



Guidance for teaching in schools from September 2020

PB/28 July 2020

1. Purpose of this guidance

This guidance has been produced to prepare Kent Music teachers for face-to-face teaching in schools and to show schools how we are evaluating risk. Its central aim is to ensure that teachers and students are kept safe by considering all risks and putting in place mitigating factors. It sets out our expectations of teachers and schools so that we can work together to provide a safe teaching environment for teachers and students.

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

- The government's *Guidance for full opening: schools* published on 2 July 2020
- Guidance for schools and providers of music education produced by Music Mark* on 6 July 2020
- Risk assessment guidance produced by Music Mark*
- Guidance for musicians produced by the Musicians' Union produced in July 2020.

2. Process of returning to schools

Kent Music will show how it intends to comply with the school's arrangements for managing and minimising risk before its teachers can return to face-to-face teaching in a school. As Kent Music teaches in a large number of schools, our methodology for doing this is through this document. When a school informs us that we can return, this document will be sent to the school to review. Any outstanding areas of concern over managing and minimising risk will be discussed with the school and measures will put in place by us to comply with the school's needs where possible. This process will be completed by the relevant area manager and signed off by the area manager and the school before being passed to our customer services team who will set up the teaching. Kent Music will only provide teachers for one-to-one and small group teaching. MusicPlus and whole class agency projects will not commence until January 2021 and ensembles will re-start on a case-by-case basis. However, this document covers our approach to starting all of our teaching including teaching that doesn't start until January.

3. Pre-return questionnaire

Before they can return to teaching in schools, all Kent Music teachers will be required to complete a questionnaire. This will identify any health conditions that need to be taken into consideration and address other concerns and worries that teachers may have about returning to schools. Any issues will be discussed with the teacher's line manager before teaching commences and where necessary there will be discussion with the school about adjustments that need to be made to accommodate the teacher.

4. Kent Music school year start date

In order to complete the risk assessment process with schools Kent Music will not commence teaching in the autumn term until the week of **14 September 2020** at the earliest. This still leaves time for us to meet our contractual obligations with parents to teach 33 lessons in the academic year.

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

5. Protocol for arrival and departure

When our teachers arrive for their first day of teaching in the autumn term, they will require a health & safety (H&S) briefing from the school before they can start teaching. This will ensure that they are appraised of all the school's H&S requirements and procedures.

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

Any site-specific needs that the school requires as part of their risk assessment should be written in the box provided at the end of the document, for example temperature check on arrival to the premises.

6. Safeguarding

Kent Music has a safeguarding policy in place. Kent Music teachers are subject to an enhanced DBS check which they can produce on request and are issued with an identification badge which they are required to wear on school premises. All teachers are required to attend safeguarding training annually. Kent Music's safeguarding policy is available on request.

7. Hygiene and distancing

If a teacher has Covid-19 symptoms or there is someone in their household who does, they will not attend a school and government guidance of self-isolating will be followed. The school will be told as far in advance as possible if a teacher will not be attending.

Teachers are advised to wash their hands more often than usual and Kent Music will be issuing teachers with hand sanitisers. As a minimum, teachers will be asked to wash their hands between lessons.

Teachers must maintain a distance of at least 2 metres from students at all times. Students must keep a distance of at least 1 metre from each other.

Teachers will be issued with anti-bacterial wipes so that they 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 will only be used once and discarded in the bin after each use.

Teachers will not share instruments with students. Students will be required to bring their own instruments to lessons and teachers will 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 the teacher will 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. Hygiene and distancing – Brass & woodwind instruments and singing

Teachers and students must keep a distance of a minimum of **two** metres at all times though **3 metres is ideal** for blown instruments and singing. Teachers will bear in mind that flutes generate two air streams, to the front and the side, and position the student in relation to the teacher accordingly.

Other brass and woodwind teachers are advised to stand **3 metres** from the student, ideally positioned away from the direction of airflow.

Further guidance is expected from the government in relation to wind instruments and singing. This guidance will be updated if the government guidance changes.

9. Teaching space

One-to-one and small group lessons will be taught in a well-ventilated room with plenty of room for social distancing as set out above. If the room needs to be re-arranged to enable sufficient distancing, teachers will make arrangements with the school to do this and must not move furniture, instruments or equipment on their own initiative.

If the room is small, and at least 2 metres of social distance cannot be adhered to, it is possible that a plexiglass screen could be placed between the teacher and the student to reduce exposure to aerosols by the student and teacher. If a school is proposing this approach, it will need to be discussed with the area manager in advance so that the nature of the teaching in relation to the room can be appraised and if necessary, a visit made to the school to assess the room.

The school will provide enough music stands so that there is one for the teacher and one each for the students.

Gentle through-ventilation is preferred in a teaching room. Rooms with fans or units that re-circulate air are not considered safe for instrumental teaching, unless they have been risk assessed by the school, and will not be used.

Teachers will open windows and doors for a minimum of five minutes between lessons to enable air to circulate. This will also give time for surfaces and equipment to be wiped down.

Kent Music encourages schools to mark out rooms to show the position of the teacher and student.

Teachers will be asked to keep their personal belongings together in the teaching room well away from the student.

Teachers will be asked to stay in their teaching room as much as possible and otherwise to follow the school's rules for moving around the school.

10. Moving around the school and lesson change over

Kent Music teachers must follow the school's rules on moving around the school, adhering to one-way systems, times to be avoided and so forth. Schools are asked to brief teachers on the school's policy for moving around the school at the H&S briefing on the teacher's first day.

Teachers 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 teachers will adhere to social distancing rules at all times. The procedure for changing over from one lesson to the next is as follows: 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.

Kent Music teachers will not access school facilities other than their teaching room and the toilet. This includes kitchens, cafeterias and staff rooms.

11. Timetabling

Lessons will be timetabled with a minimum gap of five minutes between lessons to enable the teaching room to be ventilated and surfaces & equipment wiped down.

Teachers and schools will be provided with up-to-date teaching timetables. Teachers 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.

12. Types of teaching

One-to-one teaching will take place using the procedure outlined above.

Groups of two or more will only be taught together if the students come from the same bubble. This will be checked with the school before teaching is set up.

If a school buys in Kent Music for an agency project (ie where the contract is between Kent Music and the school, rather than Kent Music and the parent), Kent Music will only be delivering one-to-one and small group tuition until January. If agency projects involve ensembles, these can be set up now to start in January.

Kent Music will not be delivering MusicPlus (whole class instrumental teaching) lessons in schools until January 2021 but will register this teaching at, or by, the start of the academic year to ensure that it is timetabled into the school.

13. Online lessons in schools

If a school is providing space and equipment for online teaching in a school Kent Music will ensure that its teachers adhere to its safeguarding policy and procedures in relation to online teaching. A copy is available on request.

14. Food and drink

Teachers will bring their own food and drink. Rubbish will be disposed of in the teaching room in the bin provided by the school.

15. Personal property

Coats, hats, instruments, handbags, lunchboxes and so forth will 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.

16. Transport to and from the school

Most of our teachers travel by car. If they travel by public transport, they will be required to wear a mask in line with government guidance and observe social distancing.

17. Working in multiple schools

Often our teachers will be working in more than one school during the school week. The government guidance permits this practice. We will be working with each school that we teach in to go through this document and believe that by doing this thoroughly we are managing and minimising risks in cases where teachers teach in more than one school.