



The Sunshine Centre
Independent Spiritualist Centre

"Bringing Rays of Love and Hope to the World"

COVID 19 Policy and Procedures for The Sunshine Centre, Dymchurch

Updated: 3 April 2024

Review: 3 April 2025

COVID 19 Policy and Procedures for The Sunshine Centre

As a responsible business, it is our duty to help to protect both staff, volunteers, and visitors who are attending The Sunshine Centre and Dymchurch Village Hall.

All of our events are carefully managed and comply with the necessary regulatory guidance and advice. Every step is taken to comply with the up-to-date advice and guidance from UK Government and appropriate public health professionals, as well as any guidance and assessments outlined by the Dymchurch Village Hall committee in their written documents and assessments to people hiring their hall.

What steps are taken prior to the event?

- All bookings are done via the website and use of PayPal to avoid the use of physical cash and to ensure safety as much as possible.
- Staff will take every step available to ensure compliance with UK Government guidelines and systems put in place to ensure public safety. All staff will take Lateral flow tests at least twice a week with one of these being the day of the event to protect the public, staff, volunteers and any other members or groups attending Dymchurch Village Hall.
- If a positive case is confirmed, The Sunshine Centre organiser will inform Dymchurch Village Hall Committee staff of this and the event will either be cancelled or an alternative format will be provided, with either people being offered an alternative date, full refund, or an alternative format such as Zoom as opposed to in person presentation. In addition, a PCR test will be organised, and the relevant isolation procedures set out by the UK Government will come into place. No events in person will take place until it is safe to do so.
- If a member of the public tests positive or shows signs, they should refrain from entering the premises and should contact ourselves, and alternative arrangements or a full refund given.
- In the case of no event or a decision by the UK Government to lock down, The Sunshine Centre may offer Zoom events and information on these including any other announcements relevant to COVID 19 will appear in the COVID section of the website and on the centres Facebook page.

What steps are taken to people entering the venue?

- Before the event, all attendees are asked to not attend the event if they feel ill or show signs or symptoms of COVID-19 and that should they need to cancel that they will receive a full refund or be offered another place on an alternative event to help protect the public.
- On entering the premises, all attendees will be asked to complete either the attached Track and Trace form or the appropriate QR code poster. In accordance with Data Protection Law 2018, we only maintain personal information for 14-15 days and if no

one informs of any cases this information is shredded. The Sunshine Centre is registered as a Tier 1 organisation with Information Commissioners Office – (ico.org.uk)

- Attendees can either use hand sanitiser provided or use their own. Hand sanitiser is also provided by Dymchurch Village Hall and there are several of these located around the building
- When appropriate and required, people will be asked to wear masks or shields if exempt, when attending events and when in communal areas. This will be reviewed based on our risk assessments, Dymchurch Village Hall advice and UK Government guidelines. Those who are exempt should wear a lanyard or other identifiable badge that states they are exempt from wearing of a mask on medical grounds.

What steps are taken by the management team to manage the physical room?

We will always follow the advice and guidance as required by the Dymchurch Village Hall but in addition, we may feel it necessary to put the following into place in addition to what is required by the village hall.

- To ensure that the room is well ventilated and where necessary doors are open and windows are open to help ventilate the Peter Sloper room.
- Room is cleaned at the end of each event
- All water is given in disposable cups to help reduce the risk of infection.
- When required and advised to by either the centre or the UK Government guidelines that there is a 2m distance between seating. This will be reviewed on a regular basis.

What additional steps are taken when working with the public and staff, volunteers?

- In addition to the above, everyone who comes to The Sunshine Centre will be informed of any changes and will be informed both via our Facebook Page – The Sunshine Centre and via the website www.thesunshinecentre.com under the COVID 19 tab.
- Appropriate signage will be on the doorway of the Peter Sloper room stating the steps The Sunshine Centre take to stay COVID 19 safe.
- All staff will undergo regular training in COVID 19 Awareness to make them aware of approaches and steps to improving health and wellbeing associated with the virus.
- Appropriate wearing of PPE such as masks, shields and regular cleaning and hygiene routines will be adhered to at all times.
- Washing of hands and use of hand sanitiser when required in line with guidelines on washing of hands in hot water for 20 seconds
- All mediums will maintain a safe distance to help ensure when giving a demonstration of mediumship that any droplets of air particles are within the recommended safe 2m distance and avoid the possible spreading of the virus.
- For our church Sunday service, when required the singing of songs during the service are not permitted again to stop the spread of the virus and that this will be reviewed in line with current guidance for religious services and in line with the UK Government Guidelines and Dymchurch Village Hall Committee.

