

## Funtime Dance and Drama

<b>PROCEDURE: COVID-19 SITE MANAGEMENT</b>		
<b>Date Adopted:</b>	<b>Date of last review:</b>	<b>To be reviewed next before/on:</b>
22 <sup>nd</sup> September 2020	27/10/2020	12 <sup>th</sup> December 2020
<p><b>PURPOSE AND STATEMENT:</b></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><b>DISTRIBUTION:</b></p> <ul style="list-style-type: none"> <li>– To ensure distribution to all freelance staff (teachers and admin) and volunteers</li> <li>– To distribute appropriate sections to parents and customers as needed</li> </ul>		
<p><b>REVIEW AND MONITORING OF PROCEDURE:</b></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><b>THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:</b></p> <ul style="list-style-type: none"> <li>– The welfare of Funtime Dance and Drama students, staff and volunteers is paramount</li> <li>– All staff and volunteers are responsible for ensuring this procedure is followed</li> <li>– Funtime Dance and Drama is committed to following the advice of the UK Government, NHS and Public Health England</li> </ul>		
<p><b>SITE MANAGEMENT:</b></p> <p><b>Fleet Methodist Church</b> Max Teacher: Student Ratio = 1: 9 in the hall (small)</p> <p><b>The Harlington</b> Max Teacher: Student Ratio = 1: 8 in the dance studio</p> <p><b><u>All current social distancing measures will be implemented throughout this procedure.</u></b></p> <p>Groups of no more than 15 students will be supervised by 1 or 2 teachers. For the purposes of child-friendly and age appropriateness Funtime Dance and Drama will call these groups “bubbles”. There is to be no cross contamination between bubbles as students will not mix and spaces will be deep cleaned between group’s use.</p> <p>To attend classes, parents must agree to a health questionnaire to confirm no one in the household has any symptoms or has been told to self-isolate. Parents must agree to inform Funtime Dance and Drama of any changes to this and must not bring their child to class until further advice has been sort from NHS &amp; PHE sources.</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.

No parents/carers will be allowed on site unless they fall in to one of the following categories (they must use the designated waiting area, following Covid safety precautions and be agreed with Funtime Dance before attending):

- 1) Their child attends a 'Tots and Preschool Dance' classes.
- 2) Their child (of any age) has a medical condition or additional need that requires them to be on site.
- 3) Their child is attending their first trial lesson with us.

All others must drop off and collect at separate entry points, to be allocated in writing before the course begins. Staggered drop off and collection times to ensure no over-crowding, and 2m markers will be laid out to ensure any queuing results in social distancing.

Upon arrival at the venue, all students are to immediately wash their hands. Students should arrive in uniform including dance shoes that must be worn.

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

Students will be then taken to the space used for their classes where they will have been allocated a 2m<sup>2</sup> (or more) space to use throughout their session. An example of this (including safe spaces to walk) is included as appendix 1 of this document.

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.

Any student/teacher or family member who is tested positive for COVID-19 up to two weeks post event dates must immediately inform Funtime Dance and Drama management. The bubble that is affected will immediately be notified including students/parents/teachers. Should this occur while classes are running, the bubble affected will be shut down, and spaces deep cleaned immediately follow government guidance "COVID-19: cleaning in non-healthcare settings".

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 for the prescribed 20 second period 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 deep cleaning during changeover.

During operation, any communal space for adults must be cleaned down between teachers of separate bubbles groups. Where resources are available, staff must use separate equipment.

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 breaks new 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 procedure, 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.

## APPENDIX 1.

Not to scale.

