

Staff Protocol for supervising in KWB – Year 10 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 KWB and not go to KWB2 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 Lord Street entrance only.
- They have been allocated to a group of no more than 9 (based on classroom maximum capacity) and will be supervised whilst lining up and passing through reception entrance. 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 15 minutes for the 9 (max) to register and enter their allocated room.
- These groups have been split and group friendships/issues considered by CK, SD, DR and MDR to avoid potential conflicts.
- Students to use Hand sanitizer at main entrance point (outside if the weather permits).
- Attendance staff to mark attendance on Registration List, and confirm hand sanitizer has been used.
- Students go with teacher via the designated route – One-way system – clearly marked – supervised by staff.
- 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 seats. This would be a behavior issue. It is clearly stated as a requirement for their safety.
- Student should be supervised at all times. 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. Ensure you have been shown how to manually override the electronic windows in the KWB.
- They have not been asked to wear uniform but dress appropriately - no cut-off jeans, shorts or revealing tops. No inappropriate/dangerous jewellery. Some allowances can be made with regard to haircuts and nose studs for the rest of the term. They will have been reminded that they must get back to normal rules for September when no allowances will be made.
- Students work on SharePoint lessons and staff tasks (see Y10 curriculum plan)- if they need support they will ask but staff on duty need to maintain 2m 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 Y10 curriculum plans)
- There will be at least two members of the LT in school for support, one will be in the KWB at all times (based in L Price's office or walking around the building) plus TA or other support staff and a Site Manager. All will have walkie talkies, which must be turned on where applicable.
- There will be a walkie talkie available in each room. LT numbers will also be available. Staff can use the staff room to call.

- 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 three members of staff for each group. If a member of staff needs the toilet, you are free to go as long as the others remain. If a student asks to go to the toilet outside of the break time, exercise your judgement and escort them to the toilet, ensuring there is always one member of staff in the room(s).
- 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 rear of the building – one way system.
- 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. One member of staff goes outside with the rest. Third member is on break and the swap when back in classroom.
- 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 by tech, outside the KWB/CBB and the red boundary line from the Tech block to the bridge and students must not cross the bridge. They must not leave this area. Staff will supervise.
- At the end of break, they enter via front door again back to their classroom.
- PBM changes during this period:
- During the day we will use a C1-4 system reinforcing basic classroom expectations. At C3 (there is N Hot Spot) call for the member of the LT who will try and de-escalate, reinforce and try and ensure they do not get to C4. Please DO NOT send students out of the room, you must get on-call to remove. This is for safety reasons.
- If they subsequently get to C4 call LT and they will deal with the student. Subject to what they have done/not done a decision will be made whether to send the student home.
- Where they put their friends at risk, and the warning system and reinforcement of the protocol and despite intervention from the LT member they fail to correct and re-shape their behavior, they will be sent home.
- Where the LT member feels that their behavior has compromised the safety and well-being of others or other behavior issues have escalated, parents will be called by the LT member and when confirmed they will be escorted off site via Lord Street. If parents are not contactable they will be isolated in 107 until parents are contacted. LT will remain with the student – outside room until permission is gained. If a second call out is made the other member of the team will need to come over to the KWB. Walkie talkies will be on.

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 safety at risk by their behavior they will be sent home by a member of the LT.

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 through rear exit and they will leave via Lord Street exit. Staff are to supervise students ensuring 2m social distancing until they have left through the top gates.
- Site Managers to ensure main vehicular gate at top of Lord Street and is unlocked in time for the first group to exit and then locked 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.

First Aid / Symptoms:

PPE in each disabled toilet on ground floor and room 105, First Aid Kits room 105, and all three disabled toilets on each floor and Staff room, TA will be available in Room 105 to support.

- 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 ground floor who will be the designated First Aider. They will be based in room 105. If they need to administer First Aid call them on walkie talkie. 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 child to the designated room 101 on ground floor (– via back stairs of on floor 1 or 2) 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 TA in room 105 for logging on additional cleaning sheet.
- Student to be advised to sit on marked seating where they can be seen in 101 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 with the first aid kit in room 105 in the downstairs staff toilets.
- Contact TA in room 105. On call LT must be called for support.
- LT member will contact parents/guardians, to arrange student to be collected and the Site Manager to open the Lord Street gates where the child will exit site. Parents/Guardians to be escorted down site by Site Manager to back of KWB to collect student.

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 KWB
 - Assemble on the yard.
 - There will be new markings on the green fence for Groups 1-6 spaced apart.
 - Students line up as usual behind the red lines keeping a 2 m distance.
 - They should face the old building in the usual way.
 - They must not cross the line which divides the Y10 from the vulnerable students (between the canteen and science bridge).

- TA and LT member ensure you take the walkie talkie so you can confirm where you are to others on site. Please wait for further instructions.