

## CV09 – Social Distancing and Working Arrangements

**NB that this guidance is based on latest government guidance at time of writing. If guidance is updated, that government guidance takes precedent and may not be reflected in this document.**

What are we doing now?	What else do we need to do?	Notes
<b>Social Distancing and General Working Arrangements</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> All to observe social distancing in line with government guidance as much as possible (<a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>).</li> <li><input type="checkbox"/> Where possible, limit the areas of the school frequented by each member of staff – keep a log of where staff go to allow for suitable cleaning of frequently touched surfaces to take place.</li> <li><input type="checkbox"/> Daily briefing to be carried via Zoom (on mobile phones)</li> <li><input type="checkbox"/> No more than two staff members in the staff room at any one time</li> <li><input type="checkbox"/> We will limit the number of shared resources that are taken home by staff and limit the exchange of such resources. Teachers should make sure they wash their hands and surfaces, before and after handling pupils’ books</li> <li><input type="checkbox"/> Staff to remain with their bubble wherever possible before, during and after the school day and limit mingling with other staff</li> <li><input type="checkbox"/> No staff to enter the school office, other than the Head of Site and other SLT only</li> <li><input type="checkbox"/> Admin staff will work at least 2m apart, in separate offices where possible</li> <li><input type="checkbox"/> Staff to work at least 2m apart. Wherever, possible, staff should work from their own workstation only. Where not possible due to social distancing or it is essential to use someone else’s workstation, establish cleaning rules after each use of another’s workstation; recording who uses each workstation and equipment will be needed for tracking.</li> <li><input type="checkbox"/> Only one member of staff to use photocopying equipment at the same time – key pads etc. on copying machines to be wiped with anti-viral wipes after each use (students NOT to use copiers). Year 6 and Year 10 to use library photocopier. Office and Hub to use main photocopier. Photocopying will</li> </ul>		

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<p>be delivered to bubbles or collected from central location (call the office to arrange) to reduce chance of cross contamination.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Keeping distance between individuals when speaking or sharing a room, regular hand washing and sanitising surfaces when the individual leaves including telephones, keyboards/mice etc.</li> <li><input type="checkbox"/> Assign staff to the same shift teams as much as possible to limit social interaction.</li> <li><input type="checkbox"/> Staff are not to congregate during break times; staggered break times will be devised so that staff can continue to practice social distancing when taking breaks.</li> <li><input type="checkbox"/> Staff will be briefed regularly, at least in line with changes to government guidance.</li> <li><input type="checkbox"/> Create a signing in sheet – with name; where in the building the staff member is going to be for the majority of the time; time in; time out. Don't leave a pen available – staff should use their own.</li> <li><input type="checkbox"/> Signage to be displayed on inner door or entrance to make clear that all staff and other visitors must wash their hands as soon as they enter the building. Ensure that any keypads or electronic entry systems are regularly sanitised throughout the day where different staff/visitors are entering or leaving the school.</li> <li><input type="checkbox"/> Car Sharing to and from work is not currently advised unless the individuals are from the same household and the use of public transport should be avoided <b>if</b> possible.</li> <li><input type="checkbox"/> Plan work to minimise contact between staff and avoid skin-to-skin and face-to-face contact. Where possible, staff working together (such as site teams for example) should work side by side or facing away from each other as opposed to face to face. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Consideration should be given to wearing face coverings in this situation.</li> <li><input type="checkbox"/> As much as possible, keep groups of staff working together in teams that are as small as possible (cohorting).</li> </ul>		
<p><b>Arrival and Egress Arrangements</b></p>		
<p><b>Preparations will need to agreed and implemented for re-occupation by pupils and increased staff numbers. There are currently no plans to operate additional hours but this may be considered at a later date.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Under no circumstances should anyone (staff, pupils, contractors or visitors) displaying symptoms of COVID-19</li> </ul>		

