

# **Stanford Infant School**



## **Physical Distancing Policy**

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<b>This policy was developed by:</b>	Madeleine Denyer, Head Teacher
<b>In consultation with:</b>	All Stakeholders
<b>This policy was approved by:</b>	
<b>Date of policy review:</b>	In response to Local and National Guidance

## **Statement of intent**

This policy outlines the school's approach to physical 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 opening in September, we understand the concerns of many of our stakeholders, e.g. parents/carers 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/carers 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)'
  - DfE (2020) 'Guidance for full opening: schools'
- 1.2. This policy operates in accordance with the following school policies:
  - Bereavement Policy
  - Staff Leave of Absence Policy
  - Infection Control Policy
  - Behaviour Regulation Policy
  - Coronavirus (COVID-19) Full Opening Plan
  - Risk Assessment for Full Opening in September

## **2. Risk Assessments**

- 2.1. Before opening in September, a risk assessment has been carried out to ensure sensible measures are put in place to protect staff members and children, including appropriate physical 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 children wellbeing
  - Supporting children's learning
  - Safeguarding
  - Communication of plans and procedures

### **3. Physical Distancing Measures**

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

- 3.1. Consistent bubbles will be used to ensure the risk of transmission is reduced. Where possible, and where the normal operation of the school will not be restricted, the size of these bubbles will be equivalent to a full class and Year Groups when Outdoors or in the School Hall.
- 3.2. Children will remain in these bubbles and will not mix with others during the school day or on subsequent days.
- 3.3. Staff will be permitted to move between bubbles but should continue to follow the school's physical distancing measures where possible.
- 3.4. Where possible, physical distancing measures will be adhered to, including the two-metre rule.

#### **The School Day**

- 3.5. The Head Teacher and other key staff members will review the school timetable and make amendments to reduce movement around the school, such as ensuring separate classroom areas are used for different bubbles.
- 3.6. Staff, children and parents/carers will be sent a copy of the finalised timetable and will be informed of any changes to this timetable.

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

- 3.7. Children start and finish times will be staggered as follows to maintain social distancing and minimise mixing:
- 3.8. Pick up and drop off procedures are communicated to parents/carers in advance of the measures being put in place.
- 3.9. Clear signage is displayed highlighting where parents/carers should drop off and pick up their children.
- 3.10. Parents/carers 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/carers and children are encouraged to follow government guidance on physical distancing and other protective measures, e.g. wearing face coverings.

#### **Assemblies**

- 3.11. Assemblies will not take be held in large groups. Classroom teachers will hold assemblies with the children in their bubbles.

#### **Break and Lunchtimes**

- 3.12. Children will take their breaktimes and lunchtimes with the children in their Year Groups.
- 3.13. Different timings will be allocated for children to take their break and lunchtimes, so we can appropriately distance children bubbles.
- 3.14. To assist in distancing children's groups during break times and lunchtimes, they will be staggered as follows:

### **Morning Break**

### **Lunchtime**

- 3.15. Lunches will be staggered to ensure time can be allocated between each group for cleaning dining areas and surfaces.
- 3.16. Children will wash their hands before and after eating.

### **Staffroom**

- 3.17. The staff room and other shared staff spaces will be adapted to ensure staff can maintain an appropriate distance from each other.

### **PE lessons**

- 3.18. Children 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**

- 3.19. Before deciding whether extra-curricular clubs can go ahead, the Head Teacher will consider how such provision can operate alongside the school's wider protective measures, including keeping children within their bubbles where possible. Where this is not possible, we will use small, consistent groups instead.
- 3.20. All equipment and areas will be cleaned and disinfected before and after use.
- 3.21. 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 children and staff members.

### **Behaviour**

- 3.22. The school's Behaviour Regulation Policy has been amended to include an annex outlining how physical distancing will work when implementing the measures in the policy.
- 3.23. We understand that following some of the physical distancing principles will be extremely challenging, so staff and children will not face any stringent action if they are unable to follow them.

- 3.24. If a staff member is unable to follow the principles, they should speak to their Line Manager.

### **Transport**

- 3.25. The Head Teacher will liaise with the Local Authority to ensure an appropriate plan is in place to protect children and staff members who use public transport to get to school.
- 3.26. Children 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 children and staff need to use public transport, they are required to follow guidelines on physical distancing and wearing face coverings.
- 3.27. When organising dedicated school transport, we will consider the following:
- How children are grouped together on transport, ensuring this reflects the children's groups organised in school as much as possible
  - Use of hand sanitiser upon boarding or disembarking
  - Additional cleaning of vehicles
  - Organised queuing and boarding where possible
  - Distancing within vehicles where possible
- 3.28. Children and their families will be informed of the new arrangements before they are implemented.

### **Supporting Children**

- 3.29. The Inclusion Leader will review EHC plans and risk assessments to determine whether appropriate support is in place for pupils with SEND ahead of their return to school.
- 3.30. When planning for each stage of reintegration, the implications for the wellbeing of children, 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.
- 3.31. The Head Teacher 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 physical 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, 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.
- 4.4. The school will communicate regularly with parents/carers to outline the infection control measures in place and to explain parents/carers' responsibilities in mitigating the risk of infection spreading. This is done to reassure parents/carers 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, have someone in their household who does, or have tested positive within the last 7 days do not attend the school for 10 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 children and staff by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).
  - Ensuring individual and frequently used equipment is not shared and that classroom-based resources (e.g. books) are only used and shared within bubbles. Resources that must be shared between groups, e.g. art equipment, will be cleaned frequently and always between use by different bubbles.
  - Discouraging children from touching their faces or putting objects in their mouths
  - Teaching children to wash their hands frequently, particularly after eating or using shared toys.
- 4.6. To meet our duty to engage with the NHS Test and Trace process, we will ensure that staff members and parents/carers understand that they must be ready and willing to:

- Book a test if they, or their child, are displaying symptoms of coronavirus.
  - 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. The school will review guidance from the government regularly, and update this policy and other documents, e.g. the Risk Assessment for full opening in September, 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. 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 children whose intimate care needs already require the use of PPE.
  - Where a child 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 child. If contact with the child 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 children. 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, children 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 child (or their parent/carer) does not want to remove their face covering while at school, they should speak to the Head Teacher or the most senior member of staff on site.
  - 5.11. The Head Teacher will liaise with the Local Authority about procuring PPE.

## **6. Communication**

- 6.1. All physical distancing measures will be communicated to all relevant stakeholders, including children, parents/carers, 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 weekly 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 Head Teacher.