

# **Policies and procedures in order to deliver dance classes safely and according to the new government guidelines**

We have been researching, attending webinars and completing courses on how to prevent the spread of Coronavirus.

Please see our well thought through plan which will be put in place in order to minimise the spread of infection to all that attend classes. Safety is of most importance to us at Dance Dedication and we want to reassure you that we are doing everything we can to keep children and adults safe before, during and after classes.

All teachers have undertaken infection control courses and have taken additional training. They have been consulted and informed about the plans e.g. safety measures, reporting requirements, staggered arrival and departure times etc.

## **Risk assessment.**

We have risk assessments for every venue in which we will hold classes . Please go to our website to view the risk assessment specific to each venue. <http://dancededicationuk.com/policies-and-risk/>

## **Coronavirus guidance**

Please ensure you have read and understood the Coronavirus guidance on the Gov.uk website. In sending your child to classes you agree to follow the guidelines:

<https://www.gov.uk/coronavirus>

We ask that if your child or anyone in your household shows signs or symptoms of coronavirus that they stay at home and self isolate for a minimum of 10 days. Please do not bring them to their dance classes. More guidance is in the link above.

If your child has shown symptoms, has been tested and is positive, please advise Christina at Dance Dedication and let her know asap. As we are social distancing in class, no-one else in the class should have to self isolate. Although we understand that you may like to know if someone in the same class as your child has contracted the virus, so she will contact the parent/carer of the children in the same class as the infected child let them know to be safe.

If you/your child is classified as vulnerable, we ask that you shield and follow the specific medical advice given to you, therefore do not attend classes.

More information regarding Coronavirus and guidelines is in the link above and in the risk assessments.

**it is important that parents/carers ensure that their children have no symptoms of Coronavirus when sending them to class. The teacher will also check with the child or young person that they have no symptoms when they enter the building.**

**If a teacher of Dance Dedication has symptoms of Coronavirus and has taught your child within 48 hours we shall contact you asap. If they test positive we shall contact you and let you know.**

## **Entering and exiting the building- social distancing**

Parents will NOT be allowed in the building in order to minimise traffic and the spread of the virus.

Children (6+) and young people are to be dropped off by parents who should remain in their car and watch them walk to the entrance to be greeted by a member of staff. Parents of children aged 3-5 years are to park and walk their child to the entrance to be handed over to a member of staff (unless discussed otherwise in advance). The same goes for collection of children and young people, teachers will chaperone them to the exit where they will be collected either by parent waiting in car or younger children collected by parents maintaining the 2m rule.

**Please be punctual** in dropping off/collecting your child at the correct time. The teacher needs to have adequate time to clean in-between classes and allow time to bring the next class of children in. Most importantly, we need to avoid as much traffic as possible.

Please do not all crowd outside the entrance/exit areas but do keep your distance of 2 metres apart. Pupils will be expected to maintain this 2 metre distancing when entering the hall.

Pupils will need to enter and exit the building via different doors. There will be a one-way system inside the building. This is to minimise the amount of traffic. Please read on for entrance and exit details specific to the hall you are using.

Signs will be put up so you know where to enter and exit also.

#### Shelford Memorial Hall- Mondays

Pupils come in directly to the hall by using the double doors on the left side of the building as you look at it (next to the entrance we normally use). So entry will be straight into the hall. The exit door will be the double doors on the other side of the building.

#### Great Chesterford Community Centre Tuesdays

Pupils enter at the main entrance and walk along corridor to get to hall. Exit will be directly out of the hall into the gated garden by the car park.

#### Stapleford Pavilion Wednesdays

Pupils enter the building at the front entrance. They will exit directly out of the hall door.

#### Whittlesford Memorial Hall- Fridays and Saturdays

Pupils to come in the main entrance and go directly into the large hall (on the right). The exit will be the door out of the main hall which is along the right side of the building as you stand outside looking directly at it.

### **Space and social distancing in class**

#### **Socially Distanced classes**

We know the virus can transmit through droplets from the nose and mouth – it can linger in the air, fall to the ground and be transmitted by talking as well as touch and close contact. Masks and visors are not conducive to a dance and drama environment, therefore we need to apply social distancing rules in class. Pupils will be expected to stay at least 2m apart for high intensity classes. If one tests positive, the answer to Track and Trace's question of who have they been in contact with for more than 15 mins in a distance of less than 2m should hopefully be no-one. As such only the identified individual would have to isolate and not an entire bubble. With this in mind we have to be confident in maintaining social distance for this to work. As explained before, in order to be safe, Christina will contact you anyway if another child is taken ill in your child's class.

Young children are not good at judging distance and will need reminders about how to distance themselves.

To help with this pupils will have their own area marked out on the floor in which they will have to stay in throughout their class so they can sit/stand away from one another.. Pupils should stay in their designated spot at all times unless completely necessary.

Staff have discussed correction measures (where these would normally be done with considered physical contact) and delivering guidance at a distance.

#### **No changing inside of building**

Pupils are to arrive already in their uniform for classes. No changing facilities will be available in order to minimise spread of the virus. If pupils have more than one class and normally have to change uniform, as a temporary measure they will not have to change in between classes. E.g. if they have ballet and modern they can wear their black leggings/footless tights over their ballet tights and then take these off in between class inside the hall OR just wear ballet tights for modern.

