

**Southfields Academy**  
**ON SITE SAFETY MEASURES FOR STAFF AND STUDENTS**  
**JUNE AND JULY 2020**



We will be following government guidelines as closely as possible and taking all possible precautions to protect the health and safety of both students and staff.

We will make every effort to enforce social distancing in classrooms, halls, social spaces and outdoor spaces. Students and staff will need to be especially compliant when passing each other in corridors and stairwells but government advice describes this as low risk as it is only very brief closeness between students and staff. When corridors or stairs are too narrow, one way systems will be enforced. We will focus our efforts on ensuring stringent protective measures in other areas. These are detailed below:

#### **Attendance and Health**

- Students and staff **should not attend** the school site if they are feeling unwell or experiencing any symptoms of Coronavirus. The following symptoms
  - High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
  - New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
  - Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.
- Students and staff should also not attend the Academy site if they are self-isolating or shielding.
- Students and staff should not attend the Academy site if a member of their household is shielding, self-isolating or displaying symptoms of Coronavirus.
- If a child is experiencing Coronavirus symptoms, please can parents/carers contact us as early as possible via the Academy welfare number on **07437 794201**. This will allow us to take appropriate next steps, if necessary, in line with the Government's test and trace programme.
- Students who have an underlying medical condition should not attend unless a risk assessment has been carried out by a Deputy Headteacher.
- Parents/carers must inform the school by **8.30 am** if their child cannot attend on the days that they have been scheduled to attend. We will contact home if a student does not attend on the day he/she is expected to be in school.

#### **Classroom procedures**

- In normal classrooms, class sizes will be a **maximum** of 10; they will be smaller in many cases due to room size. In larger areas the number will be appropriate to the size of the space with social distancing in place.
- Students will be seated 2 metres apart and **must** remain seated for the duration of the lesson.
- Teachers will teach from the front of the room, ensuring social distancing between them and students at all times.
- All materials for lessons for students **will be placed** on desks prior to students entering the classroom.
- Students **will be expected** to bring in their own equipment for their lessons, e.g. pens, pencils, calculators.
- Students are expected to wipe down their work space before and after use. Cleaning equipment will be provided.
- LSAs in classrooms must be 2 metres apart from students and other staff.

#### **Minimising general contact and entrance/exit to/from school site**

- Whilst there will inevitably be areas of the Academy site where enforcing social distancing may not be possible, we will remind all students of **social distancing protocol** regularly, especially the importance of social distancing **on the way to** classrooms and **on the exit from** the Academy site.
- Start and finish times will be **staggered** to minimise groupings of students on entrance and exit from the Academy site; students will also enter and exit the site from two different points.
- We hope this measure will also help reduce numbers of students using public transport to and from the Academy and we encourage all students to walk or cycle to the Academy wherever possible.
- Students will be given **strict arrival times** in small groups. If students arrive too early they will be admitted at their specified time. If they arrive late they will need to account for their lateness. A decision will be taken to either admit

them on site or to send them home. Students **will be lined up** 2 metres apart as they prepare to enter the school site and they will be escorted to their classroom by members of staff.

- Students are only on site for up to 4 hours per day and should be encouraged to use the toilet before leaving for school.

### **Hygiene practices**

- Students and staff will be expected to wash hands or use **hand sanitiser** when they arrive in school. This will happen on entrance to the school.
- Students **will be reminded** to wash their hands thoroughly when they have returned home.
- We will continue to ensure good respiratory hygiene by promoting and implementing the '**catch it, bin it, kill it**' approach.
- Students and staff **may** wear appropriate face masks if they choose when travelling to and from the Academy.
- If travelling on public transport, the latest guidance states that face masks will be mandatory from 15<sup>th</sup> June. Face masks will not be provided. Students will need to have their own face mask for use on public transport.

**Government guidance does not recommend the use of face masks in schools apart from in certain circumstances (e.g., when first aid is being delivered). We are adhering to this advice.**

### **Additional cleaning**

- Additional **cleaning** and **disinfecting** will be taking place in all classrooms, toilets and corridors that are in use.
- Classrooms will be **cleaned** after each teaching session and at the end of the day.
- Only **certain sections** of the Academy site will be open to allow for increased cleaning.
- Wherever possible (allowing for fire safety requirements) we will **open windows** and **prop doors open** so that these are not regularly touched.

### **Catering**

- The school canteen will **serve food at specified times for certain groups on site** (students eligible for Free School Meals will continue to receive vouchers). Non-Free School Meal students will need to bring money to pay for their lunch in the usual way.
- Students can bring their own packed lunch but no food should be shared with others.
- Students will need to bring in their own **filled water bottle**, there will be access to water on site for refilling only.

### **Behaviour**

- Government guidance is very clear: if students cannot behave in line with health and safety protocols **they cannot be on the Academy site**. In any event of poor behaviour/breaches of safety instructions from students, parents/carers will be contacted and they will be sent home. A meeting with a Deputy Headteacher and parents/carers will follow to discuss next steps.
- All students must wear **full school uniform** when attending; this will help us ensure the safety and security of the school site.

### **Additional Measures and Information**

- **PPE equipment** will be provided to staff with first aid responsibilities.
- We will follow government guidelines regarding any suspected cases of the Coronavirus infection that occur in the Academy.
- Students who are already attending school will continue to learn in a separate area to other students on site.