Covid-19 is a new illness that can affect your lungs & airways, caused by a coronavirus. Symptoms can be mild, moderate, severe or even fatal.

To ensure Susyballet staff, students, their families and other visitors remain safe whilst attending or dropping off/collecting from or taking part in dance classes outside of the home during Step 4 of the Government’s roadmap out of the Covid-19 outbreak, Susyballet staff and associated organisations must adhere to the Government Control measures advice, principally:

1. Ensuring good hygiene for everyone.
2. Working in well ventilated areas as much as possible
3. Maintaining appropriate levels of cleaning for the setting, using standard cleaning products.
4. Wearing face coverings in situations where lots of people come into very close contact
5. Follow public health advice on testing, self-isolating and managing confirmed cases of COVID-19.

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| **Areas of potential risk and person/s at risk** | **Control measures to reduce/remove risk** | **Action by whom** | **Assess resulting level of risk 0 = none,** **1 = low,****2 = medium, 3 = high** |
| **General transmission risk to staff, students, their families and other visitors from Covid-19 in to face to face delivery** | The Government have advised that it is now safe for all staff to return to face to face teaching. Clinically extremely vulnerable people can now return to work the same as everyone else, provided that businesses have good control measures in place to manage risk. All adults over 18, will have been offered a single or double dose of the vaccine by the Autumn. In exceptional circumstances of a staff member not being able to work face to face, then consider remote teaching services.Identify staff (& record that this has been carried out for each staff member) who are clinically extremely vulnerable or who live with a household member who is.. Clinically extremely vulnerable staff should be able to return to work provided there are adequate control measures in place.. Those with a clinically extremely vulnerable household member can attend. Children and young people who are clinically extremely vulnerable can return to participating in activities unless they have been told they cannot by a specialist. Identify staff who are, or who live with someone who is symptomatic or a confirmed case of Covid-19. As a brief summary, here are the main messages we are now being given: **Children, their parents and staff should not come into our setting if they have Covid-19 symptoms or other reasons requiring them to stay at home due to the risk of them passing on Covid-19 for example if they have to quarantine or have had a positive test.** Symptoms:A new continuous cough, a high temperature or a loss of or change in normal sense of taste or smell. If you have any of these symptoms, stay at home & arrange a test. Tests:There are two types of tests. LFD & PCR tests. PCR tests are more accurate & should be used if someone has symptoms of Covid-19 or for those who live with someone who has been confirmed as having Covid-19. If you are part of asymptomatic testing & you test positive on an LFD test, then you should self-isolate & arrange to have a PCR test within two days of testing positive. General advice for those who test positive for Covid-19 or who have symptoms:If you have symptoms or test positive for Covid-19 then you must stay home & self-isolate. People in your household must self-isolate too. The period of self-isolation is currently 10 days from the day your symptoms started or you had a positive PCR test. If Test & Trace contact you & ask you to complete Covid-19 symptom check questions you must do this. You can stop self-isolating after 10 days providing your symptoms have gone & you are well. You can return to work if you still have a cough or anosmia. If you are self-isolating because you tested positive but did not have symptoms; if you develop symptoms within the 10 days you are self-isolating, then you must start the period of self-isolation from the first day that you feel unwell. Anyone who lives with you in your household must also self-isolate for 10 days & arrange to have a PCR test as well. If they test positive as well, then they must self-isolate for 10 days from the day they received a positive result or developed symptoms. If you are regularly taking LFD tests then you can continue to take these whilst you are self-isolating. In this case you must get a PCR test if an LFD test is positive.**Advice for those who have had two Covid-19 vaccines:**From 16th August, if you are fully vaccinated or under 18, you will not have to self-isolate following close contact with someone who has Covid-19. In this instance however, you will still need to get a PCR test & subsequently self-isolate if positive. Until then, the advice remains the same, that even if you have had one or two doses of the Covid-19 vaccine, if someone in your household tests positive then you must self-isolate for 10 days. **Travelling abroad:**You must not travel to Countries on the Red list.From 19th July, people travelling to England from the Amber list who are fully vaccinated, will not need to self-isolate.From 2nd August, people travelling to England who have been fully vaccinated in the US and most European Countries & who are arriving from Amber list Countries will not have to quarantine & will not have to test on day 8.**Make sure that students, staff & parents & anyone else coming into the setting follow the Government guidelines for Covid-19 when returning from overseas travel.