

Berkswich CE Primary School			
Reference Number S10c	Shared with Staff September 2020	Ratified by Governing Board September 2020	Review Date September 2021 (or sooner if necessary in the light of government guidance)
Policy title	Covid-19 Appendix for the Berkswich CE Code of conduct for all employees		

The safety and well-being of our children, staff and wider community is paramount. In light of the need for employees to behave differently when they return to school and the new systems at Berkswich CE which support the full re-opening of school in September 2020, this appendix outlines changes in the Code of Conduct for Employees. These will remain in place until further notice.

The following principles are to be adhered to by all employees:

1. **Ensure all principles are maintained and that attention to these does not decrease over time. Any changes in practice will be reflected in a revised list of principles.**
2. Ensure that all new Covid-19 policy appendices are understood and adhered to; these include, but are not limited to: Safeguarding, Behaviour, Fire Safety and Code of Conduct appendices.
3. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop. Inform the headteacher immediately, and access a test as soon as possible. Receipt of all test results must be reported immediately to the headteacher; procedures for testing, outlined in the whole school Covid-19 Risk Assessment, will be fully followed.
4. Ensure that the whole school Covid-19 Risk Assessment is understood and actioned as necessary.
5. Comply with the Classroom Risk Assessment control measures, reviewing and amending as necessary.
6. Ensure that fire escape routes and evacuation procedures are fully understood, particularly those which may be unfamiliar due to change of year group.
7. Ensure that daily wellbeing activities take place in classrooms and online safety lessons take priority to ensure the continued wellbeing and safety of all children.
8. Ensure that the highest standards of hygiene are maintained as far as possible by:
 - a. cleaning your hands more often than usual – washing for twenty seconds with running water and soap and drying them thoroughly, or using alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered. Handwashing should be in accordance with NHS and government guidance.
 - b. using the 'catch it, bin it, kill it' approach when sneezing or coughing.
 - c. avoiding touching your mouth, nose and eyes.
 - d. cleaning frequently touched surfaces often using standard products supplied by school.

9. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it is understood that this is not possible at all times, which is why good hygiene and hand cleaning is vitally important).
10. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
11. If using shared resources, such as photocopiers and telephones, all surfaces must be wiped down with antibacterial cloths before and after use.
12. If children's work requires written feedback (marking), then books should be left open and positioned to allow teachers to mark with minimum contact required; for example, books should be left open at the correct page to minimise page-turning.
13. Children's work books may be taken home by the teacher; however marking should be carried out within the classroom when possible.
14. Resources must not be taken home unless left for 72 hours or cleaned thoroughly beforehand.
15. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc.
16. Prevent your class from sharing equipment and resources (like stationery). Ensure that any vital equipment, such as counters in maths, are thoroughly cleaned before being used by another child.
17. Keep your classroom door and windows open if possible for air flow.
18. Limit the number of children from your class using the toilet to one per toilet (i.e. one boy and one girl) at any one time (see class risk assessment).
19. At the end of the day, ensure resources are stored or cleaned and surfaces and contact places are cleaned thoroughly.
20. Staff members are expected to keep their mobile phones in the classroom in a cupboard or secure area. The use of a mobile phone is limited to school communications. See the Covid-19 Safeguarding Appendix for further information.
21. The use of technology for home schooling will be in accordance with the school's Acceptable Use Agreement signed by all staff.
22. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
23. A maximum of four staff members may be in the staffroom at any given time. Use the break-out areas (grass outside office and intervention room for a break if more space is required). Socially distance in these areas and at all times.
24. At the end of the day, staff must continue to socially distance when meeting and keep face-to-face meeting to an hour or less where possible. .
25. Meetings will be kept to essential ones only.
26. Make sure that any concerns or considerations affecting the safety of yourself, children, other staff or stakeholders are reported immediately to the headteacher.
27. All staff must adhere to the school COVID-19 risk assessments; failure to do so will be considered a matter of professional misconduct and appropriate actions will be taken.