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Guidance for Kent Music teachers going into schools from 19 April 2021

CONTENTS	
1	Purpose of this guidance
2	Pre-return questionnaire
3	Start date
4	Protocol for arrival and departure
5	Risk assessments
6	Hygiene and distancing
7	Woodwind & brass and singing
8	Testing
9	Teaching space
10	Moving around the school and lesson change over
11	Timetabling
12	Food and drink
13	Personal property
14	Transport to and from the school
15	Working in multiple schools

1. Purpose of this guidance

This guidance summarises all the information that Kent Music teachers need in order to go into schools to teach from the start of the summer term 2021.

This guidance has been put together by drawing from the following sources:

- The government's [Guidance for full opening: schools](#) revised on 22 February 2021
- Guidance for schools and providers of music education produced by Music Mark*
- Risk assessment guidance produced by Music Mark*

**Music Mark is a membership organisation and subject association for music education.*

2. Pre-return questionnaire

In summer 2020 all teachers were encouraged to complete a questionnaire to identify any health conditions that need to be taken into consideration and address any other concerns and worries that teachers may have about returning to schools. If you have completed this questionnaire you will not be asked to complete it again unless your answers need updating. If this is the case please contact aherbert@kent-music.com and a copy will be sent to you. If you have not completed it, you are strongly advised to do so before going into a school so that any issues can be discussed with your line manager before teaching commences. Where necessary there will also be discussion with the school about adjustments that need to be made.

3. Higher risk groups

Shielding guidance is expected to end on 31 March 2021 for the clinically extremely vulnerable. However, it is recognised that some staff may continue to fall within a higher risk group due to a range of health or social impact factors. People who may be exposed to higher risks include older males, people with a high body mass index, people with health conditions such as diabetes and people from some black, Asian or minority ethnic (BAME) backgrounds.

Public Health England, supported by the Health & Safety Executive, have advised that there are no expectations of additional controls for these specific groups. Any individual staff who feel they remain at a higher risk should discuss this with their line manager and a more detailed risk assessment will be carried out to ensure there are sufficient protective measures in place to address these personal risk factors.

4. Start date

Kent Music will be ready to teach face-to-face in schools from the start of the summer term, 19th April 2021.

5. Protocol for arrival and departure at a school

When you arrive at a school in the summer term for your first day of teaching, you need to ask for a health & safety (H&S) briefing from the school before you can start teaching. This will ensure that you are appraised of all the school's H&S requirements and procedures.

You must sign in and out of the school on arrival and departure following the procedures set out by the school.

6. Risk Assessments

There are three risk assessments for teaching in schools:

- 5.1 Risk assessment for MusicPlus for blown instruments
- 5.2 Risk assessment for MusicPlus for string instruments
- 5.3 Risk assessment for one-to-one and small group teaching

Please ensure that you are familiar with these documents so that you are clear about what you are expected to do to mitigate risks and what we are expecting from schools. We advise you to print these documents and have them with you.

Please go to the [teachers' area](#) in the Kent Music website to access the risk assessments.

7. Hygiene and distancing

If you have Covid-19 symptoms or there is someone in your household who does, you must not attend a school and government guidance on self-isolating must be followed. You must contact Andrew Herbert (aherbert@kent-music.com) so that he can make arrangements for schools to be informed.

You are advised to wash your hands more often than usual and you must have hand sanitiser supplies with you. As a minimum, you must wash or sanitise your hands between every lesson. The cost of hand sanitiser will be reimbursed if necessary.

You are required to carry a face covering with you and to follow the school's rules on wearing face coverings.

You must always maintain a distance of at least 2 metres from students and other staff.

For one-to-one and small group lessons, you must carry anti-bacterial wipes so that you can clean surfaces between lessons. This includes music stands, tables, chairs, desks, door handles, switches and plugs that are used before, during and after the lesson. The school will be required to provide a bin in the teaching room to ensure the safe disposal of anti-bacterial wipes and other items such as reeds. Wipes must only be used once and discarded in the bin. You will be reimbursed for the cost of anti-bacterial wipes if necessary.

For MusicPlus classes and for ensembles and choirs you must liaise with the school about the procedure for clearing up after a lesson/rehearsal and cleaning.

You must not share instruments with students. Students will be required to bring their own instruments to lessons and you must not touch any part of the instrument or its component parts such as reeds and mouthpieces.

