

Staying Safe at ArtForms Music Centres

What to expect, and how you can help us

ArtForms' seven community music centres across Leeds will be reopening during autumn 2020. Music is enormously important to many people's wellbeing, both for children and adults – perhaps now more than ever. Despite the challenges brought by the current COVID-19 pandemic, we are determined to help keep music at the heart of communities as we always have, while ensuring that our students and staff are kept as safe as possible.

Face-to-face tuition is the best way of teaching and learning music, and this will be our main focus, with some gaps filled by online tuition where necessary. All of our staff have received guidance concerning safe practice, and provisions will be put in place at all the Music Centres to make sure this is possible.

Enrolment/Registration/Track and Trace

There is an online enrolment system for the Music Centres this year. This can be found on the ArtForms website. Where possible, you should use this method to sign up for classes rather than doing so at the Music Centre in person. If there are any different arrangements at individual centres, this will be communicated to you.

For obvious reasons this year, it is vital that we know exactly who has attended all music centre sessions. So you will find that registration/sign in processes at all centres will be very tightly managed to make sure that we are well covered for 'track and trace' purposes.

Face coverings

Adults and children aged 11 or above must wear a face covering while moving around the building. Children aged 4-11 do not have to wear face coverings, but should where possible. Children under 4 should not wear face coverings. Children with some medical conditions, such as breathing conditions or disabilities, do not have to wear face coverings.

You may remove your face covering if your lesson requires it – eg for singing or playing wind instruments.

Hygiene/Personal Protective Equipment (PPE)

Hand sanitiser will be provided on entry to the building – please use it. There will also be antibacterial wipes and spray in each teaching area to ensure that all shared areas are kept clean between lessons.

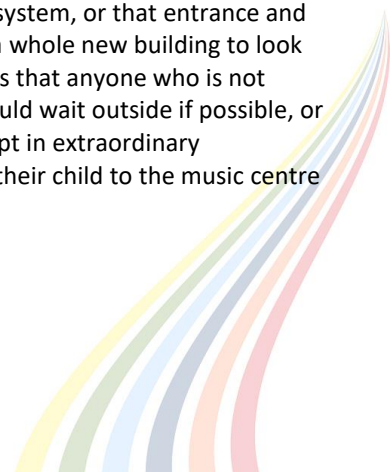
Equipment

Where possible, you should bring your own instruments and equipment (including drum sticks), books and music stand. If you are unable to do this, don't worry – the Music Centres can still provide equipment as usual, but bringing your own helps us to be safer. However, please note that instruments and other equipment cannot be shared between students, or between students and teachers.

Instruments such as drum kits, percussion in early years music groups, and keyboards may continue to be shared, but will be disinfected/wiped down between uses and, where possible, left for a period of 72 hours before reuse.

Moving around the building

You should maintain a 2 metre distance from other people while walking to and from your class. Each Music Centre is different, and will need to put different measures in place to aid this. You may find that there is a one-way system, or that entrance and exit points to and from the building have changed. In the case of Guiseley Music Centre, there is a whole new building to look forward to! **Please note that you should not be in the building unless you need to be.** This means that anyone who is not attending a class or ensemble (eg siblings, or parents who have come only to drop off a child) should wait outside if possible, or in a designated waiting area. Parents should not be in classrooms for their children's lessons except in extraordinary circumstances. Some school sites have asked us to ensure only one family member accompanies their child to the music centre



activity and this would be good practice for everyone.

In your class

We have limited the size of most Music Centre classes/tuition groups to 8. This is to allow for social distancing – students should be 2 metres apart at all times unless they happen to be from the same family bubble. Your teacher will also need to stay 2 metres away from you where possible – please co-operate with this. If you do need to be less than 2 metres away from either your teacher or another student, this should be side-by-side rather than face-to-face.

Bigger groups such as ensembles will be able to run if a large enough space is available at the Music Centre. However, the current ArtForms policy is that the maximum group size will be 15. If the group is larger than that or the available space will not accommodate 15 safely, the group may be split down into smaller sections, or placed on hold temporarily. You will be able to find the current timetable for your Music Centre on the ArtForms website.

It is important for all teaching spaces to be well ventilated, especially for wind instruments, brass instruments and singing. For that reason, the windows will be open in all teaching spaces, or fresh air circulation fans will be used when available.

If a member of Music Centre staff needs to handle a student's instrument (for example to tune it, oil valves or perform simple maintenance), the staff member will use hand-sanitiser before and after or, where appropriate, wear gloves provided by ArtForms, which will be disposed of after use.

Woodwind and brass instruments produce condensation. This should not be allowed to drip on to the floor, but should be collected on disposable paper towels (provided by Artforms) and disposed of by the student. Brass players are being asked not to empty spit valves by forcefully blowing through the instruments or across the valve, instead allowing the water to empty by holding the valve open slightly longer over a paper towel as above.

Brass Band England have carried out some research into playing Brass and Wind instruments in ensembles and they recommend a Moisture Guard is used. Guards can be ordered here <https://www.moistureguard.co.uk>

Risk Assessments

All centres will have a risk assessment in place that closely aligns to that of the school in which they are based. The key elements of these are covered by the guidance earlier in this guidance document.

Enquiries

The front desk at the Music Centre will be open as normal if you need to talk to the Head of Centre or administrator. However, please consider whether you can contact the Music Centre during the week by phone or email to resolve any queries – they will then do their best to provide a swift reply.

Who to contact if you have a question

If you have a query or concern about the management of Music Centre provision in relation to COVID-19, the first person you should contact is the Head of the Music Centre you attend. You can also contact the main ArtForms office at educ.artforms@leeds.gov.uk or 0113 378 2850.

Conclusion

We all know that these are difficult times. The government aspiration for schools is that: 'the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.' Music can and should be part of this – not just for schools but for all those who want to take part in what the Music Centres offer. We may have to find different ways of doing this in the future: ArtForms will look for the best ways to give the best to learners, working in partnership with schools and families.

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Appendix: Useful links to current guidance and other relevant documents

[Music Mark: Music Unlocked - Guidance for Schools and Music Providers](#)

[DfE: Guidance for Music, Dance and Drama in School](#)

[ISM: Guidance on Instrument Hygiene](#)

