

The purpose of this policy:

- To protect children who attend WOW and their families, as well as the professionals and volunteers that work here.
- To inform stakeholders of the procedures WOW has put in place to ensure rehearsals are safe and compliant with government COVID-19 guidelines.

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

- Gov.uk: Coronavirus (COVID-19): guidance for schools and other educational settings
- Gov.uk: Protective measures for holiday & after-school clubs, & other out-of-school settings
- Gov.uk: Performing Arts - working safely during Coronavirus COVID-19
- National Youth Agency: Managing youth sector activities and spaces during COVID-19
- Gov.uk: Coronavirus (COVID-19): guidance for providers of grassroots sport and gym/leisure facilities.

Parents and Children before arriving to class:

- Parents and members must ensure that they understand the protective measures in this policy, including social distancing, before they attend rehearsals.
- If a child feels unwell with any form of illness they should not come to a rehearsal.
- Members should bring a clearly labelled plastic 'backstage' box that they are able to carry unaided, in which to place their water bottle, song lyrics, pencil and mobile phone etc.
- Members should bring: a large, filled water bottle. Where possible, it should be clearly labelled.

Arrival at Rehearsals:

- Parents should NOT enter the hall, except by prior arrangement.
- Members MUST wear a face covering on arrival for a temperature check by the front door. They may choose to wear a face covering during the rehearsal.
- Parents MUST drop members off at their allocated time for a temperature check and WAIT until they have confirmation (visual signal / mobile message) that their child may stay. Members who are unavoidably delayed should gain the attention of the chaperone in the Green Room to carry out their temperature check by knocking on the door or window or phoning 01305 457997.
- Social distancing must be observed outside and inside the premises.
- After clearing the temperature check, members sanitise hands and go straight upstairs. They must not enter the Green Room.
- Members should hang any coats on the hooks on the landing at the top of the stairs.

Groups:

- Children are split into group 'bubbles' of 9 maximum.
- Each member will go straight upstairs on arrival and be dismissed individually from there at the end of the session on receipt of a message confirming their pick up is ready.
- Groups will not mix with other groups on a rehearsal evening.

Activities:

- The rehearsal spaces will be kept well-ventilated with windows and doors kept open where possible.
- All activities will be carried out following social distancing guidelines.
- Children will sanitise their hands as required using the hand sanitising stations.
- The chaperone / group leader will clean all touch points at the end of each group session.

Hygiene:

- We will set up a rubbish bin, tissues, antibacterial spray and cloths/wipes. The chaperone/first-aider will also have access to PPE (disposable gloves, masks, apron) should they need to come into close contact with a child.
- Used tissues to be placed immediately in bins which will be double bagged and emptied at the end of the session if used.
- The upstairs toilet will be available, although members are encouraged to use their toilet at home before attending. Users should wash their hands for 20 seconds. After use of the toilet, users / chaperones should clean touch points with the spray/wipes provided.

Cleaning:

- Soap dispensers will be checked regularly.
- Contact points, such as door handles, will be cleaned throughout the rehearsal and equipment/surfaces wiped down at the end of the session.
- The hall will be professionally cleaned on a regular basis and additionally as required.

If a member presents with symptoms during the rehearsal:

- The member will be taken to the accessible toilet in the Green Room and the parents called to collect them from rehearsal.
- Parents of children in the group will be advised of a possible case and if a case is confirmed, we will follow Government guidance.

Collection at the end of class:

- Only one parent should be present for collection, particularly if queuing, where social distancing must be observed.
- Children being collected will be dismissed individually from upstairs on receipt of a phone message to the child confirming the parent is ready for pick-up.
- Parents MUST be ready to collect the children at their allocated time to ensure social distancing can be fully observed when there is a changeover of groups.