



Foley Infant Academy Social Distancing Policy

Approved:

Review Date: July 2020

Foley Infant Academy

Social Distancing Policy (draft)

Objectives:

During the phased re-opening of our schools, to minimise the risk of infection of the children attending school and all school staff, the school has developed the provisions of this policy to ensure consistent application and interpretation of government guidance and requirements in respect of social distancing.

Family Groups

Those children returning to school will be divided into individual groups ("family groups") of no more than 12 children.

Each family group will have two members of staff allocated to them. Family groups and their allocated staff will remain together for the school day, supervised by one or both members of allocated staff during the day.

Family groups will not mix and children will not change groups. Staff members will also not change groups unless absolutely necessary.

Changes to the composition of the family groups will only occur at the start of the week. If a child opts to rejoin school, then they will be allowed to return at the start of the following week provided they have let the school know by Wednesday of the previous week. Children who attend school are expected to do so all week, which differs from the key worker provision which is available when parents need more casual childcare and fit the key worker or vulnerable child criteria.

First day calling will still occur when children who are expected in school do not attend and school receives no communication from parents or carers.

During self-isolation, contact is only required on the first day of the 14 day period, though school may make weekly welfare calls if appropriate.

Classrooms

The classrooms in use at Foley Infant Academy have been re-arranged to accommodate no more than 12 pupils per classroom with chairs spaced 2 metres apart.

Children will sit at their own designated desk and will sit at the same desk for every session every day. Each desk will have tray which contains their stationery, daily work, tissues and hand sanitiser (if sent in by parents). Coats will be kept on the back of their chair and bags, lunchboxes and water bottles will be kept underneath their tables.

All classrooms have their own external door through which pupils arrive and used only by the children in that particular classroom

One Way System (external)

Children and adults will arrive at school following the one way system marked on the plan attached at Appendix 1

Clear signage upon entry and around the exterior of the school building will indicate expectations for parents dropping their children at, and collecting from, school:

- **Use the one way system around the school building.**
- **Use the 2m markings to support social distancing.**
- **Leave site immediately following drop off/collection.**
- **Avoid interaction with other parents on school site.**
- **Ensure one member of the household is contactable at all times.**
- **Be prompt for drop off and collection at designated times to reduce traffic on site**

Movement around school (internal)

Internal movement around school will be hugely restricted. Children will only move from the allocated classroom to their allocated toilets and back. This supported by furniture, posters and markings that clearly signal this.

Staff movement will be limited to the staff toilets and staffroom where social distancing measures will be observed.

In the event that a child is displaying Coronavirus symptoms, full PPE will be worn by staff and the child will be moved to the designated area (which is the area outside the Headteachers' Office) while they wait for their parents/carers.

The exceptions to this will be cleaning staff, office staff and the Head of School who may need to move around school but will do so only when absolutely necessary, and strictly observing a 2 metre distance between themselves any other member of staff encountered.

Visitors to the school are discouraged, but where unavoidable, visitors will not have contact with the children's groups and will also observe social distancing measures.

Meals and Snacks

Children will be asked to bring packed lunches and snacks from home. Snacks will be eaten at break time and packed lunches will be eaten at lunchtime, by children at their allocated desks. Children will wash their hands prior to eating at break or lunchtime.

Play at Break and Lunchtimes

Children will spend their allocated break and lunchtimes on the school field or playground and will always be in their Family Groups with their allocated member or members of staff. They will have specific resources (chosen so that children can play with them individually, for example skipping ropes) used only by their particular Family Group, which will be cleaned at lunchtime and again at the end of the school day.

Children will be advised to stay 2 metres apart during their break and lunchtimes and supervising staff will remind them of the social distancing guidance regularly, having due regard to the age of the children and their level of understanding.

First Aid Provision

In the event of an emergency, one member of staff from the Family Group will call 999 from the school office and inform the Head of School immediately.

Each classroom will have a supply of first aid materials – facemasks, gloves, wipes, plasters, sickbags, Accident Book recording materials and every member of staff has completed the Educare Level 2 First Aid module. In the case of a minor injury, pupils requiring first aid will be treated in their classroom by a member of staff from their Family group, and the treatment recorded.

