



## COVID-19 Addendum to the Staff Code of Conduct

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## **THE BAY LEARNING TRUST**

### **COVID-19 ADDENDUM TO STAFF CODE OF CONDUCT**

#### **1 SCOPE & PURPOSE**

- 1.1 This addendum does not replace the Staff Code of Conduct rather the aim of this document is to provide some guidance and reminders regarding some adjustments to our behaviour and conduct that are necessary to help protect ourselves, our colleagues and our learners during these unprecedented times..

#### **2 WHO IS COVERED BY THE POLICY?**

- 2.1 This addendum covers all employees at all levels and grades, including senior managers, officers, employees, trainees, part-time and fixed-term employees (collectively referred to as employees in this policy). It does not apply to agency staff and self-employed contractors.
- 2.2 Whilst this policy does not directly apply to agency staff, self-employed contractors or volunteers, the expectations of good conduct detailed herein are equally applicable to such categories of workers and appropriate action may be taken where such workers fail to meet the reasonable expectation of the Bay Learning Trust ('the Trust') in this respect.

#### **3 ADDITIONAL RULES OF CONDUCT TO TAKE ACCOUNT OF THE IMPACT OF COVID-19**

- 3.1 Employees must not attend work if they have coronavirus symptoms or must go home as soon as these develop. Employees must inform the school without delay by the method usually used for reporting illness or whatever other method has been put in place during the COVID-19 pandemic and access a test as soon as possible.
- 3.2 Employees must adhere to the Academy risk assessments at all times. Employees will therefore be expected to:
- 3.2.1 Model social distancing with other colleagues for pupils and other staff.
  - 3.2.2 Sanitise their hands more often than usual on entry and exit from rooms and offices ensuring that all parts of the hands are covered.
  - 3.2.3 Use the 'catch it, bin it, kill it' approach.
  - 3.2.4 Avoid touching their mouth, nose and eyes.
  - 3.2.5 Clean frequently touched surfaces as often as possible using the cleaning products provided (this is in addition to the extra stringent cleaning

schedule that is in place and carried out by the Academy's cleaning teams).

3.2.6 Do not share items such as cups, plates, bowls, cutlery and stationery. Employees are asked to bring in their own cups/mugs, cutlery, plates and bowls to use and do not allow anyone to share them. This is to minimise the risk of contamination or spread of infection.

3.2.7 Employees who classify as clinically vulnerable according to criteria issued by NHS or live with someone who has a shielding letter should discuss Individual Health Risk Assessment with their Line Manager.

3.3 When working in the classroom or performing other duties with pupils employees are required to:

3.3.1 Think about ways to modify their teaching approach to keep a distance from children in their class as much as possible.

3.3.2 If the nature of an employee's role does not allow for social distancing to be maintained, the employee must ensure they wear PPE.

3.3.3 Wear visors in class and in other indoor spaces where contact with children is frequent.

3.3.4 Refrain from intentional physical contact with pupils and staff

3.3.5 Consider avoiding calling pupils to the front of the class or going to their desk to check on their work. If this approach is required for any reason employees should stand to the side, or behind pupils, rather than in front of them.

3.3.6 Ensure your classes follow the rules on hand sanitizing on classroom entry and exit as well as 'catch it, bin it, kill it'.

3.3.7 Not to allow pupils to share equipment and resources (like stationery), they must bring, or be allocated, their own equipment that they are not to share. This is to minimise the risk of contamination or spread of infection.

3.3.8 Where possible, ensure pupils spend the last 5 minutes of the end of the lesson sanitizing desk surfaces before moving to another learning area in school. This is to prevent the virus spreading to members of a different class in the same bubble. The dismissal of pupils at the end of lesson 6 is the exception to this routine.

3.3.9 Keep classroom door and windows open if possible, for air flow.

3.3.10 Limit the number of pupils permitted to use the toilet at any one time.

- 3.4 During periods of lock down the Academy will be tasked with providing mainly online learning for pupils for the period of their time at home and employees may also be working from home. During such periods employees will still be required to meet the standards of behaviour set out in the Academy's full Code of conduct and for teaching staff to continue to fulfil Part 2 of the Teachers' Standards. As such employees will be required to:
- 3.4.1 Maintain appropriate professional boundaries, avoiding behaviour which could be misinterpreted by others and should report and such incident to the DSL.
  - 3.4.2 Ensure they are dressed appropriately and professionally if they are undertaking recording of visual lessons for pupils or when working with small groups of key worker and vulnerable students on site.
  - 3.4.3 Ensure relationships with students must continue to be professional at all times. With increased online communication between employees and pupils, it is essential that this is via school authorised mechanisms. Any concerns arising from contact with students should be reported to the DSL or Deputy DSLs immediately.
- 3.5 Employees continue to have a duty to safeguard students regardless of the ongoing Covid-19 situation and whether or not pupils are attending school or working from home. Employees must therefore continue to report all concerns to the DSL at the Academy or the Deputy DSLs at that Academy. In the event the DSL and/or Deputy DSLs are not available on site they must be contacted by telephoning the relevant numbers supplied to Employees at that Academy.
- 3.6 Employees must also ensure they have read and adhere to any addendums applied to the Academy's Safeguarding Policy and Online Safety Policy from time to time. The full policies can be found on the school website.
- 3.7 Employees must adhere to any other requirements notified to them and relevant to the Academy.