

Ivel Valley 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 decisions making at strategic and operational levels.

This policy is being enacted without full governing board approval. It has been shared with the Chair of Governors who has delegated authority from the governing board in emergencies.

Aims

The school priorities during the pandemic are:

1. The health and wellbeing of all pupils, families and staff
2. The continued education of pupils whether that is at home or at school
3. 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.

Policy Statement

- Leaders at Ivel Valley School will be guided by the aims stated above at all times
- Ivel Valley School will work within existing school policies where at all possible. Whether this is possible will be the decision of the Principal or designated senior leader.
- Ivel Valley School will prioritise the children of critical workers and vulnerable learners as far as possible. This means that we will try to provide education for all pupils are Ivel Valley School who still wish to attend. 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.*
- Emergency legislation may be brought into law in order to enforce further measures to limit the spread of infection. Ivel Valley School will try to adhere to this guidance as far as is possible. *Practical and operational limitations may limit the school's ability to comply with specific elements of legislation.*
- A pandemic will necessitate the instigation of the school emergency plan (SEP) and the school emergency leadership team (SELT).
- Staff will have continuity of pay as far as is possible, this will include those who are forced to self-isolate or socially distance during the pandemic.

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Procedures

- Arrange pupils into 'pods' taking into account the following considerations:
 - Their age, particularly their Key Stage
 - Try to limit the 'breadth' of their exposure, children should be kept in narrow social groupings where possible
i.e. Maythorn pupils should be in the same pods wherever possible as this will limit to extent of their social contact.
 - Staff should be allocated to each pod. These staff teams should be as large as possible so that staff rest and recuperation can be built into the week. Staff should also be allowed some flexibility to support their families, *for example, being allowed to go shopping if necessary*

- Social distancing measures should be put in place that limit pod to pod contact within the school/College

- The following **social distancing** measures should be considered and put in place where possible:
 - Parents will be reminded that their children should stay at home if possible
 - Pupils should **wash their hands** for at least 20 seconds throughout the day, they may need to be supported by staff to do this
 - Staff will be told to limit their physical proximity to members of other pods and **not pass within two metres** of other pods
 - **After School Provision** will be cancelled for all children apart from those of critical workers – NHS and emergency services will be prioritised
 - Increased **physical distance** built into the school day, *encourage outdoor learning*
 - Pods 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 pod and try not to come within two metres if possible. A member of SLT will be allocated to each pod.
 - **Common areas should be closed**, for example, the MILE room and sensory room should be taken out of use where possible – cleaning materials will need to be provided to pods so that they can clean shared spaces on departure if these spaces have to be used
 - **School lunches** will be collected from the servery in the hall by one or two pod staff and taken back to the classrooms to be eaten, contact between pods and catering staff should be kept to a minimum
 - **Drafted staff** will be put into pods as required or deployed elsewhere in the school
 - **Staff childcare** arrangements will include social distancing measures that should reflect the deployment of the children's parents
 - Liaise with **transport department** – ask them to reflect our social distancing in 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.

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Social Distancing Action Plan

Action	Impact	Timescale	Personnel
<p>Arrange all pupils and staff into pods (see above criteria). Pods should contain siblings where possible.</p> <p>Each satellite class will be its own pod.</p> <p>Overstaff each pod wherever possible to allow for staff self-isolation and to build in flexibility and staff r&r.</p> <p>Maythorn children should be arranged in to the same pod where possible.</p> <p>A member of SLT will be allocated to each pod.</p>	<p>Increase social distancing, limit the amount of contact between pupils and staff across the school.</p>	<p>23/03/2020</p>	<p>Emily, Ruth, Roger, Joe</p>
<p>Arrange staff children into pods that reflect their parents' pods.</p>	<p>Increase social distancing, limit the amount of contact between pupils, staff children and staff across the school.</p>	<p>23/03/2020</p>	<p>Emily, Ruth, Roger, Joe</p>
<p>Pupils should wash their hands for a minimum of 20 seconds on entry to the school, before leaving the school, before eating and using the toilet. <i>Pupils may need some support with this, including</i></p>	<p>Reduce the spread of infection into school as far as possible.</p>	<p>23/03/2020</p>	<p>All education staff</p>

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<i>application of soap and water by staff. Staff should then wash their hands thoroughly.</i>			
Staff and pupils (who can understand) should not pass within two metres of pupils and staff from other pods.	Reduce likelihood of transmission of virus between people through close contact	23/03/2020	All staff Joe – communicate to staff
After School Club for critical workers only – priority will be given to NHS staff and emergency workers	Support the national effort to beat Coronavirus – use resources to best effect	25/03/2020	Emily D/Joe
All staff will try to support outdoor learning as often as possible	Reduce likelihood of transmission of virus between people through close contact	23/03/2020	Teachers
Cancellation of indoor sport lessons, including in the school hall	Limit transmission and also contamination of surfaces.	23/03/2020	Wendy/Rebecca
Common areas closed down including: <ul style="list-style-type: none"> - MILE rooms - Sensory room - School hall - KS4 study room <i>Any shared area must be cleaned by pod staff on departure.</i>	Limit transmission of virus through surfaces and shared resources.	23/03/2020	Joe Nicola- signs for doors please
Staff room and tea room occupation will be very limited. Staff should eat their lunches in the classroom, in their cars or off site whilst children are on outside break. They may access the hot drinks facilities in the staff and tea rooms. They should wash their hands before using the boilers.	Limit transmission of virus through surfaces.	23/03/2020	Joe – communicate to staff Hannah/Brian – cleaning materials in room please



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The staffroom should be cleaned/wiped down in areas where members of the pod have been in occupation.			
Schedule for pod break times drawn up to separate pupils as far as possible. Assign different areas of the outdoor area to different pods. Prevent use of outdoor equipment where possible.	Reduce transmission opportunities, increase social distancing	23/03/2020	Ruth
School lunches will be collected from the servery by staff from each pod. Children from each pod will eat their lunch in their classrooms.	Reduce transmission opportunities, limit contact between pupils and staff during meal times	23/03/2020	Hannah/Jo Blyth
Seek additional staff through the LA. This should include teachers, teaching assistants, cooks and cleaners.	Ensure business continuity through increased resilience	21/03/2020 – email sent	Joe
Liaise with transport department to share information about pods. Try to limit contact between pupils on transport.	Increase social distancing between pupils on way into school.	21/02/2020 – email sent to transport team	Joe
Toilets will be allocated to each pod, staff toilets will be allocated if possible	Reduce number of contacts for each child through increased social distancing.	23/03/2020	Emily/Ruth/Roger
Paper towel dispensers fitted either side of doors to limit contact between skin and door handles, etc.	Reduce transmission of virus through frequently touched surfaces.	25/03/2020	Hannah/Dave

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<i>Consider the wearing of gloves if necessary.</i>			
Shut down touch screen signing in system. Visitors to IVS are restricted to essential visitors only. They will be signed in by office staff.	Reduce transmission of virus through frequently touched surfaces.	23/03/2020	Nicola