

ZAPPHIRE SCHOOL OF DANCE (DATED 1ST JUNE 2020)

ZAPPHIRE SCHOOL OF DANCE CORONAVIRUS (COVID 19) POLICY

Policy Brief & Purpose

The following Policy explains the measures that our staff will be taking at Zapphire School of Dance when our doors open in September, following the governments announcements and confirmation from our dance governing bodies and International Dance Teachers Association to ensure the safety and wellbeing of all students that attend classes at Zapphire School of Dance.

It is important to us that we all work together and respond responsibly and transparently to these health precautions and rules outlined below.

As our classes run from various locations and venues, we are limited on some information we can give you at this time until we hear from schools. Once again our policies will then need to be updated accordingly and you will all be informed of any changes when we hear of these. As our studio is more accessible and we have sole use of this for our classes, we are able to conduct a more thorough report on how our classes will run and how we will maintain all the necessary checks and cleaning requirements. We are very lucky to be able to run a lot of our classes from our studio as this will defiantly help us to get our classes up and running as soon as we can.

Zapphire School of Dance's Coronavirus (COVID-19) Policy is susceptible to changes with the introduction of additional governmental guidelines. Parents should ensure they are up to date with current guidance by regularly visiting www.gov.uk. Our policies can be found on our website www.zapphireschoolofdance.com (Contacts Page)

Scope

This Coronavirus (Covid-19) Policy applies to all of our teachers, dancers and their families who attend Zapphire School of Dance.

From March-May Zapphire School of Dance successfully offered online classes for all members of Zapphire free of charge, with a view to returning to normal classes in September. Classes were mainly live via Zoom with our teachers and some teachers recorded work to allow for those who are unable to engage live for whatever reason to access at their own leisure. This was available on our facebook page.

Since the end of May, Katy who is our administrator and Charlotte have been carefully organising policies and procedures for September, as well as reviewing timetables and classes.

As you can imagine we are receiving new updates on a weekly basis, so we are implementing new procedures as advised.

Policy Elements

Here, we outline the required actions that we all should take to protect ourselves and others from a potential Coronavirus infection.

- If you or a member of your household have cold symptoms, such as cough/sneezing/fever, or feel poorly, please do not attend classes. Please contact Charlotte or Katy via admin@zapphireschoolofdance.com or zapphiredance@gmail.com so we may follow current governmental guideline to notify staff and families if necessary in line with the current guidance.
- Parents can also contact Katy or Charlotte on our Zapphire Business Phone 07880 735838.
- If you have had symptoms or a positive COVID-19 diagnosis, you can return to classes only after you've fully recovered having followed the current governmental guidelines detailing self-isolation timescales which may be subject to change.

General Hygiene Rules at our Zapphire Studio For Aerial Classes

- No other classes will run before or after your class which we ensure that the studio and equipment is properly cleaned and sanitised.
- It is mandatory that all parents let us know of any health changes and illness prior to the lesson and do not come to class if they are feeling unwell.
- Each student will need to wash/sanitise their hands upon arrival and after class.
- A Maximum of 4 student to a (A Frame) is permitted and all students must sanitise after each use. Each student will have longer on the frame at one time. Students will be given Aerial Booklets to keep track of their learning and choreography, in which they can attempt in-between using the A-frames to establish more centre work and understanding of all the Aerial Motions. This is great portfolio for our Aerial Students to keep and gives detailed pictures and understanding of each movement and how to use them together to create an Aerial routine.
- Students are to enter the studio and stand in their allocated space as directed by their teacher for a warm up and cool down.
- Please make sure that students have their own water bottles.
- We would like all children to wear grip socks such as Air Hop or non slip socks in class for use on the equipment. We do have a small supply of these at the studio and you can purchase these on our website shop.
- All Aerial Equipment is taken down after each class and cleaned. Our Slings are cleaned with a special antibacterial fabric cleaner and our hoops are cleaned and re wrapped. All equipment will have a deep clean prior to the start of the lesson.
- If parents choose to wait in the studio, we will have two exits and entrances. The first being our usual front door and the second via the garden back gate. We encourage parents not to stay, however seats in the garden and kitchen area will be available at a social distancing set up.
- Windows will be opened in the studio to provide ventilation but our doors will be closed.

- If a student needs the toilet they are to use the students' toilets only, staff are to use the adults' disabled toilet. Students are to wash their hands after using the toilet and sanitise after.
- The toilets, door handles and studio surfaces will be regularly wiped by our staff. Katy who is in charge of our admin will be around at as many classes as possible to ensure these regulations are met.
- We will also need to adjust some measures when the weather turns dark outside as first and foremost we want our premises safe for our students and do not want doors and windows open unnecessarily.
- We assure you that we always treat your private health and personal data with high confidentiality and sensitively.
- Wearing masks is not required to be worn in our setting unless a child needs medical attention. If this does happen we have fluid-resistant surgical face masks and aprons and gloves that are to be worn. PPE equipment will be used by Staff and this can all be found with our first aid kit.
- Students numbers in the setting have been reduced to small groups.
- Any uniform or fees will need to be paid contactless card machine, online through BACS or Paypal.

