



# Social Distancing Policy

**Social Distancing Policy (Including EYFS)**

**Policy Review Date:** August 2020

**Reviewed By:** J Callaway & SLT

**Updates & Review:** Fortnightly review (or following incident, legislation or interim guidance)

**Last updated** 25/08/2020

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## Policy Aims

This policy outlines the school'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 opening in September, we understand the concerns of many of our stakeholders, e.g. parents and staff members. That is why we have created this policy – to outline the steps the school will take to mitigate the risk of infection spreading and, ultimately, ensure the safety of our school 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.

Signed by:

*J Callaway*

Headteacher

Date:

25.08.2020

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Chair of governors

Date:

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## 1. Legislation and Guidance

- 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)'
  - DfE (2020) 'Guidance for full opening: schools'
- 1.2. This policy operates in accordance with the following school policies:
  - **Bereavement Policy**
  - **Staff Absence Policy**
  - **Infection Control Policy**
  - **Behaviour Policy**
  - **Coronavirus (COVID-19) Full Opening Plan**
  - **Avalon Operational Risk Assessment for Full Opening in September**

## 2. Risk assessments

- 2.1. Before opening in September, 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 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 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**

#### **Use of 'bubbles'**

- 3.1. **EYFS:** We will ensure reasonable endeavours are made to minimise mixing within the setting, e.g. by using different rooms for different age groups and keeping these groups apart as much as possible.
- 3.2. **Main School:** Consistent pupil bubbles will be used to ensure the risk of transmission is reduced. Where possible, and where the normal operation of the school will not be restricted, the size of these bubbles will be equivalent to a full class; otherwise, larger groups will be used.
- 3.3. Pupils will remain in these bubbles and will not mix with others during the school day or on subsequent days.
- 3.4. Staff will be permitted to move between bubbles but should continue to follow the school's social distancing measures where possible.
- 3.5. Where possible, social distancing measures will be adhered to, including the two-metre rule. Pupils will be seated side-by-side facing forwards – any unnecessary classroom furniture will be removed to facilitate this.
- 3.6. If it is viable to hold lessons or classroom activities outdoors to help with adherence to social distancing measures, this will also be considered.

#### **The school day**

- 3.7. The headteacher and other key staff members will review the school timetable and make amendments to reduce movement around the school, such as ensuring separate classroom areas are used for different bubbles.

#### **Travelling to and from school**

- 3.8. Pupil start and finish times will be staggered to maintain social distancing and minimise mixing:
- 3.9. Pick up and drop off procedures are communicated to parents in advance of the measures being put in place.
- 3.10. Clear signage is displayed highlighting where parents should drop off and pick up their children.
- 3.11. Parents are urged to avoid public transport where possible and to encourage their children to walk or cycle to school. Where public transport is used, parents and pupils are encouraged to follow government guidance on social distancing and other protective measures, e.g. wearing face coverings.

#### **Assemblies**

- 3.12. Assemblies will not take be held in large groups. Classroom teachers will hold assemblies with the pupils in their bubbles.

#### **Break and lunchtimes**

- 3.13. Pupils will take their breaktimes and lunchtimes with the pupils in their bubble to avoid mixing.
- 3.14. Different areas of the school and premises will be allocated for pupils to take their break and lunchtimes, so we can appropriately distance pupil bubbles.
- 3.15. To assist in distancing pupil groups during breaktimes and lunchtimes, they will be staggered.
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- 3.16. The playground will be open so pupils are able to go outside during their breaktimes and lunchtimes; however, they will be required to remain within their bubbles.
- 3.17. Pupils will collect their meals from the canteen in their bubbles, as appropriate. (Nursery & Pre School children may be required to have lunch in their base rooms)
- 3.18. Lunches will be staggered to ensure time can be allocated between each group for cleaning dining areas and surfaces.
- 3.19. Pupils will wash their hands before eating.

#### **Staffroom**

- 3.20. The staff room and other shared staff spaces will be adapted to ensure staff can maintain an appropriate distance from each other.

#### **PE lessons & Music**

- 3.21. Pupils will be kept in their bubbles for PE, sport and physical activity, contact sports will be avoided, and sports equipment will be thoroughly cleaned between each use by different bubbles.
- 3.22. Music activities will be amended; singing will not take place in groups of more than 15 children, back to back and in a well-ventilated room where social distancing can be adhered to (in the hall or outdoors)

#### **Extra-curricular clubs**

- 3.23. Before deciding whether extra-curricular clubs can go ahead, the headteacher will consider how such provision can operate alongside the school's wider protective measures, including keeping pupils within their bubbles where possible. Where this is not possible, we will use small, consistent groups instead.
- 3.24. Contact sports will not be played under any circumstance.
- 3.25. All equipment, e.g. tennis racquets and balls, and areas will be cleaned and disinfected before and after use.

#### **Behaviour**

- 3.26. The school's Behaviour Policy has been amended to include an annex outlining how social distancing will work when implementing the measures in the policy.

- 3.27. We understand that following some of the social distancing principles will be extremely challenging, so staff and pupils will not face any stringent action if they are unable to follow them.
- 3.28. If a staff member is unable to follow the principles, they should speak to their line manager.
- 3.29. If a pupil is unable to follow any social distancing measures, the headteacher and relevant staff members will discuss whether additional support can be offered to help them do so.

### **Transport**

- 3.30. Pupils and staff are encouraged to walk or cycle to school or be transported and 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 and wearing face coverings.

### **Supporting pupils**

- 3.31. The SENCO will review EHC plans and risk assessments to determine whether appropriate support is in place for pupils with SEND ahead of their return to school.
- 3.32. The SENCO will consider the capacity for the pupil to understand and follow social distancing measures that have been put in place and ensure support is in place to aid in this, e.g. visual aids to explain the importance of social distancing.
- 3.33. 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 when we open.
- 3.34. The headteacher may need to liaise with the 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 school's **Infection Control Policy**, which contains an annex on coronavirus measures.
- 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.
- 4.4. The school 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, have someone in their household who does, or have tested positive within the last 7 days 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 breaktimes)
- Ensuring individual and frequently used equipment (e.g. stationery) is not shared and that classroom-based resources (e.g. books) are only used and shared within bubbles. Resources that must be shared between groups, e.g. art equipment, will be cleaned frequently and always between use by different bubbles.
- Discouraging pupils from touching their faces or putting objects in their mouths
- Teaching pupils to wash their hands frequently, particularly after eating or using shared toys

4.6. To meet our duty to engage with the NHS Test and Trace process, we will ensure that staff members and parents understand that they must be ready and willing to:

- Book a test if they, or their child, are displaying symptoms of coronavirus.
- If they, or their child, were to test positive or contacted by NHS Test and Trace, provide details of anyone they have been in close contact with.
- Self-isolate if they have been in close contact someone who develops symptoms of, or tests positive for, coronavirus.

4.7. The school will review guidance from the government regularly, and update this policy and other documents, e.g. the **Risk Assessment for Full Opening** where necessary.

## 5. Personal protective equipment (PPE)

5.1. Reference to PPE in this section means:

- Fluid-resistant surgical face masks.
- Disposable gloves.

- Disposable plastic aprons.
  - Eye protection, e.g. face visor or goggles.
- 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:
- 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 fluid-resistant 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. PHE guidance posters will be displayed in areas of the school where PPE is likely to be used.
- 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 marked for storage for 72 hours.

- 5.9. Waste will be stored safely and securely kept away from pupils. Waste will not be put in communal waste areas until it has been stored for at least 72 hours. This waste does not require a dedicated clinical waste collection.

## **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 fortnightly 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.