

PROTOCOL FOR STAFF FROM 25TH APRIL 2022

Please bear in mind that whilst a number of National restrictions have eased, we all have a duty to protect everyone and keep everyone safe and you have a duty of care to each other and our students. **Although the government removed much of the National guidance on 1st April, we continue to follow the recommendations within the Operational guidance for Schools 22nd February 2022 (continually updated) and other national advice to reduce the spread of infectious diseases. With the high rates and absence for staff and students we are continuing to be cautious and not complacent. A number of protocols remain to ensure everyone's health and safety. These are not just Covid measures but to ensure other respiratory virus's are minimised and general effective safe management of the school site.**

Please do NOT come into school if you are unwell or showing any of the symptoms of COVID19. (See guidance at end of protocols).

- Staff to ensure ID badges are worn at all times.
- Staff are encouraged to be vaccinated **and have your boosters** (unless medically exempt).
- **Staff should continue to stay socially distanced** from other staff and students, wherever possible/practical and remain cautious. There are hazard tape lines in classrooms to indicate this **can still be used**. However on corridors and in some circumstances this may not be possible. Please do not invade others' personal space.
- Staff (**especially CEV/CV**) should: **Continue to** teach from safe distance and avoid face to face contact and minimise time spent **close to others**. This means: Staff **should still avoid** face to face conversations within 1m wherever possible as a precaution. Continue to use screens and distancing lines in classrooms wherever possible/practical. Where you need to hold a conversation within 1m, there are other ways to hold necessary conversations with staff and students such as standing sideways on or from behind and **advisable to wear a mask (advisory for CEV/CV staff)** and minimise these to under 15 minutes wherever practical. Use large spaces for longer conversations where you can maintain social distancing.
- Where you need to support a student closer than 2m, this should be done for a minimum amount of time (side by side or from behind) **and face coverings are still advisable to be worn**.
- Where it is necessary that you need to enter a colleague's room, please ensure you remain socially distanced and **face coverings are advisable** (unless medically exempt*) where social distancing cannot be maintained.
- You **should** abide by the room maximum numbers, especially in offices/staff rooms **and face coverings are advisable** when social distancing cannot be maintained. Where you need to hold a meeting, please use a room where social distancing can be maintained (one adult per desk facing the front **is still advisable**) and there is good ventilation.
- **If you are experiencing any of the symptoms of a virus/flu/cold/Covid etc then we would strongly advise you to wear a face mask for the protection of others. Similarly, if you are living with or have been in close contact with someone who has tested positive for Covid-19 (or who has clear symptoms of the virus) then we would also strongly advise that a mask is worn.**
- Staff should welcome students into class promptly to avoid student congestion on corridors. Avoid lining students up on the corridor unless waiting for a teacher/cover to arrive.
- Inform students they should not come up to your desk unless they have your permission. Perspex screens are there to protect you and them.
- Avoid shaking hands or physical contact between staff and/or students.
- Some staff may need to have contact with students for example where necessary for EHCP students (masks and gloves **can** continue to be worn for your safety).
- PPE should be worn by staff as outlined in a specific RA for the individual or subject or identified TA's working with specified students as identified in the students RA. PPE **is advisable** by staff who need to support a student/colleague with suspected symptoms where you are unable to maintain a safe 2m distance.
- **Face coverings are still advisable in all communal indoor enclosed areas where social distancing cannot be maintained**, this includes: classrooms when moving around the class, on the corridors during movement times, offices, prep rooms, staff rooms, changing rooms, in the Dining areas, when on duty inside.

