**September 2020 COVID-19 Policy**

**The purpose of this policy:**

1. **To protect children who attend Calvella School of Performing Arts classes and their families, as well as the staff that work at the school.**
2. **To provide parents and staff with the strategies Calvella School of Performing Arts will adopt to ensure the classes are safe and compliant with government COVID-19 guidelines.**

Parents and Children

Before arriving at your class:

* Children must not come to class if they have a temperature or any other COVID-19 symptoms.
* Parents must explain and ensure their children understand social distancing before they attend the class.
* Parents should ensure children are wearing clean dancewear.
* Dance shoes must not be worn outside, please change into dance shoes once in the building.
* If a child feels unwell with any form of illness they should not be brought to class.
* Children should bring all their belongings in their Calvella dance bag that they are able to carry unaided.
* Children should bring: a large, filled water bottle
* All property must be clearly labelled.
* Siblings must have separate bags and water bottles

Arrival:

* Registration will be carried out by a member of staff
* Pupils must arrive on time; If you are late you may have to wait until staff is available to let you into the lesson.
* All pupils may be subject to a temperature check.
* Only one parent should be present for drop off.
* No parent or carer is to come into the building.
* No person or child is to come to site if experiencing symptoms of coronavirus/has been asked to self-isolate/ tested positive.
* Social distancing must be observed when queuing for class.
* Hand sanitiser will be available upon entry.
* Signs on hygiene and social distancing will be visible
* A member of staff will sign the children in and children will be sent to their pre-allocated numbers
* You must agree to collect a student should their bubble need to close at short notice.

Groups:

* Our classes will be reduced to ensure social distaining takes place within the studio.
* Teachers will run through group rules with children including: hand sanitising and social distancing.

Activities:

* For cutie class only soft toys will be used but will be washed weekly.
* Studios will be kept well-ventilated with windows and doors kept open where possible.
* All activities will be carried out following social distancing guidelines.
* Children will sanitise their hands before and after every session.
* All equipment, barres and benches will be cleaned down at the end of every lesson.

Hygiene:

* Teachers will have a ‘hygiene station’. This will include: hand sanitiser, antibacterial spray, cloths and antibacterial wipes.
* Teachers will also have a supply of PPE (disposable gloves, visors and masks) if they need to come into close contact with a child.
* Staff will reinforce the “catch it, bin it, kill it” message throughout the lessons and signs will be displayed around the studio to remind students of this.
* Used tissues to be placed in the toilet and flushed immediately.
* Pupils will only be allowed to go to the toilet one at a time.
* Pupils should sanitise their hands: on arrival at class and on departure. Students should wash their hands; after sneezing or coughing; after going to the toilet.

Cleaning:

* Soap dispensers will be checked daily to ensure they are full and working.
* Contact points, such as door handles, barres, benches, will be cleaned between classes.
* PPE used
* All equipment wiped down at the end of the day

First aid and medication:

* The teacher will be the designated First Aider.
* First Aiders will wear PPE when treating a child. If a child presents with symptoms during the class - The child will be taken to a specified area and the parents called to collect from the studio.
* Any child who shows symptoms should be tested as soon as possible and remain at home until test results are received.
* Parents of children in the same class will be advised of a possible case and if a case is confirmed, this will be reported to Public Health England and we will follow their advice.

Collection at the end of the class:

* Only one parent should be present for collection.
* Social distancing should be observed when queuing for collection.
* Parents will arrive at the studio and wait for their child outside in the car park.
* Parents MUST ensure social distancing can be fully observed while waiting to collect their child and they must leave the site straight away once they have collected their child.

Staff:

Before arriving at class:

* Staff should ensure they are well and they must not come if they have a temperature.
* Staff should wear clean clothes each day.
* Staff should ensure they bring a drink and keep this along with any other belongings in a bag.

Arrival at the venue:

* Staff should use the hand sanitiser to clean their hands on the way in.

During the lesson:

* Staff should wash hands after sneezing or coughing.
* Staff should use the hygiene stations and follow the same guidelines as the children as above.

After each lesson:

* Staff are required to clean barres, benches and equipment at the end of every session so it is left clean for the next session.

If a member of staff presents with symptoms while at the studio:

* The member of staff should go home.
* Any staff member who shows symptoms should be tested as soon as possible and remain at home until test results are received.
* Parents of children in the studio will be advised of a possible case and if a case is confirmed, this will be reported to Public Health England and we will follow their advice.

Leaving the venue:

* Staff should clean barre, benches, door handles and equipment at end of the last session.
* Staff should use the hand sanitiser to clean their hands on the way out.

The need to self-isolate:

* If a pupil has been asked to self-isolate or they or a member of their household shows symptoms of COVID-19 when they are due to attend the studio, they will not be able to attend.
* If a pupil or member of their household tests positive for COVID-19 while our class is running, you will need to notify us immediately and that student will no longer be able to attend.
* In the event of a pupil testing positive for COVID-19 within 14 days of taking part in our class, you must notify us immediately.