



Performing Stars Academy

Dance, Drama & Singing Tuition
Space 2B Studios

COVID - 19

Policy – Keeping Everyone Safe
V.6

WWW.PERFORMINGSTARS.CO.UK

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Disclaimer: The information in this document is intended as guidance only and should not supersede any medical or scientific advice released by Governments and/or Local Authorities and/or Medical Experts. The information is for guidance and suggestion purposes only.

We have taken advice, guidance and researched various policies, including from the Department for Education when developing this document to prepare for re-opening after the Covid-19 pandemic.

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Introduction

Due to the Covid-19 pandemic, social distancing and other measures are being considered and put in place to prevent the further spread of Covid-19. We will need to limit the number of students attending our classes and ensure that students can safely socially distance from one another.

We are only resuming our regular classes as it is safe to do so and by following the advice of the government. We will conduct a phased return and will stagger classes/alter the timetable so that we can social distance all of our students and staff safely.

It is important to note that all of the information in this document has been put together based on the government guidance and our own expertise and we will update it regularly inline with the latest government guidelines. Please check our website for regular updates.

Good Hand Hygiene

It is our policy until further notice that all persons must:

1. Wash their hands before leaving home
2. Upon entering the school building wash their hands OR use hand sanitiser supplied
3. Before eating wash their hands OR use hand sanitiser
4. After breaks wash their hands OR use hand sanitiser
5. After using the toilet wash their hands
6. Before and after using shared items wash their hands OR use hand sanitiser
7. After coughing or sneezing wash their hands
8. Wash their hands OR use hand sanitiser before leaving the school

Failure to follow these will result in the person (child and/or adult) being required to leave. Hand sanitiser will be available at all 3 entrances to the building.

It is important to remember that washing hands with soap and water for 20 seconds is more effective than using hand sanitiser. Posters are displayed in the toilets to remind everyone of the proper hand washing process.

Coughs and Sneezes

Good hygiene practices must be followed.

'Catch it, Kill it, Bin it' posters will be displayed around the studios, students will be reminded of this at the start of each class. Tissues will be available from the reception area and in every room/studio. If there are no tissues available, then cough or sneeze into the crook of the arm preventing ejection or distribution of the cough or sneeze. Hands should be washed immediately and the arm if it is a bare arm.

Feeling Unwell

If a person becomes unwell prior to attending the school and display the symptoms of the coronavirus, typically flu like symptoms, then they should not attend the studios but should inform the School Principal (Suzanne Forrester) that they have symptoms and when they first noticed the symptoms.

If a person is unwell whilst at the studios this must be reported IMMEDIATELY to their teacher. If you believe that you or a person you live with has contracted the coronavirus then you contact the NHS on 111, or if it is an emergency on 999.

School Plan

This plan is to help prevent, manage, and mitigate the risk of Coronavirus (COVID-19).

Prevent

1. Three different entrances will be used at the studios. The main entrance will be used for those going into the Layton studio, the Fire Exit on George Street will be used for those going upstairs into the Astaire Studio and the Fire Exit inside our courtyard will be used for those entering the Garland Studio. This will keep people separated as best as possible whilst following our entrance to the studio's procedures. There will be markings on the floor at each entrance for people to wait at safe distance from one another. This will initially limit our class sizes to 10 students in each downstairs studio and 20 in the large upstairs studio.
2. Students must arrive 10 minutes early for their class to allow for the classes to start on time and parents must be on time when collecting students after the class.
3. Temperature checks using an infrared thermometer will be carried out upon all students and staff, temperature will be recorded, anyone presenting with a temperature of 37.8 degrees Celsius or higher will be refused entry.
4. Surfaces will be cleaned before and after use using a suitable antibacterial cleaner, including door handles before and after every class.
5. Studios will be cleaned after lunch whilst students have a short break (weather permitting outside in the courtyard)
6. Toilet areas to be checked every 2 hours, soap replenished if necessary and cleaning conducted if required
7. Parents/Carers will be asked to wait outside of the school reception when collecting their child
8. Students will have to social distance from each other in the studio. There will be 2 x 2 meter boxes marked out on all our studios floors so students especially younger ones can visually see the area they need to remain in. Older students will be allowed to move around the studios but be reminded to keep a safe social distance from others.
9. Staff and students should follow the good hand hygiene outlined in the attached document.
10. Posters informing of the Coronavirus risk, and good hygiene practices will be displayed
11. No other groups will be using the studio during the time our classes are in.
12. Staff and students should follow the good hand hygiene outlined above.
13. Staff will raise any concerns immediately
14. Staff will challenge any person not following good hand hygiene practices
15. Staff will remain up to date with the latest developments of the Coronavirus
16. Staff will inform the School Principal if they have been or are at risk/contact with Coronavirus
17. Staff will inform the School Principal if they have to self-isolate

