

BUNTINGFORD SCHOOL OF DANCE Ltd

PROCEDURE: COVID-19

Date Adopted:	Date of last review:	To be reviewed next before/on:
1 August 2020	17 th May 2021	21 st June 2021

PURPOSE AND STATEMENT:

BSD Ltd 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 and the NHS. The current advice is found at;

www.Gov.uk/coronavirus

DISTRIBUTION:

- To all permanent and freelance staff, students and their parents/guardians and all other stakeholders

REVIEW AND MONITORING OF PROCEDURE:

BSD 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.

THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:

- The welfare of BSD students, staff, parents/guardians and any other stakeholders is paramount
- All students, staff, parents/guardians and any other stakeholders are responsible for ensuring this procedure is followed
- It is the role of every BSD stakeholder to minimise the risk of spreading COVID-19
- BSD is committed to following the advice of the UK Government, NHS and Public Health England

All Teachers/Staff/Students/Parents and all other Stakeholders must;

1. Follow the government guidelines at all times, these can be found here; www.gov.uk/coronavirus
2. RULE OF 6 – Adhere to the “Rule of 6” at all times if socialising in the venue car park/communal spaces and ensure all social groups are no more than 6 people.
3. Maintain the advised 2m separation from contacts at all times, wherever possible.
4. Do not attend classes if they have any of the Covid-19 symptoms as given on the Government website or any of the following symptoms; coughing, difficulty in breathing or sweating/fever.
5. Do not have physical contact with others outside your ‘group’, such as handshakes, hugs, etc
6. Follow the Government regulations re. self-isolation for 14 days, when;
 - a) returning from a country which is on the Government’s ‘self-isolation’ list
 - b) you have been contacted by Test & Trace and advised to do so
 - c) you have been in close contact with someone who has tested positive for Covid-19
7. Stick to rigorous hygiene standards, including washing hands regularly for 20 seconds minimum, and endeavouring not to touch eyes, nose and mouth.
8. Any contaminated PPE, tissues or clothing must be taken home and disposed of/washed as appropriate.
9. Ensure BSD has accurate up to date contact details, in particular a telephone number which can be used while classes are taking place.

BSD Dance Class Specific Procedures which MUST be followed;

1. A one-way system will operate. The main front door will be the entrance and the side door will be the exit. Only students will be allowed to enter the hall, where the younger students will be met by their teacher. Parents/guardians should see their child in the door and must go and wait outside/in their car. Nobody other than the student may enter the building or use its facilities. (For very young/uncertain children perhaps attending a class for the first time, an adult will be allowed to come in with them wearing a mask or face covering, but will then need to watch from side as directed by the teacher.
2. Anyone who does come into the hall, who is NOT attending a dance class and is over the age of 11 MUST wear a facemask.
3. Adults in Adult Classes may remove facemasks to participate in the class.

4. At Great Hornead Village Hall the entrance to the car park is via the main road, and the exit is via a second gate.
5. Students must use the hand gel before and after classes.
6. No parents/friends/siblings may enter the building or use its facilities (see No. 1 above)
7. Students are to arrive already changed into their uniform, with a tracksuit or onesie over the top, or similar (something which is easy for them to manage to change out of and into themselves). There will be no access to the changing rooms
8. Pupils are advised to wear extra base layers/leggings/dance leg warmers to keep warm as doors will remain open for ventilation.
9. Students must use the toilet at home just before coming to the class in order to reduce the need to use the toilet at the hall to an absolute minimum
10. Students must ensure all uniform/clothing/belongings is very clearly named.
11. Students must bring their own bottle of water, if required. There is no access to drinking water in the hall.
12. Dance Shoes MUST be worn – no student will be permitted to dance in bare feet. If a student does not have dance shoes they will not be able to participate in the class.
13. The timetable will include breaks in between classes in order that numbers can be controlled in accordance with distancing regulations
14. Staff will use disposable gloves and sanitising cleaning products to deep clean the toilet in between classes
15. If props or the ballet barre are used teachers will deep-clean these with the sanitising cleaning product provided
16. The 2nd-hand dance uniform supplies system is not currently available
17. Payment of fees must be on-line, via BACS or Standing Order - Cash will not be accepted for either payment of fees or for purchase of dance uniform
18. All stakeholders are advised not to raise voices. Teachers are advised to distance as much as possible (teaching from the stage or one of the 2m boxes) whilst teaching classes, whilst still giving clear instructions. Teachers to wear facecovering/mask if moving amongst pupils.
19. Teachers are aware of how they are to adapt their classes to ensure distancing is maintained as much as possible.

Teachers/staff must;

1. Immediately wash their hands for the prescribed 20 second period upon arrival at the venue.
2. Use the cleaning products, disposable gloves and hand sanitizer provided to clean door handles, light switches (wipes only, no spray) and other high-contact points, prior to and following each class, including the toilet and hand-basin.
3. Wash hands between classes and before/after eating.
4. For the younger students, stand at the front door (wearing a mask/facecovering) and only admit students into the building - parents will be required to wait outside/in their cars (Caveat: See No. 1 in the Class Specific section above)
5. Ask all attendees to sanitise their hands with hand gel on arrival at the site.
6. Ensure students observe a one-way system to enter and exit the class, and supervise this for the younger students (entrance is via the front door, exit is via the side doors). If a one-way system is not possible, the 2metre distancing must be observed.
7. Pupils & staff to have fixed place in class each half term, this is to be recorded on a grid and a copy sent to Admin after the first class of term.
8. Staff to wear visors while teaching and masks if dealing with student directly eg if administering first aid.
9. Ensure floor tape is down to de-mark socially distanced squares for students to dance in. If floor tape is not down or available then floor spots should be used. These must be deep-cleaned after each class with the cleaning products provided.
10. Not share any equipment e.g. ipods/speakers/phones etc.
11. At the end of each class, supervise students to use hand gel just prior to departure.
12. Contact a parent/guardian immediately to come and collect a student if they suspect a student is unwell. The student should be kept well away from others at this time, and the area which was occupied by that student must be sanitised following the class.
13. Report any potential symptoms/confirmed diagnoses to Zoe or Philippa as a matter of urgency
14. Use the cleaning products, disposable gloves and hand sanitizer provided. Door handles and any other surface which has been touched must be deep-cleaned with the sanitising cleaning product provided.
15. Ensure doors and windows are open as much as possible for optimum ventilation

16. Adapt classes to ensure social distancing is maintained, teach from the stage whenever possible.
17. Remove rubbish from venue prior to departure, and dispose of at home. Any rubbish should be removed in a sealed bag/bin liner.
18. In the event that an emergency evacuation of the building is needed, the priority is to get the students out of the building.
 - The exit will be via the side doors and the muster point will be in the top right hand corner of the car park. Social distancing must be maintained if possible, but speed of evacuation in an emergency is paramount.
 - Teachers must take a register as soon as possible.

SITE/VENUE MANAGEMENT:

Teachers and all staff must ensure they have disinfectant spray/wipes before every session. If using from a central stock in a hall, when stocks are running low please advise Philippa/Zoe.

Teachers must also check the quantity of soap and paper towels in bathrooms and if supplies are low contact Philippa/Zoe

Teachers should check the prominent display of hygiene posters;

- “Catch it, Kill it, Bin it”
- Hand Washing Diagram
- Covid Secure

Teachers to contact the persons named above if these are not displayed