

# Code of Conduct

## Annex 1 COVID-19 school arrangements

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## **COVID-19 Code of Conduct Annex (September 2020)**

From March 2020, the global Covid-19 pandemic has led to change in how we expect staff to behave in school and while working online with children. At the start of the 'lockdown', a set of guidelines was agreed with staff working remotely and conducting 'live' sessions. These will be re-implemented should children and staff be working remotely at any time in the future

### **How do I keep the children and myself safe?**

- Sessions should not take place in bedrooms or with private and personal things in the background (for teacher or child)
- All participants should be appropriately dressed
- Normal expectations of behaviour are in place
- The teacher must end the Meet immediately if anything inappropriate happens, reporting it to the DSL and letting the child know why they are ending; the child should also end a call if they become uncomfortable and should alert another adult
- Logs are kept of all Teams sessions automatically, but if you are telephoning then please make a note of all the children they speak to, stating the time, date and notes on the conversation and record this on the safe and well form.
- Parents should generally be aware that a Teams session is taking place, unless there is a safeguarding concern or a child is sharing a worry
- If a teacher finds themselves in a 1:1 situation with a child they should record the conversation, asking the child if they are happy with this; if the child is not happy to be recorded, they must turn the video tool off (note: video recordings made on Teams will be deleted by the end of the school year)

### **Can I give my phone number?**

No! Please do not give or reveal your personal number. You can withhold a number by:

Mobiles: dial #31# then the number

Landlines: dial 141 then the number

### **What should I do if there are questions I can't answer or if someone is upset?**

Please let another teacher know as you normally would.

Of course, if there is a safeguarding concern, please report this to the DSL in the normal way.

If you feel a child is worried about something but not speaking about it, remind them that they can contact a teacher using Teams. Pass on your concerns to the DSL.

### **Do I need to record my conversations?**

Please could you fill in the Safe and Well form and note either 'all fine' or any issues or particular things of note. Please keep these until you are able to go in to school.

## From September 7<sup>th</sup> 2020

When Park Street reopens on 3rd September (and 7<sup>th</sup> September to pupils), there are more considerations and changes to our usual code of conduct (as a result of the pandemic). These are as follows:

- Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing the Headteacher or Senior Administration Officer), and access a test as soon as possible:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>
- Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Use the 'catch it, bin it, kill it' approach.
- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces often using standard products, such as detergents and bleach.
- 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's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
- Prevent your class from sharing equipment and resources (like stationery). Clean equipment and ensure handwashing takes place if this occurs.
- Keep your classroom door and windows open if possible for air flow.
- Limit the number of children from your class using the toilet at any one time.
- Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. Observe social distancing carefully.
- Make sure you've read the school's COVID-19 annex to the Behaviour Policy and that you understand how to follow these rules to minimize the risk of COVID-19 spreading in school.