



General Guidance for Tutors Visiting Schools - Updated 3/9/20, Reviewed 21/10/20

1. Do not attend school if you suspect that you (or anyone you live with) may be coming down with Coronavirus symptoms: follow the current self-isolation procedures.
2. Keep an eye on the school's website, news links, diary and newsletters to anticipate disruptions to your teaching programme. It may save you a journey and unnecessary risk.
3. Sign in at the school reception on arrival and immediately wash your hands thoroughly before going to the teaching room.
4. Remember that this way of working is as new to school staff and pupils as it is to you. Accept that there will be slips and honest mistakes on both sides and take the opportunity to learn from them.
5. Ask for the school's risk assessments for COVID-19 and for music teaching; ask about anything you do not understand and abide by the control measures specified.
6. Find out what the school's infection control procedures are; follow them and make use of anything the school is good enough to provide for your safety.
7. Find out, before you need to know, what to do if you or pupils fall ill.
8. If you think that a child may be showing symptoms of Coronavirus, stop the lesson and report your concerns to the school immediately.
9. Teach outside if it is practical and weather permits.
10. Observe current social distancing guidelines at all times (but don't use your instrument cases to enforce this in narrow corridors!). You may wish to consider wearing a mask when moving around the school.
11. If you can control layout and ventilation in the teaching room, set it up to direct airflow away from both you and the pupil(s) but not at the expense of normal safeguarding or health and safety considerations: e.g. do not move heavy furniture or equipment.
12. If the teaching room does not allow for sufficient distancing, explain this to the school. If no reasonable alternative is offered, politely decline to teach that session for the benefit of both you and pupils. If you have one, raise the issue with your manager or equivalent immediately.

13. You may consider wearing a face mask while you are teaching (of course singing, woodwind and brass teachers will need to remove theirs to demonstrate).

14. Avoid touching pupils' instruments, particularly mouthpieces. Carry disposable gloves and hand sanitiser in case you absolutely have to touch a mouthpiece or instrument, e.g. to set a reed to to fix a stuck valve

15. Never play on a pupil's mouthpiece or allow them to play on yours.

16. Stick to the agreed timetable as closely as you reasonably can but understand if it has to change at short notice.

17. Wash your hands thoroughly before leaving the school, preferably as the last thing you do before signing out.