

KINKAN DOJO

COVID-19 RETURN TO TRAINING PROCEDURES - APRIL 2021 (Children's Classes)

**Operating Procedures For The Safe Return Of Martial Arts
Training At The Kinkan Dojo**

**These Procedures apply to the Children's Classes held in the gymnasium at
the Oaks Park High School, Oaks Lane, Newbury Park, IG2 7PQ**

Version 3 - updated 9th April 2021

VERSION CONTROL

Date:	Version:	Section:	Details:
21st July 2020	1	Original Document	
8th October 2020	2	Important Information (part 2)	Updated to include actions to take when a Covid-19 test is required.
9th April 2021	3	Introduction	Updated to take into account the Government's Roadmap out of Lockdown
		About This Document (page 4)	Updated to show that guidelines within the Contact Combat Sports Framework have been taken into account.
		Important Information (page 5)	Updated to show the 2 types of test that are available, and what to do if a positive test is recorded.

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INTRODUCTION

The Covid-19 Pandemic has affected all our lives since March 2020. We have currently experienced 3 Lockdowns since March 2020, the latest starting from January 1st 2021, which has prevented us all from doing the ordinary things we take for granted.

In February 2021 the Government published a four step Roadmap to ease restrictions in England to provide a route back to a normal way of life. At the time of writing, we are currently about to enter Stage 2 which, among other things, allows gyms to re-open. This means we can return to martial arts training again, but with restrictions in place.

It is important that you read this document so that you are fully aware of the restrictions that will be in place, and that you follow all the process detailed in this document to protect everyone who comes into contact with the dojo.

Our martial arts classes will start again at Oaks Park on Thursday 29th April.

About This Document

The purpose of this document is to detail the changes in operating procedures at the UK Kinkan Dojo in response to the Covid-19 Pandemic.

This document has been written taking into account Government Guidelines concerning the re-opening of indoor gyms and leisure centres, [Working Safely During Coronavirus, published by the Department For Business, Energy & Industrial Strategy and the Department for Digital, Culture, Media & Sport](#). In addition, the guidelines within the Contact Combat Sports Framework have also been taken into account, as they are at 9th April 2021.

These procedures are designed to reduce the risk to parents, students and instructors of being exposed to Covid-19 whilst training with us at the Oaks Park High School, and to further help reduce the risk of spreading the virus.

The activities carried out by the instructors of the Kinkan Dojo at this location have been risk assessed in compliance with the Health & Safety Act 1974, and the Management Of Health & Safety At Work Regulations 1999.

All parents, students and instructors will be sent a copy of this document, along with a copy of the risk assessment and a Training Guidelines document before being offered the chance to resume training at this location.

Copies of these documents can be found on the Kinkan Dojo website at www.kinkandojo.com

IMPORTANT INFORMATION

There are 3 very important points that I would draw your attention to.

1. SHOWING SYMPTOMS OF COVID-19

A parent **MUST NOT** leave home to bring their child to a training session if they or any person they live with is showing any of the main symptoms of Covid-19, or has shown symptoms within the last 14 days.

A student who is allowed to travel to the dojo without parental supervision **MUST NOT** leave home to attend the dojo if they or any person they live with is showing any of the main symptoms of Covid-19, or has shown symptoms within the last 14 days.

The main symptoms of Covid-19 are:

- a new and continuous cough
- a high temperature
- a loss of, or change to, their sense of smell or taste

If you or anyone you live with are experiencing at least one of these symptoms please let your instructor know, and the affected person should follow NHS guidance with regards to self isolating.

2. TAKING A COVID-19 TEST (Updated 9th April 2021)

There are now 2 types of Covid-19 test that can be taken:

1. Rapid Lateral Flow Test (for people who do not show symptoms)
2. PCR test (for those who have symptoms)

Rapid Lateral Flow Test

These tests can be taken at home or at a test centre, and give a result within 30 minutes of taking the test.

If your child, or anyone in the child's household, records a negative result when taking a lateral flow test, then the child can attend the class as normal.

