



Virus Protection Protocol

- Creative Communities

The New Wolsey Theatre (NWT) is committed to ensuring that all participants have a high quality experience of the arts within a safe and manageable environment.

Introduction

It is important that this document informs discussion surrounding participatory activity across all NWT spaces prior to that work being carried out. This document is designed to inform specific policy making decisions for every participatory activity we offer.

'The scientific evidence suggests that there is a moderate to high degree of confidence that the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults. However, it remains important that protective measures, as outlined in this guidance, are put in place to help reduce the risk of transmission.

For older children, there is not enough evidence yet to determine whether susceptibility to clinical disease is different to adults. Children and young people aged over 13 are still able to use out-of-school settings, but where older children are likely to attend, we will still consider how to minimise any risk of infection and transmission of the virus. We will manage this risk by putting in place the protective measures outlined in this guidance, for example, encouraging all children attending NWT to walk or cycle to their session, or be dropped off by a member of their household in a private vehicle rather than taking public transport.'

Guidance - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak - Published 1 July 2020

The guidance below is based on current government guidance and is subject to change. The original government document can be found here <https://bit.ly/2ZapNeV>

What is this Guidance for?

This guidance refers specifically to any participatory work carried out in a NWT controlled space where the activity is managed by NWT employees or freelancers.



Planning for Participation

Risk Assessments

'The New Wolsey Theatre's 'Covid Secure' risk assessments' are applied to all NWT activity. Because of this, there will continue to be the need to identify specific risk on a 'case by case' basis, allowing for sensible decision making as government guidelines and the activities we offer change. 'Live' Risk Assessments will be used to allow for specific activity to take place where steps are required to mitigate risks identified by that particular activity.

Minimising Risk

In an effort to minimise the risk of infection and transmission of Covid-19, The NWT are employing the following guidelines.

The NWT is:

- minimising contact with individuals who are unwell by ensuring that participants or staff who have coronavirus symptoms, or who have someone in their household who does, do not attend The NWT
- cleaning hands more often than usual - participants and staff will be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. These facilities are available across the building and will be pointed out to all participants.
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Specific bins are available for potentially contaminated waste.
- cleaning frequently touched surfaces often, using standard products. The minimum expectations for cleaning will be met and managed by the practitioners on site.
- minimising contact and mixing, as far as possible, by keeping participants in small groups for face-to-face activity and keeping those groups as consistent as possible whilst in The NWT (e.g. for arrival, lunchtime, breaks and departure) and altering The NWT environment (e.g. changing workshop layouts so desks are further apart or dividing groups into different spaces) This is assessed on a case-by-case basis.
- practicing social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping participants 2 metres apart from each other where possible.
- ensuring sufficient distance between participants. This is likely to mean a reduction in group sizes.
- minimising mixing between different groups of participants. We recognise that some mixing may be unavoidable to provide participants with face-to-face support from practitioners. We would expect these groups to be smaller than normal. We must minimise mixing for arrival, lunchtime, breaks and



departure.

- making activity schedules available to all staff working at The NWT for the purposes of planning and the avoidance of cross contamination.

Considering Group Sizes

The NWT's decision making on group sizes is based on:

- the current government guidance on social distancing
- the ability of the participants in attendance to maintain social distancing
- the age of the participants in attendance
- the nature of the activity or provision
- the size or layout of the allocated participation space

However, to reduce the risk of transmission, participants who attend the NWT setting should be kept in small, consistent groups, and preferably of no more than fifteen participants. This guidance will be reviewed on a case-by-case basis for groups working in bubbles that exceed 15 participants.

There should be at least one staff member allocated to each group of participants.

The members of participation groups must remain as consistent as possible for the duration of the term.

For multiple small groups of participants operating throughout the day, the NWT will allow sufficient changeover time between different workshops for cleaning to take place and to prevent participants and parents or carers waiting in large groups.

Participation – Staffing/Practitioners

When working out staff ratios The NWT will consider how many staff we have available to work in our setting.

The NWT will also ensure that:

we have at least one person with first aid training available to work in our setting where required by law.

the NWT has a robust safeguarding policy that all staff are conversant with (see safeguarding section on pg.5).

the NWT has planned, in conjunction with the facilities manager, for the appropriate cleaning staff to be available to work in our setting.



Communicating with Parents (NWT Out-of-School Participation)

The New Wolsey Theatre has planned for the reopening of our provision to parents, including new safety measures that we have put in place to reduce the risk of infection and transmission of the virus.

The New Wolsey Theatre will:

- use technology to communicate with parents and carers digitally where possible.
- tell participants, parents, carers or any visitors, not to enter the NWT setting if they are displaying any symptoms of coronavirus.
- encourage parents to avoid using public transport to get to the NWT. Ideally, they should walk or cycle where possible or use a private vehicle (provided they are only travelling with those from within their household).
- reduce contact between parents and carers when dropping off and picking up their children, where possible, by limiting dropping off and picking up to one parent or carer per family.
- tell parents and young people their allocated drop off and collection times and the process for doing so (for example, which entrance to use).
- work with parents and carers to consider how best to manage dropping off participants while maintaining physical distancing.
- avoid the need for parents and carers to wait, but where they have to, The NWT will endeavor to provide allocated waiting spaces for picking up and dropping off.
- make clear to parents that they cannot gather at entrance gates or doors.
- ensure parents and young people are aware of recommendations on transport to and from The New Wolsey Theatre (including avoiding peak times where possible).



