

The Saturday Cafe

Glasgow

1. Re-starting Saturday Café - A phased approach

The Saturday Café provides care and a comprehensive range of recreational clubs and activities for disabled children aged 5-18, from their base in Glasgow. The Club focus is primarily on free unstructured and sensory play through a wide range of fun activities both outdoors and indoors. They support 90+ children and young people. Prior to COVID-19 they were providing 450 hours of general clubs, and 315 hours of holiday clubs with on average 25 children and young people at each session.

In planning to resume their services, the Saturday Café has consulted with staff, families, their local authority and the Care Inspectorate, amongst others. They have also worked closely with their health and safety advisers (Citation) who have provided detailed template COVID-19 specific checklists, risk frameworks and staff briefing notes, which Saturday Café have adapted to their services.

Pre-launch planning

To facilitate their return to business, Saturday Café has undertaken a full review of facility and operations management to ensure these are in line with national COVID-19 guidance. This has included:

- Agreeing with their landlord that they can have sole use of the premises
- Reviewing and updating their cleaning schedule and accessing additional funding to deliver additional cleaning hours and a full deep clean and sanitisation of the venue and all equipment (internal and external) - Funders STV Appeal and BoS REACH
- Reviewing and updating their access and egress procedures including drop-off and pick-up procedures for carers
- Reviewing their planned holiday service of activities to ensure safe working practices and handling of equipment
- Reviewing their health & safety procedures (utilising health and safety advice from Citation) to ensure a safe environment for staff and service users (internal and external)
- Reviewing and updating all risk assessments (via Citation) in relation to all aspects of service delivery
- Accessing required PPE via HSCP hub with a process in place for a weekly delivery
- Arranging additional online training (via Citation) for staff and identified funding to deliver one-day on-the-job training (BoS) in their new processes and procedures week beginning 25th May
- Purchasing additional staff uniforms and maintenance of uniform procedures prior to service delivery
- Reviewing with their supplier the menu and delivery of meals and snacks for their Holiday Food provision (GCC Funding)

They are also taking steps to redesign the layout of the venue in relation to:

- Staff:
 - providing increased space for breaks
 - the purchase of lockers for personal clothing and equipment
 - increasing time and space for personal hygiene

- Service users:
 - providing increased space for meals and snacks (hall space not used for any other activity)
 - purchasing individual storage bags for service users personal belongings
 - issuing guidance to carers/service users on utilising the service
 - identifying communication materials required (including signage) - posters etc for the venue
 - developing an induction session for all service users returning to Club

- Equipment & Storage
 - identifying safe-to-use equipment
 - removing all soft toys and other equipment which may be hazardous at this time, including dress-up
 - purchasing storage containers for used equipment to be removed after each use, and sanitised at the end of each session
 - purchasing sanitiser for large equipment which has to be cleaned and sanitised after each use

A phased approach will be adopted to ensure a gradual building of capacity, with ongoing testing, review and evaluation.

Phase 1:

In this first phase Saturday Café will deliver services as follows:

- 3 days per week
- 2 sessions per day
 - Breakfast Club: 9am - 12noon
 - Lunch Club: 1pm - 4pm
- 12 disabled children per session
- *Total service hours delivered = 18*
- *Total children accommodated = 72*

Phase 2:

In the second phase, they intend increasing to a 4-day service (additional Sunday session), but running on the same format as Phase 1:

- 4 days per week
- 2 sessions per day
 - Breakfast Club: 9am - 12noon
 - Lunch Club: 1pm - 4pm
- 12 disabled children per session

They intend to run Phase 2 for two weeks and by the end of phase 2 they will have delivered the following:

- *Total service hours delivered = 48*
- *Total children accommodated = 192*

Saturday Café intend to run this level of service through to the Summer School Break. Prior to the Summer Break they will review their funding and, if safe to do so, will further increase the number of days service delivered each week.

Currently funding is in place from the Short Breaks Fund Better Breaks service, which will be used for the 3-week service outlined, and also the 6-week summer service. They are awaiting the final outcome of a funding application to the Wellbeing Fund to bridge the gap between these projects.