



Standard Operating Procedure

Focus	Face Coverings
Aims	<p>To ensure that all members of the school community adhere to the published guidance from the DfE and Public Health England (PHE) regarding the wearing of face coverings in schools.</p> <p>To encourage all members of the school community to be mindful of the risks of spreading infection and to act in ways which minimise this.</p> <p>To encourage all members of the school community to act responsibly and to demonstrate respect to the health of others.</p> <p>That these procedures are consistently applied across the school.</p>
Operation	<p>This SOP will apply from 1st September 2020 and will be reviewed as and when the DfE / PHE guidance is changed.</p>
Guidance	<p>On 26th August 2020, the DfE published revised guidance on the wearing of face coverings in education: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>The guidance contains specific instructions for areas where the transmission rates are high and where local restrictions are in place. As of 1st September 2020, Oldham LA meets both these criteria.</p> <p>The guidance stipulates the following: <i>"In these intervention areas, in education settings where Year 7 and above are educated, face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning."</i></p>
Definition	<p>The UK Government has issued general guidance on the wearing of face coverings (27th August 2020): https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p>



Procedures

All staff and students are required to wear a face covering in the following circumstances:

- When present in an indoor communal area of the school
 - This includes all corridors and social areas such as Café Mojo
 - This applies at all times of the working day and is not limited to when students are present in the building

In Café Mojo, face coverings should only be removed when students or staff are actually eating or drinking.

Face coverings are not required to be worn by staff or students in a regular classroom. Face coverings should not be removed until all students have entered the classroom and are seated.

Teaching Assistants or other staff who may at times be less than 2m from a student may wear a clear visor in the classroom.

Staff working in shared areas (such as PPA rooms) should wear face coverings if it is not possible to maintain 2m distance between colleagues.

In the event of an emergency evacuation (or drill for such an event), face coverings should be worn by staff and students throughout the evacuation process, including lining up and registering outside.

Staff and students should store their mask carefully while not in use and ensure good hand hygiene measures are in place when handling masks. It is recommended that masks are stored in a clear, named plastic bag when not in use.

Non-compliance

If a student arrives at school without a face covering, they should be given a temporary face mask by the member of staff greeting them at their entrance point. The student's name should be recorded and passed to the Year Manager who will contact parents or carers and remind them of the requirement to bring a face covering to school each day.

If a student refuses to wear a face covering in a communal area at any time, this should be addressed in the first instance as any non-compliance issue relating to uniform and dealt with in an appropriate manner by the member of staff on duty or present at that time. Persistent refusal or repeated issues should be referred to the relevant Year Manager.



At the start of each lesson, once students are seated, students should be instructed to remove their face covering. If a student refuses to do this, the member of staff should make a record of this issue on Cloud School and the matter will be followed up by a member of the school's pastoral team.

Appropriate

Face coverings should closely cover the nose and mouth area only. Face masks are the preferred type of covering, but other similar close-fitting coverings such as a 'snood' are acceptable. Scarves are not appropriate for this purpose as they do not fit snugly around the nose and mouth area. Face coverings should not contain any images or text that other members of the school community may find disturbing, upsetting or offensive. Any concerns regarding potentially inappropriate face coverings should be referred immediately to a member of SLMT.

Face Coverings

Exemptions

Some students (and staff) are exempt from wearing face coverings (see guidance above). Students in this category, as confirmed by the school's SENCO, DSL or Healthcare Administrator, will be given a lapel badge to wear (circular, amber in colour with an 'E' or 'M'). The Healthcare Administrator will retain the full list of students with legitimate exemptions. Staff in the exempt category have the option to wear such a badge if they wish to do so.

Monitoring: SLMT

Review Monthly from 01.09.20 and in the event of a change in guidance from The DfE and/or PHE.

Relevant documentation:

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.tes.com/news/how-do-we-get-students-wear-face-masks-correctly>