



## Local Procedures **Revised November 2020**

### **SOCIAL DISTANCING – KEY POINTS**

The advice from the Department of Education guidance is that adults should maintain a 2m social distance from each other wherever possible. Floor markings are placed around the academy to remind adults to adhere to this.

Adults can work across multiple bubbles, as long as they maintain a 2m social distance from the children, where practicable. This enables us to provide the required curriculum. Adults may choose to wear a face covering or visor if they are unable to be 2m away from other people.

Children in each bubble are not required to socially distance from each other. We are reminding children to stay 2m (where possible) away from the adults in their bubble.

Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. Large whole school events will be postponed. All PTA events, which involve large gatherings are on hold and other alternative fundraising activities are being looked into.

When timetabling, groups should be kept apart and movement around the school site kept to a minimum. We have staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) to ensure that bubbles do not cross paths as they are moving around school.

Use of staff rooms are minimised. Labels have been placed on chairs in meeting spaces to remind people not to sit within 2m of each other.

Contact sports should not take place, with outside space used as a preference over indoor PE.

Music lessons should not take place, particularly with regard to singing and the sharing of musical instruments.

Face coverings will be worn in communal areas of the academy from Monday 9<sup>th</sup> November. Parents will be advised to wear a face covering when dropping their child off and picking them up.

Non-essential visitors are cancelled until further notice. Where we do have visitors, they will be required to complete a declaration that they do not have COVID-19 symptoms and their personal Track and Trace details.

### **HYGIENE**

Handwashing continues to be an essential and regular part of the day, with the following as a minimum:

1. On entry

2. After all toilet trips
3. Before breaks
4. Before eating
5. Before leaving

Where handwashing is challenging, due to time/facilities, hand sanitiser is an appropriate substitution.

Sanitiser is placed around school for people to use as they move in between rooms.

Classes should use their own labelled sink for handwashing and sinks in shared toilet areas. Staggered times for starts, breaks etc. will allow for some sole use of toilet areas.

Additional cleaning throughout the school will be carried out through TDET between 11am and 2pm daily. This includes cleaning of toilet areas, regular touch points such as door handles and the hall/dining spaces in between bubbles.

School staff will wipe down tables in the classroom at breaktime and once in the afternoon. This totals three wipe downs during the school day.

The regular cleaning of the building occurs every evening as well as the above.

## **FURNITURE AND RESOURCES**

Classes need to be set up with all desks facing the front where possible. A horse shoe table arrangement could be considered. For younger children, this is not always possible as they require a different style of learning.

Children can sit side-by-side.

Some resources can be shared within the bubble. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Teachers could encourage children to keep resources in trays or labelled plastic wallets or similar. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art, ICT and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

**Support staff will be asked to clean frequently used items that are needed for the next day. All other items will need to be date/time marked and placed in either the class or area Quarantine Box.**

**Plastic items will need to remain in the box for 72 hours.**

**All other items need to remain in the box for 48 hours.**

It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats and drink bottles. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.

## **TOILETS**

Children have access to a clearly labelled toilet, urinal and sink for their bubble. Adults are ensuring that only one child accesses the toilet area at one time. Where there are shared facilities, support staff will clean in between use.

## **SUSPECTED CASES IN SCHOOL**

Where a person in school has symptoms of COVID-19, either a temperature, a continuous cough or if they lose their sense of taste and smell, there is an isolation space in school to isolate an individual to minimise transmission to others. Once this person has left the room, it is thoroughly cleaned before future use. If a child is symptomatic and needs to be in the isolation room, this will be dealt with sensitively to ensure the child's well-being is considered.

## **VENTILATION**

As the weather is changing and becoming colder, the advice is to allow air to circulate in the room whilst children are not present. This can be done before school, at breaktime and lunchtime. This refreshes the air in the classroom without making children cold. Children are able to wear additional layers of clothing if they would like to. The top windows in each classroom are kept open all day. Doors and other windows are opened/closed depending on the temperature of the room.

## **P.E.**

Parents have been asked to send their children into school in their P.E. kit on the day they have their sports coaching. This stops the need for changing in small spaces and reduces the number of items brought into school.

## **COMMUNICATION**

Various methods of communication between adults in school have been identified. This reduces face to face conversations between adults. New telephone lines have been installed around school. There are school mobile phones that staff can use to prevent use of the office area. We are asking staff to communicate via email and have meetings in a virtual capacity.

## **REFRESHMENTS**

We have created two places for staff to make refreshments if required. This is to reduce contact between adults.