

Hygiene & Social Distance Policy 2021

Full Policy

Rocksteady is committed to creating a 'culture of safety' in which the health and safety of children, school teams and our staff is the priority. The current personal hygiene, testing and social distancing measures are important to everyone and combine with Rocksteady's role in supporting schools to restore positive wellbeing for children.

The following information is an overview of the measures in place when teaching children music in their school environment. It will be reviewed and updated regularly based on the most recent guidelines from the Government.

The policy is split into five categories:

1. Social Distancing in Schools
2. Social Distance Teaching
3. Staff Hygiene and Testing
4. Pupil Hygiene
5. Instrument Hygiene

Rocksteady Music School will adhere to the current Government guidelines. This policy will be regularly reviewed and updated based on the most recent guidelines from the Government.

This document outlines the mandatory measures our staff will take in every school in addition to the school specific policies they have in place.

It also lists the additional measures which will be taken where practically possible and which are to be agreed between Rocksteady and the school on a case by case basis and in accordance with any school specific policies. Rocksteady will commence lessons after this policy and a restart date has been agreed with the school

Exceptions to this policy will be made on a case by case basis for any pupils who require individual needs. These measures are to be agreed between the school and Rocksteady in writing.

1. Social Distancing in Schools

Rocksteady recognises its responsibility to maintain current social distancing measures in schools.

Teaching staff and managers will maintain social distancing measures whilst at school and recognise that due to the practicalities of school environments and their pupils, there may be times where it is impractical to do so or in the case of an emergency. In this case staff will agree with the school an appropriate course of action.

Mandatory measures

- We will avoid physical contact with other members of the school staff e.g. handshake

Additional measures

- Where possible, maintain a two metre distance between other staff and pupils on school premises and where this isn't possible, ensure the amount of time spent within two metres is kept to a minimum.

2. Social Distance Teaching

Rocksteady recognises its responsibility to maintain social distancing measures whilst teaching a Rocksteady lesson.

Teaching staff and managers will maintain social distancing measures whilst at school, and also recognise that due to the practicalities of school environments and their pupils, there may be times where it is impractical to do so or in the case of an emergency. In this case staff will agree with the school an appropriate course of action.

Mandatory measures

- Rocksteady staff will remind pupils of the social distancing rules at the beginning of, and throughout each lesson

Additional measures

- Where possible, setup Rocksteady's instruments and equipment so that the pupils are two metres apart e.g. in a hall or large classroom
- Where possible, maintain a two metre distance between other staff and pupils in a lesson
- Where there are two vocalists in a band, position the pupils at either end of the group
- Where possible, avoid physical contact with pupils e.g. high fives

3. Staff Hygiene and Testing

The safety of Rocksteady staff, pupils and schools is our top priority. Rocksteady understands the importance of the heightened personal hygiene measures and testing currently in place and has taken the following measures in response to the Government guidance.

In line with government guidance regarding the asymptomatic testing of peripatetic staff, Rocksteady staff will receive a minimum of two Lateral Flow Device (LFD) tests per week. Rocksteady staff will liaise with the school to arrange testing in accordance with any school specific policies.

Rocksteady staff with a positive (LFD) test will self-isolate in line with government guidance. They will also arrange a polymerase chain reaction (PCR) test to confirm the result.

If a Rocksteady staff member begins to develop symptoms (even if they have recently had a negative LFD test result), they are to immediately follow the [Test and Trace guidelines](#).

In the event of a positive test result, Rocksteady will contact all schools recently visited by the individual with the appropriate information. Rocksteady will also contact any Rocksteady staff that have been in recent contact with the individual. Rocksteady's Head of HR will also be informed of all positive test results.

In addition, Rocksteady has provided hand sanitiser and alcohol wipes to all teaching staff and managers for use while on school premises. It's the responsibility of Rocksteady to ensure they restock their hand wash, face coverings and alcohol wipes in good time.

Face coverings have also been provided should they be required or requested by the school and Rocksteady staff will be regularly reminded of public health advice and to dispose of any PPE and alcohol wipes responsibly.

Mandatory measures

- All Rocksteady staff will follow the Government advice on washing their hands at the following points throughout the day (if hand washing facilities are unavailable, Rocksteady staff will use their prescribed hand sanitiser)
 - Upon arrival at a school
 - Upon departure of a school
 - If teaching at a school for a whole day, once after and once before their morning and afternoon teaching times
 - After coughing or sneezing (which should be covered/caught with a tissue where possible and disposed of appropriately)
 - Before and after touching face coverings including to remove or put them on
 - Any time they feel necessary throughout the day
- All Rocksteady staff will have access to a face covering whilst on school premises to use as required in accordance with government guidelines and individual school policy.
- Staff will have a sufficient number of face coverings available and will ensure the safe storage and disposal of them.
- Where a face covering becomes damp, staff will carefully replace it with a new one.

Additional measures

- Where required, Rocksteady staff will wash their hands at additional times throughout the day

4. Pupil Hygiene

The safety of Rocksteady staff, pupils and schools is our top priority. Rocksteady understands the importance of the heightened personal hygiene measures currently in place and has taken the following measures in response to the Government guidance.

Mandatory measures

- All pupils will wash their hands in accordance with government guidelines before and after a Rocksteady lesson. To help make this easy and fun, in 2020 Rocksteady provided all its' schools with an original Handwashing Song as part of a [Bounce Back Wellbeing pack](#) of wellbeing resources for schools to use with their children.

5. Instrument Hygiene

The safety of Rocksteady staff and pupils is our top priority. Rocksteady understands that the instruments and equipment it provides are in constant use by staff and pupils each day. The following measures have been put in place for staff to maintain the cleanliness of their equipment.

Mandatory measures

- The Rocksteady Band Leader will use the alcohol wipes provided to wipe down each instrument (in accordance with our H&S policy) as follows
 - Following each band:
 - Drums: All drumsticks
 - Keyboards: All keys on the keyboard
 - Guitar: All plectrums, guitar necks and scratch plates
 - Vocals: The microphone grill, body and pop shield
 - At the end of each day:
 - Mixer: Faders and dials
 - Amps: Dials and handles
 - Bags: handles
 - At the end of each week
 - Leads: All cables
 - Drums: Pedals / Pads
 - Keyboards: The full keyboards
 - Guitar: The full guitars
 - Stands: All stands

Additional measures

- Where required, Rocksteady staff will further wipe their equipment at additional times throughout the day
- If our pupils would like to use their own equipment (plectrums, drum sticks, guitars etc) and the school is happy to agree to this, Rocksteady staff will wipe down the equipment before and after use. Equipment with electrical power cannot be accepted.

Additional measures will be agreed with individual schools to fit in with the school's own policies and procedures

Contact Details

Schools

Schools Manager - Tish Hart – tish.hart@rocksteadymusicschool.com

Parents

Customer Service Manager - Sally Keates – sally.keates@rocksteadymusicschool.com

Rocksteady Staff:

For questions or comments: Mike Heelan - mike.heelan@rocksteadymusicschool.com

Re-stocking requests: Zac Brooks – zac.brooks@rocksteadymusicschool.com

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| This policy was adopted by: Rocksteady Music School | Date of issue: 26 th February 2021 | Version 4.0 |
| | To be reviewed: 30 th April 2021 or sooner if required | Signed: Mike Heelan Operations Director |