

Vivace Suzuki Summer School 2020 COVID-19 Policy

NOTE: This Policy was last updated on 31/07/2020 following the latest government guidelines.

The purpose of this policy:

- To protect children, their families and the teachers who attend Vivace Suzuki Summer School.
- To inform parents and staff of the overarching strategies Vivace Suzuki Summer School will adopt to ensure the 2020 course safe and compliant with government COVID-19 guidelines.

Legal framework:

This policy has been drawn up on the basis of legislation, policy and guidance from:

- Gov.uk: Coronavirus (COVID-19): guidance for schools and other educational settings
- Gov.uk: Protective measures for out-of-school settings during the Coronavirus (Covid-19) outbreak
- Department for Education
- Public Health England

PARENTS & CHILDREN

Before arriving at course:

- Parents should take their own and their children's temperatures each day before the course and they must not come to the course if they have a temperature above 38 C (100.4 F).
- Parents must explain and ensure their children understand social distancing before they attend the course.
- Parents should ensure children are wearing clean clothes each day.
- If a child feels unwell with any form of illness they should not be brought to course.
- Children attending without parents (afternoon course only) should bring all their belongings in one clearly labelled backpack that they are able to carry unaided.
- Children should bring: a large, filled water bottle, a lunchbox containing a snacks (NO NUTS); sun cream; a sunhat and a waterproof; instrument (plus cello stools for cellists)
- Afternoon course pupils should also bring music stand, pencils and erasers. All property must be clearly labelled.

Arrival at course:

- Registration will be carried out as you arrive and will be contactless from a child and parent perspective.
- Only one parent should be attend with their child and siblings who are not attending the course must be cared for at home.
- Social distancing must be observed when queuing at the welcome desk. We will mark out the queuing area to ensure families stand 2m apart.
- Hand sanitiser will be available at the building entrance.

- Temperatures will be taken using the school's (non-contact) thermometer.
- Signs on hygiene and social distancing will be visible at the welcome desk.
- When families have signed in they will be sent to their pre-allocated lesson room.
- Families MUST arrive at their allocated time to ensure social distancing can be fully observed and children are able to go straight to their allocated rooms.
- Parents should wear masks at all times when inside the building, this will not be necessary for children though.

Group Bubbles:

- Children will be split into groups of 15 maximum, forming a 'bubble'.
- Groups will be predetermined before the start of the course.
- Each group will have a set base where the children will spend break times.
- Groups will not be able to mix with other groups throughout the day (this includes parents).
- Teachers will run through group rules with families including: hand washing; "catch it, bin it, kill it"; social distancing; not mixing groups.
- Parents must maintain social-distancing at all times on-site.

Activities:

- No soft toys or difficult to clean toys or equipment will be used.
- Any playground equipment will not be used.
- If weather permits we will hold some activities outside. If indoor space is required, only large rooms (larger than 55 sqm) will be used and indoor

areas will be kept well-ventilated with windows and doors (not fire doors) kept open where possible.

- All activities will be carried out following social distancing guidelines.
- Children will wash their hands after each activity and use hand sanitiser provided by the teachers and at the building entrance.
- Teachers will clean down all equipment used at the end of an activity.

Break and lunch times:

- Each group will eat separately.
- Separate areas will be identified for each group to eat their food in.
- Children attending the morning course will not stay on-site to eat lunch.

Hygiene:

- Hands must be sanitised before unpacking instrument (parent & child).
- Teachers will set up a 'hygiene station' in each room. This will include: a rubbish bag, tissues, nappy sacks (to place used tissues in first, tie and then place in rubbish bag), hand sanitiser, antibacterial spray, cloths and antibacterial wipes. The teachers will also carry a supply of masks to use if they need to come into close contact with a child.
- Staff will reinforce the "catch it, bin it, kill it" message throughout the day and signs will be displayed around camp to remind of this.
- Used tissues to be placed immediately in bins which will be double bagged and emptied regularly throughout the day.
- A toilet will be identified for each group, and families will only be allowed to go one at a time.

