

Wroxall Primary School



Learning Together

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## **SOCIAL DISTANCING POLICY**

November 2020

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### **Policy Review**

This policy was adopted and agreed by the Governing Board in

It is due for review in December 2021.

Signature

A handwritten signature in black ink, appearing to read 'Monica', written over a dotted line.

Date: 15/11/20

Signature Chair of Governors

Date:

***All the governors and staff of Wroxall Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent, effective safeguarding procedures are in place in order to support families, children and staff of the school.***

**Revision Record**

| Revision No. | Date Issued   | Prepared By | Approved | Comments   |
|--------------|---------------|-------------|----------|------------|
| 1            | December 2020 | L.T.        |          | New Policy |

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## Statement of intent

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.

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 is taking 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.

|       |                    |       |       |
|-------|--------------------|-------|-------|
| _____ | Headteacher        | Date: | _____ |
| _____ | Chair of governors | Date: | _____ |

## 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) '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'
  - DfE (2020) 'Face coverings in education'
  - NHS (2020) 'How long to self-isolate'
- 1.2. This policy operates in accordance with the following school policies:
  - Bereavement Policy
  - Staff Leave of Absence Policy
  - Infection Control Policy
  - Behavioural Policy
  - Coronavirus (COVID-19) Full Opening Plan
  - Risk Assessment for Full Opening in September 2020

## 2. Risk assessments

- 2.1. Staff will have regard to the relevant risk assessments that were carried out prior to the school opening in September 2020.
- 2.2. These risk assessments will be regularly updated in light of any new guidance, and in consultation with staff members to ensure everyone's needs are understood and accounted for.
- 2.3. Individual risk assessments will be conducted for any pupils or staff members who have specific needs or conditions that place them at higher risk, to ensure that their presence on-site is sufficiently safe.
- 2.4. If risk assessments cannot guarantee the safety of these individual pupils or staff members, alternative arrangements will be made to ensure they can remain safe, e.g. remote learning or working, or additional and individually tailored mitigating controls.
- 2.5. These risk assessments will detail up-to-date control measures for risks in 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. **Pre-school children-** Although we are no longer required to keep children in small, consistent groups, we will ensure reasonable endeavours are made to minimise any mixing of different age groups within the setting, e.g. by using different rooms for different age groups and keeping these groups apart as much as possible.
- 3.2. **Children in Reception – Year 6** 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 one or two full classes; 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 for staff. Where possible and appropriate, pupils will be seated side-by-side facing forwards – any unnecessary classroom furniture will be removed to facilitate this.
- 3.6. 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

- 3.7. The headteacher and other key staff members will review the school timetable regularly and will continue to ensure that movement around the school is reduced as far as possible, for example, by ensuring separate classroom areas are used for different bubbles.
- 3.8. Staff, pupils and parents will be informed of any changes to this timetable.

#### Travelling to and from school

- 3.9. Pupil start and finish times will be staggered as follows to maintain social distancing and minimise mixing:

| Class/bubble | Arrival time  | Pick up time   |
|--------------|---|--|
| Pre-school   | Staggered drop-off<br>8:50am – 9:00am. <b>children to be dropped off via the front door to pre-school</b> (not the back gate) | Staggered pick-up between 2:50pm and 3:00pm from the <b>front door to pre-school</b> . |

|                               |   |  |
|-------------------------------|---|--|
| Australia and Jamaica classes | 8:45am –children to be dropped off at classroom doors from the playground. <b>Only</b> Children who have older siblings in school may be dropped off before 8:45am and only if older siblings cannot come into school unaccompanied. <b>All children should be in school by 8:45am</b>  | 3:00pm.<br><b>Only</b> children with older siblings in school, who cannot walk home unaccompanied, may be collected from 2:50pm and 2:55pm respectively.<br>Children who do not have older siblings being collected will remain in class until 3:00pm  |
| United Kingdom class          | 8:40am - children to be dropped off at classroom door from the playground. <b>Only</b> Children who have older siblings in school may be dropped off before 8:40am and only if older siblings cannot come into school unaccompanied.  | 2:55pm.<br><b>Only</b> children with older siblings in school, who cannot walk home unaccompanied, may be collected from 2:50pm. Children who do not have older siblings being collected will remain in class until 2:55pm   |
| Italy and Greece classes      | 8:30am<br>Children who walk to school independently should walk straight into their classrooms through the main door. <b>Please support social distancing by encouraging your children to walk into school unaccompanied. This will reduce the number of adults on site and reduce the number of children from other class bubbles arriving at this time.</b> | Children from Greece and Italy classes, who have permission to leave the school site independently, will now exit via the front door at 2:45pm each day. They will be accompanied by a member of staff down the ramp and onto the pavement safely. <b>Please ensure that children do not re-enter the school site via the playground once they have left for the day.</b> Younger siblings should be collected by parents/carers at the allotted times from their classroom doors. Children from Italy and Greece classes who do not have permission to walk home should be collected from their main classroom block door at 2:50pm |

- 3.10. Pick up and drop off procedures were communicated to parents in advance of the measures being put in place, and we will continue to communicate if any changes to these procedures are put in place.
- 3.11. Clear signage is displayed highlighting where parents should drop off and pick up their children.
- 3.12. 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 for those over the age of 11.