- Face coverings **are still advisable** to be worn for any large gatherings such as training days/events where social distancing cannot be maintained.
- Please remember, wearing a mask does not negate the social distancing. Social distancing **should be practiced by all wherever possible/practical**. Please note that wearing a visor is not an alternative to a mask (except where medical grounds prevents a member of staff wearing a mask).
- All rooms **should** be cleaned daily, however between lessons we recommend you wipe your teacher's desk regularly. Students can be asked to wipe their tables/equipment when changing year groups wherever possible/practical. To support safety of all we ask that staff support in wiping down some equipment/tables.
- Cleaners will continue to wipe toilets, staff rooms frequent touch points such as rails and door handles.
- Cleaning products are provided in every room. Cleaning products should be left in rooms as labelled, wipes and hand sanitizers for next person in that room. Anti-viral solutions can be used for wiping equipment and desks. Wipes can be used by staff/students, but these are not cost effective in the long run so where possible please use the cleaning materials provided. Please ensure you keep your materials topped up.
- Student and teacher desks should be wiped by teachers/TA's/technicians/cleaners and/or students at least once during the day to reduce contamination, more frequently between each year wherever possible.
- Where students are asked to wipe equipment/tables this should be done using the wipes provided.
- Windows and doors in classrooms should be kept open for ventilation when staff/students are in rooms. If you close doors during cold weather, **you MUST still have sufficient windows open to allow good ventilation**.
- Students may **ONLY** wear coats in the classroom at staff discretion (when the room is cold **or when the weather is very cold** – **this should now be rarely in most rooms in summer months**), but students must have blazers on (wearing coats is not an alternative to wearing their blazers).
- Please wash/sanitize your hands regularly in line with Government guidance and model to students.
- Staff to actively encourage students to wash/sanitize hands regularly when entering the classroom and especially when students use the toilets/shared areas.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Posters should be displayed in all rooms. Tissues and bins with lids are also provided in each room.
- When you dispose of PPE this should be placed in bins.
- Students should continue to be seated facing the front on separate desks wherever possible. This is the recommended safe seating plan arrangement. However, alternatives can be used for the purpose of effective teaching when required e.g. where group activities are used.
- If you change seating plans you need to ensure the new plan is recorded. You may still move students within a class as a new seating plan or for managing student behaviour. Please keep a record of your seating plans (and changes) as this may be required at a later date for Track and Trace. Reminder that seating plans need to be clearly visible for all cover lessons. Updated seating plans should be stored on SharePoint so they are accessible.
- Registers must be kept (and stored on SharePoint) for all Extra-curricular activities and Library use.
- Staff should also face the front and **advised to** sit on separate desks in meetings to maintain social distancing and face coverings are still **advisable** when social distancing cannot be maintained, for example if you need to move around the meeting or turn around. There should also be good ventilation.
- There should be an option for staff to attend meetings via Teams, especially for CEV/CV staff, wherever possible/practical. This should be the case for all departmental and/Year meetings.
- **Where training and other sessions are not available on Teams, CEV/CV staff are advised to sit facing the front and by the window/door and to wear a mask and may decline face to face interactions that are not socially distanced. Other staff should respect this.**
- Full staff meetings on Mondays and Thursdays will continue on Teams until further notice.
- Extra cleaning and hand sanitizing products are provided in rooms. Please don't remove from the room and please check regularly if you need a refill. Please record on Every or contact L Gardiner if you need extra or collect from Reception.
- Please minimise the use of shared teaching resources and clean prior to use by a different year group wherever possible/practical (equipment should be cleaned/wiped at least twice a day).

