

Ysgol Y Bont Faen Cowbridge Comprehensive School



Social Distancing Policy

Formulated by: Mrs Thomas, Headteacher

Approved by: MGB Core Governors

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Last Reviewed:

Review: Weekly and after the release of additional government guidance or subject to changes in statutory guidelines or legislation

Next Review:

Date of any amendments made to policy & brief points:

Date	Section

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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 Welsh 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. That is why we have created this policy to outline the steps we will take to mitigate the risk of infection spreading and, ultimately, ensure the safety of our school community.

We will be consulting 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:**
- the Public Health (Control of Disease) Act 1984 and the Coronavirus Act 2020. Under both Acts, the Welsh Government has extensive powers to take action in relation to the coronavirus in Wales;
 - Welsh Government (2020) Health and well-being for school staff, childcare providers and learners: coronavirus;
 - NHS (Wales) latest information on novel coronavirus, covid-19.
<https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid19/>
- 1.2 This policy operates in accordance with the following school policies/plans:
- Staff Leave of Absence Policy;
 - Infection Control Policy;
 - Behaviour Policy;
 - CCS Coronavirus (COVID-19) Reopening Plan;
 - CCS 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.
- 2.2 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 In addition to vulnerable pupils, until government advice changes, the School will only offer face-to-face teaching opportunities for pupils in Year 10 and Year 12 as priority groups because of their examinations being imminent.
- 3.2 We will offer a check in and preparation type meeting for all other pupils in Year 7, 8 and 9. The primary purpose of which is to assist with their wellbeing and check that they are engaged in distant learning.
- 3.3 We will also offer one-to-one face to face or telephone meetings with all current Y11 wishing to return to CCS Sixth Form. Social distancing measures will be applied strictly and robustly.
- 3.4 We will operate on a basic principle that all class sizes will be in line with at least the current 2m distancing requirements and all classes/areas for teaching will be risk assessed to measure maximum capacity. All classrooms and areas of the School will feature posters to signpost clearly the maximum capacity of that room and area to fully respect the 2m rule on social distancing.
- 3.5 No area of the School will be used by any more than 1 member of staff which does not have a window which is openable e.g. staff individual offices must only be occupied by that person and staff and pupils must check this occupancy prior to entry.
- 3.6 There will be no more than the maximum capacity of 8 -15 pupils in a classroom, and this will depend on its size.

- 3.7 Pupils will remain in these groups so far as is practically possible, and we will restrict any mix with others during the School day or on subsequent days, as far as practically possible, when pupils are present on the School site.
- 3.8 There will be no more than **one** teacher and **one** LSA working with each class.
- 3.9 In the event there is a shortage of teachers, an LSA can lead the class under the direction of a teacher.
- 3.10 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.
- 3.11 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 Mrs Thomas, Headteacher, assisted by other key staff members (SLT) and especially the AHT will review the school timetable and make amendments to reduce movement around the School. Where necessary, some lessons may be cancelled and the timetable restricted.
- 3.13 Staff, pupils and parents will be sent a copy of the finalised timetable and will be informed of any changes to this timetable.

Travelling to and from school

- 3.14 Pupil start and finish times will be briefly staggered to maintain social distancing and minimise mixing. When pupils arrive on the school site they are expected to maintain 2m social distancing and go to their designated room promptly. Staff will be on duty to uphold this.
- 3.15 Pick up and drop off points are communicated to parents in advance of the measures being put in place.
- 3.16 Parents are urged to avoid public transport where possible and to encourage their children to walk or cycle to school.

Assemblies

- 3.17 Assemblies will not be held in large groups. Classroom teachers will hold assemblies with the pupils in their group, where relevant. Form tutor time will be suspended.

Break and lunchtimes

- 3.18 Pupils will take their break times and lunchtimes with the pupils in their set group to avoid mixing. These will be supervised by staff to ensure social distancing is upheld by pupils
- 3.19 Different areas of the School will be allocated for pupils to take their break and lunchtimes, so we can appropriately distance pupil groups.
- 3.20 To assist in distancing pupil groups during break times and lunchtimes, they will be staggered as follows:
To be confirmed as timetable is finalised
 - The school yard 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 in the school's yard, it will be closed;
 - Pupils will collect their meals from the **canteen** in their groups. Collection times will be staggered. Pupils will wash their hands before eating;
 - All tables and relevant surfaces will be cleaned before and after pupils eat.

Staffroom Areas

- 3.21 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 must be upheld in designated staff room areas.
A maximum **of 5 staff are permitted in the main A block staffroom at any time** for any reason.
- 3.22 Different rest areas will be provided to staff across the site to restrict transmission for staff in line with the requirement to take a break.
- 3.23 Staff entering the main staffroom where this number is already present, must leave and find an alternative place to rest. Alternative rest areas for staff who require them will be communicated to all staff in advance of June 29th reopening.

