

COVID-19 PROCEDURE POLICY

Hertsmere Academy of Dance & Performing Arts

At Hertsmere Academy of Dance & Performing Arts we aim to maintain a secure, caring and stimulating environment in which children are encouraged to have respect for themselves and each other. Whilst our Terms & Conditions remain pertinent, it is necessary, in light of the Covid-19 pandemic, to make some additions/adjustments for the safety of all students and staff.

This document should be read alongside the Terms & Conditions.

Overview

Hertsmere Academy will continue to follow the current guidance given by the Government/relevant institutions and will up-date and change any procedures in the light of new information. Hertsmere Academy's decision will be final in all aspects relating to the safety and wellbeing of the students and staff.

Hertsmere Academy will be following the new guidance released on the 20th July by the Department for Education in regards to early year settings. Therefore, Hertsmere Academy will use 'Bubbles' for the early year classes. However, for those Pre-Primary and above (those unable to remain in the same bubble consistently – as in an academic institution) Hertsmere Academy feels social distancing is currently safer and this will allow students to also participate in alternative classes.

COVID-19 secure procedure being put in place:

Included (but not limited to):

1. Ensuring no one attends if experiencing COVID-19 symptoms or has been in contact with anyone that has.
2. Promoting regular handwashing in both staff and students
3. Introduce good hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning such as high-contact points
5. minimise contact between groups where possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Social distancing is still to be maintained (2m or 1m+ with risk mitigation) or as the current guidance states.

Arrivals, Departures and Moving Around

You should arrive at the venue **no earlier** than 10mins before the class time.

Currently it is not possible for venues to safely supply changing rooms or waiting areas. So we advise all students to **come dressed for class** where possible (outer clothes can be placed on top) and use the **toilet at home**.

There will be a designate **'Entry'** point and parents should socially distance in a queue with their child. Mask/face coverings are advised. (Please note that face coverings do not replace social distancing.)

We need 2 fully completed paper documents handed to the teacher upon arrival before a child can attend on the first day back, please have this ready to hand in:

1. Emergency form to ensure we have all the latest contact information
2. Covid Declaration form & release

Please wait for the teacher to escort the students into the building or studio. The teacher must dismiss the previous class and ensure cleaning has been done correctly before the next class can enter.

Masks/face coverings are lawfully, MANDATORY inside a venue. This is age and health permitting, however anyone not following the government guidance on this issue will be refused entry by the venue. Students will wear their mask/face covering until they are in their designated social distancing spot, then it can be removed before they begin.

Due to certain medical issues and unusual situations, temperature checks will not be compulsory. However, staff at Hertsmere Academy may carry out random temperature checks or to check on a student who looks unwell. The check will be carried out 3 times using a Non-Contact Thermometer and the student will be immediately sent home if the results are high.

Students will be expected to tell a member of staff if they are unwell and are exhibiting signs of Coronavirus/flu symptoms or any other illness.

Footfall within a building should be kept as low as possible to keep Covid secure. There is no need for any parent/carer to enter the venue unless their child is under the age of 5, whereby the parent needs to escort them to the studio OR they have special needs/requirements previously notified, in writing, to Hertsmere Academy. If a parent attends a class to settle in their 3-4 year old on their first day, then social distancing must be maintained and face masks worn.

A disinfectant spray (used for all surfaces including clothes) may be used if necessary (ie on the bottom of shoes).

At collection, the designated 'exit' must be used and students will file out one at a time to maintain social distancing. Again, there should be no reasons for parents/carers to enter the venue/studio and social distancing remains the parent/carers responsibility when waiting.

Students must have a responsibility for their own equipment (including bringing their own props) and make sure they are not shared with other students. We advise disinfecting once at home.

No shouting, raising of the voice will be permitted to prevent transmission.

Handwashing and Hygiene

Everyone must wash or sanitise their hands on entering the building.

Students will be expected to follow all hand washing and hygiene routines.

If older students/adults would like to bring their own small individual hand sanitiser to place near their social distancing spot in case they feel the need to use it, this will be permitted so long as they are using it sensibly.

We ask the students to follow the catch it, bin it, kill it procedure. If they need to cough or sneeze, they should use a tissue or the crook of their arm. Students will be reminded not to touch their face, mouth, nose or eyes while at Hertsmere Academy.

Should a child refuse to follow these routines, they will be requested to leave.

Toilets

We encourage students to use the toilet at home before attending the class.

Students will be supervised and encouraged to use toilets one at a time.

When a child has finished in the toilet, they **must** wash their hands.

We ask parents to encourage their child to have good handwashing techniques and a need for increased frequency of handwashing. Avoid touching the face and cough or sneeze into a tissue which should then be binned safely.

