



## **Additions to Staff Behaviour Policy 01 June 2020 at St Mary's CE (VC) Primary School**

**St Mary's CE (VC) Primary School  
Date: June 2020**

## **Additions/changes to Staff Behaviour Policy for re-opening of Schools from June 2020**

### **Movement & Transport**

- Adjustments to any changes to location, e.g. staff arrival or departure
- Moving around the school as per specific instructions e.g. one-way systems, staff only areas
- Amendments to the use of breakout areas, communal spaces, changing areas, etc.
- Amendment to classrooms and groups of children e.g. staff are assigned to a specific cohort of children/YP during the day and on subsequent days

### **Protective Measures (Hygiene/PPE)**

Staff will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

- Health & Safety measures in place around school
- Following school instructions on hygiene, such as, handwashing, sanitising, wiping down of equipment and furniture
- Following guidance on the use of PPE, i.e. only if it is built into a child/YP's Risk Assessment. (Special Schools will be different.)
- Allocation of PPE to specific members of staff, i.e. first aider, DSL
- Process for the use of toilets
- Process for staff to inform SLT if they are experiencing symptoms of coronavirus
- Rules about sharing any equipment or other items including, drinking bottles,
- Rules about expectations of breaks/lunchtime and advice around food/drink

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

### **Online Education & Safety in Schools**

Staff will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

- Clear rules for staff around how to conduct online sessions and how to keep themselves safe
- Clear process for the use of mobile devices when using technology for online learning

Schools may wish to use these resources to understand more about ensuring online education is safe:

- ❖ remote education advice from [The Key for School Leaders](#)
- ❖ advice from [NSPCC](#) on undertaking remote education safely
- ❖ guidance from the [UK Safer Internet Centre](#) on remote education

## **Children and Online Safety away from school**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns are dealt with as per the Safeguarding & Child Protection Policy and where appropriate, referrals should still be made to children's social care and as required, the police.

Staff will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

## **Virtual/Online Lessons**

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- ❖ No 1:1s, groups only
- ❖ Staff and children must wear suitable clothing, as should anyone else in the household
- ❖ Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred
- ❖ The live class should be recorded so that if any issues were to arise, the video can be reviewed
- ❖ Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- ❖ Language must be professional and appropriate, including any family members in the background
- ❖ Staff must only use platforms provided by St Mary's CE (VC) Primary School to communicate with pupils
- ❖ Staff should record, the length, time, date and attendance of any sessions held

## **Personal Data and GDPR**

Schools and colleges should continue to follow the guidance outlined in the [data protection: toolkit for schools](#) when managing personal data and may need to consider:

- ❖ taking care not to share contact details when emailing multiple people
- ❖ being careful when sharing usernames and other personal data for access to online resources
- ❖ providing access to school data systems safely