

STUDENT ILLNESS PROCEDURE DURING COVID-19

We ask all older students and parent/guardians of young students **not** to attend dance classes if they or their child is feeling unwell with a head cold, sore throat, tummy bug or any of the COVID-19 symptoms, a high temperature, a new, continuous cough or a loss or change to sense of smell or taste, as set out by the relevant authorities (Gov.uk, Public Health Wales, Welsh Assembly and Public Health England).

We appreciate that a head cold or a sore throat may seem minor and we realise that many students will still want to attend dancing even when feeling unwell, however, to do so may compromise not only their own health but also that of the other students in the class along with teachers and teaching assistants and the wider community.

We will be strictly adhering to this and Miss Angela will not allow any pupil to attend with any of the above symptoms.

We also ask all parents and students not to attend any dance classes if they or one of their family has recently returned from abroad or have been working in an area of a local Lockdown for fourteen days following the initial contact.

This procedure sets out the steps that need to be taken by teachers and teaching assistants should a student experience symptoms or become ill during a class.

STUDENT RESPONSIBILITY

As soon as you are feeling unwell for any reason you must:

1. Make the Teacher or Teaching Assistant (TA) aware they are feeling unwell during the class – please do not wait until you are home to do this
2. Explain to the teacher or teaching assistant how you are feeling and what symptoms you are experiencing
3. If you are feeling nauseous or need to vomit, then please alert the Teacher or TA of the urgency – ***if you have the winter vomiting bug then you must not return to classes for 48 hours after the last time you vomited in line with all education institutions***
4. Do not remove your facemask unless requested to do so
5. Do not leave the room until a Teacher or TA directs you, always maintain the social distancing rules and do not touch any other surfaces such as door handles chairs etc.
6. You will be asked to collect your belongings and you will then be taken to a separate room used solely for isolating students who are unwell where you will wait (with an adult) to be collected by a parent or guardian
7. You must not attend any further dance classes for seven days and you should monitor your health for the same period
8. It is your responsibility (or parent/guardians of younger pupils) to arrange a COVID-19 test. You can do this through the gov.uk or NHS websites as follows:

<https://gov.wales/apply-coronavirus-test>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

9. If you do not develop any further symptoms during this fourteen-day period or have requested a test and it has returned a negative result, then you may return to normal classes
10. If you have been tested and the result is positive you must immediately notify both Miss Angela and the Leisure Centre. We will then notify the other students in the group via our Class Manager platform
11. All students and parents involved will also be contacted by Public Health Wales or England.
12. Depending on the extent of the outbreak we may have to shut down the dance school for a period.

TEACHER & TA RESPONSIBILITY TO THE STUDENT

As soon as a student makes you aware that he/she is feeling unwell you must:

1. Ask the student how unwell they are feeling
2. Check if the student is feeling nauseous or needs to use the toilet urgently
3. Ask if they can walk and make their way to the isolation room with you
4. Use all the PPE provided before further contact with the student
5. Before escorting them out of the room, arrange for another member of staff to take over the class as you will need to remain with the student in the isolation room
6. Ask the student to collect all their belongings and follow you out of the room, whilst maintaining social distancing rules
7. Ask them not to touch anything or anyone as they leave the room
8. Escort them to the isolation room to await collection by a parent or guardian. Do not leave them alone during the waiting time
9. Avoid further contact with anyone in the centre where possible

TEACHER & TEACHING ASSISTANTS REPORTING RESPONSIBILITY

Abide by all guidelines and reporting rules laid down by the Leisure Centre and relevant authorities, Gov.wales (Welsh Assembly), Gov.uk, Public Health Wales, Public Health England:

1. Report the incident to the Leisure Centre Duty Manager as soon as you can do so OR, instruct another member of staff to do this immediately
2. Using your own mobile, contact the parent or guardian to arrange for someone to come to the centre to collect the student
3. Contact all parents/guardians of those students in the same class to alert them of the situation
4. A member of staff should talk to the remaining students to explain the situation and reassure them before they leave the room at the end of the lesson
5. Let the students, and parents/guardians know that they must not attend any further dance classes and to monitor their health over the next seven days

6. Make them aware that they will need to contact any other persons their child has been in contact with as well as other family members
7. The Teacher/TA who takes care of the unwell student should also teach no classes and monitor their health for seven days
8. Complete a written report of the incident to submit to the LC as soon as possible