



## Social Distancing Policy

Owner:	Business & Facilities Manager
Review by:	Full Board of Governors
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S. Peter's Collegiate School, Compton Park, Compton Road West, Wolverhampton WV3 9DU

T: 01902 558600 F: 01902 558596 E: [speters@speters.org.uk](mailto:speters@speters.org.uk) W: [www.speters.org.uk](http://www.speters.org.uk)

Company No. 8172888 VAT No. 1450133 54



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## **Statement of intent**

This policy 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.

We understand the concerns of many of our stakeholders, e.g. parents and staff members. That is why we have created this policy – to outline the steps the school is taking to mitigate the risk of infection spreading and, ultimately, ensure the safety of our school community.

We have consulted 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) 'Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)'
  - DfE (2020) 'Guidance for full opening: schools'
  - DfE (2020) 'Face coverings in education'
  - [NHS \(2020\) 'How long to self-isolate'](#)
- 1.2. This policy operates in accordance with the following school policies:
  - Bereavement Policy
  - Staff Leave of Absence Policy
  - Behavioural Policy
  - Coronavirus (COVID-19) Full Opening Plan
  - Risk Assessment for Full Opening in September - updated

## 2. Risk assessments

- 2.1. Risk assessments have and will be regularly updated in light of any new guidance, and in consultation with staff members to ensure everyone's needs are understood and accounted for.
- 2.2. Individual risk assessments will be conducted for any students or staff members who have specific needs or conditions that place them at higher risk, to ensure that their presence on-site is sufficiently safe.
- 2.3. If risk assessments cannot guarantee the safety of these individual students or staff members, alternative arrangements will be made to ensure they can remain safe, e.g. remote learning or working, or additional and individually tailored mitigating controls.
- 2.4. These risk assessments will detail up-to-date control measures for risks in 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**

#### **Use of 'bubbles'**

- 3.1. All year groups will operate as smaller bubbles equivalent to the size of a full class, followed by their Year Group bubble. This ensures we are able to deliver the full range of curriculum subjects and allow students to receive specialist teaching.
- 3.2. All students will be encouraged to maintain a distance within their bubbles.
- 3.3. Students will remain in these bubbles and will not mix with others during the school day or on subsequent days.
- 3.4. Staff will be permitted to move between bubbles but should continue to follow the school's social distancing measures where possible.
- 3.5. Teaching staff will be asked to maintain a distance from students by staying at the front of the class, and away from their colleagues where possible.
- 3.6. Where possible, social distancing measures will be adhered to, including the two-metre rule. Students will be seated side-by-side facing forwards – any unnecessary classroom furniture will be removed to facilitate this.
- 3.7. The Principal 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 Principal and other key staff members will review the school timetable regularly and will continue to ensure that movement around the school is reduced as far as possible, for example, by ensuring separate classroom areas are used for different bubbles.
- 3.9. Staff, students and parents will be informed of any changes to this timetable.

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

- 3.10. Student finish times will be staggered as follows to maintain social distancing and minimise mixing:

##### **Finish times**

- Years 7, 8 and 9 – 2:45pm
  - Years 10, 11 and 6<sup>th</sup> Form – 3.00pm
- 3.11. Pick up and drop off procedures were communicated to parents in advance of the measures being put in place, and we will continue to communicate if any changes to these procedures are required.
  - 3.12. Clear signage is displayed highlighting where parents should drop off and pick up their children.
  - 3.13. Parents are urged to avoid public transport where possible and to encourage their children to walk or cycle to school. Where public transport is used, parents and students are encouraged to follow government guidance on social

distancing and other protective measures, e.g. wearing face coverings for those over the age of 11.

### **Assemblies**

- 3.14. Whole Year Group Assemblies will not be permitted during this time. However, classroom teachers will hold assemblies with the students in their bubbles.

