

Covid-19 Policy – March 2021

COVID-19 HEALTH AND SAFETY GUIDELINES

Out-of-school-setting (OOSS)

Based on the government's advice and recent guidelines, Locomotion Dance Studios have made some changes to ensure we continue to operate safely. Please ensure you have read, understood, and comply with this policy.

If you have any questions, please do not hesitate to contact me. Thank you.

This Covid-19 Policy is available on our website www.LocomotionDance.co.uk

Page No.	Content
2	What Your Dancer Needs For Lessons

Effective Infection Protection & Control

3	Risk Assessment
	Personal Hygiene
	Social Distancing
4	Entrances and Exits
	Cleaning
	Toilet Usage
	Equipment
5	Other
	Group's
	Staff and Volunteers
	PPE
	Face Coverings
6	Symptoms and Travel
	NHS Test and Trace
	Should Someone Begin to Show Symptoms in Lessons

Safeguarding, Wellbeing and Support

7	Safeguarding, Wellbeing and Support
	Supporting a Child's Wellbeing
8	Supporting Adults Who Are Working From Home
	Resources To Help Children Learn About Coronavirus And How To Keep Themselves And Others Safe
	Conclusion
	Useful Links

Covid-19 Policy – March 2021

What Your Dancer Needs for Lessons

- Hair: Neatly tied up in a pony tail, in a bun, or French plait.
- Uniform: Full uniform for every lesson. Details are available on the website.

A small bag (or one of our personalised dance bags) which can accommodate the following:

- ✓ **Their own hand sanitiser**
- ✓ **Water bottle x2** – The kitchen facilities are closed and therefore, your dancer will not be able to fill up their water bottle or have access to a cup. Please ensure they have plenty of bottle water.
- ✓ **Dance shoes**

- Dancers will not be allowed to participate in lessons with bare feet, trainers or outdoor footwear. Dancers must wear the appropriate footwear for each subject.
- All footwear is available to purchase through us.
 - Pink ballet, black theatre craft, Grade 3 heeled characters, and jazz shoes.
- Dance Club – black theatre craft shoes; available to purchase through us.

⌚ [Grade 1 – Grade 3 Classes Only] – A yoga mat for floor work

- To prevent infection, it is suggested your child brings their own mat to class as opposed to using ours.
- Please go to www.smile.amazon.co.uk (this way some of the money goes to charity), and type in the product code **B00U05TQ1Y**
 - These are the same mats we use in class for limbering and strengthening exercises; the mats protect the dancer's spine against the floor. If you could please purchase purple too in line with our uniform, this will ensure we have continuity throughout the school. Thank you!

New Uniform

As you read through this document and see the Covid-Secure measures we have put in place, fitting uniform in the Welcome Room / Kitchen Areas is not possible as it previously has been. If your dancer needs new uniform, please let me know and we will arrange a fitting.

[Thank you for your support.](#)

Covid-19 Policy – March 2021

Risk Assessment

The most recent risk assessment was completed on 22nd February 2021, which reflect the changes necessary due to Coronavirus, such as extra cleaning, staggering lessons, smaller group sizes etc. The risk assessment is available for you to view upon request and is suggested to be used alongside this guidance. Customers, staff and contractors will be directed to this guidance via the website prior to and upon arrival.

Effective Infection Protection & Control

Personal Hygiene

- We have developed a strict cleaning routine along with hand washing and hygiene procedures, signage and details of which are around the building, at sanitiser stations, and in the bathrooms.
- We encourage good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Hand sanitiser stations are present throughout the building, and we provide a small bottle of hand sanitiser in each dancer's 'area'. We actively encourage attendees to sanitise upon arrival, regularly throughout their time with us, and when leaving the building.
 - ✓ Your dancer should have their own in their dance kit as a spare and ease of access.
- Face Masks – please see the face coverings section of this document.
- Dance shoes – children will not participate in lessons with bare feet. Dance shoes must be worn.

Social Distancing

- Signage for social distancing is clearly visible throughout the building.
- Attendees and visitors must comply with social distancing as detailed by the floor and wall markings. It is the responsibility of parents/carers to ensure their child complies with social distancing whilst arriving, waiting and leaving lessons.
- Participants dance in their own 2.5m squared 'box/area' which has at least a 0.5m distance between each area/participant. Dancers are kept at least 2m apart whilst moving around the building.
- The Welcome Room (kitchen) is closed. There are no tea or coffee facilities or communal seating.
- We have reduced our class sizes to comply with social distancing and group sizes.
- We have amended the timetable and implemented a 15-minute change over time between groups for cleaning and to prevent children, parents or carers waiting in large groups, thus preventing overcrowding.
- We have reduced contact between parents and carers by staggering the lesson times and by limiting one parent/carer per family, when dropping off and picking up their children.
 - ✓ Please only arrive 5 minutes before the start time of your class as your dancer will not be allowed into the building any earlier.

