



# Imperial Society of Teachers of Dancing

PART TWO

## Preparing to return to the studio

Questions to consider before you write your risk assessment policies and procedures.

**This resource is intended as an educational support material and not as medically informed guidance**

Dance studios are due to re-open in England as part of phase 3, which is not before 6 July. For information regarding re-opening plans for Scotland, Wales and Northern Ireland please refer to updating information

<https://gov.wales/coronavirus>

<https://www.gov.scot/coronavirus-covid-19/>

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

**You should wait for Government guidance on re-opening dance studios before re-starting classes**

### How will parents/guardians drop children off?

You will need to message parents/guardians before the start of your classes to explain very carefully how you want them to act and respond in order to enable you to deliver your dance classes safely and according to new government guidelines. You will also need clear signs and messages outside your building for your parents to follow. It is essential to get parents/guardians on board and to ensure they all adhere to your code of conduct. You may want them to sign up to this as part of your risk assessment.

### How students/pupils enter the studio?

Look careful at your floor plan of your building. Can you do a one-way system? How can you ensure that people are not waiting within a small space? Waiting/Reception areas can become very crowded during regular times and should be avoided in this new normal. How can you adjust this? Can children and parents wait safely outside the studio until you are ready to call them in? If not are you able to consider an additional room where parents can walk in and drop off in a one-way system? Can you stagger the start time? Can you have a one in, one out policy so that parents have to wait until a parent has come out before they go in with their child? We have been encouraged from the start to wash hands frequently. Can the children wash their hands as they come in before they enter the studio and then again when they leave?

### Do I need to adjust my timetable?

You will need to make some adjustments to your timetables. Getting in and out of classes will take longer. You will need to reduce your numbers so they children are able to adhere to the 2 m rule in class. You will need to ensure that you have time in between each class to sanitize all surfaces that have been touched. You will need to ensure that you give yourself time to complete all your checks, let the floor dry etc. before you let the next class in.

## Do I need more staff to support me?

The additional tasks may mean that you might need some additional staff support. You may need to work out a rota as to who does what when so that you minimize the change over time and yet ensure the safety and wellbeing of all entering the studio. You need to ensure that your registers are accurate and well documented so that you know who was there at what time on what day. If someone contracts COVID you need to know when and who, so you can update those who were in the studio at that time.

## What further risks do I have in my building?

If you have water fountains you may want to seal these off. In some older buildings they may have the ones where you are required to apply your mouth to take water. These should not be accessible. This may apply even to modern water coolers. You do not want children touching these to put water into their bottles. You should encourage children to bring their own water in a sealed bottle as part of your policy and procedures. If a child needs some water, you will need to sanitize the area they have touched immediately after.

Do you have any resources/props that you would have used ordinarily? Consider whether this is necessary or if they can be cleaned within a dishwasher. You should avoid sharing or exchanging anything unnecessarily.

## How should I adapt my activity in the studio?

### **Lay down the ground rules**

Children like routine and clear ground rules so ensure that you state these very clearly from the start. They do not have to be scary; think of these as rules of a new game that they need to learn. How will they greet one another? It is really hard for any of us at this present time to resist hugging someone we haven't seen for a long time and dance is no exception. The children will be excited and the reason they come to dance is not only because they love it but because we encourage social interaction and we enable them to meet new friends and learn from each other. So, consider perhaps some form of gesture or movement that can be adapted and developed as a greeting. You may want to discuss this with parents so that they can explain carefully to their child the new way of greeting. Perhaps you can even initiate this over your social platforms before you start.

### **Space**

Young children are not good at judging distance and will need reminders about how to distance themselves. Therefore, you may need to mark out some squares so that they can sit/stand away from one another. The recommendations are back to back or side to side working rather than face to face. You may need to consider alternating your lines, like a 'draught' or 'checkers' board, so they are not directly behind one another so that the risk of being in a slip stream is again decreased.

### **Teaching and Learning**

You will need to adapt your teaching strategies. Working in pairs or small groups will be very challenging and this may need to be reconsidered at this time. Current guidelines for partner work state that we must maintain a 2 metre distance at all times. However, we have asked for guidance about reintroducing partner work.

Any resources that are required for teaching (for example if you require your students to write down notes) should belong to the student. Do not encourage anyone to borrow a pen or share any resources.

You may need to update your Individual Group Profiles for students so that you have an updated overview of those children within your classes - has someone recovered from Covid-19? does someone come from the family of a key worker? Are there any changes to the health issues within the group?

### **Ventilation**

Open the doors and windows frequently so that there is a maximum through flow of air if at a possible. If you can do this during the class without too much of a noise bleed this is ideal however you should certainly consider how you ventilate the room vigorously in between each class.

## Your safety

Consider your conduct and how you will keep yourself safe. Do not be tempted to make close contact with any child where possible. This is going to be very difficult and is quite alien to our normal practice. Use your common sense and ensure you take safe measures with regular handwashing. In the event of a fire or emergency you would proceed with your normal evacuation procedures to ensure everyone was safe. Sanitizing measures would need to take place as soon as it was safe to do so.

## Having reflected upon some of the key areas now update your risk assessment for your practice.

### Update your Risk Assessment

Consider how you will update your business risk assessment to address the risks of Covid -19 identifying sensible measures to control the risks.

Remember, assume you or the children you are working with have the virus and consider how you will mitigate and control the risks

You may be self employed as a Dance Teacher however you will not be working alone and your activities in the Dance studio may pose a risk to the health and safety of others. You are therefore required to protect their safety by law 'The Management of Health and Safety at Work' regulations 1999

**Identify the risk, assess, control, record your findings and review the controls.**

## Summary

1. Evaluate the risks and update your Risk Assessment to incorporate Covid-19
2. Update your policies and Procedures.
3. Communicate clearly with your parents/guardians and students and get their buy in.
4. Prepare your studio
5. Continue to adjust and evaluate your practice to keep yourself and other safe

## Links and References

<https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Keep informed visit <https://www.istd.org/coronavirus-guidance/>

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