

Shakespeare's Kids recognises its requirements under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health, safety and welfare at work of all employees and volunteers, and so far as is reasonably practicable, that it does not expose people who are not employees to risks to their health and safety. The organisation further recognises that there is a common law duty of care on all.

Shakespeare's Kids attaches great importance to the health, safety and welfare of our staff and volunteers and all those who are involved in activities organised by us. To this end we aim to ensure that all activities carried out or undertaken by our staff and volunteers are managed in a manner to avoid, reduce or control foreseeable risks to the health and safety of any person who may be affected by those activities as far as reasonably practicable whilst providing an environment that is supportive of our activities.

We will adopt and implement policy and procedures that are compatible with and acknowledge the duties imposed by the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and other Regulations that apply to our activities.

We will achieve this by:

- Ensuring that anyone who may be affected by our activities is not exposed to undue health and safety risks.
- Carrying out suitable assessments of the health and safety risks to which staff, volunteers and those participating in our activities may be exposed and minimise those risks as far as is reasonably practicable.
- Establishing clear organisational and procedural arrangements to effectively carry out our activities.
- Providing a safe working environment for staff and volunteers.
- Establishing emergency procedures for actions to be taken in the event of fire, incidents, accidents, dangerous occurrences and illness.
- Providing relevant information, advice, training, instruction and supervision.
- Consulting with staff and volunteers on health and safety matters.
- Implementing appropriate procedures for the effective monitoring and review of this policy, our organisational arrangements and our health and safety procedures.
- Encouraging a positive attitude to health and safety and ensuring that all staff and volunteers, by example, promote safe practice.

Overall and final health and safety responsibility within the organisation lies with the Board. The Board shall appoint one person who will take the responsibility for drawing to the attention of staff and volunteers any health and safety matters that need to be discussed or acted upon.

Sharon McNally shall be given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation. In particular she will be given delegated responsibility for:

- investigating and reporting accidents
- drawing to the attention of the Board, staff and volunteers to any new legislation on health and safety relevant to the work of Shakespeare's Kids
- drawing to the Board's attention any matters with which she is unable to deal.

Date agreed by Board	1 FEB 2020
Date of next review	1 AUG 2020

COVID-19 Staff Guidance and Term 20/21 Procedures

Introduction

As part of our commitment to keeping our staff, students and families safe we have adopted the following new procedures for term 2020/21. These have been implemented with a view to being able to ease them as soon as it is safe to do so, ensuring the maximum benefit to our students experience as soon as is practicable.

The plans outlined in this document have been structured to enable SK Theatre School to work within Scottish Government guidelines. With no specific guidance issued for our sector it is the responsibility for "facility operators in conjunction with trade union or workforce representatives to decide how best to successfully adopt and adapt guidance for their individual circumstances." As such we have studied a range of relative guidance.

It is important to note that lockdown has been a difficult time for many young people and while we need to adapt the wellbeing of our students is key. They should always feel our warmth and support, despite a 2m distance.

The Basics

Here is an overview of new procedures at SKTS for Term 2020/21:

- Face coverings must be worn by all staff, parents and students over 12 when moving around the building, except where exemptions apply.
- Face coverings are encouraged for all students age 5+ when moving around the building.
- Face coverings are not required when in class, though if any members of staff/students would like to wear face coverings during lessons this is permitted.
- Visors are available for staff if desired and can be collected from Sharon . These should be disinfected before and after use to maintain high levels of hygiene.
- Staff must make every effort to maintain 2m distancing from students, parents and each other.
- Maintaining high levels of hygiene throughout the building is everyones responsibility.

- Antibacterial sprays & paper towels will be made available in studio and tutors will be responsible for wiping down high touch points/equipment/resources before and after each group.
- Cleaning in communal areas/banisters/toilets whilst classes are running will be the responsibility of Appointed Facility Supervisor (AFS) for each shift.
- Parents are not permitted to wait in the building, though exceptions will be made for new or nervous students.
- Students will be collected at the front door by their class tutor and will go directly to their class (more details can be found in Drop Off Procedures)
- ALL students will need to register details BEFORE ATTENDANCE for Test & Protect by returning registration pack prior to their first class and a register taken before each class commences .
- Students will be taken to the front door and handed over to parents.

Responsibilities of the Appointed Facility Supervisor

Due to the increased duties and essential rigid government guidance that must be in place for SKTS to operate safely, each session will require to have an AFS to support the teaching staff and help implement policy.

Setting Up for Staff

Opening the building and setting up for staff is the responsibility of the Appointed Facility Supervisor (AFS) for each shift.

The AFS on shift will open the building and set up at least 30mins before classes start.

AFS Ordered Checklist for Opening Up:

- Unlock and enter switching on only the required lights as you go.
- Remove outdoor jacket, unpack any required items from bag then store safely in delegated area.
- Gel hands.

- Spray & wipe down any items brought from home such as phone/laptop/ water bottle with anti-bacterial cleaner.
- Gel hands.
- Spray & wipe down equipment and high touch points in your room with anti-bacterial cleaner
- Spray and wipe down any props you are using. (Please bear in mind props cannot be passed from child to child at this time.)