### **Break and lunchtimes**

- 3.15. Students will take their breaktimes and lunchtimes with the students in their bubble to avoid mixing.
- 3.16. Different areas of the school have been allocated for students to take their break and lunchtimes, so we can appropriately distance student bubbles.
- 3.17. To assist in distancing student groups during breaktimes and lunchtimes, they will be staggered as follows:

#### **Morning break**

- Break 1 – Years 7, 10 and 11 – 9.50 – 10.00am
- Break 2 – Years 8, 9 and 6<sup>th</sup> Form – 10:40 – 10.50am

#### **Lunchtime**

All students have 50 minutes for lunch which comprises of 25 minutes in their designated classroom to eat their lunch, plus 25 minutes of outside fresh air time:

<b>Year Group</b>	<b>12.30-12.55</b>	<b>12.55-1.20</b>
<b>Year 7</b>	<b>Classroom</b>	<b>Outside</b>
<b>Year 8</b>	<b>Outside</b>	<b>Classroom</b>
<b>Year 9</b>	<b>Outside</b>	<b>Classroom</b>
<b>Year 10</b>	<b>Classroom</b>	<b>Outside</b>
<b>Year 11</b>	<b>Classroom</b>	<b>Outside</b>
<b>6<sup>th</sup> Form</b>	<b>Classroom</b>	<b>Outside</b>

- 3.18. The outside designated fresh air spaces will be open so students are able to go outside during their lunchtimes; however, they will be required to remain within their bubbles.

Free School Meal students can collect their packed picnic lunches from the Head of Year Office in their designated teaching block, or alternatively if they have requested hot “grab n go” food from the outside canteen servery at allocated times.

## **Staffroom**

- 3.19. The staff room and other shared staff spaces will be adapted to ensure staff can maintain an appropriate distance from each other.
- 3.20. Every Staff Office has been assessed and the maximum number of occupants calculated to ensure social distancing measures can be maintained. Each office has a notice on the door entrance stating the maximum number of occupants, and it is the responsibility of staff to ensure that they do not compromise this measure.

## **PE lessons**

- 3.21. Students will be kept in their bubbles for PE, sport and physical activity, contact sports will be avoided, and sports equipment will be thoroughly cleaned between each use by different bubbles.

## **Extra-curricular clubs**

- 3.22. Before deciding whether extra-curricular clubs can go ahead, the **Principal** will consider how such provision can operate alongside the school's wider protective measures, including keeping students within their bubbles where possible. Where this is not possible, we will use small, consistent groups instead.
- 3.23. Only individual sports, like tennis and badminton, where social distancing can be practised will be played. Contact sports will not be played under any circumstances.
- 3.24. All equipment, e.g. tennis racquets and balls, and areas will be cleaned and disinfected before and after use.
- 3.25. 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 students and staff members.

## **Behaviour**

- 3.26. The school's Behavioural Policy has been amended to include an annex outlining how social distancing will work when implementing the measures in the policy.
- 3.27. We understand that following some of the social distancing principles will be extremely challenging, so staff and students will not face any stringent action if they are unable to follow them.
- 3.28. Repeated and deliberate failure to follow social distancing principles, however, will be dealt with in line with the Disciplinary Policy and Procedures.
- 3.29. If a staff member is unable to follow the principles, they should speak to their line manager.
- 3.30. If a student is unable to follow any social distancing measures, the Principal and relevant staff members will discuss whether additional support can be offered to help them do so.

## **Transport**

- 3.31. School bus provision has been withdrawn by the providers during national lockdown.

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 and wearing face coverings.

## **Supporting students**

- 3.32. The SENDCO will review EHC plans and risk assessments to determine whether appropriate support is in place for students with SEND ahead of their return to school.
- 3.33. The SENDCO will consider the capacity of the student to understand and follow social distancing measures that have been put in place and ensure support is in place to aid in this, e.g. visual aids to explain the importance of social distancing.
- 3.34. 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 when we open.

