



COVID-19 Health and Safety Procedures and Protocols

Updated December 2020

Attending classes:

- Please do not attend classes if your child or someone in their household is showing signs of the Coronavirus (<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>)
- All venues will operate a restricted entry/exit system as detailed for each venue below.
- Please arrive at the venue already dressed for class. No changing will be allowed inside the venue, except for footwear and if they are wearing a suitable cover up.
- The children should not bring anything other than their dance shoes and water bottle. Children should wear appropriate warm-up clothing over their leotard/uniform on colder days, e.g. Ballet cardigan, East Surrey hoodie, or a tight fitting top/leggings.
- Children will be asked to place their bottles/shoes around the edge of the room on the floor at a socially distanced point.
- Parents/guardians please do not enter the halls yourself (exceptions for Swans and Cygnets).
- Hand washing/sanitising is encouraged throughout the time at the venue, e.g. on arrival, when in the toilet, on departure.
- Windows and doors will be kept open where possible for ventilation, please do not be tempted to stand in the open doorways to watch the class.
- Limited equipment and props will be used by the children during lessons.
- There will be no watching days, to limit the number of people in the building. This will be re-evaluated regularly and will be reinstated when it is safe to do so.
- There will be no use of the kitchens at the venues.
- If staff or someone in their household is required to isolate, classes may be required to be cancelled. Notice will be given asap via email and on our Facebook pages. If it is possible, the classes will be delivered virtually or rescheduled.
- In the event that the government chooses to increase restrictions and the halls have to close, you will be informed asap.
- Teachers will not wear masks to take the class but will wear them in the corridors when meeting parents.
- Please wear a mask when dropping off and collecting your children.
- Over 12s must wear masks when arriving and leaving their class.
- Please try to encourage your child to use the toilet before class to reduce the movement around the halls and cleaning required.

Bletchingley Village Hall

- Please bring your child to the first door of the halls and wait in a socially distanced line. Miss Hannah will then bring the children into the hall, one at a time through the entrance hall. Please be mindful that I need to dismiss the previous class and sanitize before I can receive the new children so there may be a short gap to allow this.
- The children will be brought back to the front main door so please stay in your vehicles until this point, where applicable, and then wait again observing social distancing when I bring the children to the door, one at a time.



- Only the disabled toilet will be open.

Woldingham Village Halls

- At this hall, we will be following a one way system to ensure safety whilst there are two classes running parallel.
- Please bring your child to the first door of the halls and wait in a socially distanced line. Miss Hannah or Miss Ciara will then bring them into the halls. The other teacher will be sanitizing the rooms at this point.
- To collect, we will bring the children to the back door in the playground behind the halls. Please stay in your vehicles, where applicable, and then wait again observing social distancing. You can enter the playground via the bins at the right side of the halls and through the little gate.

If a lesson directly follows on from the previous lesson:

Students will be asked to sit in their designated dance space whilst the teacher dismisses the class before and collects the next class. They can change their shoes if necessary during this time and have a drink. Students should not move around the venue during this time.

Administration

- Please pay fees by bank transfer. No cheques or cash to be given to the teachers.
- If you have a query, please send an email to hannah@eastsurreydance.co.uk. If you would like to speak to Miss Hannah, please send an email to request a phone appointment.
- All correspondence will be electronic. This includes enrolment forms for new students and invoices.

How we are promoting safer learning:

- Following the 100 square foot per person rule for classes (including staff) and maintaining small groupings/bubbles.
- Only using the two bigger halls in Woldingham for classes (Lecture Room and Main Hall) and determining which is the biggest class to where it should go.
- Windows and doors will be open for ventilation, where appropriate.
- One way systems or controlled entries/exits will be in place for children to enter and leave the premises.
- No parents/carers will be allowed to enter the building but just drop off at the front door and collect at the rear (except for Swans and Cygnets).
- Children will be required to sanitize their hands on arrival and departure.
- Teachers will sanitize their hands before the beginning and end of every class.
- A strict cleaning routine will be completed before each class begins.
- Our halls have many hand gel stations and have increased the cleaning schedule with some areas still out of bounds for hirers (kitchen, some toilets etc).



- Props won't be used in classes unless we can clean them properly and keep them in class bubble boxes.
- We will try to maintain 2 metres social distancing within classes and hand holding etc won't be used.
- Parents/carers will be required to wait in their cars during classes and queue in a social distanced line outside the doors on drop off and pick up wearing masks (including those over 12).
- Everyone will be instructed to follow the government guidelines on quarantining if presenting symptoms.
- We will have a designated area should anyone need to isolate who may show symptoms during a class: the Arthur Herbert Room (smallest room now not used) in Woldingham and another smaller room connected to the Main Hall in Bletchingley.
- Children will be required to attend dressed ready and only bring in their dance shoes and water to the halls
- First aid will be administered where required. If first aid is required for the safety of the child, social distancing will not be adhered to. Hands will be washed at the earliest opportunity.