

Returning to teaching music in schools in September 2020

The health and safety of all school students, staff and music teachers is paramount to our work in partnership with schools. To ensure that all health and safety precautions are in place we have created this document so that Government guidance is met and adhered to.

Overarching guidance:

- Staff should keep two metres distance from pupils when teaching. We are able to travel between schools BECAUSE we are keeping two metres apart.
- Governmental rules regarding teaching spaces and instruments will be adhered to and schools will be made aware of this
- We would encourage staff to engage with track and test should this be necessary.

What LMS staff should do when arriving at a school (or prior):

- Make themselves aware of site rules, including movement around school, arrangements for collecting pupils etc.
- Wash hands and/or use the hand sanitizer in reception and again between lessons regularly for at least 20 seconds.
- Ensure they are aware of schools socially distancing evacuation procedures

Before going into a school:

- As far as possible, group pupils before going into schools and email timetables in order to reduce contact.
- Groupings should be in year group bubbles rather than ability for at least the Autumn term.

Whilst in school:

- Staff should maintain a distance of two metres from pupils that you teach and where possible with all adults and pupils in the setting minimising contact
- Close contact is defined as 1m or less for any length of time, or 1-2m for more than 15minutes.

- Where you do come into close contact, please inform the school and keep a written record. This will be a vital document should you need to isolate.
- Follow social distancing guidance in offices/staff rooms/close working in rooms etc. and school guidance regarding toilets.
- Communicate at the first possible instance with the school if pupils being taught are not following adequate social distancing, therefore putting staff, and other pupils at risk.
- Communicate with the school and LMS management if the member of staff does not feel that adequate measures have been put into place and that social distancing is compromised.

During Small Group/Individual lessons:

- Follow specific instrumental guidance during peripatetic lessons
- Should a member of staff need to touch a students' percussion/string instrument these should be cleaned before and after they do so
- No sharing of equipment between simultaneous groups unless absolutely necessary, but if this is the case, not before thorough cleaning has taken place
- Staff should not move around the school to find pupils who have missed their lessons (unless instructed otherwise by the school)
- Limited use of paper materials to avoid transmission of germs.
- Tutors should only touch a pupil's instrument, if there is a problem with it e.g. sticky valves on a trumpet, meaning the student would be unable to participate in the lesson without their instrument. If handling of the instrument is required, teachers must follow the steps outlined below for each instrument they need to touch:
 - Wash their hands/use hand sanitizer before handling the instrument
 - Resolve problem with instrument
 - Wash their hands/use hand sanitizer

During Whole Class Instrumental/Music lessons:

- Follow national guidance regarding singing in the classroom
- Follow national guidance regarding using instruments in the classroom
- No sharing of equipment between simultaneous groups unless it has been thoroughly cleaned between classes, or the school allows the sharing of resources in year group bubbles. If sharing in bubbles is allowed, make sure the pupils use hand sanitizer before sharing instruments.
- Limited use of paper materials to avoid transmission of germs.

- All woodwind and brass tutors will not use activities which require students to buzz their lips or mouthpiece without blowing into the instrument.
- All tutors will not use activities which require handholding or touching pupil's own face.
- All handheld instruments will be cleaned between each session
- Instruments such as recorders will not be shared unless they have been deep cleaned ready for the next session the following week – this can be done in a dishwasher
- Tutors should only touch a pupil's instrument, if there is a problem with it e.g. sticky valves on a trumpet, meaning the student would be unable to participate in the lesson without their instrument. If handling of the instrument is required, teachers must follow the steps outlined below for each instrument they need to touch:
 - Wash their hands/use hand sanitizer before handling the instrument
 - Resolve problem with instrument
 - Wash their hands/use hand sanitizer

Teaching spaces

- Where possible, all teaching spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- Peripatetic Music lessons should take place in a room big enough to adequately socially distance depending in the number of pupils (where possible), if not possible, stringent hand sanitizing methods should be in place and the music teacher should wear a face shield.

Use of PPE?

- There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting
- Hand cleaning facilities or hand sanitiser to be made available to all members of staff. This should be used in between lessons, after touching pupils instruments etc.
- All staff will have tissues available. Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.
- Wash hands in between each class taught with soap regularly for at least 20 seconds, or hand sanitiser

- All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.

What happens if a member of LMS staff feels unwell?

- Staff with any symptoms of Covid-19 should not be going into schools.
- Staff developing symptoms compatible with coronavirus, should go home, avoiding contact with others, and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. Staff are encouraged to get tested in this scenario.
- We would encourage any staff member showing symptoms of coronavirus to request a test as quickly as possible
- LMS office will let schools know you are self-isolating.
- LMS staff should pass on register of close contacts so that we can inform schools

What happens if a member of LMS staff have to use track and trace?

- Staff to advise their line manager of the fact that they have been sent for testing and the result of that test.
- If staff test positive, you will be paid as per sick pay policy and schools will be informed as above.
- If the test is negative, you are able to return to work.

What happens if a member of LMS staff have to self-isolate?

- If you have to self-isolate because you have been notified that you have been in contact with somebody with Covid-19 via the test and trace system you will be paid and either expected to work from home or sick if you are tested positive.
- Luton Music Service will not be able to provide short-term cover for any member of our staff team as they will not be a regular visiting member of the same schools. If a member of our staff team were on long term sick leave then we would try and cover as much as possible, following the guidance.

What happens if a child I am teaching is unwell?

- If a child you are teaching becomes unwell with a new, continuous cough or a high temperature inform the school immediately, taking extra precautions to ensure you remain 2m apart from the child at all times



- Schools to inform LMS if child tests positive who is taught by LMS staff. If the member of staff has maintained 2m distance then there will be no need to self-isolate.

This article is a starting point to reassure school, staff and parents that returning to face-to-face teaching is possible and to encourage schools to consider the best ways to plan for a safe and positive return for Luton Music Staff.