

Protocols for staff

Arriving and departing

- Staff can arrive and depart up to 10 minutes before and after the children in their pods are expected in and out. School will be open normal times.
- Enter and exit the building through your pod external classroom door. You must not walk through the building to get to your pod where at all possible – use outside routes
[Exceptions: Southcote Keyworker pods – enter and exit through Y4 doors, Katesgrove Y6 pods – enter and exit through each of the Trooper Potts doors, Katesgrove Nursery – enter and exit through your normal door]
- Phone/radio the office to confirm your arrival and departure – they will sign you in/out

Registers

- Admin will email you your register to take each morning and lunchtime. Please do not use SIMS. You must email the register back to admin straight after completing it

Pods

- Your pod is protected for the adults and children in it. No-one else must enter the pod without being invited to do so
- Your pod must not mix with any other pod at any point during the day. When outside, you must keep your pod within their allocated area only
- The people in your pod will remain exactly the same at all times – regardless of whether pupil numbers drop
- Children must use the same desk and resources every day
- Please use the classroom daily checklist and classroom cleaning procedures for your pod

Staff rooms

- Each year group in will have an allocated staffroom area to use for staff breaks
- Please use the staffroom daily checklist and staffroom cleaning procedures when using the staffroom

Toilets

- All staff will be allocated a toilet to use as close to their pod as possible
- Please use the toilet daily checklist and toilet cleaning procedures when using the toilets
- Children should be allocated a toilet to use with their name on the door
- Children must only be allowed to visit their area toilet one at a time – accompanied by a member of staff to check there are no children already using the toilets
- After a child uses the toilet, a radio call must be made to a cleaner to alert them that the toilet will need cleaning, unless you are in Nursery and EYFS as different protocols will be in place (as the cleaner would break your containment)

Break and lunchtimes

- Staff breaks - The timings of these have been left to be flexible for you to arrange between yourself and the other adult in your pod
- Lunches ordered through the school kitchen will be delivered to your classroom when ready and left outside the door. If staff would like a school lunch, they should order it through the office when radio calling/phoning on arrival (school is providing free staff lunches for those who want them)
- Staff can either bring their own cutlery, crockery, mug, glass etc. or gather a set at the start of the day then ensure it is washed up thoroughly, dried with a paper towel and put away
- Each pod will have a set of playtime equipment allocated to them. This will need to be cleaned thoroughly at the end of each day/after use (larger items should be dipped in Milton)

Fire drill procedures

- Muster station points remain in the same locations
Southcote: Use KS1 playground for Foundation stage and KS2 playground for Y6, Y1 and key worker children
Katesgrove: Use Foundation Stage garden for Foundation Stage/Nursery and main playground for Y6, Y1 and keyworker children
- Please familiarise yourself with the route that you will need to take to get your pod to the allocated area as it may be different to the route that you are used to
- Children must walk and line up still adhering to the 2m distancing
- There will be a practice fire drill to ensure everyone knows the procedure

Usage of site/timetabling

- Photocopier – You must not use the office photocopier at all. If you need photocopying, email admin and they will arrange copies which will be delivered by the caretakers. If using any other photocopier, you must wipe down all surfaces being touched before and after use
- There should be no adults or children moving around the internal building outside of your pod, unless using the toilet or your area staffroom. Please use radios/telephones to contact people in other areas
- Use of other areas in school, such as ICT suite or halls will be timetabled. These areas will need to be thoroughly cleaned after each use
- Climbing frames on the playgrounds are out of bounds
- Your pod must only use their allocated space to play in outside. Please think about possible games for the children to play that limits the use of outdoor equipment
- The playgrounds will have marked walking routes with social distance on them and also marked routes for parents dropping and collecting (see separate document for collection and pick up arrangements)
- iPads will be allocated to each of the Y1, Y6 and keyworker pods (should numbers allow them to be). They need to be labelled for each child, wiped down after use and returned to the charging station – ensuring that any leads or handles touched are wiped down thoroughly

PPE

- PPE will be provided in each room/area around the school. This will include gloves, masks and face shields. Staff can decide on what PPE they want to use (if any)
- Face shields are allocated per person and should be looked after/cleaned by that person only
- Gloves and masks are disposable and should be disposed of after each use in the PPE bins provided (BLACK bucket for disposable PPE, ORANGE bucket for cloths)
- Each area will have disposable cloths and reusable cloths (these need to be cleaned in the washing machine at the end of every day)

Organisational suggestions

- Suggested weekly timetables will be in place for each year group
- For Foundation Stage/Y1 children, ropes with 2m distancing marked out could be used to help the children when moving locations, e.g. going outside/fire drill/using the hall
- Children should keep any reading books in their personal tray. When finished, the books should be placed in a box/bag and left for at least 72 hours before being wiped down and put away again. Reading books must not go home with the children

Illness

- If a child or adult becomes unwell in their pod, they must be removed from the pod and taken to the isolation room as soon as possible. Please radio/phone the office to contact parent immediately. The room needs to be evacuated by the rest of the group and thoroughly cleaned
- That child/adult must then get tested. If the test is negative, everyone can continue as normal. If the test is positive, everyone in that pod must then self-isolate for 14 days. They should only get a test themselves if they start showing any symptoms
- Further first aid guidance/protocols will be available

Behaviour

- Please refer to the revised behaviour policy

Other information

- Children do not need wear school uniform
- Staff dress code is comfortable and casual but strictly no denim, strappy tops or short shorts/skirts/dresses
- Bring as few personal belongings as possible in a washable bag and lock away in lockers or cupboards. Once at home, sanitise everything
- Make sure you regularly wipe down your staff badge throughout the day
- Children should only bring in lunchbox, water bottle, hat and sun cream - in a washable/disposable bag
- Friday afternoon will be PPA and deep cleaning/preparation time for the following week. The children will go home at the following times: 12:15 FS, 12:30 Y1, 12:45 Y6. Alternative supervision will be put in place for the key worker children.