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<p>attempt to enter the school site. This information will be included in the letter to parents, suppliers and contractors prior to the school opening. Notice to be displayed on the main school entrance door.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> We will encourage parents and pupils to walk to school where possible.</li> <li><input type="checkbox"/> Arrival and finish times will be staggered if necessary, although not currently required as arrival entrances are in different parts of the school. Breaks and lunches are staggered, and also use different spaces for play and eating. Separate entrances are available for each bubble of students. If necessary, parents/carers will be informed of their allotted start/finish time and the days/hours their child should attend school.</li> <li><input type="checkbox"/> Parents will be advised that only one parent should bring the child/ren to school where children cannot attend unaccompanied. Parents of unaccompanied children will be informed of the entrance their child must use.</li> <li><input type="checkbox"/> Parents will be informed and, if necessary, regularly reminded that they must keep 2m distance from the next adult or child at all times when bringing their child to or collecting them from school.</li> <li><input type="checkbox"/> Parents will be advised that they child may bring one bag to school which must contain their lunchbox and any other equipment required during the school day including sufficient water / sugar free drinks. Books and equipment must not be transferred between home and school.</li> <li><input type="checkbox"/> Children will be provided with their own labelled stationary pack for use only when they are in the school.</li> <li><input type="checkbox"/> Parents will be advised to wipe the bag with anti-viral wipes before coming to school and once their child returns home.</li> <li><input type="checkbox"/> Used PPE and any disposable face coverings that staff or children arrive wearing will be placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of COVID-19 in which case it will be disposed of in accordance with the <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li><input type="checkbox"/> Any homemade non-disposable face coverings that staff or children are wearing when they arrive at school must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</li> <li><input type="checkbox"/> Children will be collected from the school entrance gate by staff at the beginning of their allotted session. Parents will then be asked to leave immediately. Parents may only</li> </ul>		
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<p>enter the site with agreement by the Head teacher and appointments must be made prior to the visit. Parents may, however, telephone the school at any time should they have any concerns or issues of which the school need to be informed.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At the end of the allotted session, parents may collect their children from the same entrance area where they will be supervised by staff.</li> <li><input type="checkbox"/> Children who attend the school in the morning only will be collected before the lunch break and children attending in the afternoon will be brought after the lunch break. This reduces the numbers staying for lunch. Regard will be taken of those pupils who are entitled to Free School meals who will be catered for in the school/setting along with those children of key/critical workers who may be in school more frequently and for longer.</li> <li><input type="checkbox"/> Where possible, once the cohort of pupils has arrived, they should enter the school via an external door straight into the class where they will be based for the session.</li> <li><input type="checkbox"/> Where necessary, parents will be made aware of recommendations provided by GOV UK on transport to and from school (including avoiding peak times), particularly where they travel by public transport (<a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>).</li> <li><input type="checkbox"/> The Local Authority is responsible for arranging school transport for those pupils legally entitled to travel to and from school. We are currently awaiting advice from the LA on how this will be achieved.</li> </ul>		
<p><b>Movement Around School</b></p>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Once pupils have arrived in school they will be encouraged to wash their hands thoroughly for 20 seconds and dry them using disposable hand towels. This regime will also take place before they leave the school for home.</li> <li><input type="checkbox"/> Where considered wide enough to do so, corridors will be marked with tape to provide for a one-way system. The risk to children and staff passing briefly in the corridor is considered low.</li> <li><input type="checkbox"/> Where there are multiple stairways to upper floors, these will be allocated as an 'up stairway' and a 'down stairway'. Where appropriate, these will be marked and signed accordingly.</li> <li><input type="checkbox"/> Floor marking tape should also be used where queues may develop indicating 2m spacing.</li> </ul>		

