

Infection Control Policy

Company name: The Ellendel School of Speech and Drama **Policy created by:** Laura McHale

Date of next review: Ongoing

Date assessment was carried out:

- Please do not send your child to Speech and Drama lessons at Ellendel if they are feeling unwell, a family member or someone in your household are displaying COVID-19 Symptoms. If your child has common head cold symptoms, please do not send them to class.
- Students will only be allowed to attend their scheduled class and not mix in other classes.
- No cash payments.

Arrivals

- All parents/carers are kindly asked to maintain social distancing when arriving at our venue. If possible, please allow your child to enter the venue on their own.
- No parents/carers are allowed to enter the classroom (unless in an emergency).
- Students must follow the one-way system and follow floor markings.

In Class

- We will be observing class sizes in line with social distancing
- Students must wash their hands before the lesson – each venue has facilities for this. Students must line up with social distance. Ellendel will provide anti-bacterial soap.
- Hand sanitisers will be all classrooms.
- All venues will be cleaned with antibacterial products before each lesson.
- Signage regarding hand washing and sanitising will be displayed in the venue.
- Windows, where possible, will be left open to ensure ventilation.

The Ellendel School of Speech and Drama

- Please ensure that students only bring essentials to the lesson. Students are no longer allowed to bring folders. Please keep these at home. Parents will be emailed resources. Any physical resources provided to students will be given at the end of the lesson.
- Students will be encouraged to cough or sneeze using the inside of their elbow. Tissues should be put into a bun bag (one per room) which will be sealed and removed at the end of the lesson.
- There will be no use of props lessons at the moment.

Social Distancing

- We will follow the latest social distancing guidance from the UK Government for all of our students where appropriate.
- Rooms will be of the required size and will be set up before each lesson to ensure social distancing. Students are asked to adhere to floor markings and guidelines.

Departure

- Student departure may be staggered to ensure social distancing. Please do not come in to the building to collect students. Please adhere to social distancing outside the building.

Online Classes

- In the event of a student not being able to make a class due to isolation, they can join our weekly online class.
- Any student who wishes to continue online classes instead of attending physically may do so. Please contact Ellendel to inform.
- If for any reason we are unable to deliver our classes in the Ellendel venue, we will offer replacement classes delivered online via the platform ZOOM.

Contact/ Communication

- Please email us if you need to communicate with us. Our capacity to communicate with parents after/between classes will be limited.
- We will endeavour to make phone calls after the lesson to any parent who wishes.

Courses Completed

- Laura McHale and Laura McLoughlin have completed an Infection Control Course

Risk Assessment Checklist

Company name: The Ellendel School of Speech and Drama

Assessment Carried out by: Laura McHale

Date of next review: Ongoing

Date assessment was carried out: 4/08/2020

		Y/N	Steps/Adaptations
Decision to Reopen			
Are we able to comply with the government guidelines on:	Social Distancing	Y	Outlined in infection Control policy. On arrival, in class and departure. Floor markings to ensure compliance with social distancing.
	Infection Control	Y	Infection Control Policy created. Outlines cleaning procedure and handwashing.
	Size of Gathering	Y	Reduced class sizes in line with government guidelines.
Team			
Safe Working practises for the team	Consider Team Member individual circumstances	Y	Classes in the Autumn Term to be taught by the same teacher. No mixing of teachers. Laura McHale and Laura McLoughlin to do all the teaching. No new staff.
	Training	Y	Laura McHale and Laura McLoughlin have completed all necessary training to ensure safe

The Ellendel School of Speech and Drama

			running of classes and new working practises.
	Ensure Social Distancing in Staff only area.	Y	Teachers to ensure social distance with students. Floor markings used.
Infection Control			
Infection Control Policy	Have we got one and does it cover:		
	Adaptations to sessions and use of materials/equipment	Y	
	Exclusions for students and staff in the infect of illness	Y	
	Terms and Conditions	Y	Updated Terms and Conditions Policy
	Procedure for communication with parents	Y	Website/Social Media/Email
Infection Control Training	Have key team members received infection control training.	Y	Completed: Infection Control & COVID-19 secure for the Workplace and Infection Control & COVID-19 secure for Children's Activity Providers and Childhood Settings
Insurance			
Review insurance and make contact with providers.	Does Insurance provide adequate cover? Ensure there is no specific Covid exclusion.	Y	
Policies			
Review all current policies	Do they have specific pandemic/Covid Clauses	Y	Adaptations made
Terms and Conditions			
Review Terms and Conditions. Do they cover:	Cancellations/Refunds in the event of pandemic	Y	
	Health Questionnaire on booking	Y	
	Refusing entry/Sending Students home due to illness	Y	
Social Distancing Measures			
Entrances and Exits	Staggered entering to lessons	Y	
	Where possible have separate entry and exit points	Y	

The Ellendel School of Speech and Drama

	Ensure one student (alone) at a time enters venue.	Y	
Waiting Areas and Pick-ups.	Pick up areas	Y	
	No parents/carers to enter building	Y	
	Staggered exits	Y	
	Marked Spots to ensure safe social distancing	Y	
Toilets	Ensure limited number of students using the toilet facilities at any one time.	Y	
Venues			
Assessment of the viability of the venues used to host lessons.	Is it possible to ensure safe social distancing in the venue?	Y	
	Ensure handwashing and sanitizing facilities are available	Y	
	Are spaces well ventilated?	Y	
Equipment	Reduce the use of equipment and materials	Y	
	Ensure there is no cross contamination of equipment by sharing.	Y	No use of props to be used. No equipment to be shared.
Cleaning	Regular Deep clean with antibacterial products before every lesson.	Y	
Booking Procedure	Ensure that all booking complete a health declaration as part of the booking process.	Y	