

## NTA WORKSHOPS CIC COVID-19 Policy

### **About This Policy (Overview and where the policy is from)**

NTA Workshops CIC has drawn up this policy in the wake of the Coronavirus/COVID 19 pandemic. We, the Directors, are fully committed to making sure Staff, Children and Parents are kept safe and to prevent the spread of COVID-19. While we cannot guarantee to stop the spread completely within NTA Workshops CIC sessions, we have put many measures into place to help minimise this risk.

Our Policy has been drawn up using the Government's *Protective Measures for Holiday and After School Clubs, and Other Out-of-School Settings (OOSS) During the Coronavirus (COVID-19 Outbreak)* guidance. Within this, we understand that we are a performing arts group that operates in an indoor setting.

In the policy, the word 'we' refers to NTA Workshops CIC as a company. 'Staff' refers to NTA Workshops CIC staff, both employed and volunteering. 'Parents' and 'Child/Children' refers to the children who are registered to attend each specific NTA Workshops CIC session, and Parents to any family member that accompanies a Child. 'Social Distancing' refers to current Government guidelines on distancing rules and advice.

### **Making Rehearsals COVID Safe**

In order to help stop the spread of the virus, we have had to make a number of changes to the way NTA Workshops CIC can conduct its rehearsals. The first noticeable change being the size of the group of Children attending being limited to the recommended guidance of 15 children. This means we cannot allow any more than 15 children in the room with us throughout the duration of our indoor activities per session. To help us manage this number, we now ask that anyone who wishes to have a new child join the group should seek agreement from NTA Workshops CIC staff first before that child attends. In addition, we would require a Parent/Carer to return a completed Personal Details form relating to this child before their agreed attendance. Should the number of children in the group exceed 15, or should a child attend without permission, we will not allow them inside the building and will ask them to leave the premises of the venue's grounds.

The operation of NTA Workshops CIC's group registers will remain roughly the same, however the uses of it will change in relation to NHS track and trace. As before, we will ask that Parents complete a Personal Details form, Financial Agreement form and a Photography Disclaimer for each child that attends. However, these forms will now need to be handed into NTA Workshops CIC before any child can enter the indoor setting of our activities. This is to ensure NTA Workshops CIC has adequate up to date information relating to that child's health and contact details. Registers of each session will be taken as before, including each child's attendance. All of these will be in line with NTA Workshops CIC's Privacy Policy, which has now been updated to include information shared to the NHS track and trace where appropriate.

The Government's guidance on OOSS suggests that the way we organise the children within the indoor activity should change. As we are unable to keep within each school's year/class bubble, NTA Workshops CIC will now create its own groups within each session (sub-bubbles) depending on age, friends and family. These sub-groups will have their own designated areas of the hall and will be rehearsing together with the intention to keep their distance from the other sub-bubbles as much as possible. The guidance suggests that children aged 12 and younger, have less susceptibility to the virus, than children aged 13 and older. However, children can still spread the virus without adequate social distancing, therefore our sub-bubbles will be divided to reflect age groups and schools if possible. Children will be advised not to mix sub-bubbles under any circumstances while on the premises of the Session.

To avoid sharing furniture such as chairs, each child will be assigned their own area showing their name with a two-metre gap from other children to place their personal belongings. They will also have a chair within their area. They must only use this one chair throughout the rehearsal and should not use anyone else's chair under any circumstances. At the end of each session, these chairs will be cleaned by us.

NTA Workshops CIC will have hand sanitiser available throughout the sessions, which will be applied by Tracy who will be our designated NTA staff member for cleanliness. Children will be expected to see Tracy to have their hands sanitised upon entering the building, before and after using the toilet, before and after breaktimes, and before leaving the building at the end of the sessions. Children can also bring their own sanitiser if they wish to do so, but must not share this with anyone else outside of their household. To help maintain the hygiene level when using the toilets, only one child will be allowed to go at a time and must see Tracy before and after using it. Though we cannot govern hand washing with soap and water whilst using the toilets, we will actively encourage the children to do so on their own. We will also be providing our own handwashes for the toilets, at each of our sessions, for us to monitor hand washing, as well as limit the usage of the school's hygiene products, that are used by many other children. Should we suspect a child has not used the correct hygiene measures that NTA Workshops CIC has put in place, we will enforce that they do so there and then. Should we find a child to ignore our enforcement, they will be sent home.

