



Leytonstone
SCHOOL

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

We know that our staff always display the highest standards of conduct and behaviour and we know that this will not change during these challenging times. This addendum does not replace the Staff code of conduct Policy but aim of this document 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 conduct and way of working that are necessary:

1. Staff:

- 1.1. 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. If your symptoms develop at home, notify the school on 07850913717 and access a test as soon as possible.
- 1.2. Model social distancing with other colleagues for pupils and other staff.
- 1.3. Sanitise your hands more often than usual on entry and exit from rooms and offices ensuring that all parts of the hands are covered.
- 1.4. Use the 'catch it, bin it, kill it' approach.
- 1.5. Avoid touching your mouth, nose and eyes.
- 1.6. 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 teams).
- 1.7. 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.
- 1.8. Staff who classify as clinically vulnerable according to criteria issued by NHS or live with someone who has a shielding letter should discuss Individual Health Risk Assessment with their line Manager

2. Class and duty conduct:

- 2.1. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible.
- 2.2. If the character of your role does not allow you to maintain social distancing, ensure you wear a PPE. In order to be able to use it safely, make sure you are PPE trained by the school First Aider.
- 2.3. It is strongly recommended that staff wear visors in class and in other indoor spaces where contact with children is frequent.
- 2.4. Refrain from intentional physical contact with students and staff
- 2.5. 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.
- 2.6. Ensure your classes follow the rules on hand sanitizing on classroom entry and exit as well as 'catch it, bin it, kill it'.
- 2.7. 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.
- 2.8. Ensure your pupils spend the last 5 minutes of the end of the lesson sanitizing desk surfaces before moving to another learning area in school. This is to prevent the virus spreading to members of a different class in the same bubble. The dismissal of pupils at the end of lesson 6 is the exception to this routine.
- 2.9. Keep your classroom door and windows open if possible, for air flow.
- 2.10. Limit the number of children from your class using the toilet at any one time.