**Keeping EVERYONE safe!**

This plan has been put in place so that everyone can **stay safe** and we can start to return to providing sessions at Silhouette Youth Theatre. **Please be aware it can change at any minute and it is based on Government and local guidelines.**

**DROPPING OFF AND PICKING UP PROCEDURE**

1. Please come to the **main door of the Church Studio** and line up outside maintaining a **2-metre gap** between each family. We suggest **only one person** drops your young person off and only one person picks them up. Anyone who is **over 11 years old that lines up will need to wear a face mask** in line with government and Weston Favell Shopping centre guidance.
2. Please **do not come and line up early**, maximum of 10 minutes before the start of the session.
3. **A practitioner** will come out and collect your young person and they will come into the studio. Parents and carers **will not be able to enter the space**.
4. The practitioner will ask you a quick **range of questions** regarding the health and well-being of your young person and if they have had any recent symptoms etc.
5. You are then **free to go** and return when your young person’s session is complete. Once again – **please do not come back too early and remain 2 metres apart when lining up.**
6. **A practitioner will meet you at the door** and one by one we will bring young people out to meet their parents and carers. Once we have handed them over to you then you are free to leave.
7. **NO FOOD** will be allowed into the studio and this includes sweets and gum. You are allowed to bring **your own water bottle and a small bag**. We also suggest that you **go to the toilet** before coming to the studio please.
8. Please be aware that we need a **contact number** for you while your young person is in the session. **You must have your phone on** in case of an emergency and we will call you immediately if there any issues whatsoever.
9. Please be aware we will **not have time to chat** and we are not being rude, we just want things to **run as smoothly as possible**. If you have any worries or concerns, you are welcome to contact us at admin@silyt.com or phone 07368318006.

**PLEASE BE AWARE!!!**

1. If your young person or anyone in your family has COVID-19 symptoms, then you **MUST TELL US** immediately.
2. We will then **monitor the situation** and will inform others if we need to.
3. Please **do not bring your child to a session** if they are demonstrating any of the symptoms and once again – you must let us know!

**DURING SESSION (YOUNG PEOPLE)**

1. When you enter you will be asked to **clean your hands** using the dispensers.
2. You will then be **allocated your own space** to work in.
3. There will always be **two practitioners** running the session who will help and support you.
4. There will be an **allocated toilet** that will be thoroughly cleaned and maintained.
5. You will need to bring **your own water bottle** please.
6. **No one will be able to share any equipment** so if you are asked to bring a script or a pen, these cannot be shared.
7. If for any reason you are **unwell during the session** then we have a clear procedure of where you will go to, who will help you and who will be contacted.
8. Once the session is finished you will **remain in your area** and a practitioner will take you one by one to the door to be collected or to leave.
9. You **MUST wash your hands** again before leaving the session and at any point during the session if instructed to do so.
10. It is really important that we continue to be **socially distanced** during the session this is why you all have your own spaces to work in.
11. We will **go over all the rules at the start of every session** so please do not worry or panic.