



Excerpt from the Colours of Dance Health & Safety Policy

(Colours of Dance Handbook Appendix 4)

This Policy applies to:

All users of Level 1 & Level 2 at 182 Histon Road: users of Cambridge Dance Studios & members of Colours of Dance school

The policy in this section should be used in conjunction with the UK.Gov laws and guidelines that relate to the provision of dance classes to children and the use of dance studio and community facilities. These are listed at the end of this section.

Colours of Dance take a cautious approach and our principle is to keep staff, parents/carers and students safe by taking action to reduce the risk of infection and transmission. We will work to do this through the following measures:

- **Reduction of people in the building:** The waiting room and changing rooms remain closed. Only CoD staff, CoD Volunteers and class participants may enter the building, plus one adult per child for a child who needs assistance with personal care or requires the support of their parent being close by during class (by individual prior arrangement). The waiting adult must wear a mask and wait only in the area allocated to them.

During class hours, a temporary reception desk will be run at the entrance on the ground floor, and access to the building managed by a member of the CoD staff. No-one may enter the building during class hours without the permission of this staff member. Should the door be unattended at any time, a notice on the entrance door will advise student or visitor steps to take to enter safely.

Participants must arrive at the studios changed and ready for class under their street clothes as changing rooms are closed and students may not enter the building until 5m before their class starts. In difficult or exceptional circumstances a student may ask permission to use the toilet cubicle to change in prior to class.

- **Timetabling:** the timetable is arranged to reduce passing contact in corridors and on stairways. Time is included between classes to allow one cohort to leave before another arrives. The timetable will be closely monitored and adjusted as needed to support sensible flow of student groups in and out of the studios safely.
- **Symptom Check:** Each person wishing to enter the building or studio makes a verbal medical declaration to the teacher or member of staff. Anybody replying 'yes' to any question will be asked not to enter the building and to return home.
- **Ventilation:** where possible and safe to do so, doors will be held open on a wedge at all times that classes are in progress to increase natural air flow and reduce the need to touch the door. Windows on the stairs and in studios will be kept open to facilitate airflow when the weather is amenable. Comfort cooling & heating will only be used for short periods of time to support a safe environment (ie warm a room prior to class in winter, use the fan only to increase airflow during class when windows are open or to cool a room when dancers are affected adversely by physical exertion).
- **Hand sanitation:** Anyone entering the building should use the installed touch-free hand sanitiser and/or wash their hands with soapy water for a minimum of 20 seconds. Teachers should wash/sanitise their hands between classes, after the using the phones, stereo and register/recording tablets. Students finishing one class and going to another must use sanitizer between classes (and will be given time and directed to do so).



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- **Wearing masks:** Teachers & dancers will not be required to wear masks but may choose to. Adults waiting in attendance will be required to wear masks at all times, unless they are exempt and can evidence this.
- **Staff clothing:** Staff should arrive at the studio showered and wearing clean clothing
- **Staff self-testing:** Teacher and staff are encouraged to self-test weekly or more often during term time to ensure that they are not asymptomatic carriers
- **Physical Distancing**
 - Students must wait outside the building until 5 minutes before their class is scheduled to start, or they are invited in, then complete the medical declaration and proceed straight to their studio.
 - Students under age 5: may be accompanied by one adult by prior arrangement, who must remain in the assigned waiting room for the duration of the class.
 - Classes may be split in order to ensure physical distancing is possible and in response to govt guidelines: attendance on site may be rotated through the class so students can take it in turns to attend face to face if they wish. Students will be advised in advance if this is necessary and supported in managing the process
 - Teachers will guide students and modify lessons and groupings (taking turns) within class to ensure that appropriate physical distancing is supported. Brief (less than 30s) Hands-on correction is allowed when necessary for the student and with the student's permission. Teachers will hand sanitise after such correction is given.
- **If someone falls ill whilst on the premises.** That person will immediately be taken to the 2nd floor changing room and isolated from the current cohort. All teachers are trained First Aiders, and will treat the sick person appropriately as the situation applies.
- **Report of Covid 19 case confirmed among the student/parent/teaching body** – if a case of Covid 19 from someone in the building is reported, this will be reported to everyone who might be affected according to the prevailing advice on contact tracing. If required, staff will self-isolate and amendments to the teaching schedule will be made – including a temporary re-instatement of teaching by zoom for affected classes/teachers during any self-isolation period.
- **Venue Check in** – every person entering the building must leave contact details via school registration or check in using the NHS contact tracing app, or completing the manual form at entry.
- **No payment in person or cash can be received:** All payments must be paid via the Colours of Dance online portal or by telephone.
- **Second hand uniform will be available only by prior request** by phone or email and distributed to the student via class. Items may be tried on at home or in the studio and returned if not appropriate. Returned items will be left untouched for at least 24 hours before being returned to the cupboard or offered to someone else.
- **Enhanced Cleaning:** High Contact points touched by dancers and staff will be wiped with disinfectant wipes between groups/classes and at the end of each day. The floors of studios will be mopped between classes when floor work has been conducted, and at the end of each day.
- **Signage:** visible and appropriate signage to remind everyone to maintain space and hygiene
- **Disinfection:** The building will be thoroughly cleaned and disinfected regularly. Wherever possible, we will use disinfectants that are labeled as bactericidal, virucidal and fungicidal.
- **Late pick up:** a student may be asked to wait by the door with a member of staff, or in an empty studio if their parents are late to pick up

