

**St Bernadette’s Roman Catholic Primary School**

*Live the Gospel and when necessary use words*

*Our mission as a Roman Catholic primary school is to provide a catholic education that puts the word of God at the centre of our school. Our purpose is the happiness of all of our community through the pursuit of school-wide excellence; with success measured on our ability to sustain and enhance our position as a thriving example of Christ-centred education.*

**Social Distancing Policy**

**September 2020**

# Legal framework

* 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. This policy operates in accordance with the following school policies:
* Bereavement Policy
* Staff Leave of Absence Policy
* Infection Control Policy
* Behavioural Policy
* Coronavirus (COVID-19) Reopening Plan
* Risk Assessment for Reopening After Partial Closure

# Risk assessments

* 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. Staff members will be consulted as part of the creation process to ensure everyone’s needs are understood and accounted for.
	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

# Social distancing measures

**Class sizes**

* 1. The school will continue to offer on-site provision for children of keyworkers and vulnerable children.
	2. In addition to the above pupils, until government advice changes, the school will only be offering on-site provision to pupils from Reception, Year 1 and Year 6 in the first instance
	3. Following extensive risk assessments in line with government advice on social distancing, we will operate on a basic principle that all class sizes will be reduced and there will be no more than 9 pupils in each ‘pod’ and no more than 8 pupils in Early Years pods.
	4. Pupils will remain in these groups and will not mix with others during the school day or on subsequent days.
	5. There will be no more than one teacher and one TA working with each class.
	6. TAs can lead a ‘pod’ under the direction of a teacher.
	7. 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.
	8. Where social distancing is not achievable, e.g. because there are not enough classrooms, the headteacher will liaise with the Local Authority to come to another arrangement.
	9. 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**

* 1. The headteacher and other key staff members will review the school timetable and make amendments to reduce movement around the school which may include staggered start and finish times and a reduced timetable.
	2. The school day will be under constant review and may be amended in order to ensure the safety of the whole school community.
	3. Staff and parents will be informed of the timings of the school day and informed of any changes to this timetable.

**Travelling to and from school**

* 1. Pupil start and finish times will be staggered in order to maintain social distancing and minimise mixing of staff, parents and pupils.
	2. Pick up and drop off points are communicated to parents in advance of the measures being put in place.
	3. Parents are urged to avoid public transport where possible and to encourage their children to walk or cycle to school.

**Liturgies and acts of collective worship**

* 1. Liturgies and collective worship will not be held in large groups but rather in individual pods when appropriate.

**Break and lunchtimes**

* 1. Pupils will take their breaktimes and lunchtimes with the pupils in their pod to avoid mixing.
	2. Breaktimes and lunchtimes will be staggered across the day.
	3. The playground will be open so pupils are able to go outside during their breaktimes and lunchtimes; they will be reminded and encouraged to follow social distancing guidelines.
	4. Pupils will have packed lunches. Food will be delivered to school from a central kitchen in the Local Authority for those pupils entitled to universal or benefit led free school meals – they will then be distributed to groups in school.
	5. If your child is not eligible for a free packed lunch but you would like to purchase one each day please read the letter attached and let school know via an email to the school office.
	6. If you would prefer your child to bring their own lunch to school, please ensure they are able to open all items independently. Packed lunches must come into school in a lunch box/bag. No large backpacks or handbags are permitted into school.
	7. Pupils will eat their lunches in their classrooms to minimise mixing with other groups.
	8. Pupils will wash their hands before and after eating.
	9. All tables and relevant surfaces will be cleaned over the lunchtime break

**Staffroom**

* 1. The two-metre social distancing will be enforced in the staffroom. A timetable will be put in place to reduce the number of staff accessing the staffroom at any given time.

**PE lessons**

* 1. Once we feel it is appropriate to introduce PE lessons, lessons will be planned to adhere to social distancing and pupils will be required to follow all guidelines.

**Extra-curricular clubs**

* 1. There will be no breakfast club, after school club or extra-curricular provision until further notice.

**Behaviour**

* 1. The school’s Behavioural Policy has been amended to produce a summary code of conduct expected of staff, parents and pupils.
	2. 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.
	3. Parents / carers are expected to follow stringent social distancing measures when dropping off and collecting children from school. School have made every endeavour to facilitate this with 2m distancing markers around the site. Younger siblings (pre-school) must stay with the adult at all times when on site. Failure to adhere to the guidelines set out for parents may result in the parent being asked not to enter the site.
	4. Only one adult is permitted to drop off/collect a child (or siblings) from our school site at any time.
	5. Year 6 pupils MUST be dropped off and collected by an adult. If a child arrives at school alone parents may be called to collect them as we will have no way of knowing if they have maintained social distancing measures on their journey.

**Transport**

* 1. 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**

* 1. The HT and SENDco 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.
	2. The HT and 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. 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. The HT and SENDco will liaise with the LA to discuss what wider support services are available and to secure additional support and early help, if necessary and where possible.

# Infection control measures

* 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.
	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 on a regular basis.
	3. 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 depending on the circumstance and in keeping with all government guidelines.
* Staff and pupils displaying the symptoms will be sent home immediately and required to follow government guidelines on isolating.
* Staff and pupils will be required to clean hands frequently – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly and use alcohol hand rub or sanitiser when soap/water is not immediately available 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. School will be thoroughly cleaned each morning by our cleaning team. We have a cleaner on-site throughout the day who will clean classrooms, door handles and surfaces regularly.
* 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)
* Limiting the number of shared resources that are taken home by staff and pupils. Pupils are not permitted to bring personal objects into school from home.
* 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
* Singing will not be permitted on the curriculum
	1. The school will review guidance from the government regularly, and update this policy and other documents, e.g. the Risk Assessment for Reopeningwhere necessary.
	2. IMPORTANT: Should you receive notification via the test/track/trace initiative that you have been in contact with someone who has tested positive for Covid-19 you must make arrangements to collect your child immediately from school and not wait until the end of the session.
	3. If your child is sent home from school with suspected symptoms, you must seek a test for your child. If the test confirms a positive case of COVID-19, we must isolate the whole pod for 14 days.

# Personal protective equipment (PPE)

# See Safe use of PPE (See separate document)

* 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.
	1. 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.
	2. 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. (Each Pod has its own bag of PPE)
	1. 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 (see ‘Safe Use of PPE’ guidance for further detail)
	1. 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.
	2. 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.
	3. 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 (see ‘Safe Use of PPE’ guidance for further detail)
	1. Waste will be stored safely and securely and 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.
	2. In line with government guidance, pupils and staff will be asked to remove homemade non-disposable face coverings when they arrive at school. The staff 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. The pupil wearer will be required to remove the face covering and give it to their parents/carer. The covering does not need to come into school. If a staff member or pupil (or their parent) does not want to remove their face covering while at school, they MUST speak to the headteacher or the most senior member of staff on site.
	3. The headteacher will liaise with the LAabout procuring PPE.

# Communication

* 1. All social distancing measures will be communicated to all relevant stakeholders, including pupils, parents, staff, visitors, suppliers and contractors.
	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.
	3. Staff will be engaged regularly to get their feedback on the arrangements that are in place.
	4. Visual aids will be placed around the school to remind our community of the measures that we have put in place.

# Monitoring and review

* 1. This policy will be reviewed at least weekly and after the release of additional government guidance.
	2. All updates made to this policy will be communicated to all staff members and parents by the headteacher.