

Marazion School

Coronavirus Staff Code of Conduct Appendix

Coronavirus Principles for Staff **UPDATED**

Do not come to work if you, or any of your household, have coronavirus symptoms, or go home as soon as these develop (informing your line manager) and access a test as soon as possible. We will ask to see evidence of the test result.

If you have a positive test result for coronavirus, you must self-isolate for 10 days.

You must inform school if there is a confirmed positive case of Covid 19 in any of your household and/or close contacts. You must then self-isolate for 14 days.

Staff Communication:

1. You must make sure that you keep up to date with all school communication including email; WhatsApp; Microsoft Teams; school newsletters; telephone calls
2. You must make sure that you have access to your school email address and that you check your emails to this account regularly
3. You must discuss an 'enabling work during covid-19' document about returning to work, if appropriate

Preparing the site:

1. You must read and fully understand Marazion Covid 19 risk assessments
2. You must continue to organise, manage and repurpose your classroom / indoor / outdoor spaces to suit the rules and procedures in the risk assessment

Cleaning and Hygiene:

1. You must clean your hands more often than usual - with running hot water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. You must clean your hands on arriving at school; after every session and before and after eating food. You must also wash your hands after using any equipment and resources, including books.

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2. You must use the 'catch it, bin it, kill it' approach – cough/sneeze into your elbow or use a tissue. You must put any used tissues immediately into a lidded bin.
3. You must try to avoid touching your mouth, nose and eyes.
4. You must clean frequently touched surfaces/equipment and resources often during the school day using standard products, such as detergents and bleach.
5. You must make sure that you teach the children in your class to follow the new rules and systems in place to ensure good hygiene, for example hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc
6. You must make sure that children do not share equipment and resources like stationery and toys. Any shared equipment must be cleaned after use.
7. You must make sure that children go to the toilet two at a time
8. You must use the appropriate PPE when supervising a child who is presenting symptoms of coronavirus and, in addition, when administering first aid and/or intimate care. This PPE equipment must include a fluid resistant mask
9. You can choose to wear a face covering, for example if you have a medical condition; when you are in a small enclosed space (the minibus); when in contact with a member of staff or a child and unable to socially distance
10. You can have a school lunch or bring your own food from home. You need to make sure that your lunch is in an easily washable container and is hygienic. You must wash your lunch containers and keep them safe. Lunch can be eaten inside / outside / in the car, practising social distancing and good hygiene, in particular hand washing. **An adult lunch costs £2.81 per day - £14.05 per week**
11. You can use kettles, urns or microwaves but you must disinfect these after use
12. You can bring your own reusable cup into school as there is no waste attached to this – you must clean your own cup and keep it safe
13. You can bring your own bags into school – these must be kept safely in the classroom/office
14. You can take phones and laptops to and from school. You are responsible for cleaning your phones/laptops regularly throughout the day
15. You can take books and other shared resources home – the rules of hand cleaning; cleaning of resources and rotation should apply to these resources. You need to minimise the number of books and resources that you take home.

Contact with children and adults:

1. Pupils and adults are now remaining in consistent class bubbles so that contacts are minimised across the school
2. You must maintain distance between adults and children wherever possible
3. You must make sure that working spaces are well ventilated with doors and windows open for air flow
4. You must try and work outside the classroom as much as possible
5. You must modify your teaching approach to make sure that you can keep a distance from children in your class as much as possible, particularly close face to

face support. It is understood that this is not possible at all times, which is why hygiene and hand cleaning is so important. You may choose to wear a face covering in these circumstances

6. You must limit your contact with other staff members. You must not congregate in shared spaces, especially if they are small rooms
7. Use of the staffroom must be minimised. Staff must maintain social distancing in the staffroom
8. You must take turns going to the toilet – only two adults to use the toilet at a time.
9. You must have staggered break/lunch times and make sure that you are socially distancing during this time
10. You must read and fully understand the Marazion School Coronavirus Behaviour Policy Appendix and know what role in it you're being asked to take
11. You must read and fully understand the most recent Marazion Coronavirus risk assessment.

Behaviour Outside of School

1. As always, staff must remember that they are representatives of the school, figureheads of the community and that their behaviours should consistently portray the school in a positive light
2. You must keep up to date with all of the guidance and socially distancing protocols issued by the government in relation to Covid 19 and set an example to the wider community by following this guidance explicitly
3. If you witness members of the school community and/or members of staff breaching the guidelines set out by the government you have a duty to report this to the Designated Safeguarding Lead
4. You must follow the government guidance for self-isolation – see links below:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>
5. You must follow the new national restrictions that apply from 5th November. Government guidance can be found at <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>
6. Please note the 'Transferrable Risk' information in *Keeping Children Safe in Education 2020*, which states that professional abuse procedures will have to be followed if 'an incident occurs outside of school which did not involve children but could have an impact on their suitability to work with children.' Marazion School considers the choice to not follow government guidance a safeguarding issue - linked to 'Transferrable Risk' - which needs to be investigated as part of Marazion School's disciplinary procedures.