

1. Overview

Following the government's announcement on the 23rd June 2020, ACT 2 CAM is preparing for a partial and carefully controlled opening, for all students.

"[from 4 July] children will be able to attend settings such as tuition and learning centres, extracurricular clubs" - [Government guidance, 1st July 2020](#)

We are aiming to open from Saturday 11th July 2020, subject to ongoing review, and DfE and NEU advice.

We are acutely aware of the anxieties that students, parents and staff will have regarding this partial opening, but feel we can minimise the risk to all by following the procedures and protocols outlined in this plan, our protocols and in the associated risk assessment.

2. Timeline

- 29/06/20 - Weekly review of RA and OP begins.
- 01/07/20 - Risk assessment (RA) and Opening Plan (OP) signed off by HT
- 04/07/20 - Risk assessment (RA) and Opening Plan (OP) shared with staff.
- 07/07/20 - Risk assessment and plan shared with parents.
- 08/07/20 - Staff training day.
- 09/07/20 - Deadline for confirmation of student attendance, by parents.
- 10/07/20 - Final communications of plans and information to parents.
- 13/07/20 - Evaluation of trial class. 360 feedback.
- 20/07/20 - Other classes begin opening, venues permitting.

3. Locations

- Limited opening for trial class at Trinity Centre, Gosforth, July 11th 2020.
- Limited opening at Linskill Centre, pending review of trial class.
- Wider opening across further centres, when they open to the public, and have been approved by the production team.

4. Groupings

- students will initially be invited to limited groups, with booking confirmation needed.
- Groups will be split by age and former class where possible.
- Maximum group size of 12.
- No more than one group per day.
- Days and times are subject to change until venues return to normal hours.
- Online teaching will continue for those unable to attend in-room classes.

5. Staffing

- Teachers will be paired to better support students and each other
- Teacher pairs will work together throughout summer
- Teachers will not mix between groups.
- No more than one group per teacher, per day.

6. Rooming, movement and site rules

- Each group has one teaching room allocated to them.
- No other group/staff enters this room
- Staff will ensure the windows, door and nearby corridor windows are all open.
- Location manager welcomes students on site and directs them to hand sanitising area.
- Immediately upon entry students sanitise their hands whilst supervised by a member of staff.
- Each student and member of staff has an allocated a zone within the classroom.
- Staff will ensure an orderly entrance and exit from the teaching space
- Students are to use hand sanitiser upon class and re-entry and on exit

7. Teaching and learning and content of sessions

The aims of all preliminary sessions are:

- To focus first on safety and wellbeing of students
- To acclimatise students and staff to the new situation
- To explore new possibilities arising from the new drama form
- To develop student 3Cs (Confidence, Community, Creativity)
- To foster a positive and engaging climate, with appropriate social interactions.

1. Behaviour management

- We expect students to adhere to our code of conduct
- Our expectations of behaviour will be shared with parents, also highlighted on the email with which parents confirm their child's attendance.
- Our code of conduct will be revised to establish clear procedures for current contexts.
- Key to the behaviour policy will be the seriousness of any breach in the rules regarding social distancing, respiratory hygiene or mixing with students outside of defined groups.
- The vast majority of the policy remains unchanged.
- We will monitor and review strategies for managing behaviour on a weekly basis

2. Staff wellbeing/concerns

Ensuring that colleagues are safe and feel 'protected' is a priority.

- If you have any concerns regarding your safety, please report this straight away to Steve or Tanya.
- We are all anxious about this next step, but the evidence is strong that if we all adhere to the protocols and procedures in this plan and the risk assessment, the likelihood of any student or member of staff contracting C-19 from being in school is very remote.
- However, we cannot reduce the risk to zero - just as we cannot eliminate other risks in many parts of everyday life or 'normal' school life.
- PPE - the recommendations are that within our context PPE is not required as long as social distancing is observed.
- The only exception might be during the administration of first aid, in which case PPE would be available.

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- Facemasks for staff and students will not be permitted, unless there is a specific medical need, as social distancing negates the need for these to be used as a possible method to reduce airborne spread

3. Safeguarding

- Please follow normal procedures for logging any safeguarding issues.
- Safeguarding Officer will be available should staff require support or advice.
- The biggest challenge we are likely to be faced with is monitoring attendance, ensuring correct students are present. (No unregistered attendees)
- Absences checked immediately with Safeguarding Officer
- It is essential that registers are completed immediately on students' entry to class.
- Any students who fail to return after toilet break must be reported to the Safeguarding Officer immediately. Any student choosing to leave the site without permission must also be reported to the Safeguarding Officer.
- Students should only use toilets during session time in exceptional circumstances. Staff will ensure that only one student is allowed to enter the toilets at any one time.
- Vigilance will be needed on the site by the staff as a number of doors will be deliberately left open at key times to minimise surface contamination.

4. Emergency Evacuation

- In the event of a fire alarm a quick, safe and orderly evacuation takes precedence over social distancing rules.
- Everyone in class will congregate at the designated muster points.
- Students will be registered by their current teacher
- NO FIRE PRACTICES WILL BE SCHEDULED

5. First aid

- For any child who displays possible COVID 19 symptoms, if they are in the classroom they will remain there until a parent can collect them. The rest of the class will be moved to an adjacent room. One member of staff will supervise the student from the corridor until parents/carers arrive.