Covid-19 Policy – March 2021

Entrances and Exits

- Parents/Guardians must not enter the building unless in case of emergency due to occupancy levels.
- Only lesson participants and chaperones can enter the building. Please allow your child to enter on their own; spectators in lessons are prohibited.
- To enter the building – please observe social distancing and line up outside the main door.
- Following your dancers lesson, they will exit through the fire exit. Whilst waiting for your child, please observe social distancing and line up to the side of the fire exit.
 - **Epworth Hub** (line leading to the right of the fire door). **Whiston** (leading down the window side of the hall). **WWS** (towards the front car park). **West Butterwick** (line leading onto the field).
- Those who require disabled access will have staggered entrance and exit times via the main door.

Cleaning

- Sufficient changeover time has been allocated between different groups to allow for cleaning.
- We have implemented a strict cleaning routine of objects and surfaces that are touched regularly, including ballet bares, touch points, walls and floors in circulation routes (corridors, lifts, foyers, landings, stairs, lobbies etc).
- Following each class, the floor is sanitised, mopped and dried in preparation for the next lesson.

Toilet Usage

- Each group uses a separate toilet. We limit the number of children using the toilet at any one time.
- Toilets are cleaned prior to and after each group's lesson.
- Good hand hygiene is promoted. Children are reminded to sanitise their hands after using the toilet.

Equipment

- We strongly suggest dancers bring their own mats as detailed within the '*What Your Dancer Needs For Lessons*' section of this policy. If you decide to use our mats, you understand you are doing so at your own risk in-light-of Covid-19. It is also your responsibility to clean the mat before and after use.
- Whilst attending lessons please not share equipment such as paper, pens, scripts, props etc.
- If equipment cannot be cleaned after each use such as scarves or pom-poms, they will not be used.

Other

- We will maintain good ventilation by opening windows and doors frequently.
- We will continue to use technology (emails and Facebook) to communicate with parents and carers.
- Contactless payments are encouraged where possible however, if essential, cash is accepted.

Covid-19 Policy – March 2021

- Avoid using public transport. Ideally, walk or cycle where possible. Avoid car sharing.
- Bottled water only, which is not to be shared. No food allowed.
- Live performances are postponed until further notice.

'Groups'

Decisions on group sizes has been determined based on:

- the current government guidance on social distancing (no more than 15 children per group).
- the age and ability of the children in attendance to maintain social distancing.
- nature of the activity and the size/layout of the premises.

Staff and Volunteer's

- We have designated timetabled chaperones who act in loco parentis whilst your child attends lessons. Chaperones hold a valid DBS and Chaperone Licence issued by their local council.
- Appropriate staff:child ratios.
- The Designated Safeguarding Lead (DSL – Level 3) is Alexandra Earnshaw.
- Those with first aid training (level 3) are Alexandra Earnshaw, Lisa Capp and Evie Duke.

Personal protective equipment (PPE)

- PPE (facemask, gloves, apron) are used when an accident/injury has occurred or when changing a child who has wet/soiled their pants; this will continue.
- PPE will be worn when a 2-metre distance cannot be maintained from any child, young person or other learner whether displaying coronavirus symptoms or not.

Face Coverings

As stated by the World Health Organization, "People should NOT wear masks when exercising, as masks may reduce the ability to breathe comfortably. Sweat can make the mask become wet more quickly which makes it difficult to breathe and promotes the growth of microorganisms". [Reference:](#)

- ✓ World Health Organization. (2020) *Coronavirus disease (COVID-19) advice for the public: Mythbusters*. WHO. [Online]. Available from: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters> [Accessed 12/08/2020]

Face coverings are required when entering, exiting, and in communal areas of the building for those over age 11,
but must not be worn whilst participating in lessons.

- Use hand sanitiser before putting a face covering on, and after removing it
- Avoid touching your face/face-covering, as you could contaminate them with germs from your hands
- Change your face covering if it becomes damp or if you have touched it
- Continue to wash your hands regularly

Covid-19 Policy – March 2021

- Change and wash your face covering daily. If the material is washable, wash in line with Manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.

