

**Ivel Valley School**  
**Social Distancing Policy and Procedures 2020 – UPDATED 15<sup>th</sup> MAY 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 has received approval from the full governing board, however, governors have not approved the May 2020 updates. 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. 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.*
- Ivel Valley 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 legislation.*
- The Principal 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 Principal 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 will be risk assessed and those 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. Staff working from home are required to complete time sheets to record their work.



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- Teachers, teaching assistants, catering and site staff are not able to complete work from home and can only complete their role in school. They are not eligible for home working. Requests from other staff will be considered on a case by case basis.
- Children who normally attend satellite classes will need to abide by, and may be limited by, the Biggleswade Academy social distancing policies.
- 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 into 'class pods' taking into account the following considerations:
  - Their age, particularly their Key Stage and existing class
  - Try to limit the 'breadth' of their exposure, children should be kept in narrow social groupings where possible
  - Staff are allocated to each pod. Staff will be placed in their class pods where possible, however, a number of staff are likely to be unavailable for work. Staff will be redeployed as required.
  - Rota leaders 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 SLT.
- 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 they or members of their family are presenting any symptoms of Covid-19
  - Pupils should **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
  - Staff and pupils 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 until further notice
  - Increased **physical distance** built into the school day, *encourage outdoor learning, all PE will take place outdoors*
  - 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 for key elements of pupils' provision
  - **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
  - 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
  - Staff should only enter other rooms/pod locations to fetch resources. Staff should wash their hands before and after entering these rooms. If pupils or staff



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are inside the room where the resources are stored they should ask for the resources to be left outside the room.

- No staff should enter any office areas (other than SLT/Finance/Admin/Site) unless given permission to do so by those inside.