

## How we are keeping your child safe during the COVID-19 Pandemic

**Please do not send your child to The Drama Club if they are feeling unwell, a family member or someone in your household are displaying COVID-19 symptoms.**

### Arrivals

- No parents/carers are permitted to enter the building (unless in an emergency). Booking forms and payments will need to be done in advance please.
- All parents/carers are required to drop their children off at the door for a staggered start. Students will be collected from outside the building at the beginning of a session. There will be an opportunity to discuss any queries at this time.
- Registration will be taken to maintain up-to-date records for Safeguarding purposes

### In Class

- Frequent hand washing or hand sanitisation will be undertaken by all upon entry, before and after and toilet visits, and upon exit.
- Hand sanitisers will be in each room and the main entrance (where applicable).
- Signage regarding hand washing / sanitising will be displayed around the venue.
- Please ensure your child only brings essential possessions to The Drama Club (such as water, and any medical needs, i.e. EpiPen), and to keep those possessions close to them wherever practicable. Where possible, please DO NOT bring mobile phones to The Drama Club.
- Resources (such as props and costumes) will be thoroughly cleaned between sessions.
- Students will be encouraged to cough or sneeze using the inside of their elbow to 'catch it' or a tissue which should be put into a bin.

## Departures

- Students are to be collected from the same door they entered the building. Drama Club leaders will escort the students outside the building to be safely delivered to waiting parents, unless they are over the age of 12 years and have we have received written consent for them to leave alone.
- Please note that we will continue to stagger arrival and departure times to ensure that there is adequate time for ventilation a cleaning between the sessions.

## Venue availability

- In the event of The Drama Club venue becoming unavailable, we will endeavour to source an alternative venue within the surrounding area, or move the day/time of our classes.
- If for any reason, we are unable to deliver our classes in the usual The Drama Club venues, we will be offering replacement classes delivered via an online platform such as Zoom where available.

There may be additional safety measures in place at your Drama Club venue, which your Workshop Leader will make you aware of.

Please note, as government guidance and policy change we will be updating safety measures accordingly.