

## **Windermere School Expectations – Staff**

These 'expectations' are designed to give clear guidance on behaviour that all members of the Windermere School community are expected to observe. They are informed by the latest government guidance and have been updated for March 2021 in line with the legal position we are required to take. They are, as always, subject to further change.

The health and welfare of our community is paramount, and each of us must avoid conduct that may assist with the spread of coronavirus at school. Whilst our first priority is to the health of the whole community, we also wish to keep the school open. If there are cases of Covid in school, we may have to close certain year groups, or in the worst case, close the school to day students for a while, and return to remote teaching. Your support in helping to keep the school open is greatly appreciated.

These expectations fit alongside the existing staff code of conduct.

### **In order to protect yourself, students, staff and other parents, we ask that staff:**

1. Read carefully and operate within the appropriate Windermere School Covid19 and other normal risk assessments / safeguarding documentation and the acceptable use policy for ICT.
2. Do not come to work if you or any member of your direct household are ill in any way that may relate to Covid19, and in particular if they are showing any of the 3 key symptoms of Covid19, which are:
  - A high temperature – this means the person will feel hot to touch on their chest or back
  - A new, continuous cough – this means someone is coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
  - A loss or change to a person's sense of smell or taste – this means they have noticed they cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

It is vital that no one comes into school if they have any symptoms or if any member of their household is unwell. The key here is to err on the side of caution; if you have any doubts, please stay away from school. Additional symptoms may present, so please do check NHS online if you are concerned.

3. If anyone within your direct household develops symptoms of Covid19, please report this to your line manager and the Covid Lead (Mrs J King for Elleray and Mrs E Vermeulen at Browhead). Under no circumstances come onto the school site.
4. If anyone within your direct household develops symptoms of Covid19, please stay at home until tests for Covid19 have been completed, and the results return as negative. Should the tests come back as positive, it is important to self-isolate for the length of time advised by the government guidance. This is currently 10 days.
5. LFD tests and the test data – it is vital that when staff are completing tests at home (twice a week) that they share the results of these tests (positive/negative or void) with school as well as with the NHS. A link will be shared with staff to make telling school as quick and easy as possible.
6. Staff should speak to the Operations manager (Mr R Hennah) or either of the Covid Leads if they have any concerns relating to health so we may assist you with managing these concerns.
7. Depending on the site, staff may be allocated areas within school where they should work, or that they may or may not go. This is to ensure the year group bubbles are maintained as much as is

feasible. This will include work areas and toilet facilities so that we are avoiding too many people using the same facilities.

8. On arrival please sign in remotely using the PassTab app/website on your mobile phone, tablet or laptop. Please sign out using the same system.
9. Only limited numbers of staff may use the staff room at any time, and when they leave, they must wipe down any surfaces they have touched with the anti-viral wipes left for that purpose. We ask that you consume tea/coffee, refreshments and lunch in your allocated workspace. Staff are requested to bring in their own drinks (e.g. tea / coffee in a thermos).
10. Please continue to speak to the students about the importance of frequent handwashing and sanitising so that the messages are consistent. We will be following government guidance in relation to sneezing, coughing, the use of tissues and their disposal ('catch it, bin it, kill it') and reinforcing messages to do with individuals avoiding touching their mouths, noses and eyes with their hands.
11. Ensure that your school clothes are washed regularly. If you have branded school kit this may be worn.
12. Support the school with decisions we are having to make over which students can socialise (e.g. year group bubbles) and where this can take place.
13. Assist the school by helping with any tasks that may be required, e.g. the wiping down of desks, chairs and electronic equipment after they have been used.
14. Staff must wear protective clothing such as face masks when social distancing cannot be maintained, when moving around site or where a child or staff member becomes ill and you have to assist them. Should this happen we have stocks of the appropriate PPE on site, e.g. there will be an emergency PPE kit in each classroom.
15. Please ensure any waste items, in particular tissues, are immediately placed in a bin.
16. Support Windermere School with the new rules about NOT sharing equipment, and reducing the number of items that travel to and from school. To assist with this do not 'loan' equipment to students, ensure students maintain social distancing as much as possible, and reduce the number of items that move between school and your home (or students' homes) to a minimum.
17. Beyond your normal timetable (teachers only) please keep a reasonable record in your diary of where you have been and when, e.g. cross site visits. This does not need to be hugely detailed but will assist Track and Trace if required.
18. Please stay alert to the health, both mental and physical, of the people, students and staff, around you. If you have any concerns, please pass these on to the relevant person:
  - Concern about a student – please contact the relevant Head of Section.
  - Concern about a member of staff – please contact the relevant line manager.If you are unsure of who to contact, please contact the relevant Covid Lead.
19. All staff have had access to the whole school risk assessments, and have in many cases been involved in helping us write them. Where staff feel a personal risk assessment would be helpful, please contact Richard Hennah who has already completed this process with some staff. You can also contact Health Assured Assistance (the replacement for Worklife Support) using [www.healthassuredeap.com](http://www.healthassuredeap.com) / 0800 047 4097 To gain access to the Health and Well-being Portal you will require the below login credentials: Username: Peninsula, Password: EAP

It is vital during this time that we work together as a team, and that you relay any issues or concerns to your line manager or one of the Covid Leads immediately.

Thank you for your cooperation in ensuring we create the safest working environment that we can at Windermere School. Please use the following link to electronically sign to say you have read and agree to these expectations.

[https://forms.office.com/Pages/ResponsePage.aspx?id=W6Gh56Lx\\_km7hl-PJiL29CSD1d3uLC1CuW0tDia-fNpUMks2NIVYNjhNNUJLVFQxTUNKSFkwQkNBSC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=W6Gh56Lx_km7hl-PJiL29CSD1d3uLC1CuW0tDia-fNpUMks2NIVYNjhNNUJLVFQxTUNKSFkwQkNBSC4u)