



SOPHIE GALLIE DANCE ACADEMY

@ The Firs School, Chester

SOPHIE GALLIE
Dance Academy

PROCEDURE: COVID-19 SITE MANAGEMENT

Date Adopted:	Date of last review:	To be reviewed next before/on:
20th August 2020	24/09/2020	01/11/2020

PURPOSE AND STATEMENT:

SOPHIE GALLIE DANCE ACADEMY 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, NHS, Public Health England and our local Health Protection Team.

The current (summarised) advice is:

- Educational settings are opening for all year groups in September
- OOSS can open from the beginning of the school summer holidays
- Social distancing is 2m (or 1m+ if 2m is not possible or with risk mitigation)
- Anyone who is showing symptoms of a cough and/or fever are to self-isolate for 10 days
- Anyone with confirmed COVID-19 or contact by track and Trace are to self-isolate for 14 days

When SGDA can provide in-person classes and workshops we intend to do so.

DISTRIBUTION:

- To ensure distribution to all permanent and freelance staff, board members and volunteers
- To distribute appropriate sections to parents and customers as needed

SGDA 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 SGDA students, staff and volunteers is paramount
- All staff and volunteers are responsible for ensuring this procedure is followed
- It is the role of every SGDA stakeholder to minimise the risk of spreading COVID-19
- SGDA is committed to following the advice of the UK Government, NHS and Public Health England

SITE MANAGEMENT:

Max Teacher: Student Ratio = 1:15

All current social distancing measures will be implemented throughout this procedure.

Groups of no more than 15 students will be supervised by 1 or 2 teachers. For the purposes of child-friendly and age appropriateness SGDA will call these groups "bubbles". There is to be no cross contamination between class bubbles as students will remain in consistent groups for each of their classes and spaces will be cleaned between group's use.

To attend classes, parents must ensure that their child and household has not been in contact with anyone showing signs of COVID-19 and that no one in the household has any symptoms or has been told to self-isolate. Children may supply their own PPE equipment, but it is not the responsibility of teachers to ensure it is used or worn correctly. It is not to be worn during physical activity.

No parents will be allowed on site, they must drop off and collect at separate entry points, to be allocated in writing before the course begins. Staggered drop off and collection times to ensure no over-crowding, and 2m markers will be laid out to ensure any queuing results in social distancing.

Upon arrival, all students are to immediately sanitise their hands and have their temperature taken through our infra-red thermometer. Student's should arrive in uniform and bring suitable dance shoes in a clearly named bag. Students are encouraged to arrive in private cars, or by walking or cycling.

Any child with a fever must be immediately isolated and collected by their parents.

Students will be given a plastic box and they are to put their personal items inside it, those will remain there throughout their session. Outdoor coats are to be left with their responsible adult as there will not be enough space inside the box. Students will be then taken to the space used for their classes where they will have been allocated a space to use throughout their session.

Students will be allowed to change shoes between sessions so that we can conduct lessons and activities. Students will be encouraged to sanitise their hands regularly.

Moving to different spaces and the use of corridors and bathrooms will be closely monitored to ensure social distancing is always upheld. This will be through staggered breaks, toilet supervision and a one-way corridor system.

If a student is incapable of following new rules within the studio SGDA as mentioned in our student behaviour policy, has the right to remove the student from classes. This will be on a case-by-case basis and no refund will be offered.

SITE MANAGERS:

Site managers must ensure they have disinfectant spray/wipes before every session, or purchase some with petty cash. Site manager must also ensure that they have the full PPE equipment provided by SGDA to be able to administer first aid.

All site management staff must immediately wash their hands for the prescribed 20 second period upon arrival at site and deep clean all rooms and equipment (if this is not done by the venue).

Site Managers then must use disinfectant spray/wipes to clean any high contact points if has not already been done by the venue, including (but not limited to):

- Door Handles
- Sinks, Taps and hand dryers
- Bannisters
- Equipment used in class

Site managers must also check the quantity of soap and paper towels in bathrooms and contact premises if supplies are low.

Site managers must ensure the prominent display of hygiene posters ("catch it, kill it, bin it" and hand washing diagrams).

Upon teacher arrival at site, site managers must ensure all teachers wash their hands and are temperature checked. Teachers must also be briefed daily and provided antibacterial spray/wipes and gloves if needed. They must also complete the staff health questionnaire.

Upon student arrival at site, site managers must ensure all parents complete the student health form via the QR Code before allowing their child(ren) on to site. Attendees then must wash their hands and temperature checked.

Site managers must ensure teachers are regularly washing their hands, especially when handling SGDA, venue and personal equipment.

Site Managers must also wash their hands at regular intervals, no less than between each class or moving between student groups. This includes while moving between classes to supervise.

Site Managers must also wash their hands before/after eating.

Between each class site managers must again deep clean any space used and use disinfectant spray/wipes to clean any high contact points, including (but not limited to):

- Door Handles
- Sinks & Taps
- Bannisters
- Equipment used in class

Site Managers are expected to ventilate classes as much as possible, including opening doors and windows to encourage air flow.

If a student is incapable of following social distancing guidelines or any new rules established to make SGDA COVID-19 secure, the site manager must use their discretion in order to control the situation. This could include behaviour management and/or result in the child's removal from courses. In this instance management must be continuously updated.

Site Managers are expected to follow other NHS guidelines to avoid spreading the virus including washing hands before/after eating and reporting any potential symptoms/confirmed diagnoses to the office as a matter of urgency.

TEACHER/VOLUNTEER PROCEEDURE:

All teachers and volunteers must immediately wash their hands for the prescribed 20 second period upon arrival at site. They must also do this between every class.

Teachers and volunteers are expected to assist site managers with student handwashing between lessons and cleaning during changeover.

If teachers/volunteers are teaching at schools other than (COMPANY NAME), a meticulous log of these sessions must be kept in order to assist NHS track and trace and (COMPANY NAME) in safeguarding students.

If a student breaks new social distancing rules, or any other rule implemented by SGDA to safeguard students, site management must be immediately informed so a log of this can be made.

Teachers and Volunteers are expected to follow other SGDA procedure, social distancing and NHS guidelines to avoid spreading the virus including washing hands before/after eating and reporting any potential symptoms/ confirmed diagnoses to the office as a matter of urgency.