / booking. This measure will help us to ensure that those attending are not knowingly carrying COVID 19 when they arrive and ensure we are protecting everyone. For school retreats, a full refund will be given for any individuals that cannot attend due to a positive COVID 19 test.

In the event of a young person feeling unwell or they are displaying any symptoms of COVID, permission and consent is to be sought from their parents / guardians to carry out a LFD test whilst on our premise.

It is essential that should the need arise for a young person to return home due to illness or a positive LFD test whilst on their trip arrangements have been made prior to arrival by the school / visiting group to accommodate this including the requirement for the whole party to leave before the end of their trip.

The Trust will continue to operate a procedure to review the Youth Ministry Provision with schools and churches across the Archdiocese and beyond in terms of cases of COVID-19 across the West Midlands. In particular with new variants of the virus, we are committed to keep our visiting groups, staff, and volunteers as safe as possible in these challenging times.

To protect all parties, the Trust reserves the right where data illustrates areas of concern to withdraw its Youth Ministry services. This may also mean on occasions we will be unable to welcome groups, schools, or parishes from those areas / hotspots to our residential centres in Alton. Day, residential visits, and programmes affected will be offered alternative dates at the first opportunity.

If your school or postcode/area is listed on the Government or local authority or council list or your community is invited for surge testing, or you have a rising number of cases in your MAC you need to contact us immediately if your booking is within six weeks.

We request that Schools are transparent in supplying us with numbers of positive cases and cases that are isolating within 10 days before you are due to visit.

On occasions, the Trust reserves the right to request a negative PCR tests for attendance to youth gatherings organised by KYT.

It is imperative that your staff and volunteers work with us in opening windows and doors (with exception of fire doors) to allow increased ventilation. To assist air quality, the bedrooms in our centres have air purifier systems in accordance with manufactured standards.

We are regularly reviewing information on local authority websites of our visiting groups. Our residential centres are based in North Staffordshire (ST10 4TT). We shall contact all groups and users if we become aware of local rising cases of COVID-19 in our area.

We are aware if your group cannot be accommodated it will be a huge disappointment and we sincerely apologise and will work with you to find a new date should this be necessary.

THE KENELM YOUTH TRUST RISK ASSESSMENT FOR VISITING SCHOOLS' GROUPS AND GUESTS:

What are the hazards?	Who might be harmed?	Our steps to reduce the hazards and risks
Transmission of COVID 19 Virus by: Inhalation, absorption or ingestion from people carrying COVID 19 both Symptomatically and Asymptomatically.	Employees, volunteers, young people, guests, contractors.	All staff and volunteers adhere to a comprehensive set of COVID 19 policy and procedure. The Trust has taken measures to protect all our staff and volunteers with extra measures in place for those classed as vulnerable to COVID 19. **Prior to arrival:** All visitors, guests and contractors will be aware of the policy and procedure set out by KYT and agree to comply with these policies before attending site. The Programme Director will be in touch with you before your visit in regard to pre visit information and your programme of events and to request COVID data within your school and visiting group. A programme will be issued to staff prior to arrival to aid understanding to assist with organisation of the retreat. KYT reserves the right to change this programme if required. As we move to learn to live with the virus, the Trust reservice the right to re-introduce COVID 19 self-declaration forms. Should they be reimplemented, all visitors, guests and contractors will be required to complete KYT COVID self- declaration form ensuring no one attends site with symptoms and ensuring they are COVID free. Programme Director, Centre Manager or a KYT representative will complete the pre visit COVID questionnaire with visiting party. The Trust may recommend staff at visiting schools have lateral flow tests twice a week. Visiting staff are still to inform KYT of any new cases 24 hours ahead of their visit and 72 hours after their visit.

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Transmission of COVID 19 Virus by: Inhalation, absorption or ingestion from people carrying COVID 19 both Symptomatically and Asymptomatically.	Employees, volunteers, young people, guests, contractors.	Employees and volunteers monitor their temperature or should they be displaying any symptoms of COVID or feeling unwell and have signed and agreed to reporting any COVID 19 symptoms to their line manager. Any employee or volunteer displaying symptoms will not enter site or their workplace. Visiting schools agree to comply with current Government COVID legislation in regard to face coverings however in the case of increased rates, the Trust reserves the right to reintroduce the KYT policy states that any staff and volunteers (unless exempt) will wear face coverings indoors despite Government advice. KYT employees will wear face coverings when social distancing is not practicable indoors. For school bookings, Schools and the trip organisers are to follow Government guidance when organising your transport, as part of our usual policy, no transport is arranged by KYT. **Arrival:** Arrival times for schools and group events will be staggered and at different locations to ensure there is no cross over with other schools. The Programme Director will contact you in regard to your arrival and departure time.

