

# somerset dance umbrella

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## COVID-19 SPECIFIC HEALTH AND SAFETY POLICY

This notice is to understand what we have in place to ensure the safety and wellbeing of our staff and students whilst they are in our care, in relation to the 2020 Covid-19 pandemic.

### HEALTH AND SAFETY OFFICER

Somerset Dance Umbrella Principal:

Sandra Davey  
Telephone: 0845 474 4700  
Email: somersetdanceumbrella@yahoo.co.uk

is the person responsible at our school for managing our health and safety policy and can answer any questions you may have.

### STAFF TRAINING

In addition to staff training in accordance with our Health and Safety policy, all staff at Somerset Dance Umbrella have undertaken the WHO online Covid-19 course, providing information about Covid-19 and how to minimise it's spread.

All staff have been consulted and informed about the plans (for example, safety measures, reporting requirements, timetable changes and staggered arrival and departure times), including safe practices in correction methods and delivering guidance at a distance.

### DATA PROTECTION

Somerset Dance Umbrella will need to collect consent from a parent / carer for all students taking part in classes at our school. Upon signing the consent form you are agreeing to tell us immedi-

ately if anyone in your household, yourself or your child are presenting symptoms of Covid-19, and that you will not bring your child to class. You also consent that Somerset Dance Umbrella is not responsible for any spread or contraction of Covid-19.

We will ask yours/your child's name and your signature.

Somerset Dance Umbrella is committed to protecting the privacy and confidentiality of its students. We do not sell personal data to any other organisation. The personal information held by Somerset Dance Umbrella about our students is the minimum necessary to facilitate the running of our business; such as contact details and examination history. Please see our Data Protection policy for more details.

## **STAFF RESPONSIBILITIES**

We continue to follow ongoing government guidance and therefore ask patience if our procedures have to change.

Our staff are committed to:

- Ensuring they are feeling well and if they begin to present symptoms alert the principal straight away, so anyone who they have been in contact with, can be contacted;
- Ensuring they are complying with government guidance and also this Covid-19 specific Health and Safety Policy;
- Keep ourselves clean and washing hands regularly;
- Alerting the principal if a child in their class begins to present symptoms.

## **STUDENT AND PARENT / CARER RESPONSIBILITIES**

If a student OR someone that they live with:

1. Is living with someone who has a confirmed case of Covid-19;
2. Has come into close contact (within 2 meters for more than 15 minutes) with someone who has a confirmed case of Covid-19;
3. Been advised by a public health agency that contact with a diagnosed case has occurred;
4. Is presenting symptoms themselves;

then they should under no circumstances be attending dance classes but should be observing government action of self isolation.

Where a student or staff member tests positive, the rest of the class will be sent home and advised to isolate for 14 days. The other household members of that wider class or group do not need to self isolate unless the student or staff member they live with in that group subsequently develops symptoms.

Any extremely vulnerable student (or students living with an extremely vulnerable person) should where possible be shielding and not be attending dance classes.

Somerset Dance Umbrella may be able to offer virtual classes so any of the above will not miss out.

## **ARRIVING AND LEAVING CLASS**

We encourage staff and students to utilise their own transport (not shared), walk or cycle to classes and where possible to limit the use of public transport. Where public transport must be used, we encourage staff and students to implement social distancing and wear face protection.

Parents / Carers should arrive at the building no more than 5 minutes before class is due to start, you will be given a specific time for your child's class. If you arrive early, we ask that you please wait in your car or outside.

One parent / carer may bring the student to wait outside of their lesson, an orderly queue should be formed at the door whilst implementing 2m social distancing, please do not congregate. We ask that students are dressed ready for class; outdoor shoes are changed at the door and the student may bring a small bag with clothing and a water bottle inside.

No student under the age of 12 should be dropped off and allowed to cross the carpark alone, any student being dropped off can be done so in the main foyer of the town hall.

Unfortunately for the time being no parent / carer will be allowed inside the classrooms. All students should be collected from class as soon as it has ended.

We are implementing a one way system in and out of the classrooms where possible and where we can't we have staggered start and finish times.

## **DURING CLASSES**

We will verbally check for any symptoms of Covid-19 from each parent/carer or student who enters the studio.

Students will be asked to clean their hands at the door with hand sanitiser provided, or else they must go straight to the toilet and wash their hands. We are encouraging staff and students to regularly wash their hands for at least 20 seconds; staff must do so in between each class.

Students will then be directed straight to their own box that has been marked out on the floor in order to maintain social distancing.

For most parts students will dance within their boxes, if a teacher decides to teach a travelling sequence the students will be directed clearly and will be kept socially distanced and not moving into each others slipstreams. Class numbers will be limited to allow for social distancing.

Teachers will ensure that the studio spaces are sufficiently ventilated, free of hazards, and sufficiently clean; no props or partner work will be used for the time being.

Class times are being staggered to allow less crossover of student traffic outside of class, but also so teachers can clean down and disinfect any contact points in between classes. The studios and

toilets will be cleaned once a day. Doors may be propped open to allow for ventilation if the weather is not too cold, anyone waiting should not just walk into their class.

Each studio has access to a separate toilet facility, students will be allowed to go one at a time and with one adult if they are under 5 years of age, but we do ask, where possible students go to the toilet before they leave home.

Lastly, if a student is injured during class and needs first aid, or if a student is upset and needs emotional support, a teacher will enter the student's 2m square to provide assistance. The teacher will not enter the box for more than 15 minutes and will wear protective clothing to do so.

## **PPE**

PPE will only be worn by staff when:

- A child presents symptoms and has to be removed from class and monitored by a staff member;
- If emotional or first aid support needs to be administered to a student or staff member. It has not been recommended for staff or students to wear PPE during exercise, the risk of not being able to breath adequately is deemed higher than the risk of contracting Covid-19.

We are committed to reviewing our policy and good practice annually.

The policy was last reviewed on: 14<sup>th</sup> August 2020

Name: Sandra Davey

Job Title: Principal and Teacher Signature: Sandra Davey