



COVID-19 POLICY

ASHFORD

August 2020

The Purpose of this policy:

- To protect our pupils and their families, as well as the staff that work for us.
- To provide parents and staff with the procedures that we have put in place to ensure classes are safe and compliant with government Covid-19 guidelines.

Before arriving to class:

- If your child / yourself (adult participants) are feeling unwell with any form of illness they/you should not attend the class.
- Parents of younger students must please ensure that their children understand social distancing before attending classes.
- All students should arrive dressed ready for their dance class, with a simple layer of clothes over the top to remove if necessary and a change of shoes. Belongings brought to class, including their own bottle of water, should be kept to an absolute minimum and kept in a named bag.

Arrival at Class:

- Only one parent should be present for drop off please to help observe social distancing and will not be able to enter the building. Parents are please asked to wear a face-mask (unless exempt for medical reasons) when dropping off their child(ren).
- Hand sanitiser will be available on entry.
- Parents are kindly asked to drop their child off 5 minutes before their class time at the main entrance of the building eg. 4.55pm for a 5pm class. A DBS-checked member of staff will then look after them and take them to the studio for their class. ALL pupils must adhere to their allocated drop off time to ensure social distancing can be fully observed and each class bubble is kept.
- Pupils will have their temperature taken when signed in. Anyone recording a temperature of 37.8^oc or over will not be permitted to stay for class.
- All students aged 11 years and over are required to wear a face mask (unless exempt for medical reasons) in the communal areas of the building.

During Class:

- Class sizes will be restricted in size according to the studio size and type of class to adhere to current government guidelines, allowing a minimum of 2m² space for all pupils and where possible a larger space.
- Once taken to the studio pupils will have an allocated space to put their belongings separately from others, and will be asked to sanitise their hands using the sanitising station upon entering the studio.
- The studio has been clearly marked (both barres and on the floor) to show appropriate social distancing. Teachers will also guide students on distancing and will adapt their teaching to allow for this (eg. see an exercise in smaller groups where more travelling is required).
- Teachers will also maintain social distancing from pupils and no hands-on correction will be used.
- Use of shared props and contact partner work will not be permitted. Only necessary equipment eg. mats will be used, and equipment that is used will be sanitised after each use. If props are required pupils will be asked to bring their own.
- Bare feet will not be permitted in class, and no outdoor shoes should be worn into the studio. Students should always bring a change of shoes.
- No classes will be allowed to be observed by an audience.
- If students require the toilet during class, this will be on a 'one in, one out' system and will be instructed to wash their hands before returning to the studio.

After class:

- All students will be asked to collect their belongings and will be accompanied from the studio to the exit where they will be signed out by a member of staff.
- There will be a 15 minute break in between each class (with the exception of classes which run one after the other with the same group or 'bubble' of pupils in) to allow for staff to clean the studio in between classes and a safe changeover of classes.
- Parents should arrive promptly at class finish time and as for drop off only one parent should be present for collection. ALL pupils must adhere to their allocated pick up time to ensure social distancing can be fully observed and each class bubble is kept.

Cleaning and Hygiene:

- Teachers and other staff will be following strict cleaning procedures:
 - They will wipe down and disinfect barres, door handles and other high-touch surfaces between each class.
 - Ensure the premise has appropriate and additional cleaning procedures in place.
 - Ensure there is an ample supply of antibacterial hand soap, hand sanitiser and paper towels for use.
 - Ensure there is a supply of PPE for when it is required.

Face coverings:

- All pupils over the age of 11 years will be required to wear a face mask whilst moving around the building, and that parents also wear face covering when dropping off and collecting pupils, unless exempt for medical reasons.
- It is recommended that students do not wear face coverings during class. The World Health Organisation advises against the wearing of face masks whilst exercising as it makes it difficult to breathe and in addition if students get hot and the face mask becomes damp from sweat it will become ineffective and promote the growth of microorganisms.

If a pupil begins to feel unwell or shows Covid-19 symptoms during a class:

- The student will be removed from the class immediately and a parent will be called to come and collect them. They will wait in isolation with a member of staff until collected and if displaying Covid-19 symptoms will be advised of the stay at home guidance and must not return to the studio until after their period of self-isolation.
- The group would then be removed from the studio and both the studio and waiting areas would then be deep cleaned before the spaces are used again.
- Parents of children in the class will be advised of a possible case via the NHS 'Test and Trace', and if a case is confirmed, we will follow Government guidance.
- We will keep the names and contact numbers of those attending each class, and would in the event of being contacted by 'Test and Trace' be legally obliged to disclose these if necessary.

Staff:

- All staff have been instructed in our Covid-19 policy.
- All staff are DBS-checked.
- There will always be at least one trained first-aider on site at all times.