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<ul style="list-style-type: none"> <li><input type="checkbox"/> Lockers will be taken out of use in the short term with pupils bringing their belongings into the classroom to which they have been allocated – space permitting and without causing an obstruction or tripping hazard.</li> <li><input type="checkbox"/> Consideration will be given to pupils being permitted to wear an active-wear uniform of sports top, hoodie/sweatshirt and active trousers to allow pupils to undertake on site PE lessons as opposed to the strict school uniform. Students will be encouraged to wear short sleeved tops and clothing appropriate for exercise.</li> <li><input type="checkbox"/> Normal shielding will be used for reception staff – where this is not in place, an area will be marked over which any visitors will be informed not to cross.</li> </ul>		
<b>During the School Day</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> At all times, staff must be ‘alert’ to the signs and symptoms of COVID-19 either from themselves or from the pupils. If in any doubt, advice must be sought from the Head teacher or other senior leader immediately.</li> <li><input type="checkbox"/> Pupils will be in the same small groups/cohorts at all times each day, and different groups will not be permitted to mix during the day, or on subsequent days.</li> <li><input type="checkbox"/> The same teacher(s) and other staff will be assigned to each cohort.</li> <li><input type="checkbox"/> Wherever possible pupils will use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Consideration will be given to seating the pupils at the same desk each day if they attend on consecutive days. This will not, however, be practical for early years or year 1 pupils.</li> <li><input type="checkbox"/> Pupils and staff will be asked to bring in their own water bottles. Water drinking stations and water fountains will be temporarily taken out of use. Staff may fill their bottles from the staffroom (observing social distancing) and must clean areas touched after each use.</li> <li><input type="checkbox"/> Breaks for staff will be staggered to ensure that cohorts of pupils are not mixed. Staff may be required to eat in their designated classroom if the staff room is not considered large enough for them to properly adhere to social distancing – only two members of staff in staff room at any one time.</li> <li><input type="checkbox"/> Each classroom will be labelled with the number of pupils it can safely hold. A ‘cohort’ should be no more than 15 pupils with one teacher (and, if needed, a teaching assistant). If</li> </ul>		

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<p>there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vulnerable children and children of critical workers in other year groups will also be split into small groups of no more than 15.</li> <li><input type="checkbox"/> Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children’s early learning.</li> <li><input type="checkbox"/> Although it will be difficult to ensure that pupils (particularly nursery, reception and year 1) maintain social distancing, we will use our best endeavours to promote this. Staff should always try to ensure a safe distance from pupils although this is not always possible. Where close contact is made, staff should ensure they practice regular handwashing or use anti-viral hand gel on a regular basis throughout the session.</li> <li><input type="checkbox"/> It is, however, more realistic to ensure that cohorts of pupils are kept apart and not allowed to mix, both during the school session and at play/break times.</li> <li><input type="checkbox"/> We will reduce the number of other pupils that each pupil comes into contact with by delivering all possible lessons in year groups, in a fixed year group location or ensuring pupils remain in the same classroom as much as possible for multiple lessons with the teachers rotating rather than the pupils. Where very small classes might result from halving, it will be acceptable to have more than half in a class, provided the space has been rearranged. Support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.</li> <li><input type="checkbox"/> Each pupil will be allocated their own ‘space’ which will be marked with their name, including a computer for them to use.</li> <li><input type="checkbox"/> The layout of the room will be considered to reduce the space between pupil ‘areas’ or zones which would allow a small group to work or play in different zones – whilst this will not always ensure social distancing of 2m, it will reduce the risk.</li> </ul>		