## **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 Procedures, which contains an annex on coronavirus measures.
- 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 regularly.
- 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:
- We will ensure that contact with individuals who are unwell is minimised by ensuring that those who have coronavirus symptoms, have someone in their household who does, or have tested positive do not attend school.
  - We will ensure that self-isolation periods are adhered to, e.g. 10 days for those with symptoms or a positive test result, or 14 days for those who are self-isolating as a result of contact with an infected, or potentially infected, person.



- All students and staff will be instructed, and supported where necessary, to wash their hands frequently with soap and hot water for at least 20 seconds, or use an alcohol-based sanitiser, and encouraged to refrain from touching their faces or putting items in their mouths.
  - Good respiratory hygiene practices, e.g. the 'catch it, bin it, kill it' approach, will be promoted throughout the school.
  - An enhanced cleaning schedule will be implemented that includes the regular cleaning of frequently touched surfaces and frequently used equipment 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 breaktimes and lunchtimes).
  - Ensuring individual and frequently used equipment (eg stationery) is not shared and that classroom-based resources (eg books) are only used and shared within bubbles.
  - Discouraging students from touching their faces or putting objects in their mouths (eg pens, pencils).
- 4.6. To meet our duty to engage with the NHS Test and Trace process, we will ensure that staff members and parents understand that they must be ready and willing to:
- Book a test if they, or their child, are displaying symptoms of coronavirus by calling 119.
  - If they, or their child, were to test positive or contacted by NHS Test and Trace, provide details of anyone they have been in close contact with.
  - Self-isolate if they have been in close contact someone who develops symptoms of, or tests positive for, coronavirus.
- 4.7. [We will encourage staff and students over the age of 16 to download the NHS COVID-19 app](#), to streamline the notification process for those who need to self-isolate after coming into contact with a potentially infected person.
- 4.8. Whilst the school does not recommend that students under 16 download and use the NHS COVID-19 app, we understand that some students may do so. If a student under 16 is notified via the app that they must self-isolate, we will follow the school's procedure for managing cases of coronavirus in the same way as for students 16 and above.
- 4.9. We will ensure that all students and staff are aware that the use of the COVID-19 app does not replace or change the requirement of individuals to social distance.
- 4.10. The school will review guidance from the government regularly, and update this policy and other documents, eg the Whole School Plan, where necessary.

## 5. Personal protective equipment (PPE)

- 5.1. Reference to PPE in this section means:
  - Fluid-resistant surgical face masks (also known as Type IIR).
  - Disposable gloves.
  - Disposable plastic aprons.
  - Eye protection, e.g. face visor or goggles.
- 5.2. Staff will (unless medically exempt) wear face coverings in communal areas of the school, e.g. corridors and toilet areas where the ability to remain two metres from others cannot be guaranteed.
- 5.3. Students will (unless medically exempt) be instructed that they must wear face coverings in communal areas, e.g. corridors and toilet areas where the ability to remain two metres from others cannot be guaranteed.
- 5.4. In the case of local lockdown, face coverings will be worn by all students and staff in communal areas, e.g. corridors and toilet areas.
- 5.5. 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 the use of PPE.
  - 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 a distance of at least two metres cannot be maintained. 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.
- 5.6. When using face coverings, 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, if not reusable.
  - Are carefully removed and placed in a sealable plastic bag if reusable.
- 5.7. 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.

- 5.8. 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.
- 5.9. 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.
- 5.10. 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.
- 5.11. 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.
- 5.12. In line with government guidance, students and staff will be asked to remove homemade coverings when they arrive at school and will be offered a disposable face mask. The wearer must clean their hands once they have removed the face covering, and should never touch the front of the face covering at any time. If a staff member or student (or their parent) does not want to remove their face covering while at school, they should speak to the Principal or the most senior member of staff on site.

## **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 by the Business & Facilities Manager at least once a month 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 Principal.

Reviewed by Associate Principal .....

Signed.....

Date.....