If your child, or anyone in the child's household, records a positive result when taking a lateral flow test, **you or anyone else in your household must not bring your child to class.** You must self isolate immediately and arrange to have a PCR test to confirm your positive result. If the result of the PCR test is positive, you must not return your child to class until the end of the self isolation period.

If the result of the PCR test is negative, your child can return to training.

If the result of your lateral flow test could not be read, or the result was shown as void, **you or anyone else in your household must not bring your child to class.** You should do another lateral flow test as soon as possible, and follow the instructions above depending on the result of the 2nd test.

PCR Test

A PCR test is required if your child (or anyone in the household) is showing symptoms of Covid-19.

If your child, or anyone in the child's household, records a positive result when taking a PCR test, **you or anyone else in your household must not bring your child to class.** You must follow NHS guidelines for self-isolation.

If the result of the PCR test is negative, your child can return to training.

Please inform Jason if your child will not be attending training as a result of a positive test (lateral flow or PCR) within the household.

3. CLEANING THE MATS

We are required to clean every piece of equipment we use for our training after use, and this includes cleaning the mats between classes. We will be using an anti-bacterial hard surface cleaner to clean the mats after every use, and this cleaning agent may contain chemicals that may cause allergic reactions or breathing difficulties in some people.

If there is any chance whatsoever that your child could potentially suffer an allergic reaction by coming into contact with a mat surface that has been cleaned with a chemical agent, please contact me immediately to discuss whether your child should return to training at this stage.

SECTION 1 - OVERVIEW OF NEW PROCEDURES

This section details the main changes that have been implemented as a result of new Government Guidance for the re-opening of indoor gyms and leisure spaces.

like all other after school settings, we have had to make some significant changes to our processes in order to get back up and running. Some things are not as we would want them, but we have had to adapt in order to start our classes again. Ultimately the reason for these changes is to ensure the health and safety of parents, students and instructors whilst in the dojo.

Preparing to re-start classes again has taken longer than we would have hoped for, and we appreciate your patience and understanding during this time.

1. Student 'Return To Training' Form

The parent is required to complete the student Return To Training Form before the student will be allowed to return to training, a copy of the form is shown in Appendix A. The form should be completed and ideally returned electronically by email to avoid contact. If this proves difficult, you can return the completed physical form at the student's first lesson back by placing it on the table at the entrance to the Dojo.

PLEASE NOTE: IF THIS FORM HAS NOT BEEN RETURNED TO JASON BEFORE OR AT YOUR CHILD'S FIRST LESSON BACK, YOUR CHILD WILL NOT BE ALLOWED TO JOIN THE TRAINING.

2. Student Drop-off & Pick-up

In response to Government Guidelines, the school are limiting the number of people who come into the building. This means parents will be allowed to bring their children to the entrance of the training room, but will not be permitted to enter the training room or stay in the building once their child has been dropped off.

It is recommended that parents wait in their cars in the car park for the duration of the lesson. Instructors are now much less able to help your child with their needs during the class, so we may need to contact you to help your child if they need it during the class.

I have agreed with the school that parents may use the back stairwell to bring their children to class, dropping them off at the entrance to the room that is in the far corner, the one we don't usually use.

My students have exclusive use of this stairwell, so the only people you will encounter on the stairwell are other parents of my students. Please ensure you practise social distancing whilst using the stairwell.

Please also note that parents are required to wear a mask at all times whilst in the building, no matter how briefly.

Appendix B shows a map of the building which details the route to be taken to and from the training room.

The routine for drop-off and pick-up will be as follows:

1. Park in the car park, put on your mask & bring your child into the building via the rear entrance:
 - i) at the main entrance to the sports hall, turn left and then turn right at the corner of the building
 - ii) walk the length of the building (so that the green fenced hardcourt area is on your left)
 - iii) turn right at the end of the building & go through the entrance doors
2. Once you have entered the building via the rear doors, turn left up the staircase into the upstairs hallway. This will be the entrance point for the training room. A hand gel station will also be stationed here.