General Hygiene Rules at our Zapphire Studio For All Dance Classes

- Gym Mats for Cheerleading will be limited for the time being until we feel it is safe to introduce these in practice.
- All stunt work will be temporarily suspended in Cheer Classes to ensure that social distance can still be obtained.
- Coloured spots will be used in class for the children to stand on for class and Choreography based work. These spots will be replaced after each lesson with new ones replaced. Spots will also be cleaned and disinfected prior to the start of class and at the end.
- The use of Soft Toys will not be used in Tutu Ballet & Dinky Disco Classes until we feel these changes can be made.
- Dance props will be limited in lessons and will be disinfected, sanitised and cleaned after every class. New dance props will be used if a second class is taking place in a shorter time period.
- It is mandatory that all parents let us know of any health changes and illness prior to the lesson and do not come to class if they are feeling unwell.
- Each student will need to wash/sanitise their hands upon arrival and after class.
- Please make sure that students have their own water bottles.

- Older children are encouraged to be dropped off at the venue and picked up at the correct time. A register will be taken at the door and one staff member will be managing the door and dance area at all times.
- Please carry as little belongings with you and only bring what is truly necessary for dance practice.
- Dance shoes are to be worn in class. No bare feet.
- A 'social distance friendly' waiting area at our studio will be provided if one parent wishes to stay for the class. Chairs must be kept in this area and not moved to cause any unnecessary distraction during the class. (Please note that this will be different in schools and most probably parents will be asked to wait in their car and will not be aloud to wait in a huddle at reception).
- If parents are waiting around and a child needs to use the toilet, we can call on you.
- If parents choose to wait in the studio, we will have two exits and entrances. The first being our usual front door and the second via the garden back gate.
- If a student needs the toilet they are to use the students' toilets only, staff are to use the adults' disabled toilet. Students are to wash their hands after using the toilet and sanitise after.
- The toilets, door handles and studio surfaces will be regularly wiped by our staff. Katy who is in charge of our admin will be around at as many classes as possible to ensure these regulations are met. We will have as many staff as we need to for classes to ensure that safety measures and hygiene measures are managed and well organised.
- Windows will be opened in the studio to provide ventilation but our doors will be closed.
- We will also need to adjust some measures when the weather turns dark outside as first and foremost we want our premises safe for our students and do not want doors and windows open unnecessarily.
- We assure you that we always treat your private health and personal data with high confidentiality and sensitively.
- Wearing masks is not required to be worn in our setting unless a child needs medical attention. If this does happen we have fluid-resistant surgical face masks and aprons and gloves that are to be worn. PPE equipment will be used by Staff and this can all be found with our first aid kit.
- Students numbers in the setting may need to be reduced to small groups and our timetable may need to be altered to avoid class clashes.
- Any uniform or fees will need to be paid contactless card machine, online through BACS or Paypal.

General Hygiene Rules at our Zapphire Studio For 1-1 Singing Classes

- All singing students must arrive on time to class. If you are late for any reason, please call Charlotte on 07880735838. If you are running more than 15 minutes late and only have a 30 minute class booked, your class will be cancelled.
- Each student will need to wash/sanitise their hands upon arrival and after class.
- Please ensure your child goes to the toilet before their class.
- Students will have an allocated place to stand in class. Theory work will be Aural and Sight Reading Based only instead of via workbook for the time being. A workbook may be purchased at the correct level from our website shop if practice at home is needed.
- Please make sure that students have their own water bottles.
- Our area is kept clean and sanitised and cleaned after every session. The toilets, door handles and studio surfaces will be regularly wiped and students will be let in by the teacher and seen out after their class.
- Windows will be opened in the studio to provide ventilation.
- We assure you that we always treat your private health and personal data with high confidentiality and sensitively.
- If a student needs medical attention, we have fluid-resistant surgical face masks and aprons and gloves that are to be worn. PPE equipment will be used by Staff and this can all be found with our first aid kit.

National Risk Level

Disclaimer: Zapphire School of Dance endeavours to create a safe environment for all of our staff and students. Due to the current unprecedented times Zapphire School of Dance reserves the right, where necessary, to make changes to any aspect of the provision of its services without notice.

Zapphire School of Dance will not be held responsible for anyone entering our studio that has developed symptoms of the COVID_19 during their time with us. It is your responsibility to keep us informed of any changes within your household regarding health and coronavirus symptoms.

We would like to thank all our parents for their co-operation during these times. Should you have any questions, our staff would be more than happy to speak with you.

Email: admin@zapphireschoolofdance.com Phone: 07880 735838

I agree with the above policy, terms and conditions: Date.....Signed

Print full nameChild's name.....