** Set up clear, repeated messaging to staff/ volunteers/ parents/carers/students that staff & students must not attend class if they or a member of their household is symptomatic or a confirmed case of Covid-19, until self-isolation is over or a negative test is confirmed. For after school dance classes, students will be attending school in accordance with the school Covid-19 policy. Even though it is no longer necessary for classes to be put into “bubbles”, I have decided to stick with the existing groups for the time being (Nursery & Reception etc) together. Teaching staff will be mindful about the volume of children they are mixing with & keep as much distance as they can. Cleaning of high touch surfaces between classes will continue. Wearing of masks do not need to be worn when escorting children around buildings but can still be worn in close proximity areas such as corridors or in big group settings. Teaching staff no longer have to take LFD tests twice per week but can continue to do so if they wish.Staff no longer need to wear face coverings to teach or when moving around the site, however, in areas where there are lots of people together in close proximity, staff may wish to wear a mask. Masks do not need to be worn to exercise. Children over the age of 11, no longer need to wear face coverings in a school setting.In response to outbreaks of different variants of Covid-19 causing the infection rate to rise in different regions, it may be necessary to review procedures in the coming months. Please refer to Government guidelines for further details. | Susy & staff | 22322121123122 |
| **Travelling to class at Bishopsgate School** | Staff to avoid using public transport if possibleStaff to wear face covering and use hand sanitiser if necessary.   | Susy & staff | 1 |
| **Risk to service if staffing levels are affected by illness/self-isolation** | Enable action plan to employ cover staff to cover illness/self-isolation where this is at all possible and if not possible, to provide classes remotely via zoom or if necessary, cancel affected classes and add these sessions to the end of term or at a suitable other time.Ensure if cover staff are employed, that they are trained with regard to Susyballet Covid-19 policy and Bishopsgate Covid-19 policy (for classes held during school hours) including use of PPE, cleaning & hygiene procedures, screening, safeguarding and what to do if someone has symptoms of Covid-19Ensure that there are appropriate ratios of adult to child supervision for all classes and that staff are appropriately trained, insured and competent (qualifications, first aid etc). For safeguarding, ensure parent and student contact details are up to date. | Susy & staff | 222 |
| **Transmission risk to staff/students/wider contacts through person to person contact****Transmission risk to staff/students/wider contacts from surface contamination****Transmission risk due to inadequate communication of requirements** | For classes at Bishopsgate outside of school hours:Set up clear, repeated messaging to staff/ volunteers/ parents/carers/students that staff & students must not attend class if they or a member of their household is symptomatic or a confirmed case of Covid-19, until self-isolation is over or a negative test is confirmed. All staff/students/Parents/carers/volunteers are to give their name & contact details upon arrival (if we do not have these details already). We are no longer required by law to keep contact details for NHS Test & Trace but it is helpful to do so, should a person test positive.At the entrance to the sports hall at Bishopsgate, it may be more difficult to maintain adequate distance from others due to people entering & departing through one entrance, so staff/students/parents/visitors are encouraged to wear masks as appropriate to conduct the entrance procedure and then students will be either directed to the studio to prepare for class or asked to wait in the foyer until the teacher has completed arrival procedures.Parents and students (where appropriate) to be reminded about screening procedures and reasons for this. Parents to be reminded about keeping distance from others whilst queuing to drop children off for class or when collecting children from class. Whilst social distancing is no longer required by law, it remains sensible to be mindful of situations where large groups may be gathering. Keep parents informed via email and by signage if appropriate (this is for Susyballet after school hours & weekend classes).Staff/students/all visitors to use hand sanitiser on entry to hall or to wash hands.Teaching staff (Susyballet) are trained first aiders and in the case of first aid being required, then appropriate PPE will be worn to provide assistance if it is needed, however, wherever possible, assistance will be given from a safe distance.Dance classes can now be conducted more normally without having to keep students socially distanced, however, teachers will remain mindful of close contact situations & limit partner work. They will also ensure that wherever possible, students will work within their own space & aim to keep ample distance from others when dancing. Students will stand side to side as much as possible. Aerobic activity will be reduced and a wider space used for this. The teacher will try to maintain a 2-metre distance from students. Teachers sometimes need to use touch to ensure correct placement & technique. This has been avoided during the pandemic. Wherever possible, we will continue to teach without physically touching students unless absolutely necessary for their safety & understanding.Between classes at least and as much as possible as is safe to do so during class, windows will be opened to allow fresh air to circulate and to increase ventilation. The air filtration and heating system will be used to assist in this respect. This applies to all dance classes held in the studio. For other locations used at Bishopsgate school, windows/doors & any air conditioning/cooling/heating systems will be used to increase ventilation.To prevent people from getting too close to one another, pinch points will be identified and appropriate measures taken to prevent unsafe situations. E.g. there is only one entrance at the sports hall and so one group of students will need to leave the building first before a new group arrive to prevent overcrowding. This applies to all dance classes held in the dance studio or hall. Although it is no longer necessary to keep students in “bubbles”, for Dance Camps, Classes & shows, we will endeavour to split students