Symptoms & Travel

- If someone in your household is showing symptoms of Covid-19, do not attend the school or enter the building. You are advised to self-isolate and inform us that you are self-isolating.
- We have the right to refuse entry to anyone who attends if they are displaying Covid19 symptoms, and no refunds will be eligible.
- If you have recently travelled abroad, please do not attend the studios for at least 10 days.

NHS Test & Trace

In line with government guidance, we will collect data on each attendee (name, contact number, date and times of entry and exit) so that each person could be contacted if there is a case of COVID-19 connected to Locomotion Dance Studios. This will be achieved by taking our digital registers at the start of class.

Should Someone Begin to Show Symptoms in Lessons

If anyone becomes unwell with a new, continuous cough, high temperature, has a loss of, or change in their normal sense of taste or smell, they will be sent home, advised to self-isolate and arrange to have a test.

Covid-19 symptoms which may occur in children include:

* * A rash	* * Red eyes	* * Joint pain	* * Vision problems
* * Red, cracked lips	* * Swelling of the feet/hands	* * Dizziness	

- If a child is awaiting collection indoors, they will be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision; a window should be opened for ventilation. If awaiting collection outdoors, the child and adult will move to an area at least 2 metres away from others. If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom, which will be cleaned and disinfected using bleach before being used by anyone else.
- PPE will be worn by staff caring for the child while they await collection.
- In an emergency, Locomotion Dance Studios will call 999 if the participant is seriously ill, injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital unless advised to.
- If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive. Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The affected area(s) will be cleaned with bleach to reduce the risk of infection.

Covid-19 Policy – March 2021

Safeguarding, Wellbeing and Support

If you have a safeguarding concern about any child or adult, act immediately by reporting these concerns to the

Designated Safeguarding Lead (DSL) Alexandra Earnshaw.

Your concerns will be addressed using our safeguarding policy.

The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children and they may be at increased risk of harm or abuse. Therefore, it is important as a school we are aware of safeguarding, its purpose, and the signs to look out for. These include:

- unusual injuries, including bruises, burns, fractures, bite marks or signs of self-harm
- consistently poor hygiene, poor living conditions or inappropriate clothing
- communicating aggressively or using sexual language
- appearing withdrawn, guarded, anxious or frightened, particularly around certain individuals,

Supporting a Child's Wellbeing

Upon returning to lessons, we will continue to support our children and will provide opportunities for the children to talk about their experiences, giving support where necessary. We will also provide 'catch up chats' during lessons on relevant topics, for example, mental wellbeing and staying safe.

Supporting Adults Who Are Working from Home

Many adults are working from home which can create an array of barriers such as becoming socially isolated or feeling unable to complete their work-role due to the distractions of home-life. This is understandable and we are here to support you. As a school, it is essential we 'look out' for other adults.

Below are 13 points which can assist with and promote positive mental health.

- Be aware of employment rights as these may change due to the change in work setting.
- Stay connected with others such as by social media or video calls.
- Speak up about worries so that they do not start to impact wider feelings and behaviour.
- Stay physically active, even if this is just for a short time every day.
- Take time to go outside, ideally this should be several times per day.
- Try not to watch too much of the news, as this can be a great source of anxiety.
- Carry on doing things that bring enjoyment.
- Take time to relax.
- Create and stick to a new daily routine.
- Ensure that sleeping patterns remain consistent.
- Create a designated work space.
- Set house rules if there are other people in the household.
- Have a clear start and end to the working day.

Covid-19 Policy – March 2021

Resources To Help Children Learn About Coronavirus And How To Keep Themselves And Others Safe

The following links may be helpful in supporting our children to learn about coronavirus (COVID-19) and promoting safety measures, such as frequent handwashing.

[Talking to Children about COVID-19](#)

[Horrid hands](#)

[Super sneezes](#)

[Hand hygiene](#)

[Respiratory hygiene](#)

[Microbe mania](#)

Conclusion

By attending lessons at Locomotion Dance Studios, you agree to take full responsibility for your personal health, hygiene and assuring the safety of others in attendance. We strongly advise those deemed as high risk to avoid attending the studios, and should you choose to attend, you do so at your own risk.

This is uncharted territory and we are learning as we go. If you have any feedback, thoughts, or concerns, as ever, I would welcome the opportunity to speak with you.

USEFUL LINKS

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>