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<ul style="list-style-type: none"> <li><input type="checkbox"/> In planning the room and zones, we will ensure that fire escape routes are not compromised.</li> <li><input type="checkbox"/> Spaces used will be well ventilated using natural ventilation where possible.</li> <li><input type="checkbox"/> Doors may be held open to avoid them being touched by those coming and going from the classroom. This will also aid ventilation. This is only permitted where the room is occupied and doors must be closed once the group has left the room. At the end of the day, all doors to all rooms must be closed for fire purposes.</li> <li><input type="checkbox"/> Wherever possible, specific toilet areas will be allocated to each cohort of pupils. Toilet area use will be limited to small groups of pupils. These will be cleaned using normal cleaning products after use by each cohort. Pupils will be supervised to ensure that hand washing is completed appropriately.</li> <li><input type="checkbox"/> Where there is no sink nearby, adequate supplies of hand-gel will be provided in the classroom or work area. Children will be encouraged to wash their hands:             <ul style="list-style-type: none"> <li>- throughout the day/session;</li> <li>- after coughing or sneezing;</li> <li>- after using the toilet;</li> <li>- before and after eating including snack time.</li> </ul> </li> <li><input type="checkbox"/> Pupils will be encouraged to make use of tissues and to dispose of them appropriately, they will also be regularly reminded not to touch their mouth, eyes or nose. Supplies of tissues will be made available in each classroom. Lined bins used for tissues will be emptied throughout the day and particularly between each cohort.</li> <li><input type="checkbox"/> Each class will be provided with a small supply of age-appropriate books in a lidded plastic container. These will be removed after each cohort has used the classroom. Books will then be stored for a period of not less than three days (72 hours) before being brought back into use. Boxes will be labelled with the date when they can be used again i.e. 3 days hence.</li> <li><input type="checkbox"/> Equipment in each classroom will be kept to a minimum. All used hard surfaces (tables and chairs, doors, bannisters, light switches, sinks and toilets) will be sanitised or wiped using detergent between each cohort and regularly throughout the session.</li> <li><input type="checkbox"/> Where possible (weather permitting) children will make use of outdoor spaces and outdoor equipment. Only one group at a time may use play equipment externally. Again</li> </ul>		
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<p>equipment will be kept to a minimum and disinfected with spray after use by each cohort.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Where possible, external doors from classrooms will be used to access outside areas thus reducing the need to use internal areas.</li> <li><input type="checkbox"/> Wooden equipment will be taken out of use or used intermittently – every 3 days – to reduce the risk of cross contamination.</li> <li><input type="checkbox"/> Lunchtimes will be spaced/staggered to reduce the risk of cohorts coming into contact with each other.</li> <li><input type="checkbox"/> IT suites can be used by pupils but the numbers kept to a minimum so that there is a computer workstation between each pupil i.e. alternate screens and computers will only be used by one child. Disinfection of workstations, keyboard and mouse after each day’s use will be necessary. Communal headphones should not be used. Students will be asked to bring in their own headphones/earphones.</li> <li><input type="checkbox"/> Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children in one day, or properly cleaned between cohorts.</li> <li><input type="checkbox"/> Social distancing should be maintained in the school kitchen. We may need to reduce the number of staff and consequently the choice of meal will be minimal.</li> <li><input type="checkbox"/> Where staff are working in the kitchen, they will have their own utensils for preparation and clean the equipment after each use. A washing machine may be invaluable.</li> <li><input type="checkbox"/> Deliveries will be kept to a minimum and we will limiting those accepting and putting away deliveries.</li> <li><input type="checkbox"/> Parents will be informed of the meal choice for the day in advance. Alternatively, pupils may bring their own packed lunch. Regard will be taken of those pupils with allergies or food intolerances.</li> <li><input type="checkbox"/> To reduce the risk of mixing cohorts of pupils, consideration will be given to pupils eating in their own designated classrooms where they will be served their lunch.</li> <li><input type="checkbox"/> Where dining halls are used, social distancing must be considered and no mixing of cohorts must take place. Tables must be cleaned after each cohort use.</li> <li><input type="checkbox"/> During playtime/breaks, where there is more than one cohort using the outdoor space, the space will be zoned so that cohorts are kept apart.</li> <li><input type="checkbox"/> Assemblies, performances, parents’ evenings, sports fixtures, sports clubs and other after school activities will</li> </ul>		
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<p>only resume once the government and school leadership team agree that it is safe to do so.</p> <p><input type="checkbox"/> A quarantine room and specific toilet will be identified for children who may become ill during the day or session. The room and any toilet area used by a child who is ill or displaying signs and symptoms of COVID-19 and awaiting collection must be fully sanitised prior to use by anyone else in the school. Where it is not possible to isolate a pupil, they will be moved to an area which is at least 2m away from other people. Any supervising staff will use appropriate PPE whilst waiting for the child to be collected. See guidance on First Aid for further information.</p>		