into suitable groups & keep them in these groups as much as possible. This helps to prevent unnecessary mixing of large groups of people from different households & is beneficial in the situation where someone tests positive (for Test & Trace purposes, for everyone’s safety & to ensure some classes can still go ahead without everyone having to self-isolate). Numbers of students per class will still be limited to ensure a healthy working space can still be achieved in terms of ventilation & ratio of space allocated to each person. Social distancing guidelines are no longer required by law but we will aim to allocate as much space per person as is possible. “Parents watching” sessions have been suspended up until now but we will re-introduce these with caution under certain conditions. For Dance Camps and other classes, it will now be possible to allow parents to watch a small demonstration at the end of the camp, but parents must follow guidelines with regards to giving contact details, confirming they (& others in their household) have not tested positive for Covid-19, that they are not currently subject to any self-isolating requirements, must wear a mask in enclosed, busy spaces, must sanitise their hands on entry & must keep their distance from others as much as possible.People will only be allowed into the hall with the permission of the teacher. Ensure visitors understand expectations and follow our Covid-19 procedures.Wherever possible, timings will be adjusted to allow for safe drop off and collection of students and to allow time for cleaning to take place between sessions. Class length may be adjusted accordingly to allow for these new measures. Hygiene measures will be adhered to at all times by staff. Students will be reminded frequently with regard to this also. Remind students to catch coughs and sneezes in tissues/elbow and to dispose of used tissues in bins provided and then sanitise/wash hands.Students should come ready dressed in ballet outfit for class and only bring essential items with them which MUST all be named. In the case of small children, please only allow them to bring items which they can manage themselves. E.g., if they cannot put on/take off ballet shoes by themselves then please help them to put these on, on arrival. Please make sure that your children have been to the toilet before arriving at class. There are toilets at the hall, however, children will only be able to use these one at a time and staff will not be able to assist them so please make sure that your children will be able to use the toilet independently if necessary. For this reason, I would not recommend any other garments are worn other than the ballet leotard, socks and ballet shoes for our youngest students (this is for Susyballet after school hours & weekend classes)We can now resume using props in class. Where props are used, these will be cleaned before each class use or quarantined between use. The teacher may ask students to bring in their own props instead on occasion.Rubber/plastic mats/spots will be used to help young children space themselves at a safe distance from each other. These will be cleaned between uses or quarantined for 72 hours before subsequent use.Hand sanitiser available upon entry/exit, plus hand sanitiser available at other locations. Have wipes/cleaning fluid available to wipe down any equipment when needed. Have plenty of tissues, hand sanitiser, hand towels, wipes bins etc readily available. Hand washing facilities are available and there will be adequate supplies of handwash, hand towels or hand driers and bins.Enhanced cleaning will be introduced as per Bishopsgate Covid-19 policy. High touch points to be targeted such as door handles, taps, flush handles, push handles, switches, chairs. Manufacturer guidelines to be followed with regard to cleaning materials used and PPE to be worn where necessary.Reduce surface contamination and transmission risk by providing methods of contactless payment and send information out via email, social media channels etc… Online registration forms only. All class information and terms and conditions available online.There will be no water cups available at venue so if children want to bring water bottles (not recommended for young children for short classes) then these must be named.We regret that at this time for hygiene reasons there will be no lost property stored. Any items left at the end of each class will be disposed of immediately, therefore, please try to limit items brought to class, especially for young children. This applies to Susyballet classes outside of school hours.Staff consulted on Covid-19 risk assessment/procedures. Staff briefed on risks and need to follow Government guidelines.Update Susyballet policies to reflect new Covid-19 related guidance. Inform parents and students about updated and new guidance and keep them informed of any developments. Remind parents, students and visitors frequently about new measures and where possible use posters to reinforce key points. Remind students at the start of each session and if necessary, throughout about keeping their distance from one another, minimising shouting, catch it/bin/kill it, hand hygiene, do not touch face.Use markers on floor where appropriate to help students know where to stand. Remind parents/carers about need to keep adequate distance whilst waiting for children to be dropped off/collected and for need to wait outside. | Susy& staffSusy & staffSusySusy & staff | 22112222122111211112211122211 |
| **Provision of first aid** | Wherever possible physical contact should be kept to a minimum. E.g. students can apply their own ice pack, tissue, plaster where able to. Where it is not possible to keep a 1 metre distance when administering first aid, appropriate PPE must be worn and thorough hand washing applied before and after. A designated area will be allocated for any person who may develop Covid-19 symptoms during class and needs to wait safely isolated until they can be collected.Always dial 999 in an emergency.There will always be a member of staff in attendance who is first aid trained.These guidelines are applicable to all Susyballet dance classes held at Bishopsgate. | Susy & staff | 22322 |
