

PROTOCOL FOR STAFF FROM MARCH 2021

Please bear in mind some of the safety rules have been added for everyone's health and safety during COVID:

Do NOT come into school if you are unwell or showing any of the symptoms of COVID19. (See updated guidance)

If during the day you develop any of these symptoms, please inform JLA Absence and a member of the Leadership Team. Then follow government guidance on self-isolating and contact 119 as well as booking a test. ***You will be unable to return until you have taken a COVID19 test, if this is negative you can return when well, if this is positive you must inform the Academy and follow government guidance for isolation. You may be contacted by staff about this if you have been on site up to 48hrs before your symptoms developed.***

- Staff to ensure ID badges are worn at all times.
- Please stay 2m apart as you move around the Academy and in classrooms as far as possible as per government guidance.
- The guidance recommends you stay 2 m away from other staff and students. There are hazard tape lines in classrooms to indicate this. However on corridors and in some circumstances this may not be possible.
- Staff should avoid face to face contact and minimise time spent within 1 metre of anyone (under a minute where possible). This means: Staff **MUST NOT** have face to face conversations within 1m. Please stand sideways on or move over 2m apart. In addition, staff who have conversations within 2m must minimise these to under 15 minutes (this is a total time in a day). Use large spaces for longer conversations where you can maintain a 2m plus distance.
- Staff should welcome students into class promptly to avoid student congestion on corridors. Do not line students up on the corridor unless waiting for a teacher/cover to arrive. In these instances there are markings to guide students to stay 1m apart.
- Where you need to support a student closer than 2m, this should be done for a minimum amount of time and MASKS MUST be worn.
- Inform students they should not come up to your desk unless they have your permission. Perspex screens are there to protect you.
- No shaking hands or contact between staff and/or students.
- Some staff may need to have contact with students for example where necessary for EHCP students (a RA will be written for these and PPE worn for your safety).
- Please avoid where possible going into rooms where other staff are working.
- Where it is necessary that you need to enter a colleague's room, please ensure you remain over 2 m apart as per the guidance and MUST wear a mask.
- You must abide by the room maximum numbers.
- 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 must be worn by staff who need to support a student/colleague with suspected symptoms and cannot maintain safe 2m distance.
- Staff and students **MUST** wear face masks in all communal areas, this includes: on the corridors, offices, prep rooms, staff rooms, changing rooms, in the Dining areas or outside when on duty/crossing the yard at lesson changeovers and at the start/end of school.
- Our expectations above, around face coverings being worn in communal areas above has not changed. However, the government in February now recommend that face coverings should be worn in classrooms and during any activities where social distancing cannot be maintained (except for PE lessons or other strenuous activities). We recommend staff at the Academy to follow this. Staff may only remove masks where social distancing can be maintained (more than 2 m from students or behind your screen), however as an Academy we recommend for your safety that until guidance is reviewed at Easter, that you wear a mask in your room when students are present as it would be easier and safe to keep it on until the end of the lesson to save you putting it on and off when you move around the room (see point below).
- However, when moving around the room within 2m social distancing **MASKS MUST be worn.**

- Please remember, wearing a mask does not negate the social distancing rules above. Social distancing MUST be observed at all times. 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).
- Staff may choose to remove their mask when outside (except as stated above when on duty/lesson changeovers and as students arrive/leave).
- Wherever possible cover supervisors/cover staff and supply staff will be timetabled on cover in one designated building each day. Where movement around the site is required when this is not possible, staff MUST wear a mask.
- Staff should avoid crossing the yard during busy times e.g. breaktime/lunchtime unless essential and if so MUST wear a mask.
- If for any reason, you move to a different room than the one that is timetabled you must keep a record of this in case required for Track and Trace purposes.
- All rooms will 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. To support safety of all we ask that staff support in wiping down some equipment/tables. However, please note, this is a request to students and not a directive or rule – it is about getting “buy in” from students rather than directing them.
- Cleaners will be based in buildings to clean 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.
- 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 bubble if 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 wear coats at staff discretion in the classroom, 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 the “Catch it, Kill it, bin it” bins in each room.
- Students should be seated facing the front on separate desks wherever possible.
- Seating Plans (PIMS) must be used including form time and departmental meetings (2m distancing must be maintained), so that if we need to initiate Track and Trace we can see who was next to who. 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 PIM or for managing student behaviour as they are part of the same bubble/year. 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 PIMS need to be clearly visible for all cover lessons. Updated PIMS should be stored on SharePoint so they are accessible as needed for Track and Trace.
- In some practical lessons there is a requirement for 1m distancing for work stations, this will be indicated on desks and using the seating plan.
- 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.

