

**Venture Kids Belfast**

17 Knock Road, Belfast, BT5 6LA

**Location: Knock Methodist Hall**

<b>Title</b> : Communication with Parents	<b>Date of Assessment</b> : 16/06/2020	<b>Risk Assessor</b> : Siobhan Mcilwaine
<b>Risk Assessment Reference</b> : Knock 003	<b>People involved in making this assessment</b> : Siobhan Mcilwaine	
<b>Task/ Process</b> : Communication with Parents	<b>People at Risk</b> : Employees, Children & Young Persons, Parents	

<b>Hazard : Infection</b> Lack of parent information and guidance may result in Covid 19 infection.
<b>Control Measures:</b>
1. All parents will receive a comprehensive Welcome Back Pack detailing ALL operational changes to Venture Kids.
2. Parents will receive any changes/ reviews to operation promptly via tel/text message or in person when collecting children.
3. Parents will be notified IMMEDIATELY if a child becomes ill with Covid 19 symptoms.
4. Parents will be asked to give daily updates on their child's wellbeing when dropping off at Venture Kids.
5. Parents will be requested to ensure all personal contact details are accurate and up to date, in the event of urgent contact.
6. Parents will be asked to notify Venture Kids IMMEDIATELY if their child, themselves or a family member whom they have had contact with have tested positive for Covid 19.

<b>Hazard : Public or Visitor Access</b> Access by parents, visitors or other members of the public may increase the risk of Covid 19 infection.
<b>Control Measures:</b>
1. There will be strictly limited access to Venture Kids.
2. Visitors to the setting will be will only be permitted when absolutley necessary.
3. Any external providers linked to holiday programmes will be asked to conduct their sessions outside.

<b>Documents Associated with this Risk Assessment:</b>	
<b>Review Date</b> : 01/09/2021	<b>Reviewer</b> : Siobhan Mcilwaine