

Mv ref: CM services Autumn 2020 update /MG

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Dear Colleagues

Updated guidance - Music Education Services Autumn 2020

Further to my letter in July we have reviewed the recent update from the DfE (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?s=09#music-dance-and-drama-in-school>) in preparation for the delivery of services when pupils return to schools. Thank you to all settings who have engaged with us over the summer to find the best solutions, taking account of everyone's individual circumstances.

- Research undertaken over August by the Department of Media Culture and Sport (DCMS) has looked at issues in relation to music-making activities, particularly singing, wind and brass instruments. This has indicated that the 2m guidance that applies generally is effective in relation to musical learning with some caution in relation to the flute that can be mitigated with positional changes for our staff e.g. side by side not face to face spacing. This has now been incorporated into the DfE guidance specific to performing arts in education.
- Where 2m separation between tutor and student(s) is not possible, sessions should achieve 1m+ separation with mitigation. This would include limiting contact time at 1m+ to no more than 15mins, and side by side positioning to avoid face to face. For certain activities (arts therapies in particular where some closer communication may sometimes be required) the use of relevant PPE may be appropriate, which would be discussed with settings in advance as it would not be the normal practice. We have provided guidance to our staff in relation to managing the different scenarios and requirements of settings in relation to their own risk assessments.
- Ensemble activities will remain online but it should be possible to trial distanced ensembles in settings and venues later this term with a view to more normal operation by January.
- Peripatetic staff are able to work in multiple locations. Clearly, it will be beneficial to limit their contact during visits with pupils that are not involved in their work and other staff in school. Please advise staff on the best approach for managing this and any specific arrangements regarding use of staff toilets and communal areas. We have advised colleagues that they should be prepared to take breaks either in their tuition space or to exit the school for some fresh air or to have their lunch.

- Settings have a mixture of needs in relation to individual music lessons.
 - Where visits in-person are possible, we are working closely with you to ensure safe operation. In order to accommodate hygiene and cleaning requirements, movement around settings and space requirements, group sessions may not be possible (e.g. if not within year or class group bubbles) and individual sessions will replace these.
 - Where 2m is not possible, to accommodate 1m+ with 15 min max, the crossover encounter potential between pupils attending lessons and to allow time for cleaning surfaces/hand hygiene we recommend that our normal 20 minute individual session slots are structured with 15 min contact time after which the pupil returns to class. The remaining 5 min will enable the tutor to prepare for the next session, ventilation of the room with door and window open, surface cleaning, hand sanitisation and session notes write up. This reduces the encounter in corridor issues or waiting outside the room in a corridor, pupils do not have to touch the door if open when they arrive, the cleaning and air changeover can be maximised without disturbance and the contact time if 2m separation is not possible is limited correctly. If schools wish to manage these mitigations differently we will need to discuss alternative solutions.
 - It may not be possible for longer sessions (e.g. 30 minutes) to take place if 2m separation is not possible, in which case 20 min sessions will be provided.
 - Some settings are not able to accommodate visits currently and our remote-in tuition option is preferable to no tuition at all. The safeguarding requirements as well as technology can be managed if a suitable space can be provided for the pupil and we are happy to work with schools to achieve a solution. Please contact the office to discuss options and a member of our Connect team will be happy to help.
 - Under current guidance we anticipate that our staff will be able to return to visits with the mitigations set out above. However, there may be a few cases where our individual staff risk assessment means they still need to deliver remotely in which case the remote-in option will be the best way of ensuring pupils can be supported in their learning.
 - Where a school has indicated they cannot accommodate visits or remote-in solutions we will determine if remote to home provision can be put in place however this has implications. We are working with colleagues to ascertain if the changes that result to their working patterns have any implications on terms and conditions. As pupils are in school with limited capacity outside of school hours it may not be possible to continue with all delivery remotely. If this is the case, activities may have to be suspended or cancelled and the service will need to use spare capacity in alternative ways with other clients.
- Please remember that our staff are employees of the Council and it is essential that communications in relation to the management of contractual work we carry out are via our main office at cm@cambridgeshire.gov.uk and not with individual employees. You will appreciate the need to ensure consistency in approach and manage issues with you together. In relation to our responsibilities in relation to test and trace processes it is important that we are able to respond at the earliest opportunity.

Once set up is agreed with the service and in place, settings can, as usual, carry out supervisory aspects and communications with our staff while on site to ensure that procedures are followed and supported. Please ensure that any issues that would naturally require awareness of the employer are communicated via central office. Our business team are well practised in ensuring that all relevant staff are updated as necessary.

- Our safeguarding letters can be downloaded for your central records as normal from your organisation account for any member of staff allocated to your school. This confirms all the necessary checks and processes have been carried out by us as the employer. You can also see the DBS check and date within the account. Please note that all our staff have been continuously employed throughout the COVID period and no further DBS checks are required for them to continue to carry out their employment with us and our services to you. If you need help accessing your account then our business team will assist you.
- Our updated SLA/MOU and Terms and Conditions are attached and apply for activities from 1st September onwards. This sets out how we will work with you and how contractual matters are handled. Please remember that where we directly contract with parents that the partnership relationship with you relates to the provision of the infrastructure e.g. space and time for visits required to provide the education services for your pupils that you have requested us to offer in your setting. We will continue to communicate and engage with our direct customers as required but will always make you aware of any changes that would impact on our partnership working.

