

## Addendum to Staff Code of Conduct – Additional Principles for Conduct during COVID-19

We know that our people always display the highest standards of conduct and behaviour and we know that this will not change during these challenging times. The aim of this addendum to the Code of Conduct is to provide some guidance and reminders regarding some adjustments to our behaviour and conduct that are necessary to help protect ourselves, our colleagues and our learners during these unprecedented times.

Below are the adjustments to our behaviour and conduct that are necessary and that we know our people will embrace and welcome:

- You must not attend work if you have coronavirus symptoms or you must go home as soon as these develop (informing your line manager) and access a test as soon as possible.
- 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 as often as you can using the cleaning products provided (this is in addition to the extra stringent cleaning schedule that is in place and carried out by our cleaning colleagues).
- 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 you do need to do this, you should stand to the side, or behind pupils, rather than in front of them.
- Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. by reinforcing the message often and updating your classrooms displays with posters and reminding them often.
- Whilst dress codes for us and our learners may be relaxed during these difficult times, the smart casual clothing that you now wear should be changed and washed in detergent daily in order to minimise the risk of contamination or spread of infection.
- Do not allow your class to share equipment and resources (like stationery), they must bring, or be allocated, their own equipment that they are not to share. This is to minimise the risk of contamination or spread of infection.
- Do not share items yourself such as cups, plates, bowls, cutlery and stationery. Bring in your own cups/mugs, cutlery, plates and bowls to use and do not allow anyone to share them. This is to minimise the risk of contamination or spread of infection.
- 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 (such as staff rooms).
- Ensure that you have read and understood the addendum and know what role in it you're being asked to take for the following:
  - Pupil Behaviour Policy
  - Home Academy Agreement
  - Safeguarding Policy
- Personal Protective Equipment (PPE) will be available for your use, however it is not recommended that you use it routinely. You must however use PPE when treating anyone with coronavirus symptoms or when cleaning up bodily fluid spillages. It must then be disposed of safely (refer to our guidance on use of PPE). The Trust accepts no liability if you do or do not choose to routinely use PPE provided.