



The Federation of the Church Schools of Shalfleet and Yarmouth

Achieving Together for a Brighter Future

Social Distancing Policy Statement

Approved by	FGB
Portfolio	Staff
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Review Cycle	1 Year

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○ **Statement of intent**

This policy statement outlines the school's approach to social distancing measures in light of the coronavirus (COVID-19) pandemic, and how we will adhere to the guidance published by the government and health organisations, the policy will be updated to reflect any changes communicated by the Government.

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

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) '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
- Behavioural Policy
- Coronavirus (COVID-19) Reopening Plan
- Risk Assessment for Reopening After Partial Closure

2. Risk assessments

2.1. An ongoing 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 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 sizes

3.1. In the event of a lock down, the school will continue to offer on-site provision for children of keyworkers and vulnerable children.

3.2. In the event there is a shortage of teachers, a TA can lead the class under the direction of a teacher.

The school day

- 3.3. Staff, pupils and parents will be sent a copy of the finalised timetable and will be informed of any changes to this timetable.

Travelling to and from school

- 3.4. Pupil start and finish times will be staggered as follows to maintain social distancing and minimise mixing.
- 3.5. Pick up and drop off points are communicated to parents in advance of the measures being put in place.
- 3.6. Clear signage is displayed highlighting where parents should drop off and pick up their children.

Break and lunchtimes

- 3.7. Pupils will wash their hands before eating.
- 3.8. All tables and relevant surfaces will be cleaned before and after pupils eat.

Extra-curricular clubs

- 3.9. Before deciding whether extra-curricular clubs can go ahead, the headteacher will review staff availability and will not allow clubs to go ahead unless they are confident in ensuring the safety of all participants.
- 3.10. All equipment, e.g. tennis racquets and balls, and areas will be cleaned and disinfected before and after use.
- 3.11. 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. In the event this happens, staff will contact parent/carers who will then be expected to collect their child as quickly as possible.

Transport

- 3.12. Pupils and their families will be informed of the new arrangements before they are implemented.

4. Infection control measures

- 4.1. Infection control measures are implemented in line with the Infection Control Policy
- 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 daily by the headteacher.
- 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:
- 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.
 - 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
 - Discouraging pupils from touching their faces or putting objects in their mouths
 - Teaching pupils to wash their hands frequently, particularly after using large moveable toys and bikes
- 4.5. The school will review guidance from the government regularly, and update this policy and other documents

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'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. The headteacher will liaise with the 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.

7. Monitoring and review

- 7.1. This policy will be reviewed 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.