#### **Minimum belongings brought to class**

Please minimise the amount of belongings needed in class. All pupils will need is a bottle of water, their dancing shoes and a jumper/jacket. Pupils will have their own individual space to leave their items which will be sanitised.

## **Toilet**

Please encourage your child to go to the toilet before class. We would like to avoid using the toilets if possible. If they need the toilet during class they will only be allowed to go one at a time. Surfaces and toilets will be cleaned in between classes if they have been used.

## **Class times**

Class times may be shorter in length so we have sufficient time in between classes to ensure the safety and wellbeing of all entering and exiting the hall. This is also necessary so that teachers have time to sanitise any surfaces that have been touched in between classes and complete all safety checks. We also need time to ensure that our registers are accurate and well documented so we you know who was there at what time on what day. If someone contracts COVID-19 we need to know when and who, so we can update those who were in the studio at that time. For the first week or so classes may finish slightly earlier as pupils will need to get used to the new routine and so that teachers have enough time in between classes for the changeover, thank you in advance for your understanding in this.

## **Cleanliness**

Students will be asked to clean hands before, during and after class with hand sanitisers provided by ourselves and/or the halls.

All common contact surfaces will be cleaned regularly such as doors, light switches, chairs, barres etc.

Props will not be used in order to avoid sharing or exchanging anything unnecessarily. If a teacher wants to include a prop in class it will be discussed before with the parent/carer beforehand where they will be responsible for providing their own prop and bring to and from class with them. Props will not be shared and your child will only ever use their own. An example of this are exercise bands used in the strength and stretch class.

Where possible doors will be propped open to minimise touching surfaces.

## **Footwear**

Footwear MUST be worn for all classes including modern unless the teacher specifies otherwise. Where there is time the teacher will clean the floor which will allow bare feet, however no student will be permitted to dance in bare feet if floor is not cleaned. Therefore please assume students need to bring shoes with them.) For now please can pupils wear ballet shoes or split sole jazz shoes for modern classes. Socks on the bare floor is not allowed as there is risk of slipping and injury. Do contact Christina if you need to purchase these.

Tap shoes- if your child cannot tie their own laces securely, please replace them with elastic so they are able to put on/take off their own shoes themselves. If they cannot do this with tap shoes, it is best they wear a suitable shoe they can put on their-self for the time being. E.g. ballet shoes, Velcro trainers.

## **Ventilation**

Where possible all spaces will be well ventilated, doors and windows will be opened frequently so that there is a maximum through flow of air.

## **Greeting one another**

Although it is really hard for any of us at this present time to resist hugging someone we haven't seen for a long time, dance is no exception. The children will be excited and the reason they come to dance is not only because they love it but because we encourage social interaction and we enable them to meet new friends and learn from each other. So, please make clear with your child that they are not able to hug their friends/teachers and do need to stay at a distance. I am sure in class we will have fun exploring some sort of gesture or movement that can be adapted and developed as a greeting to our friends.

## **Teaching and Learning**

Teaching strategies will be adapted. Working in pairs or small groups will be avoided at this time. Teachers have been discussing how to make classes fun and enjoyable working within a small space and have lots of ideas. Team work and interaction will be possible, but with social distancing.

## **Minis and Pre-primary classes (3-5 years)**

Although legally children under 5 years do not have to social distance, to be safe we would like to apply the social distancing rule for this age group also.

## **Fees and payment policy**

When registering your child for classes you agree to our terms and conditions. These have been updated and can be found here: <http://dancededicationuk.com/dd2015/wp-content/uploads/2020/08/DD-terms-and-conditions-update-for-COVID-19.pdf>. Our payment policy still stands and if you wish to terminate classes, we require half a terms notice (6 weeks) in advance. Fees will still be due if you fail to give advance notice. Please understand that overheads (hall hire, teachers, insurance and other expenses- such as COVID requirements) still need to be covered.

See below for updates, but do read the above link for the full terms and conditions and the payment policy.

Fees will be invoiced half termly as before. Our generous discounts will be also available again.

As stated in our previous policy, refunds are not provided for students' sickness, injury, school trips, holidays etc. This includes Coronavirus.

If classes are temporarily cancelled for any reason (1-2 weeks) we will offer a replacement class instead (in a hall or online) and no refund will be given. If a teacher at Dance Dedication contracts Coronavirus and has to self isolate, as well as letting you know, we will try our best to keep classes running with another teacher or classes will then take place via Zoom until normal classes can recommence.

If lockdown is reintroduced, classes will need to be held on Zoom for a longer period of time (3 weeks plus). If you are happy to continue classes via Zoom, fees that have been paid for that half term will go towards the Zoom classes at the same rate. (Zoom classes and face to face classes will be charged at the same price).

If you do not wish to have Zoom classes for this longer period of time, fees will be credited to your account for when normal classes can resume.

We will no longer be taking cash payments, therefore all payments must be by bank transfer.

## **Up to date information and your consent**

Please ensure the contact information you have provided Dance Dedication with when registering your child is up to date so we can contact you if we need to.

By sending your child to classes you also agree for us to contact you should we need to regarding whether anyone in your child's class should contact Coronavirus.

By sending your child to class you also consent for us to share your information to Track and Trace if needed.

Please follow the link and fill in a COVID-19 parent consent form.

<http://dancededicationuk.com/covid-19-parent-consent-form/>