



Social Distancing Policy

May 2020

Approved by Governors

Date May 2020

Review due date Sept 21

Statement of Intent

This policy statement has been created to help the College consider what needs to be done in terms of social distancing, while recognising the challenges schools face in implementing social distancing measures.

This policy statement outlines the College's approach to social distancing measures in light of the current coronavirus (COVID-19) pandemic, and how we will adhere to the guidance published by the government and health organisations.

While we are looking forward to welcoming more of our pupils back, we understand the concerns of many of our stakeholders, e.g. parents, students and staff members. That is why we have created this policy – to outline the steps the College will take to mitigate the risk of infection spreading and, ultimately, ensure the safety of our community.

We will be consulting parents and staff members to support our decision-making and will be updating this policy in light of updates to government guidance.

This policy will be reviewed and updated as necessary in line with any new advice from the government or good practice that emerges from the sector.

31 May 2020

TBA

Social Distancing Policy

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Last updated: 31 May 2020

1. Legal framework

1.1. This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:

- Coronavirus Act 2020
- DfE (2020) 'Coronavirus (COVID-19): implementing protective measures in education and childcare settings'
- DfE (2020) 'Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)'

1.2. This policy operates in accordance with the following school policies:

- **Staff Leave of Absence Policy • Infection Control Guidance • Behaviour Policy for Learning Policy and addendum • Safeguarding Policy and addendum • Coronavirus (COVID-19) Reopening Plan • Risk Assessment for Reopening After Partial Closure**

2. Risk assessments

2.1. Before reopening the school to more pupils, a risk assessment will be carried out to ensure sensible measures are put in place to protect staff members and pupils, including appropriate social distancing measures.

2.2. Staff members will be consulted as part of the creation process to ensure everyone's needs are understood and accounted for.

2.3. The risk assessment will address the following areas:

- Safety of the school premises
- Cleaning and Hygiene measures
- Infection control and the ability to implement protective measures, e.g. social distancing
- Supporting staff and pupil wellbeing
- Supporting pupils' learning
- Safeguarding
- Communication of plans and procedures

3. Social distancing measures

Class size and operation

- 3.1. The school will continue to offer on-site provision for children of keyworkers and vulnerable children.
- 3.2. In addition to the above pupils, until government advice changes, the school will only offer onsite face-to-face support opportunities for pupils in Year 10 and Year 12.
- 3.3. The school will operate on a basic principle that all class sizes will be halved – there will be no more than 15 pupils in each group.
- 3.4. Classes used will operate, where feasible, on a one way system for entry and exit.
- 3.5. Pupils will remain in these groups and will not mix with others during the school day.
- 3.6. There will be no more than one teacher and one TA working with each class.
- 3.7. Pupils will be provided with resources for use in school and these will be named and remain on site unless it is intended that they are taken home and remain there.
- 3.8. Where possible, social distancing measures will be adhered to, including the two-metre rule, and desks will be spaced as far apart as possible to help this.
- 3.9. Where social distancing is not achievable, the headteacher will liaise with LA to come to another arrangement.
- 3.10. The headteacher will decide whether it is viable to hold lessons or classroom activities outdoors to help with adherence to social distancing measures.

The school day

- 3.11. The headteacher and other key staff members will review the school timetable and make amendments to reduce movement around the school. Where necessary, some lessons may be cancelled or curtailed and the timetable restricted.
- 3.12. Staff, pupils and parents will be sent a copy of the finalised timetable and will be informed of any changes to this timetable following submission of plan to the Governing Body and working with the SIP.

Arriving at and travelling to and from school

- 3.13. Arrival arrangements will be in place which will include assembling in the playground as for fire drills supervised by staff. Pupil start and finish times will be staggered as follows to maintain social distancing and minimise mixing. This will include restrictions to numbers as identified by the DfE. This might, for example, include:

Start times

- Pupil group 1 – 8:30am
- Pupil group 2 – 8:40am

Finish times

- Pupil group 1 – 12:30pm
- Pupil group 2 – 12:40pm

- 3.14. Pick up and drop off points are communicated to parents in advance of the measures being put in place.
- 3.15. Clear signage is displayed highlighting where parents should drop off and pick up their children.
- 3.16. Parents are urged to avoid public transport where possible and to encourage their children to walk or cycle to school.

