



Hello parents and guardians,

We hope you are all staying safe and well in these uncertain times.

The brief below intends to outline some additional policies, with government guidelines, in regards to COVID-19 as well as the steps that we will take in order to keep you and your families safe during this time.

Hygiene

- All children and staff must thoroughly wash their hands upon arrival at the venue and frequently throughout the day, particularly before and after the loo, eating and handling of any equipment.
- All waste will be disposed of in a hygienic and safe manner.
- The immediate disposal of used tissues will be followed.
- We will hand sanitise at regular intervals.
- Used personal protective equipment (PPE) e.g. masks, gloves, aprons etc. will be disposed of.
- All new activities will be risk assessed.
- Children will not be permitted to bring items from home into the venue unless absolutely essential to their wellbeing. Where necessary, such items will be appropriately cleaned upon arrival.

Within your Households

- All teachers will wear the appropriate PPE when within your house.
- All teachers will wash hands before entering and leaving your house.
- The minimum number of bags, objects and equipment will be brought into your house to lower the risk of contamination.
- Where possible, we will limit the amount of contact between pupil and teacher.

Activities & Performances

- We will continue to take the children outdoors at break times.
- Please make sure that your child has warm, weatherproof clothing/sun cream on each day as the healthiest environment for all is the outdoors, so we will be utilising the garden as much as we can.
- Where possible, we will limit the amount of contact between children and teachers.
- Your child will have a designated dance, singing and stage place that will be in line with social distancing rules where possible.
- There will be no shows at the end of the week. This is to keep the number of people in the hall to a minimum and protect the children, teachers and yourselves.

Drop off/Pick up procedure of holiday courses and workshops

- No Parents/carers beyond the front door.
- Only parents who are symptom free and / or have completed the required isolation periods will be able to drop off or collect their child.
- We request that where possible drop off and collection is limited to one parent per family to limit the number of people congregating outside the venue.
- When parents are waiting to drop off or collect their child, social distancing should be maintained at all times.
- Upon entry and exit of the venue, all children and teachers will thoroughly wash their hands.
- No bags, except lunch bags, or objects, other than clothing, to be brought into a course. This includes scooters and bikes.

Household Isolation

- Should your household need to isolate in line with government guidance, please could we ask that you inform us immediately as we will need to inform other parents and arrange a deep clean of the hall. This may require us to close for a day.
- If you do need to isolate, a credit will remain on your account for future courses.

Keeping the Venue Clean

- Our teachers will take daily responsibility for ensuring the venue is kept clean. The venue itself does employ its own cleaning staff too. Windows will be open where possible to ensure ventilation.

Risk Assessments

- In the event of a child developing symptoms of COVID-19 whilst attending a course, parents will be contacted immediately and must collect their child as soon as possible.
- The family will be advised to isolate at home in line with the NHS guidelines and not return to any of their booked courses until the isolation period is over and their child is no longer symptomatic.
- A child displaying virus-like symptoms whilst at a course will be isolated with a staff member in a designated room or area. If possible, a window will be opened for ventilation.
- Suitable PPE will be provided to the colleague to safely isolate with the child.
- Once the child has been collected, the area used to isolate the child will be thoroughly cleaned by a teacher wearing appropriate PPE.
- In the event a teacher develops Covid-19 symptoms whilst working, they will be provided with a mask to safely exit the building and advised to return home immediately.
- They will be reminded of NHS guidelines regarding isolation and personal care and not allowed to return to teach until the isolation period is over and they are no longer symptomatic.
- The Government encourages staff and children attending an Education or Childcare setting after June 1st 2020 to get tested if they display symptoms of Coronavirus.
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.
- The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Staffing Plan

- Our teachers will only attend a course if they are symptom free, have completed the required isolation period and achieved a negative test result.
- Teacher temperature checks will also be taken on arrival to work.
- Teachers will avoid physical contact with each other including handshakes, hugs etc.
- If teachers have to use public transport, on their journey to the venue, appropriate social distancing will be practised.

For your information you may like to look at the following government guidance;

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19> .

We will be following this guidance along with the policies stated above. All will be reviewed in line with any future government advice.

Stay safe,

Abbi and Zoe