Manage

1. If a person becomes unwell, they will be isolated in a smaller space and told to remain there until they are collected.
2. The room/rooms that person was in will be cleaned immediately and if deemed necessary the other students in that room will be moved to another space.
3. If the case is confirmed as Covid, a risk assessment with the relevant authorities will be undertaken to establish the best action to take.
4. If anyone has been in contact with the person confirmed as having the coronavirus (COVID-19), they must self-isolate for at least 14 days, and if they feel unwell should seek medical help. The definition of "contact" includes:
 - a. any student, student, or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
 - b. talking with or being coughed on for any length of time while the individual is symptomatic
 - c. anyone who has cleaned up any bodily fluids of the individual
 - d. close friendship groups
 - e. any student, student or staff member living in the same household as a confirmed case

Mitigate

1. It might be the case that we decide or be required to close the premises to minimise risk to students and staff
2. If we are made aware of the Coronavirus in a particular educational setting or club from which its students attend, we may make the decision to ask them not to attend. Likewise, this is the case for staff too.
3. In the case that our studios close, in order to provide a meaningful continued engagement, we will provide online tuition for young people to follow through an online learning environment/web service such as Zoom or other provider, similar to what has been provided since the start of April 2020. This will ensure students are still receiving tuition and helping to sustain the ongoing availability of the studios and Performing Stars Academy. If this is the case, then we will advise students and their parents/carers when this will commence along with instructions to access classes.
4. To mitigate risks, staff will continue to use this policy to remind themselves of ongoing good working practice and measures to take in relation to Coronavirus.

Face Masks

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. It is important to recognise that wearing a mask poses the danger that if you keep tampering and adjusting it, you are touching your face and increasing the risk of infection. Staff and students may choose to wear face mask if safe to do so as mentioned above. We will provide washable face masks which are 2 layer with replaceable filters in the middle. These can be personalised and are available to order for £8/each.

Stay At Home and Shielding

If a student, staff member or a member of their household has been classed as clinically extremely vulnerable due to pre-existing medical conditions, they should stay at home until further announcements suggest it is safe for them to leave home. (You will have received a letter from the NHS if you are in this category)

Staff and students should not attend the studios if they have symptoms or are self-isolating due to symptoms in their household.

Risk Assessment

We have carried out a comprehensive Risk Assessment before re-opening the studios. If anyone wishes to view a copy of the risk assessment, this is available upon request.

Social Distancing in the Studio

Measures to ensure safe social distancing

1. Make classes smaller if necessary, by splitting the class in two and having staggered breaks between classes.
2. If appropriate, some or part of the classes maybe conducted from our outside courtyard.
3. We will stagger the return to the studios. Our summer workshops will commence on the 13th July. Performing Stars Seniors will commence on 12th July. We will also be making up the 2 weeks lost when we closed in March over the summer. Our new timetable will then be implemented from the 7th September. Please see end of document for new timetable. If you are unsure which classes your child is in, please ask. We have tried to keep classes on the same day and roughly the same time where possible but in order to adhere to this plan and ensure we provide a safe environment; we have had to move some classes.
4. As well as the physical classes, each class will also be available through zoom, simultaneously to the live session. This is so those students who have to self-isolate, those unwell or those living with a person at high risk/shielding, can still continue their training.

5. In ballet classes, for those needing to use the ballet barre we will ensure that each person has a particular spot on the barre for the entire class. We will use tape to measure out social distancing. Alternatively, chairs will be used. Barres and chairs will be wiped down at the end of each class.
6. The floor space will be sectioned into 2 x 2 meter squares with masking tape.
7. When children do return to the studio, the first few months will be used to build their stamina and conditioning of the body before going full out. Our teachers will be sensitive to everyone's situation and will not just pick up from where they left off, because although many dance students have been doing online classes, these will not equate to being in the studio and training full out. Going straight into leaps and whack kicks will likely lead to injuries which will then result in further time out of the studio. Our teachers will explain this to their students.

Limited class sizes and waiting lists

Initially we might not be possible to offer all our students a place. Due to the restrictions in place of numbers per class, we will assume a first come first serve booking policy for all classes.

Attendance is important, especially with the limitation on places, therefore if a student misses more than 2 sessions per term, we reserve the right to offer their place to the next student on the waiting list.