| **Transmission risk to staff/students/wider contacts if someone becomes unwell with suspected Covid-19 during class** | If a staff member needs to provide care to a student who is unwell and may be displaying symptoms of Covid-19, appropriate PPE should be worn.Person who is unwell to:Tell staff member immediatelyStaff member to cease teaching and send all students to their spots/mats if appropriate.Ill student to be isolated from rest of class as far as is possible and parent called to collect immediately. Provide tissues and separate bin. For Bishopsgate students attending classes within school hours & after school “bubble” classes, procedures for dealing with suspected cases of Covid-19 during the school day will be followed.Any tissues etc used by ill student to be kept in a separate bin bag and treated as per the Government guidelines for disposing of infected Covid-19 waste. Thorough cleaning to take place afterwards wearing appropriate PPE.When parent arrives to collect student, inform them that they will need to self-isolate the student for 10 days (unless a test proves negative), arrange a test within 2 days and follow the Government guidelines for self-isolating for the rest of the household should it be necessary.Inform ill student, their parent and other students/parents that they may be contacted by the NHS Test & Trace programme.It is not necessary for a member of staff (or other staff & students) who has provided first aid or been in close contact to self-isolate unless the symptomatic person tests positive or if they develop symptoms themselves or are contacted by NHS Test & Trace.From 16th August, if you are fully vaccinated or under 18, you will not have to self-isolate following close contact with someone who has Covid-19. In this instance however, you will still need to get a PCR test & subsequently self-isolate if positive. Until then, the advice remains the same, that even if you have had one or two doses of the Covid-19 vaccine, if someone in your household tests positive then you must self-isolate for 10 days. The RAD guidance follows official government advice in relation to Covid-19.The above guidelines will be followed for Susyballet classes taking place on school premises outside of school hours & at weekends. If a child falls ill during a dance class within school hours, then the school Covid-19 procedures for dealing with a suspected case of Covid-19 will be followed. | Susy & staff | 23220222 |
| **Consent/Registration to cover Covid-19 procedures** | Update all Susyballet documents online to reflect new procedures and guidelines in use during the Covid-19 outbreak. GDPR guidelines allow us to request essential information from staff, customers and visitors for the purpose of the NHS Test and Trace programme. Consent is not required for this but our policies will explain what we will do with your information acquired for this purpose and how it will be stored. Inform parents/students that our policies have been updated and ask them to read our new guidelines and submit a registration form in light of new procedures and guidelines if they have not already done so. It is our dance school policy to ask parents to read policies upon registration with the school, at the start of each new school year & to complete new registration forms when any personal details change.Parents must remain close by to Bishopsgate Sports Hall, during their child’s class in case they are needed (waiting in the car is fine), however, Bishopsgate do not give permission for parents to move around the school site whilst waiting. There are no waiting areas within the school site. This is a safeguarding/safety requirement. In the case of dance camps & other such occasions, when children will be left with us for longer periods of time, parents must make sure that they provide up to date emergency contact details and must all have completed & signed a dance camp registration form.Class registers to be kept up to date and any contact details obtained to assist in the NHS Test & Trace programme to be stored safely for a limited period of time (no more than 21 days)This is in relation to Susyballet out of school hours classes held in the evening, at weekends & Dance Camps.  | SusySusy & staff | 0122 |
| **Other procedures not related to Covid-19** | When children are attending longer dance sessions or all day as in the case of an event such as a dance camp, Susyballet will ensure the following:All relevant documents are correct, up to date & easily accessible.All relevant information relating to the safe care & supervision of children will be obtained in advance of the event & stored safely & appropriately. For example: registration forms unique to the event, providing contact details of responsible adult in the case of emergencies, first aid provision permission, any known allergies or other important information.Adequately qualified adult staff members employed to teach & supervise children attending. The recommended ratios of adult to child will be adhered to according to NSPCC/RAD/Bishopsgate School guidelines.When taking children outside at breaktimes for play, staff will supervise the children appropriately. Children will stay with the adults in safe outdoor locations at Bishopsgate & not taken near any cars or roads.Registers will be taken on arrival, after breaktimes & lunch.Children will only be released at the conclusion of activities to an adult who we have written permission to hand them over to.  | Susy & staff | 222223 |
| **Emergency Procedures** | If the dance studio/sports hall needs to be vacated for any emergency reason, then students/staff/visitors will be kept spaced apart as far as is practicable.  | Susy & staff | 1 |

**Links to key advice:**

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/>

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.royalacademyofdance.org/coronavirus-guidance/>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>