**Additions to Keelby Primary Academy Staff Code of Conduct, September 2020**

In response to a full reopening of schools from September the following additions have been made to our staff code of conduct. All of the following expectations have been put in place to ensure the safety of our whole school community.

**Expectations of Keelby Primary Academy Staff**

Protect Yourself and Others

* Keep social distance- 2m apart wherever possible, do not shake hands and try not to touch your face, people, surfaces and objects unless necessary
* Keep your work area clear and clean, wipe equipment and surfaces you use regularly
* Modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support
* Avoid calling children to the front of the class or going to check work during lessons
* Any equipment shared in class must be cleaned regularly
* Limit your own contact with other staff members, don’t congregate in shared spaces especially small rooms- only 6 sat in staffroom at any one time
* Make sure you read and understand all the guidance, risk assessment documents, updated policies and complete the Covid-19 Flick training before 3rd Sept.

Infection control:

* Do not share equipment- Use your own pens, IPad, laptops where possible.
* Do not share water bottles, thermal cups.
* If you sneeze or cough, cover your mouth with your elbow or preferably use a tissue using the ‘catch it, bin it, kill it approach’.
* Wash your hands regularly, using the sanitizer provided or with soap and water for 20 seconds as you enter and exit the building, before eating and at other points during the day.
* Keep classroom doors and windows open as much as possible for airflow.
* Adhere to classroom cleaning regime set out by school risk assessment.
* Consistently reinforce and encourage your children to follow the rules on hand cleaning, not touching their faces and catch it, Bin it, Kill it using posters and displays in classrooms.

Illness

* Do not come to school if you have coronavirus symptoms.
* Inform a member of SLT and go home if you develop symptoms in school.
* Get tested as soon as possible.
* Adhere to ‘Track and Trace’ initiative

All staff will be given access to guidance documents and risk assessments for returning to work and school re-opening during a whole staff training session on Tuesday 1st September, 2020

**Deliberate** non-compliance of these expectations will be taken seriously.

This amendment follows guidance as published by the Government, which can be found on the following link:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-a-behaviour-principles>