



**Gippeswyk Community  
Educational Trust**

ACHIEVING SUCCESS TOGETHER

This Policy has been adopted and approved by Gippeswyk Community Educational Trust and is to be used by all members of the Trust.

<b>TRUST STATEMENT</b>	
<b>COVID-19 Social Distancing – Staying safe with GCET</b>	
Approved by GCET	26.5.20
Written	May 2020 / <b>Updated January 2021</b>
Reviewed/Ratified by GCET	2 <sup>nd</sup> December 2020
Date of next Review	Autumn Term 2020-2021 ( <i>Reviewed annually</i> )
Responsible Officer	Head of MAT Standards - Mr David East
Policy Number	TH21

In response to the latest guidance issued by the DfE to prepare for the opening of schools, the following statement is written to reassure staff and parents that their safety will be paramount to minimise the risk of infection at each stage of the phased reintegration of staff and students. Social distancing, hygiene and sanitisation measures will be in place wherever possible. We aim to keep staff, parents/carers and students well informed of their expectations as different phases of the reintegration are adopted and amended in response to the pandemic both pre and post vaccine.

To minimise the transmission of Covid-19, and in line with current DfE guidance, we recommend all staff and students at GCET academies adhere to the following measures to help us stay safe within our community.

Please consider and respect the following as you move around school.

**General Guidance – Minimising the Spread and staying safe**

- On arrival at school please ensure you wash your hands thoroughly for a minimum of 20 seconds or use the hand sanitiser stations available
- Regularly wash your hands throughout the day or use the hand sanitiser which is available throughout the school
- Respect all distance markers around the building and stay 2 metres apart whenever possible
- Respect all one way systems and designated staircases designed to keep you safe.
- Avoid using door handles and prop open doors where it is safe to do so.
- Keep all areas well ventilated
- Do not share resources
- Keep all work areas clear and where possible remove any soft furnishing from work areas.

- Cleaning and maintenance should be carried out regularly during the day. Report any areas that may need cleaning immediately.
- If you or a member of your family develop any symptoms of the virus please arrange for a Covid-19 Test immediately. A limited number of test kits are available in each academy and can be distributed following authorisation from the Principal.
- Staff and students must stay on school site at all times. Permission to leave site in the event of an emergency must be agreed by the Principal
- The academy will encourage all people over the age of 16 to engage with the Test and Trace App.

### **Reducing Mixing within each academy**

To minimise the risk of spreading the virus we will endeavour to implement the following as much as possible

- Adults must respect the 2 metre distancing rule as far as is practicably possible
- Control the access to and from the building to ensure social distancing measures are applied throughout the site.
- Ensure that students stay in the same group at all times on each day where possible
- Limit the opportunities for different groups of staff and students to mix where possible
- Endeavour to ensure the same staff are assigned to the same groups of students each day
- Put in place staggered arrivals, breaks lunches and departures with built in handwashing regimes to minimise the risks.
- All large communal areas are safely segregated and monitored to respect social distancing if possible. If this cannot be achieved, they will be closed
- Consideration of limiting access to toilets to avoid overcrowding
- Restricting visitors to the school to only essential business purposes.

### **Wearing of face coverings**

- All staff are required to follow the latest National guidance of the Trust regarding the wearing of face coverings. This will differ for each academy depending on their accommodation and the age of the students attending this academy. An extract of the latest guidance can be found by clicking on the link below  
[Summary of DFE Face Coverings Guidance Dec 2020](#)

In Primary academies, the following will apply from 4<sup>th</sup> January 2021

- Staff in Primary settings have the option to wear face coverings in communal areas where social distancing is not possible. Any member of staff who is exempt from wearing a face covering on medical grounds is asked to contact GCET HR.

In Secondary academies the following will apply from 4<sup>th</sup> January 2021

- All staff, students and visitors must wear face coverings in all communal areas of the academy from the moment that the site is entered.
- All staff and students must wear face coverings in classrooms.
- Some individuals are exempt from wearing [face coverings](#) and this will continue. If an exemption is granted, then a lanyard will be issued to this person, which will indicate an exemption
- Trustees will review this policy on a regular basis with the current situation in the school, the local area and nationally all being taken into account. Trustees will request recommendations from The Principal and the CEO at the time of each review.
- Any student or member of staff who arrives to school without a face covering will be issued with one on entry to the site.
- Any member of staff failing to comply with the face covering regulations will be deemed to be in serious breach of these regulations and will be subject to appropriate disciplinary procedures
- A fixed term exclusion will be applied to any student who consistently refuses to wear a face covering with no medical exemption.
- Any visitor failing to comply with the requirements of this policy will immediately be requested to leave the school estate. Any such breach will be reported to The Principal for consideration of further action