There are paediatric First Aiders on site and an Emergency First Aid at Work trained member of staff in the office, if more substantial first aid treatment is required.

Administration of Medication

Where a child attending school requires prescribed medication to be administered, they must:

Request a medication form from the school office by email (info@foleyacademy.com)

Complete the form and return it with the medication directly to the staff member leading their child's Family Group. In doing so, the parent accepts that the medication will be stored in a safe place in the classroom – out of reach of the children (no fridge will be available).

The staff member will complete the administration of medication form in their classroom, when the medication is administered.

Emergency medication, such as inhalers or epipens, must be in school with the children. They will be kept in classrooms, out of reach of the children.

Intimate Care (when necessary)

On occasion, where a child requires intimate care of any description, the staff member will not be able to maintain a distance of 2 metres, to provide that care.

In that instance, the staff member will wear a facemask and gloves, a disposable apron and a visor (if necessary) and dispose of said PPE afterwards in appropriate waste bin in the first aid room.

All incidents of such a nature will take place in the first aid room to protect the dignity of the child. Each incident will be logged in the book in the first aid room in the interests of safeguarding all parties. Parents will be informed promptly should this occur.

Dealing with Children who are upset

Where a child arrives at school with their parent or carer and is visibly distressed, the staff member will ask that the parent comforts the child in order to get them into school. No parents to enter the classroom.

Where a child becomes distressed or upset during the day and requires comforting, the staff member will use their professional judgment in dealing with the child's distress – the government guidance makes particular reference to the difficulty in enforcing social distancing in primary settings and this may be an occasion where the 2 metres distance cannot be maintained. PPE will be available for the staff member to use in such situations to protect both the child and the staff member, if appropriate. Staff will use professional judgment in these incidents, with handwashing as a minimum precaution following close contact.

Where children are distressed for regular and prolonged periods of time, discussions with parents will take place to try to resolve the situation and discuss whether at that time, being in school is the best option for that child.

Dealing with Behaviour Incidents

Similarly, there may be occasions where an incident of behaviour requires a staff member to intervene and compromise the 2 metre spacing. As above this will require the professional judgement of the member of staff in each individual situation and PPE will be available, if required.

In the event of an incident of this nature, the Behaviour Policy (as revised) will be followed and the staff member will seek to remove the child from the Family Group to a safe space, outside where possible.

Symptoms of Coronavirus (pupil)

In accordance with the guidance received from the Department for Education, where a pupil displays any symptoms of Corona virus during the school day:

- Their parents or carers will be contacted to collect them as soon as possible
- They will be placed in the designated area within school (the area outside the Head's Office) accompanied by staff member from their Family Group
- When the child is collected, their parents or carers will be instructed to ensure the child is tested as soon as possible and the school is informed of the results
- The staff member will wear a facemask, visor, apron and gloves (which will be removed and double bagged following collection of the pupil. The bagged waste will be retained until the results of the pupil's test results are known and then will be disposed of in accordance with the guidance)
- The remaining members of that child's Family Group (and allocated staff) can continue to attend school until the results of the test are known. In the event that the test result is positive, those remaining members (and relevant staff) will be sent home with instructions to isolate for 14 days
- In the event that the result of the test is negative, the child may return to school as soon as they feel fit and well

Symptoms of Coronavirus (staff members)

Where a staff member displays symptoms of Coronavirus, they will go home immediately. They will be required to arrange a test as soon as possible.

If the test result is positive, the members of that Family Group will be informed that they should isolate for 14 days. If the test result is negative, the staff member can return to work as soon as they feel fit and well enough to do so.

Marking and Feedback

While this policy is in force, the terms of the Marking and Feedback policy will not apply and all feedback will be verbal.

Communal Areas

All communal areas of school (for example: cloakrooms/locker areas) will be closed

Staff rooms will have clearly defined individual spaces for staff on their designated breaks.

This policy (whilst in force) may temporarily override some provisions of the following existing policies:

- *Intimate care Policy*
- *Behaviour Policy*
- *Marking and Feedback Policy*
- *Attendance Policy*