



# COVID SAFE POLICY

Updated 6<sup>th</sup> November 2020

*All Confident Kids Performing Arts/Inspire Academy students and their parents or guardians must comply with the Confident Kids/Inspire Academy Covid19 Safe Policy and associated procedures. We are committed to maintaining best practices in relation to hygiene standards and will always strive to make our environment safe, supportive, nurturing and fun for all of our students.*

*Resuming our classes back in person at our studios means that we will need to run a little differently to how we have in the past. These measures are in line with current government guidelines and will be regularly reviewed and updated as necessary.*

*Our Covid19 Safe Policies and procedures have been developed using Work Safe and Ausdance best practice guidelines and are inline with the current CHO directions.*

*The Ausdance Return to Dance guidelines can be viewed here:*

<https://www.ausdancevic.org.au/resources-from-ausdance-vic>

## 1. ENROLMENT

- a) *Students attending Confident Kids Performing Arts School/Inspire Academy must be enrolled for the class that they are attending.*
- b) *All enrolment, policies and procedure forms must be signed and returned prior to a student being able to participate in a class.*
- c) *All trials and makeups, must be pre booked prior to the afternoon of the commencement of that class.*

## 2. TIMETABLE

- a) *The timetable has been amended to accommodate for additional cleaning breaks and to allow for density/capacity requirements of 1 person per 4sq. m. as per current CHO directions.*
- b) *Acrobatics classes will resume with the following conditions;*
  - i. *All Acrobatic students are required to bring their own yoga mat or towel;*
  - ii. *Spotting belt will be used by staff to limit their physical contact with students during acrobatics, however, where due to safety reasons this is deemed not appropriate, staff will be required to spot a child using a 'hands on' approach. This will be completed safely with staff ensuring that sanitising occurs between each contact*

## 3. DROP OFF & PICK UP / PARENTS ON SITE

- a) *Parents WILL NOT be permitted inside the premises. This will enable us to control the number of persons in each space at any one time and to ensure that maximum capacity/density limits set out by the government are adhered to.*
- b) *This above rule excludes pre-school parents, who, where required by the Covid Marshall, MAY enter the building, however, this is limited to ONE parent only and subject to the following;*

- i. *Parents who are required to enter the building will be required to adhere to social distancing, wear a mask and leave contact information for contact tracing, should there be a case of Covid 19 at the studio;*
- ii. *Siblings are not permitted to wait on site with their parent. Should a parent need to bring other children to the studio, you will be required to drop your child at their class and then wait in your car or go for a walk etc. (children under the age of 2 are permitted but must be carried at all times)*

d) *Students must be accompanied by a parent to and from the front door.*

e) *A staff member will supervise students at pick up and drop off times from the front door.*

f) *Students must be dropped off within 5 minutes of their class start time and collected within 5 minutes of their class finish time. **Students are not permitted to be dropped off early or picked up late.***

g) *Where capacity/density requirements allow, a parent/guardian of a child trialling the school for the first time may be allowed to enter the building to view the class at the discretion of the company directors, however must adhere to the Covid Policy requirements.*

h) *Teachers and Staff members will wear fitted face masks at all times in and around Confident Kids Performing Arts School/Inspire Academy facilities in accordance with Victorian Government Requirements. However it is not compulsory for teachers, educators and carers to wear face masks while teaching or caring for children as they can interfere with their ability to clearly communicate with students. Teachers may, where necessary, remove their mask or when puffing from exercise.*

#### **4. USE OF FACILITIES**

a) *Students must arrive dressed in their uniform/dance attire. The toilet is NOT permitted to be used as a changeroom in line with CHO directions.*

b) *Toilet facilities are open, however students are encouraged to use the toilet before and after class at home, if possible.*

c) *All areas will abide by maximum density/capacity limits of 1 person per 4 sq. m.*

#### **1. HYGIENE MEASURES**

***Students must not come to class if they are sick or have had contact with a known or suspected case of Covid-19.***

a) *All students will be temperature checked on arrival. Any student presenting with a temperature above 37.5 degrees will not be permitted to attend class and will be sent home with parent/guardian.*

b) *Students will be required to sanitise their hands upon arrival.*

c) *Students are to bring their named change of shoes and a named drink bottle to class ONLY. We encourage parents to wipe these items before coming to class and when you get home.*

d) *Students aged 12 and over must wear a correctly fitted facemask in accordance with CHO directions.*

e) *Where possible doors will remain open, allowing students to pass through without touching door handles.*

f) *Hand sanitiser is available in various locations throughout the building.*

g) *Staff will remind students of the importance of good hand washing hygiene and ask all students to sanitise their hands before and after each class and after bathroom breaks;*

h) *Regular cleaning and disinfecting will occur, including the cleaning and sanitising of 'high touch' surfaces between classes, including door handles and ballet bars.*

i) *Props and shared equipment will not be used until further notice.*

j) *Students are required to use the social distancing markers within the corridors and studios.*

k) *Students are to refrain from any unnecessary body contact and abide by the social distancing practices in place at the studio (e.g. NO hugging, high five etc). We understand this is more challenging for little ones and will do our best together to promote positive strategies and age appropriate alternatives to maintain our fun friendly environment*

## 6. RECEPTION

- a) Reception will be closed until further notice, and will be used solely for the venue Covid Marshall.
- b) Inquiries can only be made via phone or email, not in person.
- c) Cash payments will not be accepted until further notice.
- e) Uniform can continue to be purchased online. Students will be able to collect these items before/after their class time. We highly encourage parents to purchase uniform without the need to try garments on.

## 7. REFUNDS/CREDITS AND MAKE UP CLASSES

The following is in line with our Confident Kids/Inspire Academy Attendance policy

- a) Parents/guardians are responsible for the communicating absences with the Confident Kids Performing Arts School Office.
- b) The office must be notified in advance if a student is going to be absent from class.
- c) There will be no refunds for students not attending class due to illness AND/OR if government restrictions require us to stop face-to-face learning.
- d) If government imposed restrictions require us to once again close our doors we will revert to immediate online learning platforms.
- e) Where there is space in a suitable class, a make-up class will be offered, and must be taken within the same term as the absence.
- f) Make up classes must be booked in advance to ensure current class/venue capacities are in line with the CHO requirements.

## 11. ILLNESS PROTOCOL

- a) Staff, parents and students must NOT attend Confident Kids Performing Arts School/Inspire Academy if they:
  - i. Have any symptoms of cold, flu or fever.
  - ii. Have been in contact with an individual who has tested positive to Covid-19 in the past 14 days.
  - iii. Have been in contact with an individual who has been tested for Covid-19 but are awaiting results.
  - iv. Have been instructed to self-isolate
  - v. If the student resides with someone who has been instructed to self isolate.
- b) Any individual who has attended Confident Kids Performing Arts School/Inspire Academy MUST notify our office via email if they have tested positive for Covid 19.

*Confident Kids Performing Arts School/Inspire Academy has put in place preventative measures in line with the Victorian Government requirements to reduce the spread of Covid 19; however will not be held responsible should an outbreak occur and you or your child becomes ill.*

*By signing this policy, you are agreeing to follow the above practices set out by the Victorian Government and Confident Kids Performing Arts School/Inspire Academy. Failure to do so may result in cancellation of enrolment or a government fine.*

Parent/Guardian Full Name:

Signature:

Student Full Name:

Date: