

**St. Bartholomew's C of E Primary School  
Sydenham**



**Physical Distancing Policy**

Agreed by the Governing Board on: .....

Signed by: ROS SUTTON, Chair of Governors

Scheduled Review Date: .....

*This version supersedes all previous versions of this policy.*

## Introduction and 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 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 staff members to support our decision-making and will be updating this policy regularly 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 physical 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:
  - Staff Leave of Absence Policy
  - Infection Control Policy
  - Behavioural 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 pupils, including appropriate physical distancing measures. Staff members have been consulted as part of the creation process to ensure everyone's needs are understood and accounted for.
- 2.2. The risk assessment addresses the following areas:
  - Safety of the school premises
  - Cleaning measures
  - Infection control and the ability to implement protective measures, e.g. physical distancing
  - Supporting staff and pupil wellbeing
  - Supporting pupils' learning
  - Safeguarding
  - Communication of plans and procedures

### 3. PHYSICAL DISTANCING MEASURES

#### Use of 'bubbles'

- 3.1. Consistent pupil 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; otherwise, larger groups such as a year group will be used. Pupils will remain in these bubbles and will not mix with others during the school day or on subsequent days.
- 3.2. Staff will be permitted to move between bubbles but should continue to follow the school's physical distancing measures where possible.
- 3.3. Where possible, physical distancing measures will be adhered to, including the two-metre rule. Pupils in KS2 will be seated side-by-side facing forwards – any unnecessary classroom furniture will be removed to facilitate this.
- 3.4. The headteacher will decide whether it is viable to hold lessons or classroom activities outdoors to help with adherence to physical distancing measures whilst taking account of the PE curriculum.

#### The school day

- 3.5. The headteacher 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 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. Pupil start and finish times will be staggered as shown in **Appendix A** to maintain physical distancing and minimise mixing. Pick up and drop off procedures have been communicated to parents in advance of the measures being put in place.
- 3.8. Clear signage is displayed highlighting where parents should drop off and pick up their children.
- 3.9. Parents have been 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 pupils have been encouraged to follow government guidance on physical distancing and other protective measures, e.g. wearing face coverings.

#### Collective Worship

- 3.10. Collective Worship will not take place in large groups. Classroom teachers will hold assemblies with the pupils in their bubbles or whole school worship will be arranged using Google Classroom.

#### Break and lunchtimes

- 3.11. Pupils will take their breaktimes and lunchtimes with the pupils in their bubble to avoid mixing. Different areas of the school will be allocated for pupils to take their break and lunchtimes, so we can appropriately distance pupil bubbles.

- 3.12. The playground will be open so pupils are able to go outside during their breaktimes and lunchtimes; however, they will be required to remain within their bubbles. To assist in distancing pupil groups during breaktimes and lunchtimes, they will be staggered as shown in **Appendix A**.
- 3.13. Lunch sittings will be staggered to ensure time can be allocated between each group for cleaning dining areas and surfaces – **see Appendix A**.
- 3.14. Pupils will wash their hands before and after eating.

#### **Staffroom**

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

#### **PE lessons**

- 3.16. Pupils 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**

- 3.17. Before deciding whether extra-curricular clubs can go ahead, the headteacher will consider how such provision can operate alongside the school's wider protective measures, including keeping pupils within their bubbles where possible. Where this is not possible, extra-curricular clubs will not go ahead.
- 3.18. 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 pupils and staff members.

#### **Behaviour**

- 3.19. The school's Behavioural Policy has been amended to include an annex outlining how physical distancing will work when implementing the measures in the policy.
- 3.20. We understand that following some of the physical distancing principles will be extremely challenging, so staff and pupils will not face any stringent action if they are unable to follow them. If a staff member is unable to follow the principles, they should speak to their line manager. If a pupil is unable to follow any physical distancing measures, the headteacher and relevant staff members will discuss whether additional support can be offered to help them do so.

#### **Transport**

- 3.21. 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 physical distancing and wearing face coverings.