Inclusivity during the Pandemic

To consider the needs of all registered students, provision for digital content or remote access is in place for all classes, and when a student is required to self-isolate or is impacted by the pandemic in such a way that they cannot attend a class in person, they may contact the studio and ask to attend remotely via zoom. This must be arranged in advance of the class and may only be put in place for pandemic-related reasons.

Remote access to a class is arranged through the student portal and may only be activated by a school administrator.



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Participant Protocol

- Be dressed in dance attire before you travel to the studio, with your hair done properly.
- Please be outside the building ready to complete your medical declaration 5-10 minutes before the scheduled start time of your class.
- Sanitize your hands before entering the studio (using the wall mounted sanitizer)
- Go directly to the studio; dressing rooms will remain closed. Bring any dance items you need with you
- Remove your street shoes at the door of the studio and pick them up to carry in
- Place any bags or shoes in the studio under the barre in the space you are directed to by your teacher.
- Maintain a reasonable 1+m apart at the barre and in the centre. Follow any taped markings and your teacher will advise and help you
- Do not hug or touch any fellow students or teachers.
- Bring your own water; the water fountain is closed for use.
- There will be no use of props unless a student can supply their own.
- Your teacher will advise you on leaving one by one and escort you to the stairs to leave one by one and meet your parent (where relevant) outside.
- If your parent is late to pick up, we will show you to a safe place to await their arrival.

This policy has been created for users of the Cambridge Dance Studios and students of Colours of Dance School attending classes in these studios. Where Colours of Dance classes are conducted on other premises, the protocols in force at those premises will be followed where they are equal to or stricter than these above. Where Colours of Dance feels the protocols are inadequate or less than the protective processes details here, we will apply the standards listed here to our classes in other premises and will advise students/parents of that detail.

Keep in mind that these guidelines will be in effect during the period of the COVID-19 pandemic and may be adjusted as necessary, and they will be reduced when safe to do so. The success of this policy will only be achieved if every individual supports it. Anyone not abiding by the policy may be asked to leave the building immediately. If a member of staff is abused, verbally or otherwise, when attempting to enforce this policy, the registration of that person may be cancelled immediately by the Principal. If a student, parent/carer or member of staff feels that any element of this policy or implementation of a process is inappropriate or unfair, then they should report this concern to the Principal in writing or in person.

Further resources:

Updated 17 August 2021:

For Facilities: <https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators>

For Out of School Settings: <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/covid-19-actions-for-out-of-school-settings>

For Parents: <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

General Advice: <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>



Imogen Knight

Principal, Colours of Dance Date: 1 September 2021

This Policy will be constantly under review in line with new government advice, and updates posted on the Colours of Dance website and at the building Entrance.