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**Stebbing Primary School**

**COVID-19**

**Code of Conduct**

**This version May 2020**

**Adopted June 2020**

**Shared with Staff and Governors May 2020**

Throughout the COVID-19 pandemic and whilst on the school site, all members of the Stebbing Primary School Community will follow this extraordinary code of conduct.

**All members of staff will:**

* wash their hands with soap and running water every hour for 20 seconds or sanitise hands with alcohol gel.
* Sanitise their hands with alcohol gel or wash hands with soap and running water on arrival at the school, before and after eating and after sneezing or coughing.
* supervise young children when hand washing.
* clean and disinfect regularly touched surfaces frequently.
* ensure they are social distancing when possible.
* avoid physical contact with all children where possible.
* inform a member of the senior leadership team if they start to develop symptoms associated with COVID-19 (coughing, fever, runny nose, muscle pains, headaches).
* if engaging in intimate care, wear suitable PPE (gloves, apron, mouth and nose mask).
* ensure children remain in their designated teams throughout the school day.
* ensure children remain in their designated work space/at their workstation for all class based tasks.
* ensure that when outside, children remain in their designated areas.
* ensure that all doors are propped open where it is safe to do so.
* continue to follow safeguarding protocol and report any concerns immediately to a member of the senior leadership team
* report without delay any breach of the code of conduct (staff/pupils/parents).
* maintain social distancing guidelines when in the staff room or during break times.

**All children will:**

* clean their hands on arrival at the school, before and after eating and after sneezing or coughing.
* wash their hands every hour for 20 seconds with soap and running water.
* remain in their designated workspace/at their workstation when in the classroom.
* only go to the toilet when they have asked and permission has been granted by their teacher.
* ensure they are social distancing.
* make use of the outdoor areas in their designated area and time slots.
* avoid physical contact with all children and members of staff where possible.
* inform a member of staff if they start to develop symptoms associated with COVID-19 (coughing, fever, runny nose).
* cover their mouth and nose with a tissue or their sleeve when they sneeze or cough.
* only use the resources and equipment on their desk unless given permission to do so by a member of staff.
* take notice of the signage around the school.

**All family members will:**

* abide by the collection rules outlined below:
  + ensure social distancing guidelines are maintained during collection and drop off.
  + collect and drop off during the designated time slots:

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| --- | --- |
| **Year group** | **Drop off time** |
| Year 6 | 8.45am **(opening on 3rd June)** |
| Year 1 | 8.55am **(opening on 2nd June)** |
| Reception | 9.05am **(opening on 2nd June)** |

|  |  |
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| **Year group** | **Pick up time** |
| Reception | 2.30pm (except Friday 12.35pm) |
| Year 1 | 2.40pm (except Friday 12.45pm) |
| Year 6 | 2.50pm (except Friday 12.55pm) |

* + use the appropriate entrance and exit to minimise contact.
* only enter the school building when given permission to by a member of staff.
* ensure **only ONE family member accompanies the child at** drop off and for pick up.
* communicate with teachers via email or telephone.
* remind your child/children of the code of conduct and explain its importance regularly.
* ensure your child is aware of what school will look like by reading the ***Guide to returning to Stebbing Primary***, ***watching to video Go-Go and Gee-Jay return to school* (soon to be shared)**, sharing the social story and other key information shared by school staff
* maintain good levels of hand hygiene.
* inform the school if you or any family member develops any symptoms associated with COVID-19.
* wash their hands every hour for 20 seconds with soap and running water.
* enure your child wears clean, washed clothes each day to school
* ensure your child brings a named water bottle to school each day
* ensure your child has suncream applied before coming to school

**All visitors will:**

* During the COVID-19 pandemic, no visitors will be permitted into the school building unless absolutely essential.

**All contractors will:**

* telephone the school office (01371 856260) on arrival and wait in the playground at the designated zone to be met by a member of the office staff.
* if they need to enter the school building, they are to be given our contractors code of conduct upon signing in (which will be done by the office staff).
* when in the school building, all contractors are to wash their hands thoroughly for 20 seconds with soap and running water.
* only enter areas of the school that are required to be entered.
* adhere to social distancing guidelines at all times.

**All volunteers will:**

* During the COVID-19 pandemic, no volunteers will be permitted into the school building unless absolutely essential.

**Appendix and useful links**

I sign to say I agree to adhere to the Code of Conduct.

If a parent of a child at Stebbing Primary, I will work with my child to ensure they adhere to the Code of Conduct. I understand that persistent, deliberate failure to comply will result in my child being asked to stay at home during the pandemic.

Please circle all that apply

Parent Child Staff Governor

**Name of child…………………………………………………….. Child’s class…………………………………………..**

**Your name ………………………………………………..**

**Date……………………………………………………………….**