Where the instrument is provided by the school, such as pianos and drum kits, where possible a second instrument will be provided in the room for the teacher to use for demonstration purposes. Where this is not possible you must not demonstrate on the instrument that is being used by the student. At the end of the lesson the teacher will wipe down piano keyboards, music stands, drum kits, sticks and so forth in preparation for the next student.

Students will be required to bring their own music to lessons and the teacher will not touch the music. The teacher will refer to their own copy of the music.

8. Brass & woodwind instruments and singing

Please ensure that brass and woodwind students are not less than 2 metres apart from each other and a minimum of two metres away from you with the air flow pointing away from you. For singing please refer to [the government's suggested principles of safer singing](#)

9. Testing

We strongly advise that you take a test for Covid-19 before you go into a school and that you test yourself every 3-4 days during term time. Testing is not mandatory but we are expecting that a large number of, if not all, schools will require peripatetic teachers to be tested. By taking the initiative to access a test you will be eliminating the possibility that schools will not let you in. Further information, including where to get tested, are available on the [Kent County Council website](#)

10. Teaching space

Please refer to the risk assessments which explain our requirements for the teaching space for MusicPlus, one-to-one and small group lessons.

11. Moving around the school and lesson changeover

Please follow the school's rules on moving around the school, adhering to one-way systems, times to be avoided and so forth.

You may move around the school for the following reasons: to visit the toilet; to collect students; to alert the school office in an emergency or if there is concern about the health of the student. When moving around the school, you must adhere to social distancing rules at all times.

For one-to-one and small group lessons, the procedure for changing over from one lesson to the next is as follows: you must carry out cleaning if you are teaching 1-2-1 or small group lessons as outlined in (6) above; schools will provide a waiting area in the vicinity of the teaching room for students; at the end of the lesson the student will go back to their classroom and the teacher will collect the next student from the waiting area. If a designated space cannot be provided, students must be advised to keep 2 metres from the door to allow for a safe changeover.

Please do not access school facilities other than their teaching room and the toilet. This includes kitchens, cafeterias and staff rooms.

12. Timetabling

Kent Music will aim to timetable one-to-one and small group lessons with a minimum gap of five minutes between each lesson to enable the teaching room to be ventilated and surfaces & equipment wiped down.

You will be provided with up-to-date teaching timetables. You must not change timetables without approval from the school and Kent Music. If a timetable is changed a new one will be issued to the school and teacher by Kent Music.

Timetabling for MusicPlus will be done in collaboration with the school and the Kent Music Customer Services Department. If the school approaches you about timetabling issues, please do deal with these issues but feed back all changes to Kent Music immediately.

13. Food and drink

You must take your own food and drink with you and dispose of rubbish in the teaching room in the bin provided by the school or take it away with you when you leave.

14. Personal property

Coats, hats, instruments, handbags, lunchboxes and so forth must be kept in the teaching room away from the student unless other arrangements for storing personal property are advised by the school at the H&S briefing.

15. Transport to and from the school

If you are travelling by public transport, you will be required to wear a face covering in line with government guidance and observe social distancing.

16. Working in multiple schools

Government guidance permits you to work in multiple schools. We will be working with schools to go through our Risk Assessments and believe that by doing this we are managing and minimising risks in cases where teachers teach in more than one school. If you should encounter schools who will not allow you access, please refer them to the relevant signed risk assessment.

Kent Music Teacher Checklist		
1	Complete the Kent Music questionnaire for returning to schools. This was issued last summer and there is no need to complete it more than once. If anything changes or has changed since you completed the questionnaire, please inform your line manager immediately.	
2	Do not go into a school until authorised by your line manager.	
3	Ensure you have hand sanitiser, anti-bacterial wipes and a face mask with you.	
4	Take food and drink with you.	
5	Ask the school for a health & safety briefing on arrival on your first day of teaching.	
6	Ensure that the layout of the teaching room enables social distancing.	
7	Ensure the room is well ventilated with fresh air.	
8	Ensure your personal property is kept away from the student(s).	
9	Ensure the teaching room has a bin.	
10	Do not share instruments, music stands, equipment or music with students.	
11	Wash hands between lessons using hand sanitiser or soap and water.	
12	Clean instruments, equipment and surfaces between lessons.	
13	Ensure doors and windows are opened for five minutes between lessons.	
14	If you and/or the student wishes to change the time of a lesson, contact customer services adviser.	
15	Ensure you have a procedure for lesson hand over.	
16	For MusicPlus teachers please read the MP Risk Assessment documents.	