



# Cowes Primary School

## Social Distancing Guidance

**Reviewed by: Headteacher**

**On: April 2021**

**Next review due: May 2022**

**Headteacher: Stephanie Praetig**

A handwritten signature in black ink, appearing to read 'Steph Praetig'.

**Signature:** .....

Last updated: 25<sup>th</sup> March 2021

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## Statement of intent

This policy statement outlines the school's approach to social distancing measures and increased cleaning and hygiene in light of the current coronavirus (COVID-19) pandemic, and how we will adhere to the guidance published by the government and health organisations, wherever possible. The school will follow the Government Guidance, taking into consideration the well being of staff and children, taking a common sense, realistic approach.

While we are looking forward to welcoming our pupils back, we understand the concerns of many of our stakeholders, e.g. parents and staff members. That is why we have created this guidance – 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 updating this guidance in light of updates to government guidance.

Signed by:

*SJ Praetig*

Headteacher

Date: 25<sup>th</sup> March 2021

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

## **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 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. We will operate on a basic principle that the children will remain in their class group. In some classes this will exceed 30.

- 3.2. Pupils will remain in these groups and will not mix with others during the school day or on subsequent days.
- 3.3. There will be one teacher and at least one LSA working with each class wherever possible
- 3.4. For Quest two members of staff (not necessarily the same as for their class teacher/LSA) shall run the activity on a weekly basis, maintaining social distancing whenever possible.
- 3.5. In the event there is a shortage of teachers, an LSA can lead the class under the direction of a teacher.
- 3.6. Social distancing measures will be adhered to where possible and appropriate.
- 3.7. 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**

- 3.8. The headteacher and other key staff members will review the school timetable and make amendments to reduce movement around the school. Where necessary, some activities maybe altered or cancelled – such as after school clubs.
- 3.9. Staff will be sent a copy of the finalised timetable, as appropriate for outdoor access/use of ICT etc and will be informed of any changes to this timetable.

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

- 3.10. Pupil start and finish times will be staggered (as Appendix 1) to maintain social distancing and minimise mixing

#### **4. Timings for the Whole School Return can be found in Appendix 1**

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

#### **Assemblies**

- 4.4. Assemblies will not take be held in large groups. Classroom teachers will hold assemblies with the pupils in their group, as appropriate, or in limited bubbles in the hall.

## **Break and lunchtimes**

- 4.5. Pupils will take their break times and lunchtimes with the pupils in their class group to avoid mixing.
- 4.6. Different areas of the school/school hall will be allocated for pupils to take their break and lunchtimes, so we can appropriately distance pupil classes.
- 4.7. To assist in distancing pupil groups during break times and lunchtimes, they will be staggered (see Appendix 1):
- 4.8. The playground will be open so pupils are able to go outside during their breaktimes and lunchtimes, using the different outside areas as indicated.
- 4.9. Pupils will eat their lunches in the hall in their separate groups at staggered times, to minimise mixing with other groups. EYFS will eat in their classroom.
- 4.10. Pupils will wash their hands before eating.
- 4.11. All tables and relevant surfaces will be cleaned before and after pupils eat.
- 4.12. A plastic screen will be erected between the food and children at the serving hatch.
- 4.13. MSAs will clear away dirty dishes and cutlery from the tables.

## **Staffroom**

- 4.14. In the staffroom, occupancy will be limited, to support distancing by staggered breaktimes.

## **PE lessons**

- 4.15. Sports and activities will take place within the class group. After each group, equipment will be cleaned. Distancing is unrealistic; as they are outside this reduces the transfer risk and they will remain within their class
- 4.16. The Sports Instructor will endeavour to maintain social distancing whenever possible and maintain regular hand washing, especially between groups.
- 4.17. All equipment will be disinfected after each class has used it.

## **Extra-curricular clubs**

**For the time being there will no extra-curricular clubs – this can be kept under review**

## **Behaviour**

- 4.18. We shall continue to adhere to the School's Behaviour Policy
- 4.19. If any child repeatedly does not follow guidance given by staff, in relation to the risks of Covid 19 (ie spitting) then we reserve the right to send the child home. In these circumstances, this will not necessarily be deemed an exclusion but will depend on the circumstances.

## **Transport**

- 4.20. 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, this will be their responsibility.
- 4.21. Pupils and their families will be informed of the new arrangements before they are implemented.

