



COVID-19

Social Distancing Policy

Linked Policies/Protocols

- Behaviour Policy

Reviewed: 10th July 2020	Next review due: 11 th September 2020
Governing Body Committee: Full Governing Body	CLT contact: ISM
Policy adopted by the Full Governing Body on:	

Introduction

1. The COVID-19 pandemic has required strict social distancing measures to be put in place in the UK to help mitigate the risk of the coronavirus spreading. These measures are subject to ongoing review by the government, and the government's policy and direction will always take precedence over this policy should there be content that is out of date. This policy has been based on the government's latest advice and guidance.

Aim

2. The aim of this policy is to provide clear direction on the College's social distancing rules and provide clarity, where possible, on how this objective can be met. Where social distancing guidelines cannot be followed in full in relation to an activity, consideration needs to be given whether it should continue, and if so, take all the mitigating actions possible to reduce the risk of transmission between staff, students, visitors and contractors.

Objective

3. The objective is to maintain 2 metre social distancing between adults, and adults and students, wherever possible. Students should maintain distance from one and other and not touch staff or their peers where possible. Staff and students should comply with the social distancing guidelines when travelling to and from the College, when attending meetings or visits and external trips and activities. Visitors, such as parents and contractors, must be briefed on the College's social distancing rules and control measures that they must adhere to when on the College site.

Mitigating actions

4. Where social distancing guidelines cannot be followed in full in relation to an activity, mitigating actions include (note this list is not exhaustive):

- a. Further increasing the frequency of hand washing and surface cleaning.
- b. Keeping the activity time involved as short as possible.
- c. Using screens or barriers to separate people from each other.
- d. Using back-to-back or side-to-side working, rather than face-to-face, whenever possible. Classrooms should be set up with students sat side by side and facing forwards, rather than face to face or side on.
- e. Reducing the number of people each person has contact with where possible (so each person works with only a few others).
- f. Shared staff spaces to be set up and used to help staff to distance from each other. Use of staff / rest rooms should be minimised, although staff must still have their breaks.

- g. Groups (or “bubbles”) should be kept apart where possible and movement around the College site kept to a minimum.
- h. Large gatherings with more than one group are to be avoided where possible.
- i. Where it is not possible for an adult to maintain 2 metre distance from another adult / student, they should avoid close face to face contact and minimise time spent within one metre of anyone.
- j. Use outdoor spaces.

Social distancing applies to all parts of the College, not just the place where individuals spend most of their time, but also entrances and exits, toilets, the Staff Room, dining hall, meeting rooms and similar settings. These are often the most challenging areas to maintain social distancing.

What is Social Distancing?

5. In very simple terms social distancing measures are steps that can be taken to reduce social interaction between people. This helps reduce the transmission of coronavirus (COVID-19).

Travelling to and from the College

6. Social distancing should be maintained wherever possible, on arrival at and departure from, the College and it is mandatory for individuals to wash their hands upon arrival. Hand sanitisers are located around the College site but their use should not be a substitute for regular hand washing.

7. The College will consider the following measures, where it is both possible and practicable to implement:

- a. Staggering arrival and departure times at work to reduce crowding, taking account of the impact of those with protected characteristics (as covered by the Equality Act).
- b. Provide additional facilities to help people walk, run or cycle to the College where possible.
- c. Limit the number of passengers on the College minibus, or other type transport used by the College.
- d. Using markings and introducing one-way flow at entry and exit points.
- e. Provide hand sanitiser in appropriate areas.

Moving around the College

8. All users of the College site should maintain social distancing wherever possible while travelling through the workplace. Movement throughout the site should be for essential reasons

only, access to areas restricted where possible and the use of electronic communication used rather than in person where possible.

9. Congregation in corridors is to be kept to an absolute minimum, and avoided where possible, in particular during break and lunch times. Students are to be encouraged to use outdoor areas, such as the hard play area or playing fields (when open and permitted) but must maintain distance from one and other and avoid contact with their peers.

Workplaces and Teaching Spaces

10. Maintaining social distancing in an educational setting is inherently difficult. However, the College has a responsibility for the health, safety and wellbeing of its staff and students and to put measures in place to mitigate the risk of the coronavirus spreading.

11. For staff working in one place e.g. offices, workstations should allow them to maintain social distancing wherever possible. Workstations assigned to an individual should not be shared. If they need to be shared they should be shared by the smallest possible number of people. If it is not possible to keep workstations 2 meters apart, the staff member responsible for the area must consider whether the activity needs to continue for the College to operate and if so take all mitigating actions possible to reduce the risk of transmission. The following steps should be considered:

- a. Review the layouts and processes to allow individuals to work further apart from each other.
- b. Use floor tape to mark areas to help individuals keep to a 2 meter distance.
- c. Where it is not possible to move workstations further apart, arrange individuals to work side by side or facing away from each other rather than face to face. The use of screens to separate individuals should be considered if the aforementioned action is not possible.
- d. Managing occupancy levels to enable social distancing.
- e. Avoid the use of hot desks and spaces and, where this is not possible, ensure the areas are cleaned and sanitised between users.
- f. For those staff and students based in classrooms, or other learning areas, rooms should be set up with students sat side by side and facing forwards, rather than face to face or side on.

Meetings

12. It is important to reduce the risk of transmission due to face-to-face meetings. Social distancing should be maintained if face-to-face meetings have to take place. The following should be considered when planning / having a meeting:

- a. Use remote working tools to avoid in-person meetings.

- b. Only absolutely necessary participants should attend meetings and should maintain 2 meter separation throughout.
- c. To avoid transmission during meetings, avoid the sharing of pens and other objects.
- d. Provide hand sanitiser in meeting rooms.
- e. Hold meetings outdoors or in well-ventilated rooms whenever possible.
- f. For areas where regular meetings take place, consider using floor signage to help people maintain social distancing.

Common areas

13. Social distancing should be maintained while using common areas. The following needs to be considered:

- a. The staggering of break times to reduce pressure in areas such as the canteen, staff room, break rooms, cleaning cupboards, Prep Rooms, toilets etc.
- b. The use of outdoor spaces for breaks.
- c. Creating additional space by using other parts of the site that have been freed up by revised timetables, work schedules etc.
- d. Installation of a screen in the main reception to protect staff.
- e. Staff and students bring own their own packed meals, or a similar provision is offered by the canteen.
- f. Reconfiguring the seating and table arrangements to reduce face-to-face interactions.
- g. Encouraging staff to remain on site and, when not possible, maintaining social distancing while off site.

Accidents, security and other incidents

14. It is important that safety is prioritised during incidents. In the event of an emergency, for example, an accident or fire, individuals do not have to stay 2 metres apart if it would be unsafe to do so and it would put themselves or others at risk. Staff involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Outdoor learning and Educational Visits

15. Staff planning outdoor learning or educational visits must ensure social distancing is maintained wherever possible. They must check the latest advice and guidance published by the Outdoor Education Advisers Panel on the National Guidance website. This contains information

on the coronavirus, outdoor learning and educational visits including content on managing outdoor education in the College grounds and the immediate locality, as well as going further afield. Risk assessments must be completed and control measures put in place to manage social distancing as best possible.

Failure to comply with social distancing

16. Staff or students who deliberately fail to comply with the College's Social Distancing Policy will be dealt with in accordance with the Staff Disciplinary Policy and Student Behaviour Policy respectively.