

COVID-19 CLASS PROCEDURE

Natalie Jane Dance School

Date of completion: 14/08/2020

Date of Review: 01/09/2020

Natalie Jane Dance School 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. As we head in to what will hopefully be a wonderful start after a long break off dancing, I have prepared an in-depth document of the procedures that will be implemented to keep students, parents and teaching staff safe during this time. All documents will be reviewed monthly, or when new Government advice is released. Please read all the documents thoroughly to ensure that you are able to follow the guidelines.

THE PROCEDURE IS BASED ON THE BELOW PRINCIPLES:

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

CLASS MANAGEMENT:

Max Teacher: Student Ratio = 1: 15 (hall size permitting)

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

Class Bubbles

Groups of no more than 15 students will be supervised by 1 or 2 teachers. For the purposes of child-friendly and age appropriateness, these groups will be called “bubbles”. Where possible, there will be no cross contamination between bubbles as students will not mix and spaces will be cleaned between each bubble’s use. If this is not possible, social distancing will be strictly adhered to in class.

The size of the hall will also determine the bubble size. Dimensions will be calculated to ensure that a 2m space will be adhered to.

Drop off/Collection

Parents will not be allowed on site other than to drop off and collect your child. There will be separate drop off and collection points where possible, which can be found on the floor plan document, and also on the individual risk assessments for your venue on the website. The timetable will be altered to allow for a gap in between classes. This ensures there is no cross-contamination and allows for cleaning of high-contact points in the venue. Please avoid lift sharing if possible.

Please do not drop your child off early. If you arrive early, you will need to wait in your car/away from the hall before it is the time of your class.

When collecting your child, please be aware of social distancing with other parents when waiting, and also in the car park. I ask that only one parent collects your child, and if possible, please avoid bringing siblings. I will also advise for parents/guardians to wear their mask when collecting children. At drop off/collection, I will be wearing a face shield, just in case the children get a shock!

Attending Class

To attend classes, no members of your household should have any symptoms or have been told to self-isolate in the past 14 days. Parents/Guardians will be required to sign a declaration that they shall adhere to this before term starts. This document will be kept on file for 1 year, or longer if required based on Government advice. A copy of this form can be found on the website.

During your Class

Children aged 11+ should wear a mask to and from class but will not be required to wear it during. Other children may supply their own PPE equipment if they wish, but it is not the responsibility of teachers to ensure it is used or worn correctly. No PPE is to be worn by any class participants, including teachers, during physical activity.

Upon arrival, all students will need to immediately wash/sanitise their hands. Students should arrive in uniform with their dance shoes in a clearly named bag. Students will then be taken to the space used for their classes where they will be allocated a 2m² (or more) space to use throughout their session. Children will then change shoes (if required) and have their lesson.

Dance shoes will be required to be worn for ALL classes. If you already have ballet shoes, these can be worn for jazz/acro. If not, you will need to purchase jazz shoes from the dance school uniform shop.

If your child's first class is tap (including Bumble Ballerinas), then please send them in with their tap shoes on ready. If laces/shoe assistance is required, teachers will put on PPE (mask and gloves) to assist. If possible, elastics can be used to replace tap shoes, meaning they can be slipped on and off without causing any knots! These can simply be tied in a knot to ensure that the shoe is tight enough to not slip off but can still be removed easily.

Students will only be allowed to bring their dance bags into the dance hall, as well as enough water for their class(es). The use of kitchens at all venues is to be as little as possible, and no sharing of water will be allowed. Please also try and encourage your children to use the toilets at home before coming to class.

If sessions are longer than 45 minutes in length, there will be a staggered break to wash hands. At the end of your class, you will be required to wash/sanitise your hands before leaving the venue. If you would like to bring your own sanitiser, please do, but there will be some at all venues.

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

ACRO STUDENTS - If your child does acro, they will need to bring their own yoga mat for class. These need to be as thick as possible and must be named or easily identifiable. The class acro mats will be used when needed, but this will be limited.

Teacher/Student Contact

Contact between teaching staff and students will be minimal, except in an emergency. In the case of an emergency where First Aid assistance is required, teaching staff will wear PPE before administering help.

Containing the Spread

Should a member of your household become ill, either with symptoms or a positive testing of COVID-19, then it is your responsibility to let Natalie know as soon as possible. The relevant steps will then be taken to ensure that the spread within the dance school bubbles is as minimal as possible.

If any of the procedures are disregarded by students, parents, or guardians, then parents will be reminded of the guidelines and the importance of them. If these continue to be ignored, either in class or at drop off/collection, then attendance to class may be forfeited without refund.