

**Haydon School**

**Social Distancing Policy  
Statement**

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## **Statement of intent**

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 students back, we understand the concerns of many of our stakeholders, e.g. students, parents 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.

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

## **2. Risk assessments**

- 2.1. Before reopening the school to more students, a risk assessment will be 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 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 student wellbeing
  - Supporting students' learning
  - Safeguarding
  - Communication of plans and procedures

## **3. Social distancing measures**

### **Class sizes**

- 3.1. The school will continue to offer on-site provision for children of key workers and vulnerable children.
- 3.2. In addition to the above students, until government advice changes, the school will only offer face-to-face support opportunities for students in Year 10 and Year 12.
- 3.3. We will operate on a basic principle that all class sizes will be halved – there will be no more than 10 students in each group.
- 3.4. Students will remain in these groups and will not mix with others during the school day or on subsequent days.

- 3.5. In the event there is a shortage of teachers, a TA can lead the class under the direction of a teacher.
- 3.6. Where possible, social distancing measures will be adhered to, including the two-metre rule, and desks will be spaced as far apart as possible to help this.

### **The school day**

- 3.7. The time students need to arrive at school will be staggered at 15-minute intervals from 8:30am.
- 3.8. The time students can leave school will be staggered at 15-minute intervals from 12:00 noon.

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

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

### **Assemblies**

- 3.12. Assemblies will not take place.

### **Break and lunchtimes**

- 3.13. Y10 and Y12 students will take their break times in their classrooms.
- 3.14. Students in existing priority groups, (i.e. children of critical workers and vulnerable students) will continue with their current arrangements for break and lunchtimes.
- 3.15. Students will wash their hands before eating.
- 3.16. All tables and relevant surfaces will be cleaned before and after students eat.

#### **Staffroom and Shared Offices**

- 3.17. The use of the staffroom is discouraged. If the staffroom needs to be used, occupancy will be limited, to stop staff members mixing. The two-metre social distancing will be enforced in the staffroom.

#### **Shared Offices**

- 3.18. If the shared offices need to be used, occupancy will be limited, to stop staff members mixing. The two-metre social distancing will be enforced. Staff will be encouraged to use their classrooms where possible.

### **PE lessons**

- 3.19. Students will be required to follow social distancing guidelines in PE and sports activities. Use of changing rooms are not allowed. Class sizes will be limited to make adherence to the guidelines easier during team sports and activities.

### **Extra-curricular clubs**

3.20. None will be held.

### **Behaviour**

3.21. The school's Relationship Charter has been amended to include an annex outlining how social distancing will work when implementing the measures in the policy.

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

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

### **Transport**

3.24. 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.

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

### **Supporting students**

3.26. The SENCO will review EHC plans and risk assessments to determine whether it is safe for students with SEND to return to school, if they have not already been attending.

3.27. The SENCO will consider the capacity for the student to understand and follow social distancing measures that have been put in place as part of their decision to determine whether a student with SEND should return to school.

3.28. When planning for each stage of reintegration, the implications for the wellbeing of students, 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. 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.

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 for 7 or 14 days

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.

- 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 students and staff by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered start times)
  - Limiting the number of shared resources
  - Discouraging students from touching their faces or putting objects in their mouths
- 4.5. 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:
- 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 a student 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 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 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, students 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.

## **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 after the release of additional government guidance.

- 7.2. All updates made to this policy will be communicated to all staff members and parents.