- Anyone who requires healing will not receive contact healing until it is safe to do so and will send healing distantly until deemed safe to do so.
- At present we do not serve drinks after the events, but again will review this in line with the safe practices of our events and in line with current guidelines.
- All staff will carry out regular Lateral Flow tests and where required will undertake a PCR test when it is necessary
- All staff have had their double COVID 19 jabs and will continue to have their annual booster jabs to help fight infection and support the National Health Service and support organisations as well as help maintain public safety
- Zoom or an alternative format will be used in the event of a cancellation i.e., lockdown so the events can still take place, but no COVID mandatory guidelines are broken, and that the public are protected by staying in their own homes. This helps to maintain quality service with public safety at the heart of our vision. Information on when the events take place will again be available on the website and Facebook page. (www.thesunshinecentre.com)
- Maintaining the standards set out in “Good to Go” standards for Visit England
- All staff have a minimum of Emergency First Aid training to manage events and that the Sunshine Centre has up to date and appropriate Public Liability Insurance. A first aid box and accident book is available in the event of any incidents. In addition, near the front door of Dymchurch Village Hall is a COVID 19 First Aid box and on the wall the COVID 19 Policy. (See location of covid 19 box on layout diagram)
- All staff follow all guidelines set down by UK Government, local authorities, Dymchurch Village Hall, and act responsibly at all times to maintain public safety.

Appropriate training

It is important that as a business, everyone understands the effects and possible steps to take to maintain public safety. Both Matt and Kirsty are registered with The Complementary and Natural Health Care (CNHC – cnhc.org.uk) and The Federation of Holistic Therapists (FHT – fht.org.uk) and abide by their rules and ethics in line with their voluntary code and as part of The Professional Standards Authority for Health and Social Care.

With regards to COVID 19 they have taken training in FHT COVID 19 Awareness, Highfield COVID 19 Awareness for retailers and Guild Training International COVID 19 course all of which have been completed on a regular basis and are seen as recognised training courses for businesses.

They continue to carry out the necessary training and updates as required to remain fully compliant.

In the event of a COVID 19 case

In the event of a reporting of a COVID 19 case, any people wishing to attend the event should remain at home and not come to the centre, to ensure everyone is safe and all safety steps are taken to maintain the safety of the person, their family and friends and the possible spread of the virus to other attendees.

Following an event, should a person find out they have contracted the virus or have come into contact with someone else, they should contact Track and Trace on 03000-135000.

You may also wish to contact our lead Kirsty Grogan on 07867944355 who will also inform anyone of the need to do a test and to inform them of a possible COVID 19 case.

It will be the responsibility of Kirsty or Matt if asked, to inform a member of the Dymchurch Village Hall committee of a case so they can carry out any necessary checks or to inform other attendees and hirers of the hall in line with their own COVID 19 approach.

Our policy and procedures

Our policy and procedures will be updated when there are changes recommended and when it is deemed necessary to change in light of new variants or changes needed. It is the responsibility of The Sunshine Centre as a responsible business and events organisation to provide the necessary reassurances to both its staff, volunteers, attendees, and the Dymchurch Village Hall that they take COVID 19 seriously and that anything that can be done is done to keep everyone safe.