3. In instructor will greet you at the entrance to the room, and the instructor will guide your child to their mat in the training room.
4. Once your child has entered the training room you should leave the building immediately via the same route as you entered the building, do not go anywhere else in the building.

For pick-up the routine is the same, you will collect your child at the entrance and leave the building immediately via the same route as you came in.

3. Lesson Duration

Lesson duration has been reduced to 45 minutes for the children's classes. This is due for the need to clean all the mats, equipment and common touch points between classes as per Government Guidelines. This also allows us time to ensure everyone exits in a socially distanced and controlled way before the next class begins.

The new lesson times are as follows:

Tuesday evenings 7pm - 7.45pm
Thursday evenings 7pm - 7.45pm
Saturday mornings 9.30am - 10.15am

I will take the children through a very quick warm-up process so that they have roughly the same amount of training time as they would in a normal class.

4. Reduced Class Numbers

Unfortunately we will need to reduce the number of students we can teach in the training room, due to social distancing and ventilation rules. The maximum number of children I can teach in a class is 15, and we can safely fit 15 children into the room when socially distanced.

I therefore need to split all the children I teach into 3 groups across Tuesday, Thursday and Saturday.

The children will use the same allocated days that the parents gave me for training last year, but please do contact me if you need to change your child's training day(s).

5. Layout Of The Mats

To maintain social distancing during the class, the configuration of the mats will change. Each student will be allocated 1 mat which will be pulled apart from the rest of the mats, in effect the students will be training on their own little 'isolation island'. They must stay on their island for the duration of the class, and must put their hand up if they need help from an instructor. One mat should leave all students with enough room to perform most of the techniques they will be required to do.

The mat configuration is shown in Appendix C.

6. If A Student Requires Help

If a student requires help during the training, they must put their hand up to get an instructors attention. They must not leave the mats without permission as they may break social distancing rules. All instructors will teach the students whilst maintaining social distancing.

Please be aware that instructors can no longer be 'hands on' at this current time. We cannot tie a student's belt or uniform up, and we cannot guide their limbs into the right positions as we have to maintain social distancing.

We will of course do our best to get our point across, but please be aware of the limitations we have to work with.

7. Use of Toilets

Please ensure that your child goes to the toilet directly before they attend training. We cannot help them go to the toilet if they need to, and it may be the case that toilets and changing rooms may be closed at the school.

8. Changes To The Training Environment

There are small changes we will need to make to the room in order to meet Government Guidelines. We will need to keep the entrance doors open throughout the class, in order to reduce the need to touch door handles and to improve ventilation in the room. Windows will also be left open to increase ventilation through the room, so students may need to wear an extra layer under their training uniforms if the temperature drops outside.

9. Face Covering (mask)

Current government guidelines suggest that young people 11 years of age and under are not required to wear a mask. Government Guidelines also state that no-one should wear a mask during exercise, due to the fact that a mask can restrict breathing, even more so if the wearer is exercising. Students will not be required to wear a mask during training.

However, if you do want your child to wear a mask during the training, then we will insist that they do everything very slowly, and we will ask them to sit down and rest to bring their heart rate down if we think they are exercising too hard.

As the parent dropping-off and picking-up your child, you are required to wear a face covering whilst inside the building (unless you are medically exempt from doing so). You should apply your mask before entering the building, and should not remove your mask until you have exited the building.

10. Test & Trace

The Dojo is required to collect sufficient data on each attendee at our classes to assist the NHS Test & Trace service as required. The information we are required to collect are the attendee's name, home phone number, mobile number, date and times of entry and exit. We are required to keep this information for up to 21 days after the date of collection.

Jason will record this information for all attendees at every lesson. Could you please ensure that Jason has the most up to date contact information for you. This information will be passed onto the Test & Trace teams should they request it, but until then the information will be kept secure as per GDPR procedures.

11. Cash Payments

There will be no cash payments taken at class for any reason. All payments for such items as uniforms, books, etc. will need to be paid by bank transfer, the instructor will give you the bank details on request.

