

Staff Protocol for supervising in KWB – Year 12 face to face support

Please ensure you have read the generic staff protocol and student protocol (students and parents have been informed and have signed a parent consent) in addition to this sheet. Apologies for the rules but these are designed and agreed for everyone's safety.

Staff must stay in the KWB2 and not go to KWB or Old building. You may be on a rota for another building but this will be on another day in a different week. Except LT members but we have been given specific advice on what to do/not to do to minimize risks.

- Students arrive via the new Reception entrance only.
- They have been allocated to a group of no more than 12 (based on classroom maximum capacity) and will be supervised whilst lining up and passing through reception entrance.
- This is based on form groups for ease of subject support.
- One member of staff outside and one inside for each group.
- They will have been allocated a set day and staggered start times for each group allowing 30 minutes for the 12 (max) to register and enter their allocated room.
- Students to use Hand sanitizer at main entrance point (outside if the weather permits).
- Reception staff to mark attendance on Registration List, and confirm hand sanitizer has been used.
- Students go with teacher via the designated route upstairs– clearly marked – supervised by staff. There is only one way up and same way down so as to avoid clashes on bottom corridor while staff work downstairs in administration.
- Student to be allocated a seat via seating plan – allocated number. The same seat is to be used each week on their designated day. This will be clear on group list. Students must not change.
- Student should be supervised. There will be a rota for staff for each group. Staff stay with same group for the morning session.
- Rooms should be well ventilated and doors and windows open. Manually operated.
- No inappropriate/dangerous jewellery.
- Students work on SharePoint lessons and staff tasks (see Y12 curriculum plan)- if they need support they will ask but staff on duty need to maintain 2 m distance.
- There are markings on the floor to guide staff as to the distance from the teacher's desk.
- There will be a computer room and a classroom specifically allocated to the group so where tasks require fewer numbers due to subject options staff can take to the classroom or students can continue on SharePoint/other allocated tasks (see Y12 curriculum plan)
- There will be at least two members of the LT in school for support, plus admin staff downstairs if needed. All will have walkie talkies, which must be turned on where applicable.
- There will be a walkie talkie available. LT numbers will also be available.
- For safeguarding issues, a member of the Safeguarding team is on site at all times. The DSL is also available via phone and we will use MyConcern as usual for any concerns.
- There will be at least two members of staff for each group. If a member of staff needs the toilet, you are free to go as long as students remain where they are. If a student asks to go to the toilet outside of the break time, exercise your judgement and escort them to the toilet to ensure a maximum of two at any one time in each.

- Break times are allocated to each group (based on their start times) and you Must stick to these so that there is only one group on the yard at a time. Students exit from the same stairs and out onto the yard.
- Break is to allow students to go to toilets & also encourage them wash hands as per government guidance/fresh air. One member of staff to escort students to toilets (max of 2 in boys / 2 in girls at a time. There will be a separate member of staff to supervise over break to allow teachers to have a break.
- It is important to stick to these times and the designated route, as other staff are working in various rooms and should not exit rooms when students may be on corridors or on the yard.
- Fire doors will be opened to reduce opening and closing doors at movement times, but will be closed for the remainder of time.
- The allocated break area on the yard is between the heras fencing and Primary school, students must not cross the PE bridge. They must not leave this area. A member of staff will supervise to reinforce social distancing.
- At end of break, they enter via the same doors and up the stairs back to their classroom.
- We hope it is not necessary to use C1-4 though some may well need reminding of basic social distancing and some reinforcement may be needed. If there are behavior issues call the member of the LT if needed. Please use the same procedures as on the Year 10 protocol if there is a behavior issue.

Please note this behavior has been set out in the parental letter, protocol and parents have signed that their child will comply with this. We may need to reinforce and reshape their behavior to start with but where students put staff at risk by their behavior they will be sent home.

Please note that staff must also follow all guidance in the staff protocols as well as students, otherwise you put others' at risk too. Staff must be vigilant with each other too especially with regard to distances. Please reinforce with each other or pass on names to the LT where this is being broken. This is important for everyone's safety.

End of the day:

- At the end of the session at the group designated time, escort all students out via the same stairs and through the new Reception. Staff are to supervise students ensuring 2m social distancing until they have left through the gates.
- Site Managers to ensure the gate is open in time for the first group to exit and then Reception staff will lock again after the final group leaves.
- If you do go to your classroom/office after the duty ends, to collect something please remember to record where you have been on the signing in sheet so that it can be cleaned.
- All areas used in the building will be cleaned at the end of every day including rooms, desks, chairs, hand rails and door handles. Hence it is important that if you use another area you MUST notify on the sheets.

First Aid / Symptoms:

PPE and First Aid Kits is located in the Medical room on the ground floor and in the staff room next to the SEND office. A will be based in the Staff room next to SEND office.

- If it is a normal First Aid incident and no symptoms they will be dealt with by the First Aider and subject to what this is they may be sent home or return to the room. A first aid kit is available on each floor, if students need to administer basic first aid, it is recommended students administer this to themselves wherever possible.
- If further first aid, contact TA on first floor who will be the designated First Aider or a member of the administration team. First Aider must wear FULL PPE (Apron/Mask/Visor/Gloves).
- If a student develops new symptoms of COVID19 (New persistent cough/high temperature/a loss or change to your sense of smell or taste) take the student to the designated room on ground floor (–via same stairs) asap. Escort them at an extended distance observing at least 2m social distancing to supervise and check they don't touch anything or go anywhere else. If they do touch anything on route, report this to Reception staff or First Aider administering First Aid so it can be cleaned.
- Student to be advised to sit on marked seating where they can be seen in room
- Monitor the student until they leave site.
- Staff to not enter room unless necessary, students to be monitored via the window panel in door. If staff need to enter room, they must also put on full PPE stored in the Medical room on the ground floor.
- Contact Reception staff who will call parents/guardians, to arrange student to be collected. Parents will collect their child and Reception staff will open the new gates to collect from Reception when parent has arrived.
- On call LT must be called for support.

In Case of Fire:

- In case of a Fire Alarm, escort students out whilst maintaining social distancing.
 - If safe to do so exit via normal fire routes in KWB2 – follow signs
 - Assemble on the yard.
 - There will be new markings on the green fence for Groups 1-3 spaced apart.
 - Students line up as usual behind the red lines keeping a 2 m distance.
 - They should face the new building.
 - They will be divided from the vulnerable students by the fencing.
- LT member ensure you take the walkie talkie so you can confirm where you are to others on site. Please wait for further instructions.