When students arrive

- Students should not enter building with jackets/ bag if they do so they should be stored apart in designated area.
- Once any outdoor attire is removed students should gel hands and take a seat on the mark-up.
- Once everyone is settled a register should be completed.

Registers

It is more important than ever before that registers are kept up to date. In addition to Fire & Safety regs we need 100% accurate records to comply with Government Test & Protect policy.

It is essential that registers are not done retrospectively and are always completed at the start of every class. If students arrive late they should be marked present on the reg immediately as we cannot risk inaccuracies.

Projecting Voices and Singing

The following is a quote from the government guidance for Organised Childrens Activities:

"Singing, especially in groups, is considered a higher risk activity at present because of the potential for aerosol production...Until further evidence is known it is advised that all singing activities are avoided...Measures should also be taken to minimise the need for shouting, which also increases the aerosol production. For example, background music should be played on a low volume to avoid the need for raised voices."

- Double checking 15mins after classes begin that a register has been taken & where it has not, requesting this from the member of teaching staff

Locking Up

It is the responsibility of the AFS to lock up the building after coaching staff have left.

- Final spray and wipe down of touch points in corridors and communal areas
- Wipe down staff bags/jacket shelves with antibacterial spray after collecting your own stuff

Suspected cases of COVID-19

If a staff member displays symptoms of COVID-19 whilst at SKTS they should be sent home immediately.

If a student displays symptoms of COVID-19 whilst at SKTS they should be taken to an unused area to isolate and parents called to collect them as soon as possible.

List of symptoms:

- a high temperature
- a new, continuous cough
- loss or change to your sense of smell or taste

Responsibilities of Teaching Staff

During this period teaching staff are required to undertake additional duties to allow us to open and operate within government guidelines and keep our whole team safe.

Setting Up Your Studio for Students

Setting up your studio before each class is the responsibility of the teacher.

COACHING Staff Ordered Checklist for Setting Up:

- Remove outdoor jacket, unpack any required items from bag then store in designated area.

- Spray & wipe down any items brought from home such as phone/laptop/water bottle with anti-bacterial cleaner.
- Spray and wipe down banisters and turn on all lights, wiping switches as you go including those previously turned on.

The AFS will next need to ensure each studio is ready for students. These spaces will have been cleaned by the Landlord in the morning and will be cleaned down again by the tutor who will be using the room.

- Check nothing has been left behind from previous class. Any lost property should be bagged and stored. Discarded handouts must be binned along with any other rubbish.
- Make sure chairs are stacked out of the way.
- Check hand gel stations are filled.
- Check antibacterial spray and paper towels are available for tutor.
- Check toilets are stocked with antibacterial soap & toilet rolls.

Controlling Entry to SKTS

It is the responsibility of the AFS to ensure that parents and students are not admitted to the building to wait.

- Staff will be admitted 15 mins prior to students. Once in they will go directly to their teaching room.
- Students will be invited in just 5 mins before classes begin, supervised and supported by the AFS (see Drop Off Procedures).
- The AFS will also support teaching staff as their classes finish and students are to be collected (see Pick Up Procedures).

Additional Duties

- Welcoming new students, completing and filing paperwork for Test & Protect (see Trial Students)
- Wiping down touch points in corridors/toilets/studios & reception spaces after each group

It is therefore essential that staff are mindful of this advice and only project their voices to the level that is needed for class members to be able to hear instructions. The following should be avoided:

- shouting instructions over music
- shouting to gain students attention (use alt methods such as clapping/hands up/etc)
- games which encourage the students to shout or result in them getting over excited and shouting
- allowing general class noise levels to ramp up

Considerations When Planning Classes

- Staff should maintain a 2m distance from students whenever possible. It is understood however that younger children and children with ASN may struggle to maintain models of physical distancing but every effort should be made to support this .
- Though under 12's do not need to distance from each other, we want to embrace increasing separation & decreasing interaction whenever we can.
- Activities which promote contact e.g. partner dance work, games which require physical contact or encourage close should be avoided entirely this term
- There should be no shared resources e.g. props which are passed from one child to another. Any props that are used must be cleaned by the tutor before being passed to a student and cleaned again at the end of the lesson.
- There should be no shared handouts.
- Children should be discouraged from bringing items from home.
- For dance tutors please try where possible to deliver your class facing the mirrors in the same direction as your students.

Class Change Overs

Teachers are responsible for spraying and wiping down touch points & bag/jacket storage in their room between classes.

Teachers must also remove and bag any lost property left behind in their space before the next group come in. Bags have been provided in every room for this purpose.

Students must be kept in their class 'bubbles' to avoid any cross infection between groups.

Drop Off Procedures

Parents and students are no longer permitted inside the building to wait though. We want to minimise traffic in the building, keep the kids in their distinct class groups and avoid cross over i.e. only one class moving through the building at any one time, and ensure we do not have parents or students crowding waiting in corridors or reception.