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Transmission of COVID 19 Virus by: Inhalation, absorption or ingestion from people carrying COVID 19 both Symptomatically and Asymptomatically.	Employees, volunteers, young people, guests, contractors.	As part of the group's welcome, our instructors (a member of the Kenelm Youth Ministry Team) will remind staff and group leaders of the following: • To report any illness on travel to a member of KYT staff • To politely encourage social distancing • To reserve the right to request adults or 11 years + to wear face coverings inside • To practice and to assist coordinating students frequent hand hygiene especially at mealtimes, before and after using bathroom facilities and in between activities. • To regularly use hand sanitisers **Operational management:** During the pandemic and at times of local outbreak, contractors and visitors will be limited to essential services only. Contractors and visitors will follow our COVID policies and procedures. Where needed, KYT staff that are able to will work from home in a hybrid pattern. At times of local outbreak, KYT staff and volunteers will partake in regular lateral flow device testing. In addition to this, KYT mission team are to report any symptoms or when feeling unwell to their line manager. The Trust reserves the right to re-establish meetings with KYT staff and volunteers to be conducted online or outside, exceptional face to face meetings may take place in accordance with increased ventilation, social distancing and PPE if required. KYT staff and volunteers will continue to limit their cross over of working areas.

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Transmission of COVID 19 Virus by: Inhalation, absorption or ingestion from people carrying COVID 19 both Symptomatically and Asymptomatically.	Employees, volunteers, young people, guests, contractors.	An enhanced cleaning regime is in place including high frequency touch points, bathroom and eating facilities. A pedestrian segregation system is to be followed within our buildings and across our premises including outside. To assist with ventilation, windows and doors will be open with exception of fire doors. Signage is in place to remind of hands, face, space, social distancing and room capacities where applicable. Hand sanitising stations are accessible within buildings, across site and at activity stations and encouraged to be used at all times. Instructors carry hand sanitiser with them at all times. **Programme management:** A full list of attendance will be kept following your visit in accordance with GDPR for safeguarding and test and trace purposes. As of Summer term 2022, the Trust will resume multiple occupancy of our residential buildings. To assist air quality, the bedrooms in our centres have air purifier systems in accordance with manufactured standards and we are therefore operating at full occupancy in our room capacity. The retreat or event program will be written to ensure where practicably possible that there is no cross over of school groups or bubbles. Programmes planned with all venues specified to avoid where possible crossover between different schools on site at the same time. This is checked and deconflicted several times ahead of the trip and monitored closely throughout it. Should your school be implementing bubbles, KYT will work with you to maintain the same bubbles from school during the retreat program.

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Transmission of COVID 19 Virus by: Inhalation, absorption or ingestion from people carrying COVID 19 both Symptomatically and Asymptomatically.	Employees, volunteers, young people, guests, contractors.	Schools will be encouraged at all times to socially distance from other visiting groups including staff. Where full 5m is not possible, e.g. crates and bikes, then: (a) timings of activities are modified to minimise passing moments (b)there are fences around crates activity area and clear signage to indicate route bikers are to take (c) bikers are travelling at speed in open air, so there is absolutely minimal contact between the groups Walk to left signs on bridge & especially by bike shed, plus no unaccompanied groups. Where practicably possible common areas will be divided between different schools including toilets. Separate bathroom facilities to be used for visiting staff and KYT staff and volunteers. The program will be delivered outside whenever possible. During the warmer months a large marquee will be used as part of your program which will be well ventilated with entrances and exits open. Program will be modified so that virtually all activities are outside, if inside then increased ventilation (e.g. marquee panels) & limited time sessions. Timings adapted to increase teacher confidence in procedures. Castle staff room for the majority of the visit will solely be for school use, a named example where this will not be the case is for the evaluation meeting. The Trust reserves the right to request that masks are to be worn especially when moving around, or visors when instructing.

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Transmission of COVID 19 Virus by: Inhalation, absorption or ingestion from people carrying COVID 19 both Symptomatically and Asymptomatically.	Employees, volunteers, young people, guests, contractors.	During the pandemic there will be no games room and activities in our games room basement or De Verdun room in the Castle. All free time and games activities will take place outside with wipeable equipment. In wet weather, the exception will be within a well-ventilated gymnasium. The Trust reserves the right to implement a reduced bedroom allocation at any time. All rooms have been risk assessed with their size and their capacity for ventilation to determine the occupancy in each room. The Trust will work in accordance of NYA advice in regard to school bookings and private hospitality bookings but ultimately reserves the right to adopt our own room allocation policy. All free time outside accompanied by school staff or if required to be separated in bedroom bubbles if wet weather. Games Room & De Verdun both emptied of resources so as not to attract young people (still used for access to Welly Room & DV for brief night prayer, well ventilated) Extra ventilation to building provided during the day and touchpoints sanitised throughout programme. Staff will be allocated a bedroom with en-suite or designated bathroom facilities, drink making facilities and where possible will be single occupancy. Rooms, beds and drink making facilities will be cleaned and sanitised prior to your arrival in accordance with KYT's housekeeping policy. Bedrooms will be ventilated with the heating on if required. All linen will be laundered at a minimum of 60 degrees.