Assemblies

- 3.17. Assemblies will not be held in large groups. Classroom teachers will hold assemblies with the pupils in their group.

Break time

- 3.18. Pupils will take their break times with the pupils in their set group to avoid mixing.
- 3.19. Different areas of the school will be allocated for pupils to take their break, so we can appropriately distance pupil groups.
- 3.20. To assist in distancing pupil groups during break times, they will be staggered as given in the example below: **Morning break**

- Pupil groups 1 and 2 (break held in different locations) – 10:30am •
Pupil groups 3 and 4 (break held in different locations) – 10:40am

- 3.21. The playground will be open so pupils are able to go outside during their break times; however, they will be required to follow social distancing guidelines. If social distancing rules cannot be followed on the playground, it will be closed.
- 3.22. Pupils will not be permitted to bring food on site. **Staffroom**
- 3.23. The use of the staffroom is discouraged. If the staffroom needs to be used, occupancy will be limited, to stop staff members mixing. The two-metre social distancing will be enforced in the staffroom. An alternative, larger space, or additional spaces will be designated.

PE lessons

- 3.24. Pupils will be required to follow social distancing guidelines in PE and sports activities. Class sizes will be limited to make adherence to the guidelines

easier during team sports and activities if it is decided that these activities are permitted.

Extra-curricular clubs

- 3.25. Extra-curricular clubs cannot currently go ahead.
- 3.26. Only individual sports, like tennis and badminton, where social distancing can be practised will be played. Team sports, like football and rugby, will not be played under any circumstance until the government allows it.
- 3.27. All equipment, e.g. tennis racquets and balls, and areas will be cleaned and disinfected before and after use.

Behaviour

- 3.28. The school's **Behaviour for Learning Policy** has been amended to include an addendum outlining how social distancing will work when implementing the measures in the policy.
- 3.29. We understand that following some of the social distancing principles will be extremely challenging, and measures are in place to address this with pupils.
- 3.30. If a pupil is unable to follow any social distancing measures, the headteacher and relevant staff members will discuss whether it would be more appropriate for the pupil to remain at home, prior to their arrival at school, or on arrival where an issue arises.
- 3.31. If a staff member is unable to follow the principles, they should speak to their line manager.

Transport

- 3.32. Pupils and staff are encouraged to walk or cycle to school or be dropped off by a member of their household. If this is not possible, and pupils and staff need to use public transport, they are required to follow guidelines on social distancing.

Supporting pupils

- 3.33. The SENCO will review EHC plans and risk assessments to determine whether it is safe for pupils with SEND to return to school, if they have not already been attending.
- 3.34. The SENCO will consider the capacity for the pupil to understand and follow social distancing measures that have been put in place as part of their decision to determine whether a pupil with SEND should return to school.
- 3.35. When planning for each stage of reintegration, the implications for the wellbeing of pupils, staff and families will always be considered. One of the school's key priorities in relation to wellbeing is ensuring that the school community feels safe as we reopen more widely.
- 3.36. The **SENCO** will liaise with LA to discuss what wider support services are available and to secure additional support and early help, where possible.