SECTION 2 - THE TRAINING DAY PROCESS

1. Before You Leave Your House For Training

INFORMATION	<ul style="list-style-type: none">• Please make sure you have read the risk assessment, the guidance documents and this document fully, and that you understand everything within these documents. Please contact Jason if there is anything you do not understand.• Please ensure you have read and signed the Return To Training Form and that you have sent it back to Jason via email (Appendix A)• Please make sure that Jason has your most up to date contact information should the Track & Trace protocol be initiated.• Cash payments will not be accepted at the dojo. if you need to pay for any item please do so via bank transfer before the lesson starts. You can obtain the bank details from Jason.
TRAVEL	<ul style="list-style-type: none">• Please abide by social distancing guidelines travelling to and from the dojo.
HYGIENE	<ul style="list-style-type: none">• The student should wear a freshly laundered uniform with their belt already tied to the dojo. Instructors will not be able to adjust your child's clothing during the class.• The student should wash their hands before leaving for the dojo.• The student should bring their own towel or tissues to wipe away sweat, and to cough into if required.• Please ensure your child uses the toilet just before leaving for the dojo, you should avoid using the changing rooms and toilets at the school where possible (they may even be closed at the school).
PERSONAL ITEMS	<ul style="list-style-type: none">• The student should bring their own hand sanitiser with their name on it, a water bottle with their name on it (filled up from home), and a notepad and pen for taking notes which only they will use.• Please ensure your child is wearing socks, children will not be allowed to train in bare feet.• The student must bring any other training tools they need (wooden sword, staff, etc). The dojo will not be able to lend any of their training items to students.• The student will not be permitted to share any personal equipment with other students (unless from the same immediate family).
SOCIAL DISTANCING	<ul style="list-style-type: none">• Only 1 parent should bring their child to the dojo in order to reduce the number of people on site.• It is best that siblings be left at home in the care of another family member to maintain social distancing and reduce the number of people in the building.

2. On Arrival At The School

<p>ENTERING THE BUILDING</p>	<ul style="list-style-type: none"> • Apply your face mask before you enter the building. • Enter the building through the rear set of doors, as shown in Appendix B. • Only use the stairwell that has been allocated for our use, and do not go anywhere else in the building.
<p>AT THE DOJO ENTRANCE</p>	<ul style="list-style-type: none"> • If you are not the first in line at the dojo entrance, please wait behind those in front of you, maintaining social distancing as you wait and taking note of any Covid-19 signage. • When you arrive at the dojo entrance the student should apply their hand gel, or make use of the hand gel available. • Please place your completed Return To Training Form onto the table if you could not send via email. Your child will not be allowed entry to the training room without the completed form. • An instructor will greet you and guide the student to their mat in the dojo. • The parent should then leave the building via the same route they entered it immediately.

3. During The Training Session

<p>TRAINING PRINCIPLES</p>	<ul style="list-style-type: none"> • Students will be grouped together in the training room via 'bubbles.' A students bubble will be based upon their grade, and the aim is to ensure that each student will be in the vicinity of the same people within their bubble at each lesson, minimising the amount of people they may come into contact with at the class. • Students will train "back to back" or "side to side" as per government guidelines in order to reduce face to face exposure. • Where possible the same instructor will be responsible for the same bubble(s) at every class. • Students will train on their own, without contact with any other students. All mats will be spread out and socially distanced from the other mats by 2 metres (Appendix C) • All students must wear socks (or Japanese tabi) during the lesson, students will not be allowed to train in bare feet.
<p>THE TRAINING PROCESS</p>	<ul style="list-style-type: none"> • The students will be guided onto their training mat by an instructor. They must bring with them all the personal items they will need for the lesson. • The student will train on their own on their mat. The instructor responsible for their bubble will tell/show them what to practise. • If the student needs any kind of help they should put their hand up and stay on their mat until an instructor has recognised their call for help and approached them.
<p>ENVIRONMENT</p>	<ul style="list-style-type: none"> • Windows and doors will be left open in order to aid ventilation into the room, as per government guidelines.
<p>IF THE STUDENT NEEDS TO COUGH</p>	<ul style="list-style-type: none"> • If a student needs to cough, they should cough into their towel/tissue or into their elbow. They must not cough into their hands. • If the student used a tissue, they must put their hand up immediately to make the instructor aware that the tissue needs to be thrown away. • The student must then apply their hand gel before they continue with their practise.
<p>FIRST AID</p>	<ul style="list-style-type: none"> • If for any reason a student requires first aid, the instructor will guide the student through their own first aid treatment whilst maintaining social distancing. • The parent of the injured student will be contacted to make them aware of the situation. • In the case of a serious injury, the instructors may break social distancing rules to provide first aid to the student. First aider's do not need to stay appropriately distanced if it would be unsafe to the patient to do so (Government Guidelines).