### Assemblies

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

## Break and lunchtimes

- 3.14. Pupils will take their breaktimes and lunchtimes with the pupils in their bubble to avoid mixing.
- 3.15. Different areas of the school will be allocated for pupils to take their break and lunchtimes, so we can appropriately distance pupil bubbles.
- 3.16. To assist in distancing pupil groups during breaktimes and lunchtimes, they will be staggered as follows:

### Break times:

| Times             | Group   | Venue  |
|-------------------|---|--|
| 10:15am – 10:30am | Jamaica Class   | Field/playground   |
| 10:15am – 10:30am | United Kingdom Class  | Field/playground   |
| 10:35am – 10:50am | Italy class   | Playground/Field   |
| 10:35am – 10:50am | Greece Class  | Playground/Field   |
| Timings as needed | Australia class and pre-school will continue to use their outside areas as part of their continuous provision | Field and playground would be available from 10:00am – 10:15am if needed |

### Lunch times:

| Times   | Group                         |
|---|-------------------------------|
| lunch break 11:35am - 12:20pm. Time in the playground/field from 11:55 - 12:20pm. | Jamaica and Australia classes |
| lunch break 12:00 - 12:45. Time in the playground/field from 12:20pm - 12:45pm.   | United Kingdom class          |
| lunch break 12:30pm - 1:10pm. Time in the playground/field from 12:50 - 1:10pm.   | Italy and Greece classes      |

- 3.17. 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.

Lunches will be collected by staff and brought to classrooms for children to eat. A re-assessment will take place once the kitchen is re-instated.

- 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**

- 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.

### **Extra-curricular clubs**

- 3.22. 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.
- 3.23. All equipment, e.g. tennis racquets and balls, and areas will be cleaned and disinfected before and after use.
- 3.24. The school reserves the right to cancel any extra-curricular clubs without any notice, including while the clubs are in progress, to protect the safety and wellbeing of pupils and staff members. Staff members will practice social distancing while they wait for pupils to be collected.

### **Behaviour**

- 3.25. 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.
- 3.26. Repeated and deliberate failure to follow social distancing principles, however, will be dealt with in line with the Disciplinary Policy and Procedures.
- 3.27. If a staff member is unable to follow the principles, they should speak to their line manager.
- 3.28. 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**

- 3.29. 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 and wearing face coverings.
- 3.30. When organising dedicated school transport, we will consider the following:
- How pupils are grouped together on transport, ensuring this reflects the pupil groups organised in school as much as possible

- Use of hand sanitiser upon boarding or disembarking
- Additional cleaning of vehicles
- Organised queuing and boarding where possible
- Distancing within vehicles where possible

### **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 of 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 will 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. 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 shared as part of the school's COVID-19 risk assessment.
- 4.3. 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.
- 4.4. The following measures will be implemented across the school:
  - We will ensure that contact with individuals who are unwell is minimised by ensuring that those who have coronavirus symptoms, have someone in their household who does, or have tested positive do not attend school.
  - We will ensure that self-isolation periods are adhered to, e.g. 10 days for those with symptoms or a positive test result, or 14 days for those who are self-isolating as a result of contact with an infected, or potentially infected, person.
  - All pupils and staff will be instructed, and supported where necessary, to wash their hands frequently with soap and hot water for at least 20

seconds, or use an alcohol-based sanitiser, and encouraged to refrain from touching their faces or putting items in their mouths.

- Good respiratory hygiene practices, e.g. the 'catch it, bin it, kill it' approach, will be promoted throughout the school.
  - An enhanced cleaning schedule will be implemented that includes the regular cleaning of frequently touched surfaces and frequently used equipment using standard products, such as detergents and bleach.
  - **Early years settings** - Soft furnishings and toys, and toys with intricate parts that make sanitising them more difficult, will be removed where possible.
- 4.5. 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 by calling 119.
  - 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.
- 4.6. We will encourage staff to download the NHS COVID-19 app, to streamline the notification process for those who need to self-isolate after coming into contact with a potentially infected person.
- 4.7. We will ensure that all pupils and staff are aware that the use of the COVID-19 app does not replace or change the requirement of individuals to social distance.

## **5. Personal protective equipment (PPE)**

- 5.1. Reference to PPE in this section means:
- Fluid-resistant surgical face masks (also known as Type IIR).
  - Disposable gloves.
  - Disposable plastic aprons.
  - Eye protection, e.g. face visor or goggles.
- 5.2. The government is not recommending the use of face coverings in schools, instead granting school leaders discretion on whether they will be required in communal areas where social distancing cannot be maintained. Children aged 11 and under do not have to wear face coverings anywhere. Staff may wear face coverings in communal areas of the school, e.g. corridors, where the ability to remain two metres from others cannot be guaranteed. Staff will wear face coverings at the beginning and end of the day when greeting parents at the classroom door/playground.

- 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 a distance of at least two metres cannot be maintained. If contact with the pupil 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 coverings, 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, if not reusable.
  - Are carefully removed and placed in a sealable plastic bag if reusable.
- 5.5. When using PPE, staff members will follow [PHE's guidelines](#) on putting on and taking off equipment. PHE's infographics 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.
- 5.10. In line with government guidance, pupils and staff will be asked to remove homemade or non-disposable face coverings when they arrive at school. The

wearer will be asked to bring a sealable plastic bag to school to put the face covering into in order to take it home – the wearer must clean their hands once they have removed the face covering, and should never touch the front of the face covering at any time. 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.

5.11. The headteacher will liaise with the LA about procuring PPE if necessary.

## **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 with 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 regularly following 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.

Date: November 2020