Isle of Wight
Education Federation

The Governing Board for the
Isle of Wight Education Federation

Social Distancing Policy

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Approved by	Full Governing Board
Approval date	
Review frequency	Monthly
Next review	

Document Information

Title:	
Status:	Final
Current Version:	V0.2
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Consultation:	Persons responsible for health and safety, Health and Safety Committee, Governing body.
Approval Date:	
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Version History		
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1. Introduction

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
- This policy operates in accordance with 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 Guidance for full opening of schools https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

    1.2. This policy operates in accordance with the following school policies:
- Staff Leave of Absence Policy
- Infection Control Policy
- IWEF Positive Behaviour and Discipline Policy
- IWEF Operational Plan 2020/21
- IWEF September re-opening FAQ overview
- Risk Assessment for Reopening After Partial Closure
- IWEF Appendix to 'Coronavirus (COVID-19): Risk assessment for reopening after partial closure' for full September re-opening
- Addendum to IWEF September 2020 reopening plan (detailed with maps) updated 30082020– in relation to face coverings.
- Addendum to IWEF Positive Behaviour and Discipline Policy

2. Risk assessments

    2.1. Before reopening the school to more students, a risk assessment was carried out to ensure sensible measures are put in place to protect staff members and students, including appropriate social distancing measures.

    2.2. Staff members were 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 students' learning
- Safeguarding
- Communication of plans and procedures.

3. Social distancing measures

Class sizes

3.1 Year group bubbles will be assigned areas of the school and will remain in the same set of classrooms for the majority of their lessons. Only using shared rooms for specialised lessons, where desks will be cleaned between use.

3.2 Class sizes will not be reduced but all students will face the front of the class.

3.3 In the event there is a shortage of teachers, a Cover Supervisor can lead the class.

The school day

3.4 The Headteacher and other key staff members will review the school timetable and make amendments to reduce movement around the school. Year groups will be taught in specific areas of the schools but a normal timetable will be in place.

Travelling to and from school

3.5 Pick up and drop off points are communicated to parents in advance of the measures being put in place.

3.6 If necessary clear signage is displayed highlighting where parents should drop off and pick up their children.

3.7 Parents are urged to avoid public transport where possible and to encourage their children to walk or cycle to school.

Assemblies

3.8 Assemblies may take place in year group bubbles.

Break and lunchtimes

3.9 To assist in distancing student groups during break times and lunchtimes, they will be staggered.

3.10 Weather permitting, students are encouraged to go outside during their break times and lunchtimes; however, they will be required to follow social distancing guidelines.

3.11 Students will use hand sanitiser/wash their hands before eating.

3.12 All tables and relevant surfaces will be cleaned before and after students eat.

Staffroom

3.13 The use of the staffroom is discouraged. If the staffroom needs to be used, occupancy will be limited, to stop staff members mixing. Social distancing will be enforced in the staffroom.

PE lessons

3.14 The Government guidance will constantly be monitored and any updates to expectations and requirements will be applied.

Extra-curricular clubs

3.15   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. If clubs do go ahead, they must be confident social distancing practices will be exercised, and students will remain in their groups to avoid mixing.

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

3.17   The school will not be running after school clubs initially but if restarted, 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 students and staff members. In the event this happens, students will be collecting in line with school guidelines and staff members will practice social distancing while they wait for students to be collected.

Behaviour

3.18   The school's Positive Behaviour and Discipline Policy has an infectious diseases addendum and will refer to this Social Distancing Policy.

3.19   If a staff member is unable to follow the principles, they should speak to their line manager.

3.20   If a pupil is unable to follow any social distancing measures, the Head of School and relevant staff members will discuss whether it would be more appropriate for the student to remain at home.

Transport

3.21   The Headteacher will liaise with the LA and the school's transport providers to ensure an appropriate plan is in place to protect students and staff members who use public transport to get to school.

3.22   Students 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 students and staff need to use public transport, they are required to follow guidelines on social distancing.

3.23   Students and their families will be informed of the new arrangements before they are implemented.

Supporting students

3.24   The SENDCo will review EHC plans and risk assessments.

3.25   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.

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 Policy.

4.3   All staff members will be briefed on what they can do to mitigate the risk of infection via the Method Statement, and they will be reminded of their responsibilities relating to control measures daily by the Headteacher.

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 or support bubble who does, do not attend the school for 10 or 14 days.
- Where recommended, use of face coverings in schools.
- Cleaning hands frequently – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand 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 students and staff by altering, as much as possible, the environment (such as classroom layout, all students will face forward) and timetables (such as staggered break and lunch times)
- Limiting the number of shared resources that are taken home by staff and students
- Discouraging students from touching their faces or putting objects in their mouths

4.6 The school will review guidance from the government regularly, and update this policy and other documents, 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 students whose intimate care needs already require 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 student. If contact with the students 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 before being discarded.

5.5. When using PPE, staff members will follow PHE's (Public Health England) 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 students. 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, if local restrictions are imposed, staff, students and visitors will be expected to wear a face covering in communal areas. If local restrictions are not in place there is voluntary use of face coverings in communal areas for students and for staff. If staff, students and visitors do choose to do this, then face coverings must be worn in line with the following Government guidance, which outlines what a face covering should do, what you should do when wearing one and what you should do when removing one.

6. Communication

6.1. All social distancing measures will be communicated to all relevant stakeholders, including students, 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 monthly 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.