The children must now bring their own pens, folders and any other stationary equipment they may need for each session. Under no circumstances should any child share or borrow equipment from another child or staff. This includes scripts, song sheets and scrap paper. Should a child forgot to bring anything they may need for that session (including scripts) we can no longer provide or advise the borrowing of this.

Unfortunately, to prevent the spread of COVID 19 we will no longer be running the tuck shop until further notice, as we will be unable to man this efficiently. We still advise children bring enough drink for each session and a snack for break time. However, children will not be allowed to share any food, sweets or drink under any circumstances, and must take all their rubbish home with them. Littering must not be done under any circumstances. Even though we will have rubbish bags with us, this will be for hygiene reasons only and not for

food waste or sweet wrappers. Therefore, each child attending each session, will be required to bring a bag to put their rubbish in, to take home.

To help maintain this Policy and the Government's guidelines, the activity within each session, including games, rehearsals and performances have been tailored to keep social distancing in mind. Games will either be conducted on their designated chairs, or will be limited to the proximity of their sub-bubble. Scenes and songs will feature a limited amount of children at each time, to help maintain social distancing on stage and the rehearsal space. It will be cast and rehearsed in relation to their sub-bubbles. Government guidelines have a specific note regarding the rehearsal of group songs, to suggest that singing must not be face to face, but out to the audience and to maintain the 2-metre gap.

## **Performances**

NTA Workshops CIC plans to run its first performance in Spring/Summer 2021. At which point we anticipate that Government guidelines would have changed. Therefore, we plan to review this section during the next review of this Policy.

## **Drop Off and Pick Up of Children**

Like with the school run, NTA Workshops CIC will run an 'In and Out' policy where possible. This will mean that everyone will enter in one door to the venue and leave via one door. At the start and end of the workshop, a designated area between the two doors will be assigned where parents can enter with their child, liaise with NTA Staff should they need to and then exit. Buttons/dots will be placed on the floor at the entrance should there be a queue to enter. All Parents and Staff should wear facemasks while dropping off and picking up children. All this will be clearly advised to our Parents by email prior to starting back, and on site where signs will be clearly marked. Advice and guidelines from the Venue Hirer will be passed to the parents prior to starting back with NTA Workshops CIC. Risk assessments for venues will be undertaken and can be available on request.

Aside from this, we encourage parents to drop their child off at the gate of the premises, or outside boundary visible of the main entrance to the building. Where possible, NTA Staff will be visible at the entrance to reassure the Parent that their child has arrived in our care safely. We also advise Parents to raise questions or issues via the internet or telephone outside of rehearsal sessions, to reduce the amount of face to face contact with our Staff where possible. NTA Workshops CIC Staff will ensure they are on site and ready for children to attend 15 minutes before the session starts and 15 minutes after the session ends. This should help prevent the rush of children and parents arriving at the same time. NTA Workshops CIC will aim to start and finish at the designated times. We will ask Parents and Children to remain in their car or outside the buildings, obeying Government social distancing rules, and not enter the building until NTA Staff are ready.

## **NHS Track and Trace**

To help the NHS keep records of contact tracing for Coronavirus contagion we, like any other organisation, need to keep a record of who we have in attendance at any one time. To help with this we will use each venue's NHS Track and Trace QR code, which will be available for parents or anyone over the age of 16 to scan at each Session. This does not need to be scanned each week but if a parent wants to enter the indoor setting to talk to Staff or accompany children then scanning the QR Code will be advised. Children do not need to scan the code as we will keep full registers of their attendance. As part of our duties, names and contact information will be shared with the NHS should they request it. NTA Workshops CIC does not have access to any information gathered via the NHS Track and Trace QR Code. Government advice is to keep our registers for 21 days, however NTA Workshops CIC will keep them longer for safeguarding purposes. For more information on personal data collection please see our Privacy Policy.