4. At The End Of The Training Session

END OF THE CLASS	<ul style="list-style-type: none">• At the end of the training session, the student must stay on their mat until an instructor guides them back to their parent waiting at the dojo entrance.• When asked to do so the student must collect all their personal belongings (hand gel, towel, etc) and return to their parent.• When the student is returned to their parent, both student and parent should leave the building immediately via the same route they entered the building.
MAT CLEANING	<ul style="list-style-type: none">• Mats will be cleaned before the training session starts, so students start on freshly cleaned mats.• Mats will also be cleaned at the end of every training session.• Mats will be allowed to completely dry before students from the next class are allowed onto them.• Mats will be cleaned with a suitable cleaning product.

APPENDIX A - Kinkan Dojo Return To Training Form

This form must be completed by the parent/student before a return to training to indicate that the student is free from Covid-19 symptoms and poses a limited risk to others. Once you have completed and signed the form please return it back to Jason.

To avoid transmission, it is recommended that you complete and sign the form electronically and then email it back to Jason or use any other electronic means.

Name of Student:		
Date:		
Contact email address:		
Contact Telephone Number:		
Are you currently diagnosed with, or believe you may have Covid-19? (check appropriate box with 'X')	YES	NO

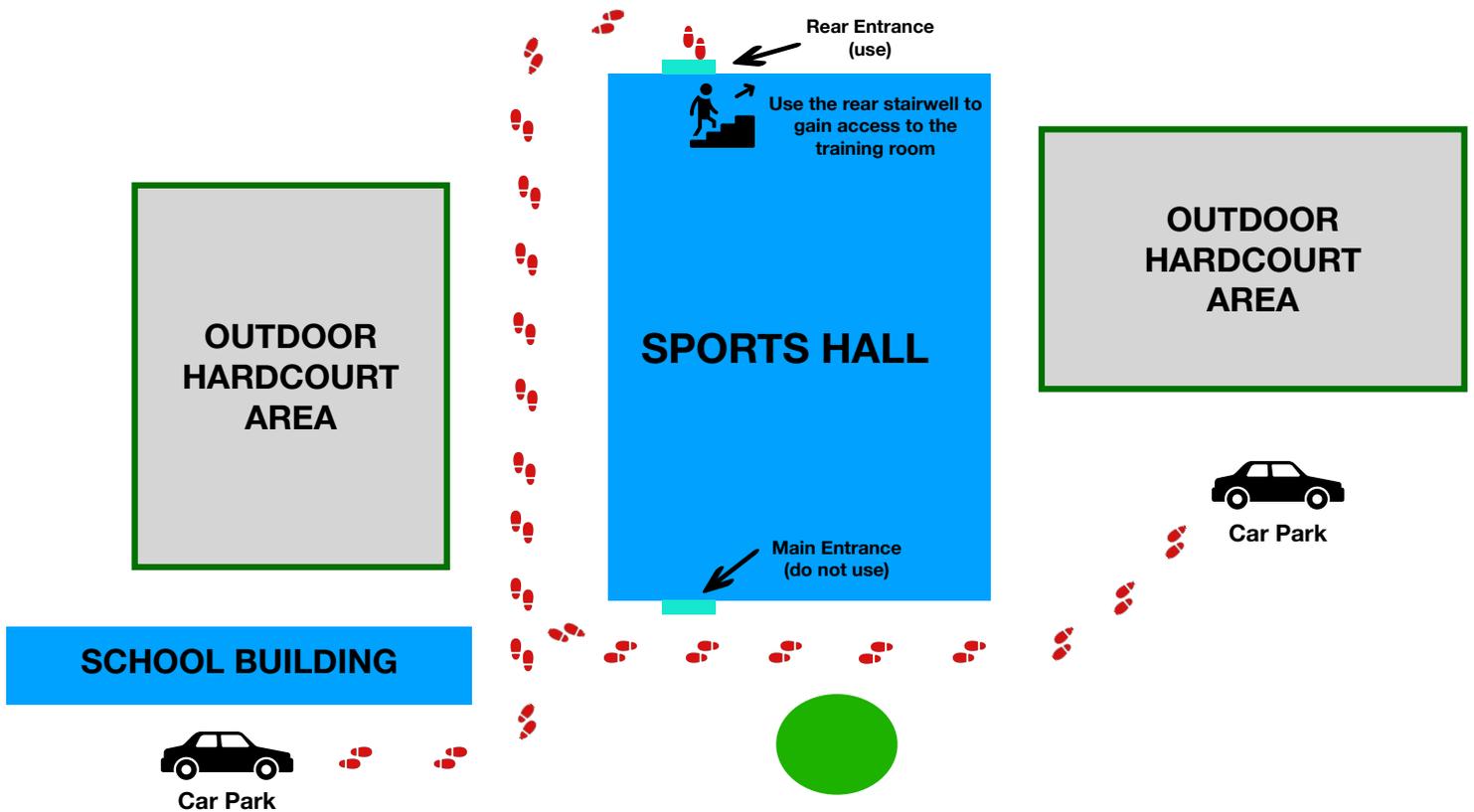
Do you currently display any of the following symptoms? (check appropriate box with 'X')

