



# West Kirby School and College

## Social Distancing Policy June 2020

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| <b>Last reviewed on:</b> | June 2020   |                        |

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## **Statement of intent**

This policy statement outlines West Kirby School & College'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 pupils back, 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 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:
  - Bereavement Policy
  - Staff Leave of Absence Policy
  - Infection Control Policy
  - Behavioural Policy
  - Risk Assessment for Reopening After Partial Closure

## **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 have the opportunity for discussions 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. The School will continue to offer on-site provision for children of keyworkers and vulnerable children.
- 3.2. In addition to the above pupils, and unless government advice changes for SEND schools, the School will work towards gradually increasing our pupil numbers over the coming weeks and months.
- 3.3. We will operate on a basic Principal that all class sizes will be kept to a minimum.
- 3.4. Pupils will remain in these groups and will (as far as is reasonable practicable and possible) 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* and with respect to government guidelines, 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.
- 3.7. The Principal and SLT 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 SLT will review the staff rota and make amendments to reduce movement around the School. Where necessary, some lessons may be cancelled and the timetable restricted.
- 3.9. Staff will be sent a copy of the finalised rota on a weekly basis and will be informed of any changes to this or the timetable.

## **Travelling to and from School**

- 3.10. Pupil arrival and departure times are staggered to maintain social distancing and minimise mixing.
- 3.11. Pick up and drop off points are communicated to parents and transport providers in advance of the measures being put in place.
- 3.12. Parents are urged to avoid public transport where possible.

## **Assemblies**

- 3.13. Assemblies will not take be held in large groups. Classroom teachers will hold assemblies with the pupils in their group, through a different format. Assemblies will continue through social media for the foreseeable future.

## **Break and lunchtimes**

- 3.14. Pupils will take their break times and lunchtimes with the pupils in their set group to avoid mixing.

- 3.15. Different areas of the School will be allocated for pupils to take their break and lunchtimes, so we can appropriately distance pupil groups. This will mean the School canteen will no longer be the primary place for all meals to be served from.
- 3.16. Pupils will (where practicable) eat their lunches in their classrooms or another location to minimise mixing with other groups.
- 3.17. Pupils will wash their hands before eating.
- 3.18. All tables and relevant surfaces will be cleaned before and after pupils eat.
- 3.19. The playground will be open so pupils are able to go outside during their break times and lunchtimes; however, they will be required to follow social distancing guidelines. If social distancing rules cannot be followed on the playground, it may have to be closed.

### **Staffroom**

- 3.20. The use of the staffroom is actively discouraged. To use the coffee machine, staff are advised to adhere to the two-metre social distancing advice
- 3.21. The use of the working staffroom is classed as hot-desking therefore staff are requested to abide by the two-metre social distancing advice. If the room has four people in, you are requested to work elsewhere
- 3.22. Staff must wipe down the workspace they have occupied before they leave.

### **PE lessons**

- 3.23. Pupils will be required to follow social distancing guidelines in PE and sports activities. Class sizes will be limited to make adherence to the guidelines easier during team sports and activities.
- 3.24. All equipment will be cleaned before and after use by the teacher and TA unless by prior arrangement with the premises team

### **Behaviour**

- 3.25. 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.
- 3.26. We understand that following some of the social distancing principles will be extremely challenging, so staff and pupils will not face any stringent action if they are unable to follow them.

### **Transport**

- 3.27. The School Transport Manager will liaise with LA's and School's transport providers to ensure an appropriate plan is in place to protect pupils and staff members who use public transport (i.e. taxi's or mini-buses) to get to School.
- 3.28. Pupils and their families will be informed of the new arrangements before they are implemented.

### **Supporting pupils**

- 3.29. The SLT will review EHC plans and risk assessments to determine the safest way for pupils with SEND to return to School at the right time, if they have not already been attending.
- 3.30. 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. Infection control measures

- 4.1. We know that implementing social distancing measures in a SEND 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 is being updated to contain 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 by the SLT as and when required during weekly stakeholder updates.
- 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 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. Hand washing posters that outline the correct hand washing procedure to follow are displayed in all toilets.
  - Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
  - Cleaning frequently touched surfaces using standard products, such as detergents.
  - Minimising contact and mixing of pupils and staff by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).
  - 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.
- 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 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.
- 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.
- 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 must be disposed of by:
  - Putting it in a plastic rubbish bag and tying it.
  - Placing the rubbish bag in a second rubbish bag and tying it.



- Taking and placing the rubbish bag in the dedicated PPE disposal bin (located in the medical office).

## **6. Communication**

- 6.1. All social distancing measures will be communicated to all relevant stakeholders, including pupils, parents, staff, visitors, suppliers and contractors.
- 6.2. Staff will be informed of all relevant plans, including safety measures, and will have opportunities to discuss training on any new measures the School implements.
- 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, such as social distancing signage.

## **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 Principal