- The AFS will open the main front door 5 minutes before class is due to start
- For Under 7's each class tutor will accompany the AFS and collect and take their students to class.
- For Jun/Inter/Sen classes the AFS will let them in and send them directly to the studio where their tutor will be waiting.

Staggered start times

These have been implemented to help managing children within groups, minimising their contact and exposure.

Its is important to remember that children should not mix freely with children in other groups whilst in SKYT

Drop of Procedures

Parents of Little Shakespeare's (4-7yrs) will be let in by AFS. Kids need to be ready and have jackets and belonging removed and kept with parent. Parents need to distance so kids need to be spaced out. This decision has been made as we are a basement floor premises. We feel it is best to have parents support when bringing the young students down stairs with bags and jackets as our staff cannot be as hands-on as they usually would.

Shakespeare's Kids

Child Protection Policy

Profile

Shakespeare's Kid's acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities , government guidance and complies with best practice and The Care Commission requirements .

Policy

This policy

- a) Applies to all adults including the Board of Trustee's , volunteers ,paid staff and anyone working on behalf of Shakespeare's Kids .
- b) Recognises that the welfare and interests of children and young people are paramount in all circumstances ;and
- c) Aims to ensure that all children and young people have a positive and enjoyable enjoyable experience of drama activities in a safe and child centred environment and are protected from abuse whilst participating in drama and otherwise .

Shakespeare's Kid acknowledges that some children and young people including those disabled and those from ethnic minority communities , can be particularly vulnerable to abuse and accepts the responsibility to take reasonable and appropriate steps to ensure their welfare .

Shakespeare's Kids will

- 1 . Promote and prioritise the safety and wellbeing of children and young people .
2. Ensure that everyone is clear about their role and responsibilities in respect to safeguarding and is provided with appropriate mandatory learning opportunities to recognise . Identify and respond to signs of abuse , neglect and other safeguarding concerns relating to young people .
3. Provide all children and young people on joining the organisation with information for themselves and their parents or guardians covering Shakespeare's Kids safeguarding arrangements .
4. Widely promote Shakespeare's Kids safeguarding policies and procedures
5. Ensure that trustees , staff and volunteers take seriously all concerns and allegations of abuse and respond appropriately .
6. Securely maintain and store confidentially , detailed and accurate records of all safeguarding concerns
7. Prevent the use of unsuitable individuals through the robust use of Disclosure and Barring arrangements as they apply in each area of the UK and the application of best practice in the safe recruitment of staff and volunteers working with children and young people .
8. Ensure that robust safeguarding arrangements and procedures are in operation ;and
9. Address without delay and failure to comply with this policy

Shakespeare's Kids

Safeguarding Policy 2020

Profile

The definition of safeguarding children and young people in relation to children and young people;

Shakespeare's Kids adopts the definition used in The Children Act 2004 (1) and the Department for Education (DfE) guidance document ; Working together to safeguard children 2013 (paragraph 2) which define safeguarding and promoting children and young peoples welfare as ;

- * Protecting children from maltreatment
- * Preventing impairment of children's health or impairment
- * Taking action to enable all children have the best outcomes

The above statutory guidance defines child protection as part of safeguarding and promoting welfare.

Child protection is the activity undertaken to protect specific children who are suffering or are likely to suffer significant harm .

Responsibilities

For the purpose of this policy, Shakespeare's Kids responsibilities cover ;

* Identifying specific safeguarding concerns that may need to be raised with a Senior manager within the responsible provider and/or authority as part of inspection or regulation work.

Such concerns could include but may not be limited to ;

- no designated senior person for child protection within a class
- inadequate safeguarding arrangements within the school
- incomplete records of serious incidents in a class
- inadequate response to bullying within a class
- incomplete records of recruitment checks /inadequate recruitment checking procedures
- lack of clarity about the safeguarding needs of children and young people and vulnerable adults .

* Responding to specific child protection concerns about children at risk of significant harm that are likely to need to be referred through social care services and possibly the police .

Aims & Objectives

Shakespeare's Kids will ensure that there is a clear focus on the safety and welfare of children, young people and vulnerable adults .

The focus will be constant across all classes .

We will have appropriate measures in place to safeguard and promote the welfare of children and will bring matters requiring attention to the relevant authorities

All staff are required to complete a basic safeguarding training programme therefore expected to have a good understanding of safeguarding concerns , including potential abuse and neglect of children and young people which may come to light in the work place as well as in the settings we use .

At what ever level we identify risks , we will highlight them and seek to ensure that appropriate steps are taken to safeguard the children concerned .

All Shakespeare's Kids employees , and those who undertake work on our behalf

must maintain a focus on safeguarding children , young people and vulnerable adults and this must be reflected both in sound individual practice and in our internal policies and guidance .

All staff working with children and young people (including young people who are vulnerable adults) must

- * Give highest priority to their safety and welfare
- * Recognise , identify and respond to signs of abuse , neglect and other safeguarding concerns relating to children and young people
- * Respond appropriately to disclosure by a child or young person of abuse
- * Respond appropriately to allegations against staff, other adults and against themselves .
- * Understand and implement safe practice in carrying out their duties of inspection .