Safeguarding and Child Protection

The coronavirus (COVID-19) outbreak may have caused significant mental health or wellbeing difficulties for some participants and they may be at increased risk of harm or abuse. Due to the current circumstances, vulnerable children may be particularly isolated, meaning that the family, community and professional networks they usually rely on may be unavailable or hard to access. Therefore, it is important that The New Wolsey Theatre is aware of the safeguarding issues that can put children at risk, such as abuse and neglect, and the signs to look out for.

The NWT 'Safeguarding Policy' is available, on request, from The Creative Learning Department.

Contact details can be found here www.wolseytheatre.co.uk/about/

Equality

As a provider of services to children and young people, the NWT will ensure that we create spaces, services and opportunities that enable everyone to engage equally.

This will require adjustments to our working practices and approaches to ensure that everyone benefits fairly. Our equality and diversity policy will be considered at all times and especially when making decisions and judgments related to the impact on individuals and groups with protected characteristics.

When applying this guidance, NWT will be mindful of the particular needs of different groups of workers and individuals.

It is breaking the law to discriminate, directly or indirectly, against anyone in employment and the provision of services because of a protected characteristic, such as age, sex, race or disability.

There is emerging evidence that BAME individuals may be more severely affected than the general population by coronavirus (COVID-19). The NWT are especially sensitive to the needs and worries of BAME children and young people, parents and carers, and staff, and will continue to consider if any additional measures or reasonable adjustments may need to be put in place to mitigate risk.

On Arrival at NWT

It must be made clear to participants, parents or carers, that by travelling to a NWT space, they are confirming that they do not have Covid-19 symptoms and have not come into contact with any individuals who have tested positive for Covid-19 in the previous 14 days.

Records of participants and staff entering and exiting the site will be collected and retained for as least 21 days following the visit. This information will be securely stored by The NWT and made accessible to the Operations Manager for the purposes of track and trace or audit.

- Participants will be instructed to arrive at the allocated building entrance.
- Access to the building will be granted following the recording of the participant's name and body temperature with a contactless thermometer.
 - *Please note: If the participants body temperature exceeds 38°C they will not be allowed on site. We understand that an increase in body temperature could be caused by factors other than Covid-19. The participant will therefore be allowed to retest following a period of rest.*
- Following a temperature reading below 38°C the participant will be welcomed into the building and asked to sanitise their hands using the provided dispenser or by means of soap and water.
- **All participants must wash their hands on entering and exiting the building.**
- In the unlikely event that participatory activities require coming into close contact with other individuals, face coverings are available for use.



While On Site

Toilet Usage

Practitioners will limit the number of participants using the toilet at any one time and, where possible, will avoid different groups using the same facilities at the same time. Importantly, we will promote good hand hygiene and encourage all participants to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities.

As with all frequently used surfaces, toilets will be cleaned thoroughly in advance of their use. The NWT will ensure that regular cleaning takes place across the building; special consideration will be given to the daily cleaning regime in conjunction with the Facilities Manager. In most cases we expect cleaning of toilet facilities to take place at least twice a day, and in particular between its uses by different participation groups.

Test and Trace

If anyone within a NWT site becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the NWT will work in conjunction with the participants/education setting to organise for the participant to be sent home. They will be advised to follow the official Covid-19 guidance.

If a participant with symptoms is awaiting collection indoors, they will be moved to a pre-allocated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. A window will be opened for ventilation.

If the symptomatic participant needs to go to the bathroom while waiting to be collected, they will be asked use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products and procedures as assigned by the Facilities Manager.

Medical grade face masks should be worn by staff caring for the participant while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

If the child, young person or staff member tests negative but is unwell, they should not return to the NWT setting until they have fully recovered.

In an emergency, NWT staff will call 999 if they are seriously ill or injured or their life is at risk. The unwell individual must not visit the GP, pharmacy, urgent care centre or a hospital.

If a practitioner, or another member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or if the participant subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Potentially contaminated areas of the building will be cleaned thoroughly, following the guidance from the NWT, Facilities Manager.



All decisions regarding staff and participant's fitness to be a part of an activity at the NWT will ultimately be decided by the person designated as being in charge of the activity.

Confirmed Case

In a case where a participant or member of staff tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. This advice may be that the rest of their group within the setting should be sent home and advised to self-isolate for 14 days.

As part of the national test and trace programme, if other cases are detected within the class or group or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure.

Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

On Leaving the NWT Space

- Ensure participants and staff leaving the building, do so via the allocated building exit.
- Communal areas must be cleaned and disinfected following each participation session.
- Face coverings and other PPE must be disposed of in the appropriate bins as sign posted across the space.

Reviewing documentation:

This document will be reviewed should government guidance change. Visit www.wolseytheatre.co.uk/covid prior to each visit, so you are aware of the latest policies and procedures.

Document formed by -

David Phillips – New Wolsey Theatre – dphillips@wolseytheatre.co.uk
Peter Hazelwood – New Wolsey Theatre - phazelwood@wolseytheatre.co.uk