- Please store all unnecessary equipment away. Please reduce clutter on desks and window ledges to help with cleaning.
- Students and staff should have own personal equipment. They should bring their own equipment and green pens. Tutors should check daily that all students have basic equipment, so that we do not have issues through the day. If students are unable to purchase on the day, please provide but inform the tutor so they can reinforce expectations. If a pen is lent to a student, please inform Tutor/Head of year so they can follow up and reinforce expectations. Students may purchase personal equipment via Parent mail and then collect from Reception when they have been paid for.
- Teaching equipment e.g. texts (not personal equipment such as pens/pencils) can be shared but should **still** be cleaned regularly.
- Students must not leave bags/own equipment in rooms (except for split lessons) they must carry equipment/kit with them at all times.
- There are one-way systems in each building. Please ensure you and students follow this and reinforce regularly to embed this. This is for general safety.
- Visitors on site should have an appointment, face coverings are recommended to be worn by both staff and visitors when social distancing cannot be maintained and meeting rooms must be well ventilated.
- Staff who organise trips must ensure you have checked the venue and travel company have a Risk Assessment **which has been checked to include any specific Covid requirements from the venue**. Face coverings are still **advisable** to be worn on coaches/trains by staff and students and in indoor venues when social distancing cannot be maintained.
- Students may be allowed to go to the toilets during the lesson (**except they must not leave your lesson during P4**), however they should use toilets in teaching blocks where there are toilets and use the ones on the same floor. Students in Art/Tech/Science would go to the West End toilets. However, as always we DO NOT want students leaving the lesson unless essential. Please use discretion but avoid this where possible if close to a movement bell.
- Please follow PBM policy or where a serious behaviour breach call for on-call in usual way.
- Students should not be sent to a member of staff during lesson time without prior permission through a note or email from the member of staff. If staff need to see students for other reasons they will come and collect them.
- Hot Spot may be organised across year groups but students should sit at the front on separate desks so as to keep apart wherever possible.
- If you have students in and they show any COVID **or other respiratory** symptoms they are to be taken by a member of staff from your own area or if no-one is available then use on-call and taken to Reception. **Please do not send a whole staff email for a First Aider. Students should remain in Reception and parents contacted to collect their child.**
- Please bring your own food and drink. The safest place to have this is in your own room as limited access to staff rooms due to social distancing. You should avoid sharing a small room, staff room or offices for lunches where social distancing cannot be maintained as masks cannot be worn whilst eating/drinking so please use a room where sufficient social distancing can be maintained and observe the maximum numbers. We need to remain cautious and wipe surfaces after use.
- First Aid Policy remains the same. Please ensure you are aware of the changes.
- Fire Procedures - you must be aware of the revised procedures and locations.
- Please be aware of your own subject **updated** Risk Assessments and subject protocols in delivery of your curriculum, especially in practical subjects and ensure you follow these.
- Please reinforce the expectations in a positive manner to encourage them to behave in a responsible and safe manner. All teachers/tutors/support staff will need to reinforce the student protocols so students understand the importance of these rules. They are there for a reason – to keep everyone safe regardless of Covid.
- There will be consequences for students to deliberately contravene student protocols and Code of Conduct/Behaviour Contract and put others at risk, though we do need to determine first whether this is

accidental and can be dealt with via the teacher/tutor/support staff with a reminder/reinforcement of the expectations.

- Please try and catch students “being good” and give them praise to reinforce and promote further positive behaviour– see revised PBM

Latest Guidance

[People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

As we learn to live safely with COVID-19, there are actions we can all take to help reduce the risk of catching COVID-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infections. COVID-19 and other respiratory infections such as flu can spread easily and cause serious illness in some people.

Vaccinations are very effective at preventing serious illness from COVID-19, however even if you are vaccinated there is a chance you might catch COVID-19 or another respiratory infection and pass it on to other people.

Any members of staff who have helped someone with symptoms and any students who have been in close contact with them or if the symptomatic person subsequently tests positive **do not need to go home to self-isolate unless they develop symptoms themselves** . **If you have followed all our protocols you reduce the risk to yourself of becoming infected.**

Symptoms of COVID-19, flu and common respiratory infections include:

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell. It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections.

If you've tested positive for COVID-19

You should:

- try to stay at home and avoid contact with other people for 5 days
- avoiding meeting [people at higher risk from COVID-19](#) for 10 days, especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine
- follow advice on [how to avoid spreading COVID-19 to people you live with](#)

This starts from the day after you did the test.

If a child or young person aged 18 or under tests positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days. This starts from the day after they did the test.

Children and young people tend to be infectious to others for less time than adults. If they're well and do not have a temperature after 3 days, there's a much lower risk that they'll pass on COVID-19 to others.

If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your symptoms.

You may wish to ask friends, family or neighbours to get food and other essentials for you.

At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.

If you become unwell during the Academy day with coronavirus symptoms, you should:

- Inform JLA Absence and a member of the Leadership Team before leaving site.
- Avoid touching anything.
- Test results must be notified to school as soon as they are received
- If you are still ill beyond 7 days you should see your doctor and obtain a sick note.