4. Infection control measures

- 4.1. We know that implementing social distancing measures in a school setting is extremely challenging. Therefore, we will also implement robust infection control measures to help ensure the safety of our school community.
- 4.2. Infection control measures are implemented in line with the Infection Control Guidance.
- 4.3. All staff members will be briefed on what they can do to mitigate the risk of infection, and they will be reminded of their responsibilities relating to control measures by the headteacher in an INSET based on the Risk Assessment and daily morning briefing when schools open more widely.
- 4.4. The College will communicate regularly with parents to outline the infection control measures in place and to explain parents' responsibilities in mitigating the risk of infection spreading. This is done to reassure parents and further mitigate the risk of infection spreading.
- 4.5. The following measures will be implemented across the school:
 - Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school for 7 or 14 days.
 - Cleaning hands frequently – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
 - Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
 - Cleaning frequently touched surfaces using standard products, such as detergents and bleach
 - Minimising contact and mixing of pupils and staff by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
 - Limiting the number of shared resources that are taken home by staff and pupils
 - Discouraging pupils from touching their faces or putting objects in their mouths
 - Teaching pupils to wash their hands frequently.
- 4.6. The school will review guidance from the government regularly, and update this policy and other documents, e.g. the Risk Assessment for Reopening After Partial Closure, where necessary.

5. Personal protective equipment (PPE)

- 5.1. Reference to PPE in this section means:

- Face masks
 - Disposable gloves.
 - Disposable plastic aprons for appropriate staff
 - Eye protection, e.g. face visor or goggles for appropriate staff.
- 5.2. The government has advised that the majority of school staff do not need to wear PPE beyond what they normally would for their work, even if they are not always able to maintain a distance of two metres from others.
- 5.3. In accordance with government guidance, PPE will be provided to staff in the following circumstances and will be available to other staff on request:
- Where staff are caring for pupils whose intimate care needs already require the use of PPE
 - Where a pupil becomes unwell with symptoms of coronavirus at school and requires direct personal care until they can go home, a fluidresistant surgical mask should be worn by the staff member caring for the pupil. If contact with the pupils is necessary, the staff member should wear disposable gloves, a disposable apron, and a fluid-resistant surgical mask. Where there is a risk of splashing to the eyes, e.g. from coughing, eye protection should be worn.
- 5.4. When using face masks, staff will ensure the masks:
- Cover both the nose and mouth.
 - Do not dangle around the neck.
 - Are not touched once put on, except when carefully removed before disposal.
 - Are changed once they become moist or damaged.
 - Are only worn once and then discarded.
- 5.5. When using PPE, staff members will follow [PHE's guidelines](#) on putting on and taking off equipment.
- 5.6. The safety of our staff is paramount, so additional risk assessments will be conducted to determine whether PPE is required for other tasks and activities, and we will do our utmost to ensure staff are provided with the PPE they need.
- 5.7. Where the wearer of PPE does not have coronavirus symptoms, the equipment will be placed in a refuse bag and be disposed of as normal domestic waste.
- 5.8. PPE that has been worn by, or near, someone with coronavirus symptoms will be disposed of by:
- Putting it in a plastic rubbish bag and tying it when full.
 - Placing the rubbish bag in a second rubbish bag and tying it.
 - Putting it in a suitable container and secure place.
- 5.9. Waste will be stored safely and securely kept away from pupils and will be disposed of in line with guidelines.

- 5.10. In line with government guidance, pupils and staff will be asked to remove homemade non-disposable face coverings when they arrive at school. The wearer must clean their hands once they have removed the face covering. If a staff member or pupil (or their parent) does not want to remove their face covering while at school, they should speak to the headteacher or the most senior member of staff on site until a policy as a school is agreed on this.
- 5.11. The Business Manager will liaise with LA about procuring PPE.

6. Communication

- 6.1. All social distancing measures will be communicated to all relevant stakeholders, including pupils, parents, staff, visitors, suppliers and contractors.
- 6.2. Staff will be informed of all relevant plans, including safety measures, timetable changes and staggered arrival and departure times, and will have opportunities to discuss training on the new measures.
- 6.3. Staff will be engaged regularly to get their feedback on the arrangements that are in place.
- 6.4. Visual aids will be placed around the school to remind our community of the measures that we have put in place.

7. Monitoring and review

- 7.1. This policy will be reviewed at least **weekly** and after the release of additional government guidance.
- 7.2. All updates made to this policy will be communicated to all staff members and parents by the **headteacher**.