Social Distancing

For everyone to maintain safety in and around the building a face mask and social distancing are paramount.

Teachers will ensure that students, wherever possible, adhere to social distancing measures.

Students will have their own designated space in the studio, which they are expected to go directly to and nowhere else in the room. Students will raise their hand to indicate they need adult support.

We understand socially distancing may be difficult for younger children, they will be encouraged wherever possible to keep their distance from peers and adults, however, we understand this may not always be possible. However, older students that do not comply, will be asked to leave.

Venues

Hertsmere Academy of Dance & Performing Arts and the Venues that are used for classes, are doing everything possible to maintain safety standards. This is why there are strict rules in place, as it appears that some people refuse to follow Government laws/local safety policies, meaning everyone is more at risk and vulnerable to the COVID virus, which is still dramatically affecting the world. So, responsibility should fall on everyone to do their part to protect each other and respect that some people are anxious and vulnerable.

The venues and Hertsmere Academy are working together, at additional costs, ensuring COVID-19 secure procedures have been put in place:

Including (but not limited to):

- Thorough deep cleaning before reopening the venue for hire.
- Doors and windows will be left open to improve ventilation.
- All frequently touched surfaces and objects will be cleaned regularly i.e. during and after use. Venues have also bought new equipment specifically to sterilise surfaces.
- Have posters available to instruct good hand washing and social distancing
- Provide hand hygiene resources like soap.

All persons attending a venue must follow the current government guidance on social distancing in and around the venue.

Teachers & Staff

To protect all members of staff, they will be wearing a face mask or face shield for the duration of their time on the premises. Unlike academic schools, Hertsmere Academy will have different clients attending throughout the day, so it is critical that all staff members feel that they can safeguard themselves. Therefore, it is wise to notify your child in advance that their teacher may look slightly different than normal, so not to alarm them.

Track & Trace

All members of Hertsmere Academy of Dance & Performing Arts will need to complete and return a new Emergency form to ensure the latest contact information is held. Registers of attendance will also be kept by the teacher on arrival. This information will be used for Test and Trace whereby contact data may need to be shared.

Behaviour at Hertsmere Academy of Dance & Performing Arts

Teachers will want to be able to praise individuals for their good work, attitude and good behaviour and show recognition.

If a child's behaviour is deemed high risk (for example, refusing to adhere to safety measure such as hand washing, social distancing, remaining in their bubbles or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people) the following sanctions and disciplinary procedures could be used:

- Conversation(s) with student(s) which could include a verbal warning and other behaviour management strategies in line with our current Terms & Conditions.
- Once all appropriate behaviour management strategies have been exhausted, contact will be made with the student's parent/carer.
- If the health and safety of other students and staff members are put at risk by the student not adhering to social distancing measures, then the parent/carer will be expected to collect the student and their membership to Hertsmere Academy of Dance & Performing Arts may be suspended or revoked.

Vulnerable People & Adjustments On Returning

Individuals classed as vulnerable are advised to stay at home as much as possible and take precautions when going out to minimise contact with others outside their household. Hertsmere Academy cannot be responsible for categorising any individual as such and by students/adults attending, it is believed that they are aware of any risks to themselves and are satisfied to be there.

Hertsmere Academy of Dance & Performing Arts acknowledges that children will have had a range of different experiences during the lockdown period which may have an impact on their behaviour.

As a result of these varied experiences children may present with behaviour that is not usual:

- Anxiety; lack of confidence
- Challenging behaviour, fight or flight response
- Anger; shouting or crying
- Hyperactivity and difficulties maintaining attention

For some children, including those with attachment concerns or SEN, and especially those with autism, the change in routines and lack of familiarity will require additional adjustment. Therefore it may be better for these children to attend Hertsmere Academy of Dance & Performing Arts on a trial basis so that staff can evaluate their behaviour in line with the safety measures.

Hertsmere Academy of Dance & Performing Arts recognises that behaviour could be a sign that for some individuals there is an unfulfilled need and that the perceived behaviour is communicating that there are possible difficulties. Hertsmere Academy of Dance & Performing Arts will use reasonable endeavours to make the necessary adjustments to reduce the stimulus that may be triggering the challenging response.

Hertsmere Academy of Dance & Performing Arts are happy to discuss any matters or concerns that parents may wish to highlight with us before classes resume.

Final Words

These are early days and Hertsmere Academy hope that things will get better and return to normal soon. So, we do thank and appreciate all parents for persevering and cooperating with the changes that have had to be made, in light of Covid. It is obvious that classes maybe slightly effected as we get back into the swing of things and due to the restrictions, we will be re-working the syllabus/exams around social distancing. However, with a positive spirit, we can and will achieve, what we set out to do at the beginning of the year. Thank you everyone for your continued support.