



ASHTON ON MERSEY SCHOOL

SOCIAL DISTANCING POLICY STATEMENT

Version and Date		Action/Notes
1.0	June 2020	Policy created specifically for AoM

Policy Reviewed:	June 2020
Policy Review Frequency:	Every two weeks, or, in line with Government updates
Next Review:	July 2021

Signature of Chair or Vice Chair of Local Governing Body:



VICE CHAIR

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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 pupils back, we understand the concerns of many of our stakeholders, e.g. parents and staff members. This policy outlines 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:

- Staff Leave of Absence Policy
- Behavioural Policy
- Coronavirus (COVID-19) Reopening Plan
- 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 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 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, until government advice changes, the school will only offer face-to-face support opportunities for pupils in Year 10. Year 12 will continue with face to face online lessons.

3.3 We will operate on a basic principle that all class sizes will be halved – there will be no more than 15 pupils in each group. (10 is the maximum in the standard classroom but larger venues may hold 15) In all rooms used pupils and staff will be at a minimum of 2 metres apart.

3.4 Pupils will remain in these groups and will not mix with others during the school day or on subsequent days.

3.5 There will be no more than one teacher and one TA working with each class.

3.6 There will be a maximum of 4 separate classes running at the same time, with no more than 15 in each group.

3.7 In addition, the 'key worker' classes will be educated with the same guidelines.

3.8 In the event there is a shortage of teachers, a TA can lead the class under the direction of a teacher. Pupil Support Managers will be available at all times to support all staff and pupils.

3.9 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.

3.10 Where social distancing is not achievable, e.g. because there are not enough classrooms, the Headteacher will liaise with the Trust Board to come to another arrangement.

3.11 The Headteacher will decide whether it is viable to hold lessons or classroom activities outdoors to help with adherence to social distancing measures.



The school day

3.12 The school will provide a timetable to ensure minimum movement around the school. The timetable will reduce movement around the school.

3.13 Finalised timetables will be forwarded to staff, pupils, parents/carers and all will be informed of any future changes to this timetable.

3.14 The provision will be a reduced curriculum offer with home learning remaining the primary source of education

3.15 Pupil start and finish times will be staggered as follows to maintain social distancing and minimise mixing.

Example timetable

Group	Surname	Timetable		
A	A-C	9:00-10:30	10:30-10:45	10:45-12:15
		English	Break	English
B	D-K	9:15-10:45	10:45-11:00	11:00-12:30
		Maths	Break	Maths
C	L-P	9:30 - 11:00	11:00-11:15	11:15-12:45
		Science	Break	Science
D	R-X	9:45-11:15	11:15-11:30	11:30-13:00
		Maths	Break	Maths

Academic seminars will be provided in Maths, English and Science.
Core subjects not timetabled in the current week will be covered in subsequent weeks.

3.16 All pupils, parents/carers will be notified of drop off and pick up areas.

3.17 Clear signage is displayed highlighting where parents should drop off and pick up their children. Signage will identify drop off and pick up points.

3.18 Parents are urged to avoid public transport where possible and to encourage their children to walk or cycle to school. To minimise risk- the use of public transport will be discouraged, walking and cycling will be encouraged.

Assemblies

3.19 Large group assemblies will not take place. Class/ small group assemblies carried out by classroom teacher.

Break and lunchtimes

3.20 Pupils will remain in their group for lunch and break time.

3.21 Areas will be disinfected after use by on-site cleaners.

3.22 Staggering of break time and lunchtime will be observed to facilitate social distancing.

Morning Break

- Group A 10.30-45am
- Group B 10.45-11am
- Group C 11.15-11.30am
- Group D 11.30-11.45am

3.23 Outside area will be allocated for break time (and lunchtime for keyworker pupils). Social distancing will be required to adhered to ensure continued use of outside facilities.



3.24 Pupil groups will be allocated dining and seating areas in-line with social distancing guidelines.

3.25 Pupils will wash their hands before and after eating.

3.26 All tables and relevant surfaces will be cleaned before and after pupils eat.

Staffroom

3.27 The staff will use the 6th Form common room as a staff room and occupancy will be limited (No more than 17 staff in at any one time), to stop staff members mixing. The two-metre social distancing will be enforced.

PE lessons

3.28 Class sizes will be limited. Social distancing will be followed during PE sport activities.

Extra-curricular clubs

3.29 Extra-curricular clubs will take place if sufficient staff are available to ensure safety and social distancing guidelines can be followed.

3.30 To minimise potential spread of infection pupils will be required to provide their own equipment/ PE kit.

3.31 Socially distancing sports e.g. tennis and badminton will take place. All equipment to be sanitised pre and post use. In-line with current government guidance, contact sports will not take place.

Behaviour

3.32 The school's Behaviour Policy has been amended to include the addendum outlining how social distancing will work when implementing the measures in the policy.

3.33 If a staff member is unable to follow the principles of social distancing they should speak to their line manager.

3.34 If a pupil is unable to follow any social distancing measures, the Headteacher and relevant staff members will discuss whether it would be more appropriate for the pupil to remain at home following the addendum guidelines.

Transport

3.35 The Headteacher will liaise with both parents and staff to support social distancing being adhered to on public transport.

3.36 Pupils 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 pupils and staff need to use public transport, they are required to follow guidelines on social distancing.

Supporting pupils

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

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

3.39 A key priority is to ensure that the school community feels safe during reopening expansion. One of the school's key priorities in relation to wellbeing is ensuring that the school community feels safe as we reopen more widely.

3.40 The Headteacher or relevant staff will liaise with the LA to discuss availability of wider support services and early help.

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 Daily staff briefings on staff responsibilities relating to control measures and minimising the risk of infection will be provided by the Headteacher or relevant staff member. 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 daily by the Headteacher or relevant staff member in a daily morning meeting.

4.3 To reassure parents/carers, regular communication will outline infection control measures in place at school and emphasise parental responsibility to help mitigate the risk of spreading infection.

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.
- Cleaning hands frequently – 1. Wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or 2 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 recommended cleaning products, such as detergents and bleach.
- Minimising contact and mixing of pupils and staff by considering classroom environment and timetabling accordingly considering classroom layout and staggered entrances and exits.
- 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

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 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. 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 pupils. 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, pupils 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 pupil (or their parent) does not want to remove their face covering while at school, they should speak to the Headteacher or the most senior member of staff on site.

5.11 The Headteacher will liaise with the Trust about procuring PPE.

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, 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 Headteacher and relevant staff.