



# **Social Distancing Policy Cardinal Pole Catholic School (May 2020)**

## **Statement of Intent**

**This policy statement has been created to help the school 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 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 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 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.**

**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.**

Approved by Governors

J. Heffernan

Date

10<sup>th</sup> September 2020

Review due date

TBA

# **Social Distancing Policy**

## **Contents:**

- 1. Legal framework**
- 2. Risk assessment**
- 3. Social distancing measures**
- 4. Infection control measures**
- 5. Personal protective equipment (PPE)**
- 6. Communication**
- 7. Monitoring and Review**

Last updated: 10<sup>th</sup> September 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
  - Individual risk assessments

### **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 at all times.
- 3.2. Until government advice changes, the school will offer onsite face-to-face support opportunities for all pupils.
- 3.3. Classes used will operate, where feasible with corridors clearly labelled left and right as well as the stair wells.
- 3.4. Pupils will remain in their bubbles and will not mix with others during the school day except accessing toilets and in corridors or other areas of circulation where masks must be worn.
- 3.5. There will be no more than one teacher and one TA working with each class.
- 3.6. Pupils will be expected to bring resources to school. Where not, they will be issued with resources not shared outside the bubble.
- 3.7. Where possible, social distancing measures will be adhered to, including the two-metre rule from staff in classrooms, and desks will be spaced as far apart as possible to help this.
- 3.8. Where social distancing is not achievable, for example in the corridors or other areas of transition in the building, masks will be worn by staff and students. Where staff or students can evidence there is a medical need not to wear a mask, a reasonable adjustment will be made for the individual through discussion with the headteacher.
- 3.9. 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**

- 3.10. 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. Bubbles are also introduced.
- 3.11. 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**

- 3.12. Arrival arrangements will be in place which may include assembling in the playground as for fire drills supervised by staff by different entrances. 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.

- 3.13. Pick up and drop off points are communicated to parents in advance of the measures being put in place.
- 3.14. Clear signage is displayed highlighting where parents should drop off and pick up their children.
- 3.15. Parents are urged to avoid public transport where possible and to encourage their children to walk or cycle to school.
- 3.16. Uniform has been amended to include snoods for students. Students may, in addition, wear a face covering which is either disposable or in plain black.

### **Assemblies**

- 3.17. Assemblies will not be held in large groups unless they are in bubbles.

### **Break time**

- 3.18. Pupils will take their break/lunch times with the pupils in their set bubble to avoid mixing.
- 3.19. Different areas of the school will be allocated for pupils to take their break/lunch, so we can appropriately distance pupil groups.
- 3.20. To assist in distancing pupil groups during break/lunch times, they may be staggered or located differently.
- 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 including no touching and zoning.

### **Staffroom**

- 3.22. When the staffroom needs to be used, occupancy will be limited to support social distancing. The one-metre social distancing will be enforced in the staffroom unless masks are worn or contact is less than fifteen minutes. An alternative, larger space, or additional spaces have been designated. The same will apply to workrooms.

### **DT/Art/PE lessons**

- 3.23. Pupils will be required to follow social distancing guidelines in PE and sports activities. Class sizes and activities will be limited to make adherence to the guidelines easier during activities if it is decided that these activities are permitted.

### **Extra-curricular clubs**

- 3.24. Extra-curricular clubs cannot currently go ahead.
- 3.25. Only individual sports, like tennis and badminton, where social distancing can be practised will be played. Team sports, like football and rugby, will be played under the most recent guidance.

- 3.26. All equipment, e.g. tennis racquets and balls, and areas will be cleaned and disinfected before and after use.

### **Behaviour**

- 3.27. 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.
- 3.28. We understand that following some of the social distancing principles will be extremely challenging, and measures are in place to address this with pupils.
- 3.29. If a pupil is unable to follow any social distancing measures, uniform and equipment expectations, 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.
- 3.30. If a staff member is unable to follow the principles, they should speak to their line manager.
- 3.31. Dismissal from school is to be staggered and all students are expected to leave site and go straight home and not congregate outside the school.

### **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 attend school.
- 3.34. The SENCO will consider the capacity for the pupil to understand and follow social distancing and health and safety 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 HLT 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 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, 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 used in school or 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.
  - Resources copied and distributed from a box and circulated to students in the bubble.
  - Students books collected and left for 24 hours before marking and on return.
  - Restricting visitors to site without notice.

- Restricting others on site to comply with social distancing requirements including for Open Evening and Parent Evening where a risk assessment will be in place.
- 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/snoods
  - 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. It is the Headteachers discretion on whether face coverings are worn in corridors and areas of circulation. At Cardinal Pole it has been agreed that they will be worn. All visitors to the school must also comply with this.
- 5.4. 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 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 or visor. Where there is a risk of splashing to the eyes, e.g. from coughing, eye protection should be worn.
- 5.5. 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.
  - Are changed once they become moist or damaged.
  - Are only worn once and then discarded if disposable or washed frequently if cloth.
- 5.6. When using PPE, staff members will follow [PHE's guidelines](#) on putting on and taking off equipment.



- 5.7. 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.
- 5.8. 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.
- 5.9. 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.
- 5.10. Waste will be stored safely and securely kept away from pupils and will be disposed of in line with guidelines.
- 5.11. If a staff member or pupil (or their parent) does not want to remove their face covering while in class, they should speak to the headteacher or the most senior member of staff on site and either a reasonable adjustment will be made or a visor worn.
- 5.12. The Business Manager will liaise with HLT 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** at the Health and Safety committee 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**.