	YES	NO
High temperature (fever)		
A new or continuous cough		
Loss of or change to your sense of taste and smell		
New unexplained shortness of breath		
Have you been in contact with a Covid-19 confirmed or suspected case in the previous 14 days? (check appropriate box with 'X')		
YES	NO	MAYBE

If you have answered yes to any of these questions you should stay at home and inform your instructor. you should also follow the latest NHS advice.

Typed / electronic signature (parent to sign if student under 18 years of age)	
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APPENDIX B - New Route To The Training Room



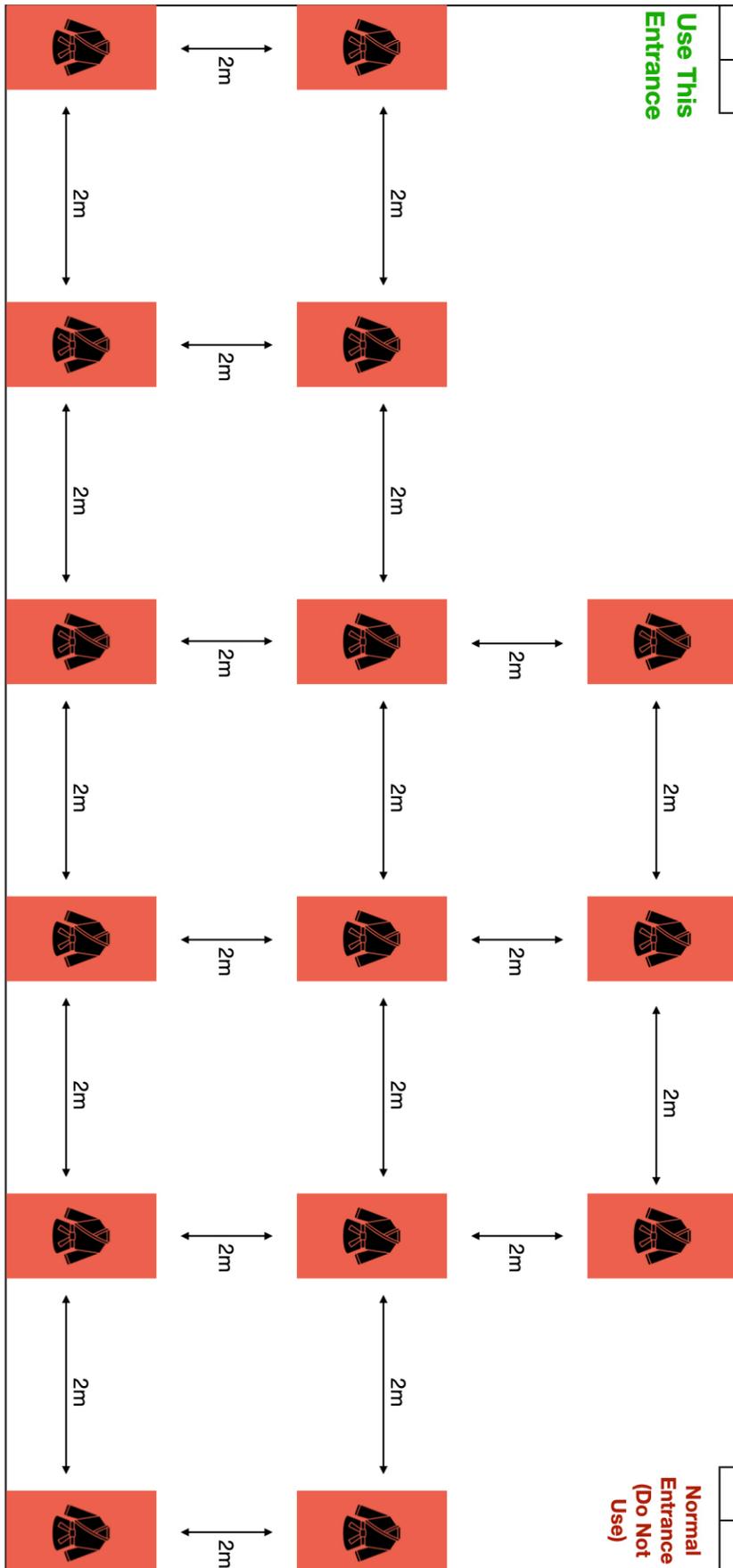
Appendix B above shows a map of the building which details the route to be taken to and from the training room.

The routine for drop-off and pick-up will be as follows:

1. Park in the car park, put on your mask & bring your child into the building via the rear entrance:
 - iv) at the main entrance to the sports hall, turn left and then turn right at the corner of the building
 - v) walk the length of the building (so that the green fenced hardcourt area is on your left)
 - vi) turn right at the end of the building & go through the entrance doors