Toilets

- 3.24 Pupils will be able to visit the **Open Plan A Block toilets** during allocated breaks and should they need to during taught lessons. The maximum occupancy of the open plan toilets for pupils will be placed clearly outside and inside these areas. Inside the open plan area, no more than 3 pupils should be in this area at any given time washing their hands to maintain the 2m social distancing requirement. Pupils who arrive in these 2 areas must wait in the corridor as per the markings on the floor with 2m gaps.
- 3.25 The timetable will be planned with this requirement to ensure staggered availability and to minimise contact
- 3.26 Staff will be allocated to be present to supervise the toilet areas.

PE lessons

- 3.27 Pupils will be required to follow social distancing guidelines in fitness activities. Class sizes will be limited to make adherence to the guidelines, a first priority.
- 3.28 No activities requiring touch or sharing of equipment will take place. Activities will be highly restrictive and pupils will be allocated individual zones/areas. Many PE lessons will involve walking around the school grounds as a form of wellbeing, rather than absolute fitness and sporting improvement.

Extra-curricular clubs

- 3.29 Before deciding whether extra-curricular clubs can go ahead, the **Headteacher** will review staff availability and will not allow clubs to go ahead unless they are confident in ensuring the safety of all participants. If clubs do go ahead, social distancing practices will be exercised, and pupils will remain in their groups to avoid mixing. No after or before school clubs/activities will take place until after October 2020 half term. This is subject to review closer to this time.
- 3.30 Only individual activities, where social distancing can be practised and upheld, will take place. Team sports, like football and rugby, will not be played under any circumstance until the government allows it.
- 3.31 All equipment, e.g. bikes in the gym and other areas will be cleaned and disinfected before and after use.
- 3.32 The School will suspend all after-school activities (and before school) until at least after October half term 2020.

Behaviour

- 3.33 The School's **Behaviour Policy** has been amended to include an annex outlining how social distancing will work when implementing the measures in the policy.
- 3.34 We understand that following some of the social distancing principles may present a challenge, so staff and pupils will not face any stringent action if they are unable to follow them, unless sufficiently serious and with intent.
- 3.35 If a staff member is unable to follow the principles, they should speak to their line manager.
- 3.36 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. This will be agreed with the parent and will not be categorised as an exclusion from school. This will represent an agreed plan to reintegrate/keep a pupil from being excluded permanently.

Transport

- 3.37 A member of SLT will liaise with the Vale of Glamorgan Local Authority to secure the School's transport providers to ensure an appropriate plan is in place to protect pupils and staff members who use public transport, to get to school safely. We recommend that pupils should find alternative ways to travel and avoid bus transport if possible.
- 3.38 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.
- 3.39 Pupils and their families will be informed of the new arrangements before they are implemented.

Supporting pupils

- 3.40 The ALNCo will review Individual Healthcare Plans and risk assessments to determine whether it is safe for pupils with ALN and with medical conditions to return to school, if they have not already been attending.
- 3.41 The ALNCo 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 ALN should return to school. The headteacher retain the overall decision with regards to any pupil (s) being kept away from school
- 3.42 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.
- 3.43 The ALNCo/Headteacher 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 social distancing measures in a school setting is challenging and is unnatural. 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. This is in line with PHW guidance.
- 4.3 All staff members will be briefed on what they can do to mitigate against the risk of infection, and they will be reminded of their responsibilities relating to control measures regularly via morning/other briefings and email.
- 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 day;
 - 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 disinfectants;
 - 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 and preferably eliminating, 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.
- 4.6 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 could mean:
 - 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 e.g. First aid other healthcare condition

- 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 Public Health Wales guidance putting on and taking off equipment. Infographics will be displayed in areas of the School where PPE is likely to be used. It is important to remember that face masks protect those around you from your droplets and the mask does not protect you and could, if used incorrectly, exacerbate the situation by trapping the virus in the mask close to your mouth and nose.
<https://gov.wales/face-coverings-coronavirus>
 - 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, unless agreed in advance by the Deputy Headteacher.
 - 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 Deputy Headteacher. (See above 5.5).
 - 5.11. The Business Manager will liaise with the Vale of Glamorgan LA 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. Contractors and visitors will be prevented from being on the site during core hours unless absolutely necessary, but should they need to access the site, they will be instructed to uphold 2m distancing requirements and wash hands before entering the site. Alternatively, use designated hand gel.
- 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 or other senior member of staff delegated by the Headteacher.**