

## **Staff Protocol for supervising in Library - Vulnerable students and Critical Workers**

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

- Students arrive via Reception 8.45-9am – pupils to be supervised whilst lining up and passing through reception entrance. One member of staff outside and one inside.
- Students to use Hand sanitizer at main entrance point.
- Reception staff to mark attendance on Registration List, and confirm hand sanitizer has been used.
- Students go to Library via the designated route – marking on floor – supervised by staff.
- Student to be allocated a seat via seating plan. The same seat is to be used each day, List/seating plan to be displayed in Library.
- Student should be supervised at all times.
- They have not been asked to wear uniform but dress appropriately - no cut off jeans, shorts or revealing tops. No inappropriate jewelry. 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 - if they need support they will ask but staff on duty need to maintain 2 m distance.
- There will be at least one member of the LT in school for support, plus Reception staff and a Site Manager. All will have walkie talkies, which must be turned on where applicable. Ensure there is a walkie talkie accessible and on charge in the library.
- There will be two members of staff on duty in the library. If a member of staff needs the toilet, you are free to go as long as the other remains. 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 library. *Suggest you do an hour on and off each but remain in the same place – do not move seats/computers.*
- Break time is 11.00-11.20 to allow students to go to toilets (Post 16 toilets to be used) & also wash hands as per government guidance/fresh air. Both members of staff are to escort the students, via sixth form to the yard. One can then supervise toilets/handwashing and one to supervise students outside. Students should only be allowed into the toilets one at a time.
- 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.
- The allocated break area on the yard is between the Heras fencing and the red boundary line from end of the canteen to science bridge. They must not leave this area.
- At the end of break, they enter via the door up the steps nearest room 5, and turn left back into library.

### **End of the day:**

- At the end of the session at 1pm, escort all students out through P16 onto the yard, and out of the main vehicle gates. Staff are to supervise students ensuring 2m social distancing.
- Site Managers to ensure main vehicular gate is unlocked at 1pm and then locked again at 1.10pm, and remain to monitor gate until all students have left site.

- If you do go to your classroom/office after 1.15, 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 to be available in library/first aid room**

- 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 in the library, if students need to administer basic first aid, it is recommended students administer this to themselves wherever possible.
- If further first aid, contact Reception Staff & Site Manager who will be the designated First Aider on site. They will remain in Reception unless needed. If they need to administer First Aid call them on walkie talkie/library phone. 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 P16 Common room asap. Escort them at an extended distance observing 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 for logging on additional cleaning sheet.
- Student to be advised to sit on marked seating in P16 common room. Monitor the student until they leave site.
- Staff to not enter room unless necessary, students to be monitored via the Post 16 Support Office window. If staff need to enter room, they must also put on full PPE stored with the first aid kit in the Post 16 Support Office.
- Contact Reception who will call parents/guardians, to arrange student to be collected. The receptionist will contact the Site Manager to open the gate where the child will exit site. Parents/Guardians to be escorted down site by Site Manager to Fire Exit of P16 common room to collect student.
- On call to be called for support in Library.

#### **In Case of Fire:**

- In case of a Fire Alarm, escort students out whilst maintaining social distancing.
  - If safe to do so exit via library entrance and exit via sixth form, follow the fire route plan on the library entrance/exit doors.
  - If the fire is suspected to be in the library or main build corridor, exit via the rear fire doors. Follow the fire route plan next to the fire doors, a key will be provided for you to open the gates onto the yard.
- Ensure you take the library walkie talkie so you can confirm where you are to LT on site. On exiting the lower Sixth form corridor, please go onto the yard and ask students to stand behind the existing fire lines - spaced out 2 m from each other facing the P16 block. Please wait for further instructions.