2. Once you have entered the building via the rear doors, turn left up the staircase into the upstairs hallway. This will be the entrance point for the training room. A hand gel station will also be stationed here.

APPENDIX C - Mat Configuration For Safe Training

Proposed Layout Of The Training Room - Oaks Park



APPENDIX D - Parent Guidance Document



Parent Guidance



PREPARING FOR TRAINING



PLEASE READ THE COVID-19 RISK ASSESSMENT & NEW PROCEDURAL GUIDELINES



PLEASE READ THROUGH THE PARENT AND STUDENT GUIDANCE



PLEASE COMPLETE THE RETURN TO TRAINING FORM & SEND TO JASON BY EMAIL BEFORE YOUR CHILD'S FIRST LESSON BACK

BEFORE TRAINING



YOUR CHILD WILL NEED TO WEAR A CLEAN UNIFORM AND IT SHOULD BE TIED UP CORRECTLY



YOUR CHILD WILL NEED THEIR OWN HAND SANITISER WITH THEIR NAME ON IT

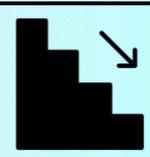


YOUR CHILD WILL NEED THEIR OWN WATER BOTTLE & TISSUES OR A TOWEL

ARRIVING AT TRAINING



DRIVE TO THE SCHOOL. IF POSSIBLE & PARK IN THE SCHOOL CAR PARK AS USUAL. PUT ON YOUR MASK BEFORE YOU ENTER THE BUILDING



COME UP THE REAR STAIRCASE IN THE SPORTS HALL (GO THROUGH THE REAR ENTRANCE AS SHOWN IN THE NEW PROCEDURES)



