

CIRENCESTER KINGSHILL SCHOOL

SOCIAL DISTANCING POLICY AND PROCEDURES 2020

Introduction

This policy has been written in response to the Coronavirus: Covid-19 pandemic. This is an unprecedented and rapidly changing situation. Advice from the Government is issued frequently and often changes. This policy is written to capture the School's policy and procedures and to support decision making at strategic and operational levels.

The policy will be regularly reviewed as the government guidance and advice are updated. The government guidance is available at:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

This policy has been shared with the Chair of Governors who has delegated authority from the Governing Body in emergencies. It has received approval from the full Governing Body.

Aims

The School priorities during the pandemic are:

- The health and wellbeing of all pupils, parents/carers, staff, governors and other occasional visitors
- The continued education of pupils whether that is at home or at school
- To support the national pandemic response through offering continued education and care for the children of critical workers and for vulnerable children whilst the school remains operationally viable.

Parents are asked to encourage their child to support both the government guidelines and the School's policy.

Policy Statement

- Leaders at Cirencester Kingshill School will be guided by the aims stated above at all times.
- Cirencester Kingshill School will work within existing school policies where at all possible. Whether this is possible will be the decision of the Headteacher or designated senior leader.
- Cirencester Kingshill School will prioritise the children of critical workers and vulnerable learners as far as possible. However, should this be limited for operational reasons, we will prioritise the children of critical workers. Particular priority will be given to NHS and emergency services workers.
- The school will abide by all relevant existing legislation. However, we recognise that our ability to do so may be compromised by a lack of resources including staff. For example, it may not be able to offer parity of access for all children despite their protected characteristic of a disability under the Equalities Act 2010.
- Cirencester Kingshill School will try to adhere to government guidance as far as is

possible. Practical and operational limitations may limit the school's ability to comply with specific elements of the government guidance.

- The Headteacher and senior leadership team will review the operational viability of the school on a daily basis and will take the decision to close the school should it become apparent that the school is no longer viable.
- The Headteacher and senior leadership team will work with other agencies to establish joint approaches to Covid-19, including the Local Authority, NHS and Social Care.
- All children who are deemed to be at high risk from Covid-19 will be asked to remain at home where they are safest.
- Children who present behaviours of concern that could cause injury and increased risk to staff will be risk assessed. If the risk assessment shows an elevated level of risk to staff, those children will be asked to remain at home.
- Staff should work from home if they are able to complete their role away from school and are not needed in school on the rota.
- Staff are expected to make reasonable enquiries at their own children's school about the availability of school places. Unavailability due to childcare commitments will be subject to existing school absence policies.
- Pupils may be asked to attend on a part-time basis for the remainder of the term.

Procedures

Pupils in school will be put into 'groups'. To try to limit the 'breadth' of their exposure, children should be kept in narrow social groupings where possible.

Staff are allocated to each group. Staff will be placed in their curriculum groups where possible, however, a number of staff are likely to be unavailable for work. Staff will be redeployed as required.

The Deputy Headteacher and Heads of Key Stage 3 and Key Stage 4 will determine when pupils are able to attend school depending on space and staff availability. For example, arranging part-time timetables. They should liaise with parents/carers and update the Senior Leadership team, (SLT).

Attending School

Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school, and the school will continue to be support them at home as much as possible.

Clinically vulnerable (but not clinically extremely vulnerable) children are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

Pupils and staff **must** stay at home if they or members of their family they live with are presenting any symptoms of Covid-19.

The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

The government's "Stay at Home" guidance and the NHS advice are available using the links below. Please make sure you follow this guidance if your child or a member of your household is displaying symptoms of coronavirus (COVID-19).

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Pupils and staff must not come to school if they are ill with any other illness.

Social Distancing in School

Social distancing measures should be put in place that will limit group to group contact within the School.

The following social distancing measures should be considered and put in place where possible:

- Parents will be reminded that their children must stay at home if they or members of their family are presenting any symptoms of Covid-19
- Pupils will **wash their hands** for at least 20 seconds at regular intervals throughout the day, they may need to be supported by staff to do this
- Pupils and staff should ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Staff and pupils will be told to limit their physical proximity to members of other groups and not pass within two metres of other groups wherever possible.
- Extend Clubs will be cancelled until further notice.
- School trips and visits will be cancelled until further notice unless there is a curriculum need or where they have been pre-booked and are able to run ensuring the social distancing government guidelines are adhered to.
- Classrooms will be ventilated with as much natural ventilation as possible
- Increased physical distance will be built into the school day where possible.
- Groups should have different schedules that allow for social distancing, for example, different break times in different areas where possible.
- Senior leaders should limit close contact with each group and try not to come within two metres if possible.
- Two lead senior members from SLT will be allocated to designated days.
- Common areas, for example, the gym, sports hall, Student Support Room (SSR), Emotional and Behavioral Support Manager's office, Special Educational Needs faculty (SEN), etc. will be taken out of use where possible.
- Sanitising wipes and gel dispensers will need to be provided to groups so that they can clean shared spaces on departure if these spaces have to be used for key elements of pupils' provision
- Once the catering contractor is providing school lunches these will be collected from the servery in the dining room by pupils and staff. The Dining Room will be set out to allow for social distancing. Pupils must sit at each end of the tables on the chairs that will be set out ready for use. Contact between pupils, staff and catering staff should be kept to a minimum.
- Staff on rota will be put into groups as required or deployed elsewhere in the school.
- The Deputy Headteacher will liaise with GCC transport department and ask them and the coach companies to reflect our social distancing on their travel routes if possible
- Pupils that require a high staff to pupil ratio may need to be sent home if there are not sufficient staff to support them in school. This may include a lack of specially trained staff
- Staff should only enter other rooms in school to fetch resources. Staff should wash their hands before and after entering these rooms and use sanitising wipes to wipe any door handles and areas touched. If pupils or staff are inside the room where the resources are stored they should ask for the resources to be left outside the room.
- Staff should only use their own office areas to ensure offices used are cleaned each day.
- Regular cleaning of frequently used areas such as staff and pupil toilets will take place throughout the school day.
- The government guidance is that wearing a face covering or face mask in schools or other

- education settings is not recommended.
- Where pupils come to school on public transport it is currently a recommendation that a face mask is worn. From 15th June 2020 they **must** wear a face mask.

Communication

The school will communicate regularly with parents/carers, pupils and staff about any changes that are implemented.

CIRENCESTER KINGSHILL SCHOOL

SOCIAL DISTANCING POLICY

Reviewed by S Gardiner May 2020 (Date)

Adopted by Governors _____ (Date)
(Date) _____ (Sign) _____

Review date: As frequently as needed and then May 2021