

September 2020

Covid Code of Conduct

In order to ensure all staff and pupils' safety, all adults must adhere to the following guidance, more detail can be found in Hexthorpe's Covid-19 Full Opening Risk Assessment, which is sent out to all staff when updated. The RA can be found on the school Y drive in a folder named 0 Covid-19.

All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/	
Staff to regularly check e-mails for any updates from the Trust and/or school SLT.	
At all times, staff must adhere to social distancing – even at congested points such as signing in or out, PPA times.	
Staff at all times must model good social distancing for the children to see.	
Staff must keep to the left hand side on corridors. No-one should cross over, walk by one another if the distance is less than 2m. Children are not allowed on corridors or in shared areas unsupervised. When children are moving around school they should maintain social distancing. Wherever possible external doors will be used to limit congestion in corridors.	
Social distancing must still be maintained when outside of school.	
Staff, at their discretion, can voluntarily choose to wear a face covering in communal areas where social distancing cannot be adequately maintained. This should be discussed at the 121 RA and the Principal must be informed. It is the staff member's responsibility to ensure the face covering is kept in a safe place and disposed of appropriately if it is non-reusable. Staff must inform their line manager/Business Manager or Principal of any changes to their personal circumstances regarding Covid-19 and risk.	
Staff must follow GDPR at all times – there will be an increased amount of lists etc with pupil details on – do not leave these out or take them home.	
Staff need to wash hands when they first arrive on site; at frequent times throughout the day and before they leave the building. Children need to wash hands on arrival, and regularly throughout the day- before and after lunch, after coughing or sneezing etc Staff also need to regularly clean their identification badge and fob.	
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Staff to ensure they have enough tissues, hand towels in their class each day.	
When staff use the toilets, use sanitizer wipes to clean seats, handles, taps after use.	
If staff use the staff room for wellbeing breaks they must continue to socially distance including leaving space for people to enter/exit the room. Cups etc must be put in dishwasher and last person in the room to set dishwasher off. If there is not adequate space in the staff room for staff to take their break, Bittern is the room to be used, all staff using this area must tidy up after self.	
No hot drinks or hot food, ceramics or drinking glasses in class settings or areas where children have access.	
Windows in classrooms need to be open to ensure good ventilation whenever possible. Communal doors on corridors will be left open to minimise contact points, this is in the school's RA.	
All staff mobile phones (other than non-class based SLT) not to be used on site. SLT need their phones for safeguarding whilst carrying out gate duty.	

All photocopying must be carried out at least the day before. No photocopying to take place on the same day.	
If the photocopier in use – no queuing. Use at a different time or use the system in place for photocopying*. The photocopier must be sanitized using antibacterial wipes after use.	
If parents request to speak to staff, first point of contact would be to direct them to admin/Pastoral/SLT, if they need to speak to the class staff members, staff request for the school mobile phone by emailing Lisa Bann – and make the call at an appropriate time eg before/after school, PPA, lunchtime etc.	
No children to leave their classroom other than on designated toilet breaks – Those children with specific needs have alternative arrangements.	
Staff teams to monitor resources in class and email Cheryl Ford the day before in plenty of time for more.	
First aid packs to be kept in each class – if equipment is low in your pack, inform KGa/CF by email.	
Any resources that are being delivered to your class will be left on the hand over station outside your class/area, this includes photocopying.	
If children in your class/group use equipment on the playground/sports hall or shared spaces – it must be cleaned immediately after use ready for the next class/group.	
Curriculum linked resources should be cleaned after use, if this is not possible there needs to be a 72 hour gap between the next year groups usage.	
When organizing external contractors, other professional visitors, consultants etc – staff must speak to the Principal/DHT/Business Manager. No one is allowed on site unless there is a pre-booked appointment and RA/induction has been carried out.	