#### **Supporting pupils**

- 3.22. The SENCO 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.

- 3.23. The SENCO will consider the capacity for the pupil to understand and follow physical 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 physical distancing.
- 3.24. 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 when we open.
- 3.25. The 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 physical distancing measures in a school setting is extremely challenging. Therefore, additional infection control measures have been implemented in line with the Infection Control Policy.
- 4.2. 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 headteacher at regular staff meetings.
- 4.3. 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.
- 4.4. The following measures will be implemented across the school:
  - Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, have someone in their household who does, or have tested positive within the last 7 days 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
  - 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 pupils and staff by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered breaktimes)
  - Ensuring individual and frequently used equipment (e.g. stationery) 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. ICT equipment, will be cleaned frequently and always between use by different bubbles.
  - Discouraging pupils from touching their faces or putting objects in their mouths
  - Teaching pupils to wash their hands frequently, particularly before and after eating or using shared toys

- 4.5. 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.
  - Provide details of anyone they have been in close contact with if they, or their child, were to test positive or contacted by NHS Test and Trace.
  - Self-isolate if they have been in close contact someone who develops symptoms of, or tests positive for, coronavirus and they are instructed to do so.
- 4.6. 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 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. If however, a member of staff has a particular reason for requiring a visor to use in school, or if the school deem that it is in the interests of the health and safety of a particular member of staff to wear a visor in school, this will be provided by the school to be used by that member of staff only.
- 5.5. When using face masks or visors, staff will ensure the masks/visors:
- Cover both the nose and mouth.
  - Do not dangle around the neck.
  - Are not touched once put on, except when carefully removed before disposal.
  - [Visors] are cleaned with sanitising spray on a regular basis.
- 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 (or provided with one) 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.

## **6. COMMUNICATION**

- 6.1. All physical distancing measures will be communicated to all relevant stakeholders, including pupils, parents, staff, visitors, suppliers and contractors via regular contact and signage throughout the school. 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.
- 6.2. Staff will be engaged regularly to get their feedback on the arrangements that are in place.
- 6.3. Additional 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.

## APPENDIX A

## Start/Finish time from September 2020

Year Group	Entry gate	Arrival time	Depart time
EYFS (w/b 14/9/20)	PEAK HILL	09:00	12:00/13:30
EYFS (from 21/9/20)	PEAK HILL	09:00	15:20
Year 1	PEAK HILL	08:50	15:25
Year 2	CARLTON TERRACE	09:00	15:30
Year 3 – MB class	CARLTON TERRACE	08:50	15:25
Year 4 - SC class	CARLTON TERRACE	08:50	15:25
Year 3 - VR/SJ class	PEAK HILL	08:50	15:25
Year 4 - AN class	PEAK HILL	08:50	15:25
Year 5	THE PEAK	08:40	15:15
Year 6	THE PEAK	08:40	15:15

## Morning break times from September 2020

Year Group	am break start	am break finish	Playground area
EYFS (from 21/9/20)	N/A	N/A	EYFS
Year 1	10:30	10:45	EYFS
Year 2	10:30	10:45	EYFS
Year 3	10:45	11:00	Upper playground
Year 4	10:45	11:00	Lower playground
Year 5	11:00	11:15	Upper playground
Year 6	11:00	11:15	Lower playground

## Lunchtimes from September 2020

Year Group	Before dinner play time	Lunch sitting	After dinner play time	Playground area
EYFS (from 21/9/20)	N/A	13:00 - 13:30	N/A	EYFS
1	N/A	11:45 - 12:15	12:15 - 1:00	EYFS
2	N/A	12:00 - 12:30	12:30 - 1:00	Upper playground
3	N/A	12:15 - 12:45	12:45 - 1:15	Lower playground
4	12:00 - 12:30	12:30 - 13:00	N/A	Upper playground
5	12:15 - 12:45	12:45 - 1:15	N/A	Lower playground
6	12:30 - 13:00	13:00 - 13:30	N/A	Lower playground