

## **Covid 19: Addendum to our Staff Behaviour Policy/Code of Conduct**

**Reviewed with staff 28<sup>th</sup> May 2020**

**Approved remotely by Governing Board 28<sup>th</sup> May 2020**

**Updated 16<sup>th</sup> July 2020**

In light of the need for the whole school community to behave differently due to Covid-19, there are new systems and expectations we are required to put in place to support this. The priority at all times is to ensure the highest standards of safety as possible for everyone.

The principles and processes within the entire existing Staff Behaviour Policy/Code of Conduct remain in place and should be adhered to. In light of Covid-19, the following principles and processes are in addition:

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing Lindsey or Tanya), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly. If this is not possible or you do not have immediate access to a sink use hand sanitiser ensuring that, all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Follow the cleaning schedule, cleaning frequently touched surfaces often using anti-bacterial wipes and other agreed cleaning products.
6. Leave the school premises promptly at the agreed time at the end of the school day to allow for a thorough clean to take place.
7. Think about how to modify the way you interact with the children to ensure you are keeping a distance, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
8. Do not call pupils to the front of the class. Only go to their desk if they ask for your help/support and if doing this stand behind them as much as possible.
9. Help the children to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating classroom and school displays with posters.
10. Prevent children from sharing equipment in their individual resource pack.
11. Keep doors and windows open if possible for airflow.
12. Supervise class bubble 'toilet time' limiting the number of children using the toilet at any one time.
13. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms ie. The staffroom. The school hall has been set up to allow for the required space needed for staff to go and have a break/lunch. There are also benches situated outside the staffroom at the back of the school so that staff can have a break/lunch outside, if possible.
14. Make sure you have read the following policies which have been updated:
  - Covid-19 Policy & procedures (new policy)
  - Behaviour Policy (Addendum)
  - Safeguarding & Child Protection Policy (Addendum)
15. The following approved school policies, related to Covid-19, still apply:
  - Health & Safety Policy

- Online Safety Policy
- Online Safety & Acceptable Use Agreement
- Anti-Bullying Policy
- Data Protection & Information Security Policy
- Confidentiality Policy
- Image Use Policy
- Prevent Policy
- Whistleblowing Policy
- Equality Policy

16. Make sure you have read the school's Risk Assessment for Covid-19 and any other necessary Individual Risk Assessments.

17. If you have any concerns then consult Lindsey, Alice or Tanya immediately.

**This section of the addendum is in relation to Section 12: 'Communication with children of our Staff' Behaviour Policy/Code of Conduct.**

### **Phone Calls Home**

When children who are expected to attend on a given day do not then we will follow our existing processes for first day of absence.

Contact by phone will only be directed towards the landline for the home or the mobile phone of parents/carers. No contact will be attempted directly to devices which are known to be personal to the child.

The DSL will decide, based upon individual risk factors for specific children, as to whether the conversation with the child will be requested to be on loudspeaker/speakerphone at the family's end of the call. The member of staff making the call will be advised of this as necessary.

The call will be logged by the member of staff.

Staff will only contact families/children as directed by the DSL or SLT.

Contact should only be made using a school landline or school mobile.

During any period of school closure staff will not contact families of their own accord.

Where any aspect of contact, or lack of contact, with a family/child causes any concern then this will be raised immediately with the DSL or designated member of SLT.

**This section of the addendum is in relation to Section 16: 'Home visits' of our Staff Behaviour Policy/Code of Conduct**

### **Home Visits**

If a child is not attending school and phone contact with the family/child has been unsuccessful, or in itself has raised further concerns then we will give consideration to completing a home visit.

In considering a home visit we will always make contact with any social worker or other professional who is known to be working with the family to ensure a coordinated approach.

Where it is determined that the school are best placed to complete a home visit, as with phone calls home, we will identify the members of staff best suited to complete the task.

At this time of social distancing a home visit should not involve entering the property; instead parents and children should be spoken with on the door step, with staff maintaining a distance of at least two metres.

All home visits will be risk assessed, taking into consideration the following:

- Are there known household risks: aggressive behaviour of parents/dangerous dogs etc?
- Is it safe for the visit to be completed by a single member of staff or does it require two?
- Are any members of the household known to be self-isolating?

A schedule of visits and staff involved, detailing when and where they are going and what time they are expected back at school, will be held by the DSL/ designated member of SLT, so that should there be an issue they can be located.

Staff completing the visit will follow the agreed schedule, they will advise the school of any variations or issues during the course of these planned visits, they will have a mobile phone and they will be advised of an agreed 'emergency phrase' so that if they find themselves in a challenging situation which may require police intervention, they can alert the school to this without alerting the family.

If the initial risk assessment deems a home visit by staff to be too risky then this outcome will be shared with the social worker or other professionals involved with the family and consideration will be given to what other services might be able to complete a home visit: this may result in requesting a welfare check by the Police.

The purpose of the home visit is to have sight of and speak with the child/ren.

The outcome of the visit will be recorded.

Should the visit cause any concern then normal safeguarding procedures will be followed: staff will record this and speak with the DSL or designated member of SLT.

**The arrangements we have in place will be continually reviewed, alongside risk assessments, and this Addendum will be altered as necessary, as further guidance is provided by the Government.**