

Rocksteady In-School Social Distance and Hygiene Policy

2020

Summary

This document outlines the mandatory measures our staff will take in all schools to comply with current government guidance and will be updated to reflect any new guidance as it becomes available.

It also lists additional measures which we will take where practically possible and which are agreed with each school on a case by case basis in accordance with the school's specific policies and procedures.

1. Social Distancing

Teaching staff and managers will maintain social distancing measures with adults and children 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 these events, Rocksteady staff will ensure that time spent within two metres are kept to a minimum, in accordance with the [Government's advice](#).

Mandatory measures

- We will avoid physical contact with other members of the school staff e.g. handshake
- Rocksteady staff to remind pupils of the social distancing rules at the beginning of each lesson

Additional measures

- Where possible, maintain a two metre distance between other staff and pupils on school premises
- Where possible, setup Rocksteady's instruments and equipment so that the pupils are spaced two metres apart e.g. in a hall or large classroom
- Where there are two vocalists in a band, position the pupils at either end of the group
- Where possible, maintain two metres distance between other staff and pupils in a lesson
- Where possible, avoid physical contact with pupils e.g. high fives
- Where it's not practical to staff two metres apart, staff will be aware the time spent in proximity will be kept to a minimum
- Any additional measures agreed with the school to fit in with the school's own policies and procedures

2. Hygiene Measures

Rocksteady has taken a science-led approach to our hygiene strategy. Regular handwashing for at least 20 seconds while focussing on full coverage of the hands and wrists is a key preventative measure to spreading viruses. Here are two resources that have developed our understanding.

[Explainer Video](#)

[Explainer Article](#)

Mandatory measures

- All Rocksteady staff will follow the Government's guidance and wash their hands upon arrival and departure of any school (plus at additional times as appropriate). Staff will always carry an adequate amount of hand sanitiser so even if hand washing facilities are unavailable staff can still wash their hands
- All pupils will wash their hands in accordance with government guidelines before a Rocksteady lesson
- The Rocksteady staff member will use alcohol wipes to wipe down each instrument (in accordance with our Risk Assessment) at the end of each lesson and any additional times as appropriate throughout the day

Additional measures

- Rocksteady staff will wash their hands at additional times throughout the day as appropriate
- If pupils decide to use their own equipment (plectrums, drum sticks, guitars etc) Rocksteady staff will wipe down the equipment before and after use
- Any additional measures agree with the school to fit in with the school's own policies and procedures

Social Distance and Hygiene Policy 2020

Full Policy

Rocksteady Music School is committed to creating a 'culture of safety' in which the health and safety of our staff, children and schools is of the utmost importance. Rocksteady also has an important role to play in supporting schools in restoring positive wellbeing for children who have been in lockdown. This needs to be delivered in a safe and controlled way.

This policy gives guidance to our customers, schools and staff about how Rocksteady will implement social distancing and hygiene measures in the schools that we work in. It is split into five categories:

1. Social Distancing in Schools
2. Social Distance Teaching
3. Staff Hygiene
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.

We are aware that each school will have their own policies surrounding this subject. This document outlines the mandatory measures our staff will take in any school.

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.

These are the measures Rocksteady teaching staff and managers will take:

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.

These are the measures Rocksteady teaching staff and managers will take:

Mandatory measures

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

Additional measures

- Where possible, setup a 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

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.

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 and alcohol wipes in good time.

Face masks 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.

If a Rocksteady staff member begins to develop symptoms, they are to immediately follow the government [Track and Trace guidelines](#) and inform Rocksteady's Head of HR.

These are the measures Rocksteady teaching staff and managers will take:

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)
 - Any time they feel necessary throughout the day

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 June 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 and body
 - 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 Brookes – zac.brookes@rocksteadymusicschool.com

This policy was adopted by: Rocksteady Music School	Date of issue: 16 th July 2020	Version 2.1
	To be reviewed: 30 th July 2020 or sooner if required	Signed: Mike Heelan Operations Director