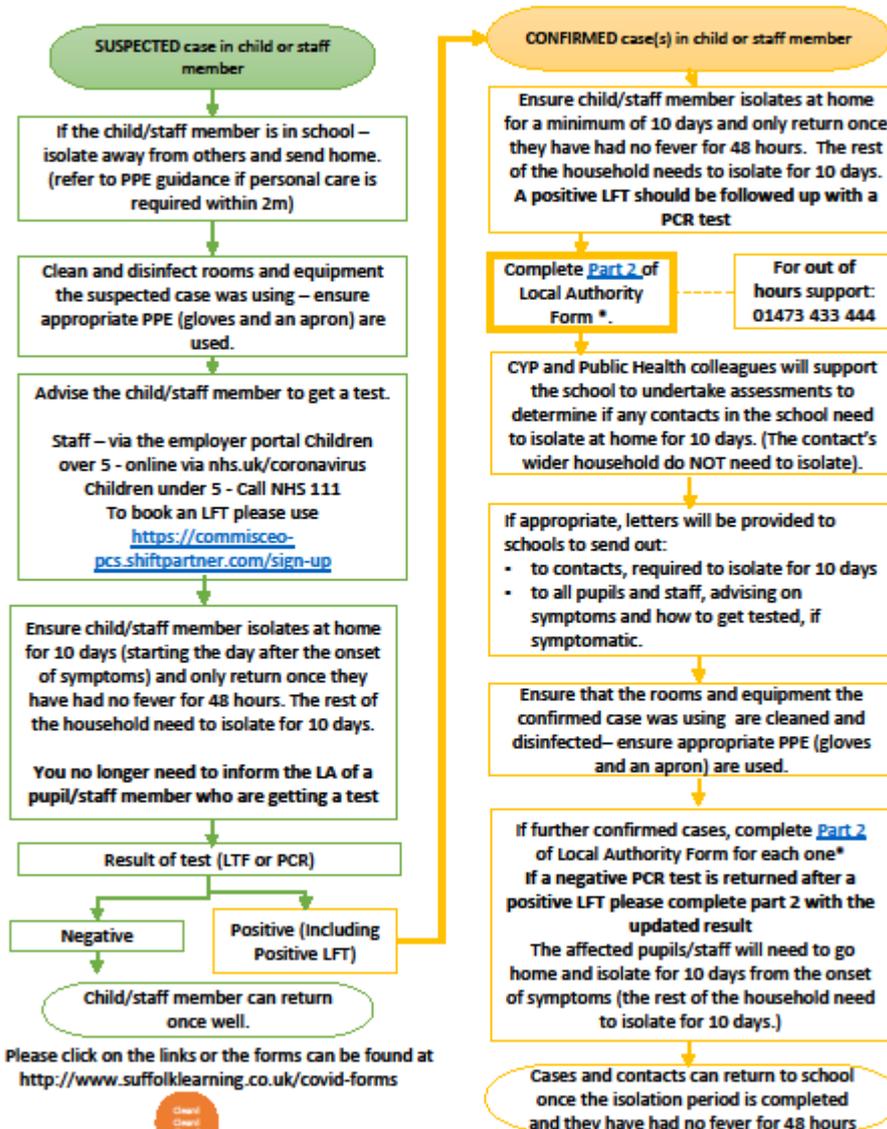
Further details of social distancing measures can be found in your academy's latest RoadMap, which is available from your Principal

## Action to be taken by all schools (version 13<sup>th</sup> Jan 2021) (including academies and independent schools)

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent Covid-19 spreading in schools, as well as other infectious diseases.

**GUIDANCE:** Visit [gov.uk/coronavirus](http://gov.uk/coronavirus) for detailed schools guidance, including cleaning and the use of Personal Protective Equipment (PPE) in schools.

The list of main COVID-19 symptoms of can be found at: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>



- Please click on the links or the forms can be found at <http://www.suffolklearning.co.uk/covid-forms>



**Local Authority Contacts (Mon-Fri):**  
 Schools – 01473 263 942  
[EdC19@suffolk.gov.uk](mailto:EdC19@suffolk.gov.uk)  
 Special Schools and AP – 01473 263 603  
[ProviderDevelopmentTeam@suffolk.gov.uk](mailto:ProviderDevelopmentTeam@suffolk.gov.uk)  
 For emergency out of hours contact – 01473 433 444