- Please store all unnecessary equipment away. Please reduce clutter on desks and window ledges to help with cleaning to avoid having to destroy items at a later date as may be required, if a positive Covid case is identified
- Students and staff will have own personal equipment. They must then bring their own equipment and green pens. These must not be shared unless they are within a bubble or quarantined/cleaned (see below). 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 basic expectations. When pens are handed back in, keep these separate in a storage container until they can be wiped (with a viral spray) or quarantined for 72 hours ready for re-use.
- Teaching equipment e.g. texts (not personal equipment such as pens/pencils) can be shared within a bubble (year group) but not across years. Students may purchase personal equipment via Parent mail and then collect from Reception when they have been paid for.
- Students must not leave bags/own equipment in rooms (except for split lessons) they must carry equipment/kit with them at all times. Any lost kit or kit left behind will be removed and quarantined for 72 hours.
- If students bring in work, it is recommended you leave this for 48 hours before marking. Guidance states you may take work home. Please label the date it is handed in.
- There will be a one-way system in each building. Please ensure you and students follow this and reinforce regularly to embed this.
- At lesson changeovers please get students quickly into classrooms so they do not block the corridors and do not queue on a corridor.
- Students may be allowed to go to the toilets during the lesson (except during P4), however they must 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. N.B this will be updated re minor changes to Hot Spot/Time out.
- 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 will be organised within year group bubbles where possible or where 2 m+ distancing can be maintained. You need to ensure the student arrives so they may need to be escorted by a member of staff (use a TA/Teacher/HOF/HOD or failing that on-call - see amended PBM). Note there will be more telephones in the buildings from September. Please know where the nearest phone is.
- If you have students in and they show any COVID 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 to the COVID room in the old building opposite the old reception. Staff will then advise the LT immediately or Tom Freeman/Alison Fletcher/L Gardiner and Site Manager on Duty should be called to open gates. Please do not send a whole staff email for a First Aider. Students will remain in isolation and be sent home. Someone should remain with them (they MUST NOT be left unattended until one of the above arrives), but NOT go into the room unless absolutely necessary and if they go into the room they must then wear FULL PPE – located in old Reception. Before the student leaves, staff must collect the following information: where they have been and if they have used any other toilet facilities to ensure it has been cleaned. Site Manager will then ensure the Covid room is cleaned.
- 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 room for lunches as masks cannot be worn whilst eating/drinking unless sufficient social distancing can be maintained and observe the maximum numbers.
- Avoid using the staff rooms if possible but where needed ensure you follow maximum numbers limit on social distancing as indicated and wipe all surfaces and equipment you have used after use.
- First Aid Policy has been revised please ensure you are aware of the changes.
- Fire Procedures - you must be aware of the procedures and locations.

- Please be aware of your own subject modified Risk Assessments and subject additional 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 additional rules.
- 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

Info to help staff reinforce with students

Buildings arrivals. Please enter in single file and stay 2m away from others wherever possible and go directly into your form building or stay within your designated year area boundaries.

Year 7 arrive through Lord Street – Left hand side of path - Keith Whittlestone Building KWB1

Year 8 arrive through Lord Street – Right hand side of path – CBB.

Year 9 arrive through West Bromwich Road (next to PE) – Science/Food

Year 10 arrive through the New Keith Whittlestone Building Reception – Keith Whittlestone Building KWB2

Year 11 arrive through the side gate on the side path from the Walstead Road next to the staff car park. – Art and Technology rooms

Year 12 arrive through the old Academy Reception – Old Building rooms

Year 13 arrive through the old Academy Reception – Old Building rooms

Exits from buildings after Period 5

You should leave in single file and not gather outside the gates.