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Transmission of COVID 19 Virus by: Inhalation, absorption or ingestion from people carrying COVID 19 both Symptomatically and Asymptomatically.	Employees, volunteers, young people, guests, contractors.	Hand sanitisation stations at each activity station & team carrying personal ones and use regularly through the day. Visiting groups are met on arrival, stewarded to identified toilets & then to marquee / DC / Soli Conference Room. Headsets used to minimise shouting & therefore potential greater spread of airborne particles. A supply of cleaning equipment and hand sanitiser will be available in the staff room for self-service during your stay. All soft furnishings that can harbour the virus have been removed. Bedrooms will not be entered by instructors or staff during your visit with the exception of critical health and safety needs. During the warmer months lunches will be a prepared packed lunch with no served hot lunch time meal. Wherever possible lunches will be eaten outside on our lawns or in the marquee. Drinking fountains will not be available for use, there are no vending machines on site. Water refills will be co-ordinated by our instructors or within bedrooms clearly signed as drinking water.

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Transmission of COVID 19 Virus by: Inhalation, absorption or ingestion from people carrying COVID 19 both Symptomatically and Asymptomatically.	Employees, volunteers, young people, guests, contractors.	We ask guests to bring their own water bottle as part of their kit list. Food preparation will be by qualified chefs in accordance with strict food hygiene regulations in line with our 5-star food standards agency rating. When more than one school is residing in the Castle, different schools will eat in entirely separate locations or within separate and designated parts of the room. If bubbles are being operated in school different bubbles from the same school eat in designated areas of the dining room which is well ventilated and cleaned frequently. Extra ventilation is provided to the whole building and touchpoints are sanitised throughout the program. For Alton Castle retreats, evening or hot meals, young people will be seated at tables separate from adults and staff. Staff will be provided with tables to eat at and allow for social distancing. Our instructors will eat at a table separate from school staff and young people. Children and guests will be asked to sit at the same table for all meals. For Soli retreats our instructors will eat on tables with young people with prior agreement with school staff. Food and condiments will be taken to each table and served by our or visiting school staff or instructors. The Trust reserves the right to reimplement PPE which will including a face visor, gloves will be worn when serving food at one end of the table. No self-service, condiments or finger food will be placed on the dining tables for quests to handle. All crockery, jugs and cutlery will be pre washed and thoroughly cleaned in accordance with food hygiene regulations. Tables, benches, and chairs will be cleaned and sanitised with antiviral cleaner after use in accordance with Government guidelines. Where possible the souvenir and tuck shop will take place in a large well ventilated room or outside. KYT reserves the right to reintroduce PPE for instructors, including face masks and gloves for handling cash. Hand sanitising will be frequently practised by those operating the tills and the tuck shop.

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Transmission of COVID 19 Virus by: Inhalation, absorption or ingestion from people carrying COVID 19 both Symptomatically and Asymptomatically.	Employees, volunteers, young people, guests, contractors.	As part of their kit list, visiting young people and staff will be encouraged to bring their own wellies and gloves. Wellies are available and will be cleaned with antiviral spray after use. Gloves are available for activities and will be laundered at 60 degrees in between use. Should your programme of events use St John's Church, cleaning of the pews and benches will take place in accordance with St Johns COVID 19 policy and procedures. You will be advised of where to sit in Church. For those who wish to receive Holy Communion, the Celebrant may come to your pews wearing a face mask or you may be invited towards the Alter and having sanitised his hands in line with the Diocesan COVID regulations for the celebration of Mass. During your stay no member of KYT staff or an instructor will sleep overnight in the night duty room. You will be given the Programme Leader phone number and the Programme Director phone number for out of hours contact. Designated rooms will act as a sick bay / quarantine room in both the Castle and the Soli center. Should someone display the symptoms of COVID 19 during your stay the remaining students that have shared their bedroom will be placed in isolation in their bedroom they have been using until they are collected by parents. KYT staff will work with your school / group staff to make arrangements for the party who is unwell and others or the remaining trip. Parents are to be available and contactable to collect the young person for the entirety of the trip. Schools and groups must notify KYT as soon as is reasonably practicable of any post visit infections with a period of 10 days after your visit.

