



## **POWER DRAMA SCHOOL – Covid 19 Policy and Procedures**

### **Introduction**

The health, safety and happiness of our students and staff is of paramount importance to us at Power Drama School. We have introduced new policies and procedures to ensure the health, safety and wellbeing of all students and staff returning to class.

### **Health and Safety Overview:**

- Power Drama School will be following all guidelines advised by NPHE and published by the Health Protection Surveillance Centre (HPSC) and the HSE.
- We have successfully completed a full risk management survey and will comply with all health and safety regulations.
- All staff will have completed a return to work form.
- Two of our staff are qualified Covid 19 Compliance Officers (Lorraine Power and Lynn Cassidy ([www.safetyfirst.ie](http://www.safetyfirst.ie)) and all staff have successfully completed Covid 19 Induction Training ([www.youth.ie](http://www.youth.ie)). Lorraine Power and Sarah McKenna have also successfully completed Emergency First Aid Training with Safety First Ireland.
- Every Class will have a designated Covid 19 compliance officer. They will ensure that all necessary guidelines are adhered to in relation to Covid-19 as advised by: [www.gov.ie](http://www.gov.ie)
- All staff will be provided with PPE (masks & visors) & own sanitiser. We have a fully equipped First Aid Box.

**POWER DRAMA SCHOOL** has a completely new program going forward. Our daily schedule has been adapted to ensure adherence to social distancing and hygiene guidelines.

### **New Class Times**

**We have introduced New Class Times to ensure no cross over with other classes and to allow for sanitising between classes:**

<b>09.30 – 10.30:</b>	<b>Little Stars</b>
<b>10.45 – 11.45:</b>	<b>Rising Stars</b>
<b>12.00 – 13.00:</b>	<b>Inters</b>
<b>13.15 – 14.15:</b>	<b>Seniors</b>

**If public guidelines require it, we may have to move classes online in the event of a lockdown.**

## **New Procedures**

### **Before arriving to class:**

- **No student can attend class if they are unwell in any way.**
- Prior to student's first time back to class, parents/guardians must complete our online [return to class form](#).
- When possible please travel alone with your child to class but if this is not possible then please keep a note of anyone who has travelled with you.
- Please make sure your child has used the bathroom before class. Toilets will be accessible during class but best avoided if possible.
- All personal belongings should be labelled including water bottles, coats, hats etc.

### **Rules for dropping & collecting students to/from class:**

- Students must be dropped and collected at their allocated class time every week. We can no longer accept latecomers to class as we will have a strict hand hygiene/sign in schedule.
- All students & parents/guardians must follow all rules regarding entry & exit to/from the class venue.
- Parents/guardians must wear a mask when dropping and collecting students.
- Parents/guardians must maintain appropriate social distance at all times.
- Older children who have permission may walk home or meet their parents/guardians in the car park (please provide an e-mail to the school with your permission for this - [powerdramaschool@hotmail.com](mailto:powerdramaschool@hotmail.com)).
- Parents/guardians are not permitted to enter the class venue at any time during the class. In the case of emergency please phone Loraine on 087-9229756.
- Parents/guardians who need to speak to a teacher will be asked to make an appointment for a telephone chat as teachers will be very busy between classes ensuring the health and safety of students.

### **At class:**

- All staff will wear appropriate PPE when welcoming students to class & whenever they are in close proximity with students.
- All students will be required to sanitise their hands upon entry to the class venue - this will be either administered or supervised by staff.
- During class, teachers will have a designated area with a three-metre distance from students where they can teach without wearing PPE so students can see and hear properly.

- Students will be assigned to Pods (smaller groups within the class). All students must adhere to social distancing measures. There will be clear floor markers for children to stand on during games, drama, singing and dancing so they can have fun while assuring appropriate social distancing.
- Students will be safely supervised during toilet breaks to ensure that proper hand hygiene is being followed.
- Our class venue will be appropriately cleaned and sanitised before and after each class and during the day.

#### **Procedures if a student becomes unwell during class:**

- If a student in class begins to display symptoms of Covid 19 or any illness, they will be brought to the designated isolation area by a member of staff who will wear PPE and give the student a mask to wear.
- We will phone the child's parent/guardian and they will be asked to collect their child immediately.
- We will take a temperature reading with our non-contact infrared thermometer and record the temperature for our incident report form.
- A member of staff will stay with the student in the isolation area maintaining appropriate social distance.
- Parents/guardians will be advised to phone their GP and follow their GP's medical guidance.
- POWER DRAMA SCHOOL will complete an incident report and comply with any HSE contact tracing requests.

#### **Returning to class following any illness including Covid19:**

Please follow the advice of your GP and the HSE who will be able to advise you when it is safe for your child to return to class

<https://www2.hse.ie/conditions/coronavirus/if-your-child-has-symptoms.html>

#### **Changing with the times**

We are aware that this has been a hugely challenging period for everyone and that getting life back to some form of normality is of huge benefit to us all. We believe that we at POWER DRAMA SCHOOL can play a strong role in supporting our students at this time.

Extra practices for health and safety are now necessary to keep us all safe and well, but we aim to integrate these practices into the fun, engaging and exciting experience that we will continue to deliver at our weekly classes.

We would like to thank you in advance for your co-operation and understanding.

**POWER DRAMA SCHOOL TEAM**