Signed: **K.D.Grogan (Proprietor of The Sunshine Centre)** Date: **3/4/2024**

Review Date: **3/4/25**

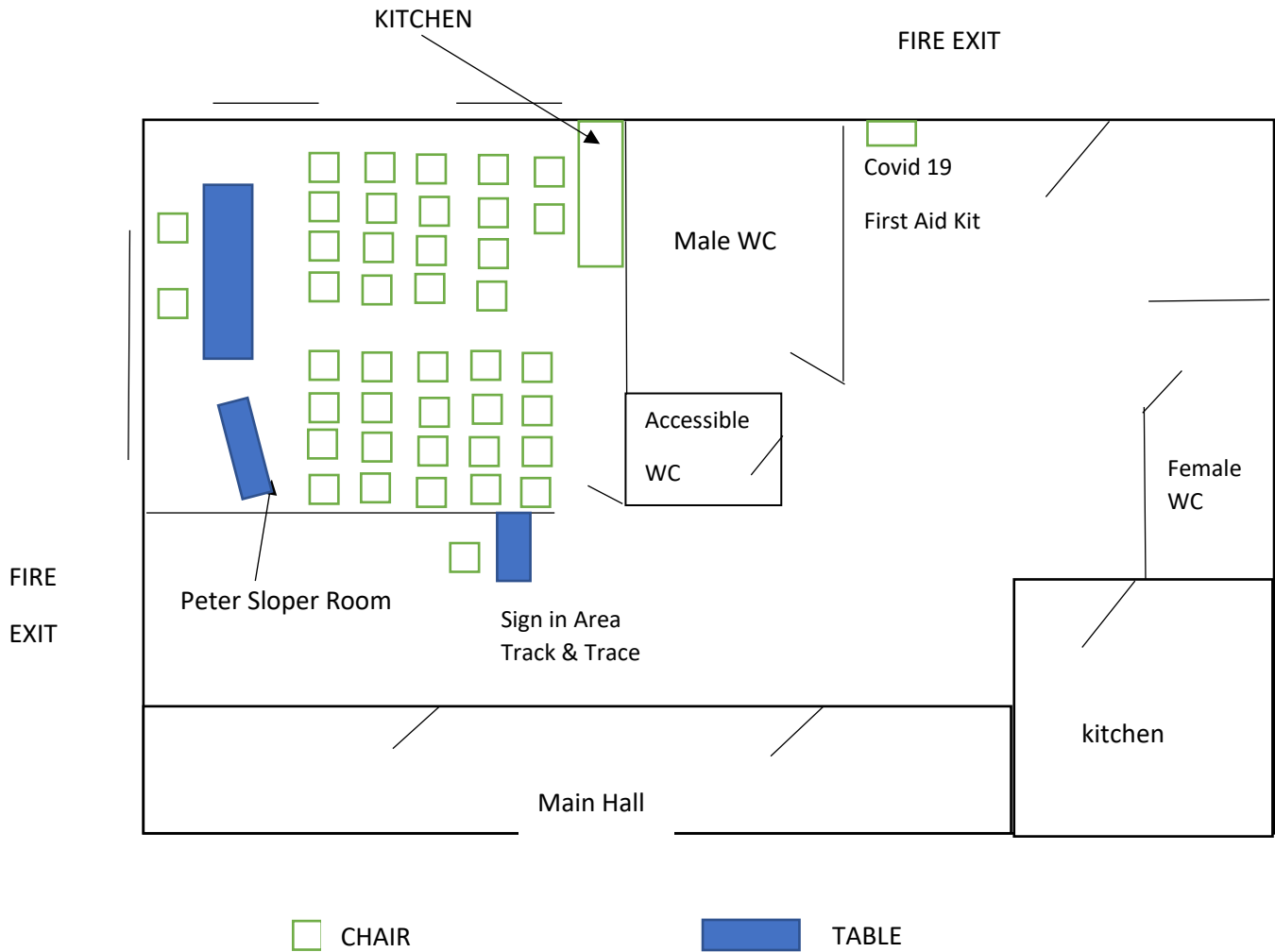
(Unless required to be earlier based on changes in advice and guidance.)

The Sunshine Centre Training Log

Below are the appropriate training courses that are related to COVID 19 or Health and Wellbeing to help protect the safety of all those attending our events. Copies of the certificates can be shown if required.

Date of training	Course undertaken	Review date	Accredited by	Passed
31/1/24	Emergency First Aid at Work	31/1/27	Ashford First Aid Training	Yes
4/12/21	COVID 19 Secure for Retail	4/12/24	Highfield Learning	Yes
12/1/22	Level 2 Event Planning	12/1/25	NCFE/CACHE	Yes
4/3/22	Level 2 Award in Prevention and Control of Infection	4/3/25	TQUK	Yes
20/8/22	COVID 19 Raising the Standard	20/8/25	Kent County Council Trading Standards	Yes
3/11/23	Level 2 Health and Safety	3/11/26	Highfield Learning	Yes
3/4/24	Level 2 Food Hygiene	3/4/27	Virtual College	Yes

Layout of Building



Layout will change if restrictions become that 2m distance is needed in seating area. If this is to happen, then there will be less chairs. Note when full capacity is a maximum of 40. Refer to Dymchurch Village Hall guidance which states 20 seats maximum.

Example of Track and Trace QR Poster on display at our events and used prior to entering the Peter Sloper Room.



NHS
Test and Trace

LET'S HELP STOP THE SPREAD OF CORONAVIRUS

 Scan this QR code with your
NHS COVID-19 App to check-in



The Sunshine Centre
8 Organswick Avenue, Dymchurch, TN29 0PA

**DOWNLOAD THE
NHS COVID-19 APP**

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App Store

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