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Transmission of COVID 19 Virus by: Inhalation, absorption or ingestion from people carrying COVID 19 both Symptomatically and Asymptomatically.	Employees, volunteers, young people, guests, contractors.	Should a positive case be confirmed, or a member of the visiting group become unwell a deep clean will take place including the use of an anti-viral fogging. **Activity management:** KYT may re introduce group sizing will be in accordance with National Youth Agency guidelines. We have installed additional hand sanitising stations, available to everyone at the beginning, during and at the end of your activity. You are welcome to wear a face mask on all of our activities, but as we are an outdoor activity centre and the risk of contracting COVID- J9 in an outdoor environment remains low, you are not required to wear one unless close contact is required with the instructor. Our instructors will be wearing face coverings should they have to come in to close contact with you; to check your harness is correctly fitted for example. This will only ever be for a very short period of time. Other than this social distancing must be maintained at all times. After every use of activity related PPE we are rotating our harnesses and any other equipment that requires body contact for at least 48 hours between uses. Extra resources provided, quarantined for 72+ hours between use by different school groups. Alternatively, thorough sanitisation of resources using appropriate cleaning kit.

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Transmission of COVID 19 Virus by: Inhalation, absorption or ingestion from people carrying COVID 19 both Symptomatically and Asymptomatically.	Employees, volunteers, young people, guests, contractors.	Key touch points will be cleaned frequently. Staff will wear face shields where practicable when in a closer proximity than the current government guidelines. Children will be instructed on how to fit their own harnesses themselves, under the close supervision of our instructors who will keep 2m distanced. Should instructors need to physically adjust the fit of a harness our instructors will be wearing a full-face shield. We have reduced the use of Helmets on our activities only requiring them to be worn on Mountain Biking and Crate Stack these will then be sanitised/dipped (Bike Helmets) or rotated for 48 hours, between uses. We do recommend wearing gloves (i.e. woollen) for comfort and for hand protection whilst on activities. Feel free to bring your own. Bikes will be washed and touch points; Grips, Leavers, Shifts will be wiped down between uses with virucidal. Our Mountain Biking Gloves will be laundered after each use/ride.

Author: Emily Johnson, Centre Manager
Date: 1 July 2022
Review date: 1 October 2022 unless a change in Government Guidance beforehand

FIRST AID ARRANGEMENTS FOR YOUNG PEOPLE AND RESIDENTIAL RETREATS AT ALTON CASTLE, KENELM YOUTH TRUST.

The Kenelm Youth Trust will ensure that there is a minimum of 2 first aid trained person on site at all times whilst young people and residentials are in progress.

All members of the Youth Ministry team are first aid trained to the standard of Level 3 in Outdoor First Aid. During non-supervised time a firstaider can be contacted by 07858 579529.
The provision of first aid in the first instance will be delivered by the attending school representative first aider.

In the event that a first aider provides treatment the following strict measures will be implemented to adhere to Government guidelines to reduce the risk of COVID-19.

The use of PPE and Social Distancing practices:

- COVID-19 first aid packs are available to ensure appropriate PPE for visiting staff and first aiders and are located in the Castle staff room.
- Where face-to-face contact is essential, e.g., providing first aid treatment, personal care or safeguarding, this should be kept to 15 minutes or less whenever possible, contact should be side by side. (Source: Public Health England; definition of sustained contact)
- If a young person becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until arrangements can be made for them to return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising member of staff and the first aider. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (source: Coronavirus (COVID-19): implementing protective measures in education and childcare settings)
- Social distancing is not required in an emergency situation, for example a medical emergency, emergency evacuation etc. PPE should be used in a medical emergency if time permits. A first aid supply of PPE will be provided to all visiting schools to secure an individual emergency situation, for example a sudden illness that may be Covidl9 symptomatic of a young person or visiting staff member. These are available in the Castle Staff room.

Should a visiting young person or visiting staff member become ill with the symptoms of coronavirus, if safe to do so, the young person or adult will be moved to the night duty room in the Castle and Carmel at Soli where arrangements to return home or to seek further medical advice will be made by the Programme Director.

FIRST AID ARRANGEMENTS FOR YOUNG PEOPLE AND RESIDENTIAL RETREATS AT ALTON CASTLE, KENELM YOUTH TRUST.

Recording and reporting of accidents, near misses and incidents:

In compliance with standard practice the Kenelm Youth Trust is legally bound to record, and report named incidents to authorities.

KYT has a reporting and investigation procedure in place so that accidents, incidents or work-related ill-health can be recorded and the activities instructor of the SLT can determine the likely cause of the accident/incident and consider any action which may be required to prevent recurrence.

Certain types of injury and disease caused by work activities or the work environment and certain dangerous occurrences with the potential to cause injury must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Disease and Dangerous Occurrences (RIDDOR) Regulations 2Ol3, https:\\hse gov.uk/riddor/index.htm.

In light of the current Coronavirus pandemic, we are now required to report the following types of incidents relating to the virus:

- An incident that results or could have resulted in the release or escape of the COVID-19 virus must be reported as a dangerous occurrence.

Kenelm Youth Trust
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Registered Charity Number - 1144209