## **Supporting pupils**

- 4.22. 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.
- 4.23. 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.
- 4.24. 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.
- 4.25. 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.

## **5. Infection control measures**

- 5.1. We know that implementing social distancing measures in a school setting is extremely challenging and in many situations, unrealistic. Therefore, we will also implement robust infection control measures to help ensure the safety of our school community.
- 5.2. Infection control measures are implemented in line with the Infection Control Policy, which contains an annex on coronavirus measures.
- 5.3. 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 regularly by the Headteacher and/or Deputy Headteacher
- 5.4. 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.
- 5.5. 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 different classes of pupils and staff by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered breaktimes)
  - 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, particularly after using large moveable toys and bikes
- 5.6. The school will review guidance from the government regularly, and update this policy and other documents, e.g. the Risk Assessment for Phased Return, where necessary.

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

We understand that without PPE it is very challenging to ensure staff can carry out their roles safely. The government has confirmed that its stance on PPE in schools is constantly developing – we will update this section as required.

- 6.1. 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.
- 6.2. The government has advised that the majority of school staff do not need to wear PPE beyond what they normally would for their work, if they are not able to maintain a distance of two metres from others outside of the classroom or bubbles.
- 6.3. 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.

- 6.4. 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.
- 6.5. 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.
- 6.6. 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, if required.
- 6.7. 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.
- 6.8. 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.
- 6.9. 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.
- 6.10. 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 will be asked to bring a 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. 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.
- 6.11. The headteacher will liaise with the LA about procuring PPE.

## **7. Communication**

- 7.1. All relevant social distancing measures will be communicated to all relevant stakeholders, including pupils, parents, staff, visitors, suppliers and contractors, where necessary.
- 7.2. 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.
- 7.3. Staff will be engaged regularly to get their feedback on the arrangements that are in place.
- 7.4. Visual aids will be placed around the school to remind our community of the measures that we have put in place.

## **8. Monitoring and review**

- 8.1. This guidance will be reviewed regularly and after the release of additional government guidance.
- 8.2. All updates made to this guidance will be communicated to all staff members and parents by the headteacher.

NB:

Please note that the aim of this guidance is to help schools prepare for any eventuality and the upcoming challenges likely to be posed; therefore, this statement should be used as guidance only. The safety of school staff and pupils is at the forefront of our concerns.

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

**Appendix 1**

**School Timetable/Drop Off and Pick Up from September 2020**

<b>Class</b>	<b>Start of School Day Time</b>	<b>Start of School Day Location</b>	<b>Morning Breaktime Times</b>	<b>Morning Breaktime Location</b>	<b>Lunchtime Times</b>	<b>Lunchtime Location</b>	<b>Pick up Time</b>	<b>Pick up Time Location</b>
<b>Sunfish</b>	9.00am	Pre-School/Crew Club Entrance	Free flow Own Area	Free flow Own Area	11.45am	EYFS Classroom	3.00pm	Pre-School/Crew Club Entrance
<b>Splash</b>	9.00am	Front Door	10.30-10.45am	EYFS Play area/Adventure Playground	11.45am to 12.30pm	Hall 20 mins then outside*	3.00pm	Front Door
<b>Pico</b>	8.50am	Hall Fire Exit	10.30-10.45am	Astro turf and Playground/Adventure Playground	11.45am to 12.30pm	Hall 20 mins then outside	2.50pm	Hall Fire Exit
<b>Star</b>	8.50am	Front Door	10am-10.15am	Astro Turf/Playground	12.15pm - 1pm	Hall then outside	2.50pm	Front Door
<b>Laser</b>	8.40am	Front Door	10.15am-10.30am	Astro Turf/Playground	12.30pm - 1.15pm	Outside then Hall	2.40pm	Front Door
<b>Contender</b>	8.40am	Blackberry Lane	10.15am-10.30am	Astro Turf/Playground	12.15pm - 1pm	Hall then outside	2.40pm	Blackberry Lane
<b>Optimist</b>	8.50am	Blackberry Lane	10am-10.15am	Playgorund	12.30 - 1.15pm	Outside then Hall	2.50pm	Blackberry Lane

**\*Outside – each class to be in a different ‘zone’ – Astro turf/playground/field and can then swap**