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Foundation Academies Trust

EFAT COVID-19 Addendum
to Code of Conduct Policy

Date of Issue: 18th January 2021
Next Review Date: September 2021

EFAT COVID-19 Addendum to Code of Conduct Policy

Contents

Policy Cover Note

Title of the Policy	EFAT COVID-19 Addendum to Code of Conduct Policy
Summary/Reason for bringing to Bord for Approval	New addendum to Code of Conduct Policy. To be read in conjunction with the current Staff Code of Conduct
Statutory Requirement	Yes
Decisions to be made / recommendation on options	Recommended for Board approval
Name of the author	Emma Barnes/Hill Dickinson
Date written	18th January 2021
Date for Review	September 2021
Policy/Procedure to be published on the trust website	No
Policy/procedure to be published on the Academy/Primary website	No
Amendments/Updates	New addendum written in response to COVID-19

COVID-19 ADDENDUM TO CODE OF CONDUCT POLICY

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 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 via the Principal 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 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 appropriate PPE.

3.3.3   Staff can choose to wear visors or clear masks in class and in other indoor spaces where contact with children is frequent.

3.3.4   Refrain where possible 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   Where possible, not to allow pupils to share equipment and resources (like stationery), within lessons. This is to minimise the risk of contamination or spread of infection.

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

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

3.4   During periods of lockdown 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 Trust'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.

3.4.4   Whether working at home or on site, staff are required to work their usual working hours/pattern unless otherwise agreed in advance with their line manager.

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 or the Deputy DSLs. In the event the DSL and/or Deputy DSLs are not available on site they must be contacted by telephoning the following numbers:

Essa Primary

Joanna Atherton (07788 313452)

Salmah Akram (via Microsoft Teams)

Lisa Banks (07788 313275)

Jonathan Woodburn (via Microsoft Teams)

Vicki Pukiello-Collier (07788 313126)

Essa Academy

Stacey O'Connor (07788 313348)

Emma Collier (07788 313242)

Natasha Squire (07788 313481)

Chris Airey (07788 313212)

3.6   Employees must also ensure they have read and adhere to any addendums applied to the Trust's Safeguarding Policy and Online Safety Policy from time to time. The full policies can be found on the Trust website.