- Children should wash their hands: on arrival; after sneezing or coughing; after each activity; before and after eating food; after going to the toilet; just before leaving.

Cleaning:

- Soap dispensers will be checked regularly to ensure they are full and working.
- Contact points, such as door handles, will be cleaned throughout the day.
- PPE used where appropriate
- All on-site equipment wiped down at the end of the day.

First aid and medication:

- The school has a qualified First Aider on site.
- First Aiders will wear PPE when treating a child.

If a child/parent presents with symptoms during the day:

- Anyone who shows symptoms should be tested as soon as possible and remain at home until test results are received.
- If the group are indoors when a someone presents symptoms, the group will be moved to another room or outdoors and the room deep-cleaned.
- Parents and teachers at the course will be advised of a possible case and, if a case is confirmed, this will be reported to Public Health England and we will follow their advice.

Departure at the end of the day:

- Families will leave as soon as their final lesson ends - staying on to play on site or to socialise will not be possible.

STAFF

Before arriving at the course:

- Staff should take their temperatures each day before leaving home, and they must not come if they have a temperature over 38C.
- Staff should wear clean clothes to the course each day.
- Staff should ensure they bring a packed lunch and drink and keep this, along with any other belongings, in a bag.

Arrival at the course:

- Staff should register on the arrival each day.
- Staff should use the hand sanitiser to clean their hands on entering the building.

During the day at the course:

- Teachers should wash hands after sneezing or coughing, after each class and before and after eating, using hand washing facilities or hand sanitiser provided.
- Ensure children use hand sanitiser before unpacking instruments and the teacher should do the same before and after tuning a child's instrument.
- Course Directors will set up a 'hygiene station' in each room. This will include: a rubbish bag, tissues, nappy sacks (to place used tissues in first, tie and then place in rubbish bag), hand sanitiser, antibacterial spray, cloths and antibacterial wipes.
- Teachers will carry their own supply of masks to use if they need to come into close contact with a child.
- At the start of each class teachers will run through group rules with families including: hand washing; "catch it, bin it, kill it"; social distancing; not mixing groups.

- Teachers should use the hygiene stations and follow the same guidelines as the children as above.
- Teachers will wipe down all surfaces at the end of each class.
- Teachers to have lunch outside weather permitting.
- Teacher should avoid touching children and ask parents to guide their child where necessary.

If a member of staff presents with symptoms during the day:

- The member of staff should go home immediately.
- Any staff member who shows symptoms should be tested as soon as possible and remain at home until test results are received.
- Parents and teachers at the course will be advised of a possible case and, if a case is confirmed, this will be reported to Public Health England and we will follow their advice.

Leaving the course:

- Staff should go home within an hour of the last child leaving the course.
- Staff should use the hand sanitiser at the entrance/exit to clean their hands on the way out.
- Staff should not take home any items from the course other than their instrument.

PARENTS:

I declare that I am fully aware of the risks and hazards associated with attending Vivace Suzuki Summer School. I release Vivace Suzuki Summer School and Kingsdale Foundation School from any liability for property damage, personal injury, or death that may be sustained as a result of participating in the summer school. I have read and understand that I and my child are required to follow the summer school rules and regulations as outlined above. I understand that I need to be responsible for my child at all times if they are in Year 6 or below (in academic year 2019-20). I understand that the directors may ask us to leave the course, without a refund, if these guidelines are not followed.

Name: _____

Signature: _____

TEACHERS:

I declare that I am fully aware of the risks and hazards associated with attending Vivace Suzuki Summer School. I release Vivace Suzuki Summer School and Kingsdale Foundation School from any liability for property damage, personal injury, or death that may be sustained as a result of participating in the summer school. I have read and understand that I and am required to follow the summer school rules and regulations as outlined above and ensure these guidelines are followed by families attending my classes.

Name: _____

Signature: _____