<p><b>Behaviour</b></p>		
<p><input type="checkbox"/> In light of the need for children to behave differently when they return to school, and any new systems you have put in place to support that, you'll need to make changes to your behaviour policy. Behaviour policy changes will also need to be communicated to pupils, parents and staff.</p> <p><input type="checkbox"/> Amended behaviour policy includes:</p> <p><b>Arrival and departure from School</b></p> <ul style="list-style-type: none"> <li>○ Students should maintain 2m from members of the public and other students when walking to and from school or following being dropped off or collected by bus or car. They should leave and enter school via their designated entrance. Going directly to or from their designated workstation. Student will not be permitted to ride their bikes to school or use the communal bike station.</li> </ul> <p><b>Hygiene and hand washing</b></p> <ul style="list-style-type: none"> <li>○ As a minimum student must clean their workstations at the start of the day, before they eat their lunch and at the end of the day. They must only work at their own workstation and not share equipment between other workstations. They must wash their hands regularly and when directed to for 20 seconds and in accordance to the NHS best practice guidelines for hand washing. They should minimise the touching of door handles, walls, chairs to as minimum as is practically possible.</li> </ul> <p><b>How to social at break and Lunch</b></p>		

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<ul style="list-style-type: none"> <li>○ Students should maintain at least a 2m distance from other students at break and lunchtime. They should not play with equipment that could facilitate the spread of CV19 e.g. footballs or tennis racquets.</li> </ul> <p><b>Moving around School and out of bounds</b></p> <ul style="list-style-type: none"> <li>○ Students MUST adhere to any one way systems in place in the school corridors. Students MUST keep on the left hand side of the corridor and keep as much space between themselves and others as is possible. Student must use the entrance and exits doors they are designated. Any door held open with door stops should be left open and not touched. Students should not enter any spaces which are out of bounds to them or their 'bubble'.</li> </ul> <p><b>No Phones</b></p> <ul style="list-style-type: none"> <li>○ Students should not bring a phone into school.</li> </ul> <p><b>No refilling of water bottles</b></p> <ul style="list-style-type: none"> <li>○ Students can bring bottles of water into school, they must not be refilled from school taps or water stations.</li> </ul> <p><b>Sneezing coughing, tissues, avoid touching mouth nose and eyes</b></p> <ul style="list-style-type: none"> <li>○ When sneezing and coughing a tissue should be used. Then disposed of into a lid top bin. If a tissue is not at hand, then the crook of the elbow should be used to catch the sneeze or cough. Students should then wash their hands and clean their workstation. At all times students should minimise the touching of their mouth, nose and eyes.</li> </ul> <p><b>Tell a teacher if you are experience signs of CV19</b></p> <ul style="list-style-type: none"> <li>○ If you are experiences any signs of CV19 you should inform a teacher straight away. You will then be directed to a quarantine area and wait to be collected from school.</li> </ul> <p><b>Use of toilets</b></p> <ul style="list-style-type: none"> <li>○ You MUST only use the toilets designated to you class. You MUST gain permission from your teacher before going to the toilet. Only one</li> </ul>		
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<p>student is allowed in the toilet at once. If it is in use you should wait outside until it is available. Before and after using the toilet you should wash your hands.</p> <p><b>Deliberate spread of germs</b></p> <ul style="list-style-type: none"> <li>○ There MUST be no deliberate touching of other students or their workspaces. Students should not touch any PPE equipment. Any students involved in any activity that would deliberately spread CV19 will be sent home.</li> </ul> <p><b>Rewards and sanctions</b></p> <ul style="list-style-type: none"> <li>○ Reward cards will not be in use; teacher will keep a central record for the students they teach who they allocate rewards to.</li> <li>○ If student's behaviour is such that they would be required to work in isolation parents will be call and the student will be asked to go home for the remaining part of the day and the following day.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify any reasonable adjustments that need to be made for students with more challenging behaviour.</li> <li><input type="checkbox"/> Staff to be trained in the new rules and routines, including the use of sanctions and rewards, so that they can support pupils to understand them and enforce them consistently.</li> </ul>		
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