

**Social distancing policy** – approved by full Governors committee on 4/6/20

**Related documents: COVID 19 Risk Assessment**

Updated 4/06/20 – to be reviewed at regular intervals

**Introduction**

This policy is in place to limit the potential transmission of the COVID 19 virus and protect all staff, students and visitors. It is important that all social distancing measures are followed at all times to protect everyone within the school environment.

**Who is responsible?**

The Head Teacher has overall responsibility for overseeing that social distancing is enforced. However all staff must take a proactive approach to maintaining social distancing in order for it to be effective and limit the risk of transmission.

**Practice and procedure**

As a school we will observer the following guidelines:

All staff, students and visitors should remain a minimum of 2m apart at all times whenever possible to do so. This includes:

* Entering/exiting the school
* Lining up for lessons/leaving lessons
* Moving around the school
* taking part in lessons
* Break times
* Using communal areas
* Working in non-teaching areas

The school will display additional external and internal signage to remind all staff, students and visitors of the social distancing policy. There will also be floor markings and “one way” systems to enable distancing to take place.

In line with the government guidance the school will not permit any more than one quarter of any year group on the premises at any one time. This will be reviewed as and when the guidance changes.

Classrooms will be adapted so that the 2m rule can be observed.

Wherever possible we will avoid staff working face-to-face, for example support staff working side-by-side. When not possible keep a 2m physical distance working patterns may be changed to avoid staff being in close proximity.

Work stations will be adapted where possible to ensure a 2m distance between employees, with the introduction of screens and floor markings if required.

Virtual meetings will take place whenever possible to avoid unnecessary contact. This will include meetings with outside agencies.

We will keep the number of people working less than 2m apart to an absolute minimum. We will provide appropriate PPE when distancing is not possible.