Science and PE lessons exit through West Bromwich gates (by PE)

Art and Technology exit through the path from the Walstead Road next to the staff car park onto Walstead Road

CBB exit via Lord Street – left hand side of path

KWB1 exit via Lord Street – right hand side of path

KWB2 exit via Main Academy Reception onto Walstead Road.

The only exceptions to this is for P6 or other after school classes/authorised activities/detentions, students should exit from the main Reception as other gates will be locked.

Break zones, toilets and food outlet at break for each year group.

Year 7 – Zone around KWB1 as marked by lines. Food available in KWB foyer, follow the one way system. Use ground floor toilets in KWB2.

Year 8 – Zone outside CBB with section of yard as marked by red lines. Food is available in CBB downstairs by Drama, follow the one way system. Use ground floor toilets in CBB.

Year 9 – Zone by PE and Science building. Food available by PE. Use PE Toilets.

Year 10 – Zone outside KWB2. Food in KWB2 by Library, follow one way system. Toilets on ground floor KWB2.

Year 11 – Zone is on yard between West Hall and Music as marked by red Lines. Food available in West Hal dining area. Use West End Toilets.

Year 12/13 – Zone outside P16 block as marked by red lines between Y8 and Y10 zone or use P16 Common rooms. Lower common room Year 12. Upper Common room Year 13. Food available in Canteen. Year 12 and 13 students must stay apart from each other. Year 12 use Post 16 toilets. Year 13 use the KWB2 toilets after break has finished.

Lunches:

Year 7 12.45-13.15 Canteen and Zone between canteen and KWB2 – Toilets ground floor KWB2

Year 8	12.15-12.45	Canteen and Zone between canteen and KWB2 – Toilets ground floor KWB2
Year 9	12.45-13.15	West Hall and Zone between West Hall and Music – West End Toilets
Year10	12.15-12.45	West Hall and Zone between West Hall and Music – West End Toilets
Year 11	13.15-13.45	West Hall and Zone between West Hall and Music – West End Toilets
Year 12/13	13.15-13.45	Canteen and Zone between canteen and KWB2 – Y12 toilets in Post 16.
		Year 13 Toilets ground floor KWB2

Background Latest Guidance

We will follow the DfE Guidance below with anyone who shows any symptoms who have been in school:

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them **do not need to go home to self-isolate unless they develop symptoms themselves** (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

What are the Symptoms:

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away and if they test positive then you should continue to isolate for 10 days from the day they developed symptoms following government guidance.

You must inform JLAbsence of these and this will include any symptoms or tests including during the holidays.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If you test negative

If you get a negative PCR test result, this means you are at low risk of having coronavirus.

Other members of your household can stop self-isolating. If you feel well and no longer have symptoms similar to coronavirus, you can stop self-isolating. You could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until you are better.

If you test positive

If you get a positive test result, this means that when you took the test, you had coronavirus. You – and other members of your household – must continue to self-isolate.

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.
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

Test results must be notified to school as soon as they are received.

Current government and PHE guidance on Face coverings updated 22nd February 2021

Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Face coverings do not need to be worn by pupils when outdoors on the premises.

In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. These measures will be in place until Easter.

As with all measures, we will keep it under review and update guidance at that point. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.

Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

It is vital that face coverings are worn correctly by staff and students and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.

Masks must be worn correctly covering the nose, mouth and chin only. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, **sealable plastic bags between use**. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

PPE should be worn if:

- an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained
- a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used.

Cleaning and disinfection – Government guidance

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces, especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.

When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

At JLA we all desks will be cleaned every night by the regular cleaners. Please ensure your surfaces such as window ledges, tables etc are clear so they can clean effectively.

We have employed additional cleaners during the daytime to do frequently touched surfaces such as door handles, grab rails and to ensure toilets in each building are regularly cleaned. Unfortunately it is not possible or realistic to have a cleaner to go into every room so we ask that all staff support with cleaning surfaces within their room as part of their own room preparation and safety measures prior to teaching.

During the day staff (teachers/TA/Technicians and/or students) will clean surfaces **at least once** during the day to ensure we meet the minimum requirement.