

Funtime Dance and Drama

PROCEDURE: COVID-19 SITE MANAGEMENT		
Date Adopted:	Date of last review:	To be reviewed next before/on:
22 nd September 2020	17 th May 2021	21 st June 2021
<p>PURPOSE AND STATEMENT:</p> <p>Funtime Dance and Drama is committed to ensuring the health and wellbeing of all students, staff and volunteers and will continue to follow the advice of the UK Government, NHS, Public Health England and our local Health Protection Team.</p>		
<p>DISTRIBUTION:</p> <ul style="list-style-type: none"> - To ensure distribution to all freelance staff (teachers and admin) and volunteers - To distribute appropriate sections to parents and customers as needed 		
<p>REVIEW AND MONITORING OF PROCEDURE:</p> <p>Funtime Dance and Drama will continue to review and update this procedure as more information becomes available.</p> <p>Monitoring is part of management procedure and will be enforced by all staff.</p>		
<p>THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:</p> <ul style="list-style-type: none"> - The welfare of Funtime Dance and Drama students, staff and volunteers is paramount - All staff and volunteers are responsible for ensuring this procedure is followed - Funtime Dance and Drama is committed to following the advice of the UK Government, NHS and Public Health England 		
<p>SITE MANAGEMENT:</p> <p>Fleet Methodist Church Max Teacher: Student Ratio = 1: 9 in the hall (small)</p> <p>The Harlington Max Teacher: Student Ratio = 1: 10 in the dance studio</p> <p><u>All current social distancing measures will be implemented throughout this procedure.</u></p> <p>Students will attend in consistent groups not exceeding the maximum studio/hall capacity. Spaces/touch points will be cleaned where necessary between group's use.</p> <p>By booking a class or term of classes parents and students agree to follow current government guidelines including not attending if a person in their household has any symptoms or has been told to self-isolate. Parents must agree to inform Funtime Dance and Drama if the student or accompanying parent/carer develops symptoms within 48 hours of attending a class and must not bring their child to class until further advice has been sort from NHS & PHE sources. Funtime Dance and Drama and the venue will follow advice from NHS, PHE and local authority regarding informing other attendees and temporary suspension of classes to carry out deep cleaning.</p>		

Children may supply their own PPE equipment, but it is not the responsibility of teachers to ensure it is used or worn correctly. It is not to be worn during physical activity.

Parents/carers may be allowed on site to accompany their child to the studio/hall and wait in a designated waiting area if available or outside the building if not. If on site this is limited to one adult per student. All adults (unless exempt) must wear a face covering and follow Covid safety precautions set out by the venue in line with current government guidelines including social distancing.

Upon arrival at the venue, all students and parents/carers are to follow venue procedures including washing/sanitising hands, wearing face coverings (adults only) and current social distancing rules.

Any student with a fever or symptoms on arrival or during class must be immediately isolated and collected by their parents.

Staff members and students of school age must maintain social distancing as far as possible. Younger children do not have to socially distance.

If sessions are longer than 45 minutes in length, there will be a staggered break to wash hands. Increased handwashing is encouraged particularly before and after eating or using equipment.

Breaks, moving to different spaces and the use of corridors and bathrooms will be closely monitored to ensure social distancing is always upheld. This will be through staggered breaks, toilet supervision and a one-way corridor system.

If a student is incapable of following new rules within the studio, Funtime Dance and Drama as mentioned in our student behaviour policy, has the right to remove the student from classes. This will be on a case-by-case basis and no refund will be offered.

TEACHER/VOLUNTEER PROCEEDURE:

All teachers and volunteers must immediately wash their hands upon arrival at site. They must also do this between every class.

Teachers and volunteers are expected to assist with student handwashing between lessons and any cleaning of equipment and touchpoints during changeover.

During operation, any touch points in the communal space for adults must be cleaned between groups. Teachers must clean before and after use of the toilets and any other touch points must be wiped with antibacterial wipes/sprays.

If teachers/volunteers are teaching at schools other than Funtime Dance and Drama, a log of these sessions must be kept in order to assist NHS track and trace and Funtime Dance and Drama in safeguarding students.

If a student or accompanying parent/carer disregards social distancing rules, or any other rule implemented by Funtime Dance and Drama to safeguard students, site management must be immediately informed.

Teachers and Volunteers are expected to follow other Funtime Dance and Drama procedures, social distancing and NHS guidelines to avoid spreading the virus including washing hands before/after eating and reporting any potential symptoms/confirmed diagnoses to the office as a matter of urgency.