

## 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	4 <sup>th</sup> January 2022	4 <sup>th</sup> June 2022
<b>PURPOSE AND STATEMENT:</b>  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.		
<b>DISTRIBUTION:</b> <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>		
<b>REVIEW AND MONITORING OF PROCEDURE:</b> Funtime Dance and Drama will continue to review and update this procedure as more information becomes available.  Monitoring is part of management procedure and will be enforced by all staff.		
<b>THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:</b> <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>		
<b>SITE MANAGEMENT:</b>  <b>Fleet Methodist Church</b>  <b>The Harlington</b>  <b><u>Funtime Dance and Drama will adhere to any instructions put in place by the venues. These will be distributed to it's teachers and pupils prior to attendance.</u></b>  Students will attend in consistent groups. Registers of attendees will be kept.  By booking a class or term of classes parents and students agree to follow current government guidelines including (but not limited to) not attending if they are: Covid positive, are awaiting results of a Covid test, have any symptoms or have been told to self-isolate. Staff and parents should seek advice from NHS and PHE, following guidance for reporting close contacts within 48 hours of attending a class. In the case of a recognised outbreak / cluster of cases 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.		

Upon arrival at the venue, all students and parents/carers are to follow venue procedures including washing/sanitising hands and wearing face coverings (adults only) when moving through the building.

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

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/sanitise their hands upon arrival at site. They must also do this between every class. Staff are to follow venue procedures including washing/sanitising hands and wearing face coverings (adults only) when moving through the building.

Teachers and volunteers are expected to assist with student handwashing/sanitising between lessons and any cleaning of equipment and touchpoints during changeover. Best practice continues to be for single use props and equipment for each group.

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

Teachers and Volunteers are expected to follow all Funtime Dance and Drama procedures, those of the venue and NHS guidelines to avoid spreading the virus including reporting any potential symptoms/confirmed diagnoses to PHE and the office as a matter of urgency.