We have added a new section to our SLA/MOU to identify priorities for both stabilisation of music education after this period and any development objectives over time. This will help us work with the Hub Board to identify the best way of supporting schools going forwards. In return I am delighted to let you know that we have nominated all schools where there is partnership working going forward to be “Music Mark” Schools. This gives you access to resources to support music education and membership of a group of schools nationally that is supportive and committed to such opportunities. I hope that you and your music staff will find this useful. Currently this new section of the MOU/SLA will be blank but once the start of term has calmed down, a member of our team will be in touch to talk through what you would like to focus on over the next 1-3 years and how this might be supported.

- Test and Trace. Of course we all hope that there will not be a need to manage potential or confirmed COVID cases. The Council operates the same required processes with Public Health England as schools and settings. Should there be a potential or confirmed case that may have an impact on a member of our staff, please let me know direct on matthew.gunn@cambridgeshire.gov.uk alongside any communications you are asked to send to members of my team by the LA or PHE. This is so that we can carry out our role to ensure any potential impact from the nature of peripatetic visits to multiple locations can be followed through with PHE. Similarly should a member of our team report potential symptoms or a confirmed case, we will be advising PHE and will follow through via the Headteacher in a school any relevant actions required.

I do hope that you and your colleagues managed to get some respite from the seemingly never-ending changes over the summer. My team will work as flexibly as they can to help you return some normality for the education of children and young people within all the parameters that we have to consider at the moment.

With best wishes



Matthew Gunn
Head of Cambridgeshire Music

Summary of considerations for visits taking place in school (updated August 2020)

The following areas may need review in relation to the work of visiting peripatetic staff from our service.

Individual CCC Staff Risk Assessment

We will carry out an individual risk assessment for our staff in relation to returning to work in settings. Should this mean that they are unable to return to settings we put in place alternative delivery arrangements, or temporarily assign other staff if available.

Setting Risk Assessment

Appropriate distancing and “bubbles”

The guidance advises that teachers can move between bubbles and peripatetic and supply staff between settings. Limiting interaction with school staff and pupils not involved in sessions is important.

2m distancing is best and limiting close contact e.g. 1m+ (not directly face to face) to 15 minutes with a particular pupil if 2m is not possible. For curriculum and whole-class work we will support our staff and advise them regarding particular approaches or practice when delivering work.

For therapy work, we will consider specific needs for pupils and discuss the best approach/mitigation with schools depending on the space and therapeutic/communication requirements.

For instrumental and vocal lessons (normally 20 minutes for individuals or a group of 2 or 30 minutes for larger groups) and for arts therapies it should be possible to avoid face to face and achieve 2m or 1m+ contact through careful positioning in an appropriate space. We recommend that where 1m+ situations occur and also for management of crossover of students/hygiene and cleaning that the last 5 minutes of the session should be used for this purpose. This will enable the student to leave before the next one arrives, the tutor to complete ventilation and hygiene processes and finalise lesson notes without extending the visit time to the setting which would otherwise be needed between sessions.

Spaces

Class and hall spaces will be suitable for our class-based activities with visiting teachers with careful arrangement and layout.

Smaller spaces used for therapies and instrumental/vocal lessons should be assessed to determine if they can only be used on a 1:1 basis or are large enough for a suitable layout and positioning for small groups. If this is not possible and no other spaces are available we will need to use alternative delivery methods for this work or it may be necessary for groups to become individual sessions.

Access to equipment and technology

A higher usage of resources involving smartboards, teacher laptops and online teaching aids may be needed and access to them, particularly for whole-class provision should be considered.

For remote to setting provision a space should be provided for pupils to receive lessons in a safe way. This may need to be in a location near to class bubbles or year group areas in order to avoid movement risks. The technology required will be a school laptop/tablet, headphones for the pupil and the space. We will support schools who need to establish this set up on request and have solutions to meet safeguarding requirements.

Hygiene

Our staff will be expected to use hand-gel/handwashing facilities in school regularly throughout the day and particularly when travelling between settings or different bubbles. Pupils should be encouraged to do the same before and after activities, particularly where instruments are used (see below). We anticipate that at the end of a session, surfaces will be cleaned and our tutors will wash hands or re-sanitise them.

Our staff will be reminded of all the expected hygiene practices normally being used by schools and that if asked to adjust process they should work with the school to minimise risk. They will be briefed on symptom identification and management and notification processes to be followed if they are either have concerns about a pupil or about themselves in relation to test and trace mechanisms.

The cleaning materials provided by schools will be used by staff to manage surface and instrument hygiene. Our staff will carry a small stock if we are able to source them for emergencies or shortages.

Singing and Instruments

Specific guidance has been provided about music activities including the ventilation of spaces:

- Singing is an activity that can take place with appropriate precautions as the power of young voices is lower and less of an issue than in the professional performance scenarios.
- A sufficiently large space for a small or large group to be appropriately distanced not face to face. For vocal studies with an individual a 2m tutor distance is sufficient but ideally 3m from the tutor if they are singing in a group situation but close enough for sensible interaction.
- Using outdoor spaces if weather allows for vocal work with care about wind direction may further minimise risks.
- Spaces should be ventilated regularly to reduce aerosol concentration.

With regard to instruments our advice remains that they are safe to use in relation to activities with appropriate precautions:

- Wind and Brass instruments may be studied and used. The 2m distancing is a sufficient precaution. Some care will be taken in relation to study of flute which has a slightly different aerosol spread and tutors will be provided with guidance, however this does not prevent usage.
- Handwashing with soap for at least 20 seconds takes place before the session commences and again at the end.
- Spaces should be ventilated regularly to reduce aerosol concentration.
- Instruments are not shared between pupils during the course of a session or lesson.
- Appropriate cleaning of instruments to be used by multiple groups with soap and water or anti-bacterial wipes is carried out between sessions as well as relevant surfaces as required.

We will update this guidance when further information is received.