## **Use of Face Masks**

Face masks should be worn by 13+ year olds, including adults, if they are accompanying a Child to NTA Workshops CIC sessions.

NTA Children will not be required to wear a face mask during the indoor setting of our sessions, however we do advise the use of face masks outside of this setting should their journey require it.

## **Payments**

In accordance with Government advice and guidelines, NTA Workshops CIC will no longer accept or pay using cash payments. This is to help control the spread of germs on coins and notes. NTA Workshops CIC will continue to pay invoices by BACS, Debit card and PayPal payments as before. Likewise, we will not be accepting cash for payment for fees or merchandise. Instead we will continue to run Direct Debit payments via GoCardless, invoice and payments via PayPal and BACS directly to NTA Workshops CIC bank account. In the instance where weekly payments, merchandise or any other face to face payments need to be made before or after a rehearsal, Staff will carry with them the facility to pay by debit or credit cards via PIN or contactless payments. Our tuck shop will not be running until further notice.

## **If Anyone Shows Signs of Symptoms**

Protecting the health of Staff, Children and Parents is paramount. Therefore, we ask any Parent whose Child feels unwell with any of the COVID-19 symptoms to contact us as soon as possible. This Child must not attend or visit any session under any circumstances while they are suffering from any of these symptoms. COVID-19 symptoms are:

- a new, continuous cough
- high temperature
- loss of, or change in, their normal sense of taste or smell (anosmia)

A Parent of a Child with any of these symptoms should follow the Government's guidance for Households with possible Coronavirus Infection. The Child must not return to our sessions until the symptoms have cleared. Should a Child receive a test and the test proves negative, the Child will be allowed to return. Should a Child test positive they should remain at home for the designated self-isolation period of 14 days. Payments for any Child who is told to self-isolate will be frozen and dealt with upon their return.

Once NTA Workshops CIC has been informed of a Child or Staff member who has tested, we will seek advice from NHS Track and Trace, and Public Health England to determine the best course of action moving forward. Possible outcomes maybe that certain Children who have had close contact with the person, are told to isolate, or future sessions maybe cancelled covering the 14-day period. In this eventuality, NTA Workshops CIC or NHS Track and Trace will contact Staff and Parents with advice, on whether self-isolation and testing is needed.

If a child becomes unwell while attending an NTA Workshops CIC session with any of the above symptoms, their Parent will be called immediately and asked to come and collect their Child as soon as possible. The Child will be told to collect their belongings and will then be accompanied by a member of Staff to a well-ventilated area away from the rest of the Group (or a distance of at least 2 metres if this is not possible). The Child will no longer be able to use the shared toilet facility and must use a separate toilet should they need to. Although the Staff member with them will wear a face mask, and maintain Social Distancing, they will remain with them until their parent arrives. Staff will be fully aware that in a situation like this both personal safety and the Child's welfare are paramount.

Should the local authorities declare a local lockdown, NTA Workshops CIC will stop all future sessions of that group immediately, and Parents payments will be frozen. NTA Workshops CIC will reopen once the lockdown is lifted, and the local authority has deemed it safe to do so.

## **Reviewing This Policy**

As the Government rules on social distancing and measures of controlling the virus are likely to change, so will the guidance on OOSS change. It is our responsibility and intention to stay up to date with any such changes, and adapt this Policy to be in line with current guidelines. Therefore, we intend to review this Policy monthly to make sure our COVID controls are realistic and consistent. Should new Government guidelines come into effect, our Policy will be reviewed as soon as possible.

**Last review: 10<sup>th</sup> October 2020**

If you become aware that a student or member of staff has tested positive for coronavirus (COVID-19) in your setting, you can contact the new Public Health England service, delivered by the NHS Business Services Authority, if you need support on the action you should take. Call our existing coronavirus (COVID-19) helpline number on [0800 046 8687](tel:08000468687) and select option 1. The advice service is open Monday to Friday from 8am to 6pm and Saturday and Sunday from 10am to 4pm. The call will be with a dedicated team of advisors who will inform your setting of what action is needed based on the latest public health advice. They will work through a risk assessment to identify close contacts.