BRING YOUR CHILD TO THE ENTRANCE OF THE DOJO FOR DROP-OFF. LEAVE THE BUILDING USING THE SAME STAIRCASE AND ROUTE

DURING TRAINING



WE WOULD RECOMMEND THAT YOU STAY IN YOUR CAR AT THE SCHOOL. DURING THE LESSON, THIS IS SO THAT YOU ARE CLOSE TO THE SCHOOL SHOULD WE NEED YOUR ASSISTANCE TO HELP YOUR CHILD (FOR EXAMPLE, IF YOUR CHILD NEEDS FIRST AID OR NEEDS TO GO TO THE TOILET)



IF YOUR CHILD NEEDS FIRST AID, AN INSTRUCTOR WILL GUIDE THEM THROUGH THEIR OWN TREATMENT AND WE WILL CONTACT YOU TO MAKE YOU AWARE OF THE SITUATION

AFTER TRAINING



PUT ON YOUR MASK & GO TO THE ENTRANCE OF THE DOJO, USING THE SAME STAIRCASE AND ROUTE AS WHEN YOU ARRIVED



MEET YOUR CHILD AT THE ENTRANCE OF THE DOJO FOR PICK-UP, USING THE SAME STAIRCASE AS WHEN YOU ARRIVED



LEAVE THE BUILDING IMMEDIATELY USING THE SAME STAIRCASE AND ROUTE AS WHEN YOU ARRIVED

SHOWING ANY SYMPTOMS?

1. A new & continuous cough?
2. A high temperature?
3. A loss of, or change to, your sense of taste or smell?



Do not come to class!

Inform Jason & follow the NHS guidance for testing

APPENDIX E - Student Guidance Document



Student Guidance



BEFORE TRAINING

WEAR A CLEAN UNIFORM TO CLASS (DON'T USE THE CHANGING ROOMS AT THE SCHOOL)

BRING YOUR OWN HAND SANITISER & PUT YOUR NAME ON IT

BRING YOUR OWN WATER BOTTLE & PUT YOUR NAME ON IT

WASH YOUR HANDS WITH SOAP & WATER (20 SECONDS) BEFORE YOU LEAVE FOR TRAINING

ARRIVING AT TRAINING

ARRIVE AT THE DOJO ENTRANCE WITH YOUR PARENT OR GUARDIAN

MAKE SURE YOUR BELT & UNIFORM ARE TIED SECURELY

APPLY YOUR HAND SANITISER OR USE THE SANITISER PROVIDED BEFORE YOU BEGIN TRAINING

GET THE THUMBS UP FROM AN INSTRUCTOR TO COME INTO THE ROOM & GO ONTO YOUR MAT

STAY ON YOUR MAT AND WAIT FOR FURTHER INSTRUCTIONS

DURING TRAINING

STAY ON YOUR MAT AT ALL TIMES DURING THE LESSON

PUT YOUR HAND UP IF YOU NEED HELP OR NEED TO LEAVE THE MAT, AN INSTRUCTOR WILL COME TO YOU

COVER YOUR MOUTH AND NOSE WITH A TISSUE OR YOUR SLEEVE (NOT YOUR HANDS) WHEN YOU COUGH OR SNEEZE

PUT YOUR TISSUE IN THE BIN IMMEDIATELY AND USE YOUR HAND SANITISER

IF YOU NEED BASIC FIRST AID TREATMENT AN INSTRUCTOR WILL GUIDE YOU THROUGH YOUR OWN TREATMENT OR THEY MAY CALL YOUR PARENT TO HELP YOU.

AFTER TRAINING

STAY ON YOUR MAT UNTIL AN INSTRUCTOR INDICATES YOU CAN LEAVE

APPLY YOUR HAND SANITISER BEFORE YOU LEAVE

LEAVE THE DOJO WITH YOUR PARENT & ALL YOUR EQUIPMENT