

.....:SAFER WORKING NOTICE V4:.....

IT IS IMPORTANT THAT WE ALL KEEP TO THE FOLLOWING RULES. PLEASE DO NOT BE EMBARRASSED CONFRONTING SOMEONE WHO IS NOT ADHERING TO THIS; THE RULES ARE HERE TO HELP KEEP UP ALL SAFE AND HEALTHY.

1. SOCIAL DISTANCING

Although the Government realises that social distancing is hard in school, WE MUST TRY OUR BEST TO KEEP A SENSIBLE DISTANCE AWAY FROM OTHER ADULTS AND CHILDREN. If we can keep 2m apart, then we MUST. Please do not stay in close proximity to anyone for any length of time and please do not share items with other people. No handshaking. No physical contact. Please do not share sofas. Tables for children should be spaced apart and MUST NOT BE USED BY SMALL GROUPS. Children should sit side-by-side and facing the front.

A face covering should be used when in communal areas. **You must keep a diary of the names of anyone who you have come closer than 1m to, and for one minute or more – or closer than 2m to, and for fifteen minutes or more. Therefore, we MUST keep contact distant and brief.**

2. HANDWASHING & KEEPING CLEAN

EVERYONE – adults and children alike – must do this AS SOON AS THEY ENTER THE BUILDING. ALWAYS wash your hands before leaving the building and use the hand sanitiser once you have used the e-system to record your presence in the building. Remind to get the children to do this AT LEAST every hour. You should also wash your hands thoroughly and more frequently than normal. Please remember to wear clean clothes each day; normal clothing rules have been relaxed. If you are using any sofas in a shared staffroom, please try to use the same one each time and spray it with the disinfectant aerosol spray after you have finished sitting on it (this should be located in your staff room area). Hands should be washed/sanitised as you move from one zone to another.

3. WATCH WHAT YOU TOUCH

Where possible, keep the handling of items to a minimum. Use your elbow to push buttons for doors. Do not hold the door open for others whilst they pass. Do not touch your eyes, nose or mouth unless you have just washed your hands. Do not share items and discourage children from sharing items with each other. Items of soft furnishings or soft toys should not be handled. School does have aerosol disinfectant sprays to use on these items if you need to use them – please ask for one if you cannot locate it in the adult areas of school (eg staffrooms).

4. CATCH IT, BIN IT, KILL IT

Cough into a tissue or your elbow, then wash your hands. Place the tissue into a bin. Wash your hands again. Please remind children of these rules.

5. HEALTH

If you feel unwell, PLEASE GO HOME. If a child says that they are ill, please inform the office using our walkie talkie system. Children should be separated from their peers if they show any signs of a cough, fever or loss of smell/taste.

6. USE COMMON SENSE & TRY TO KEEP A SENSE OF HUMOUR

These are unprecedented times. There is a lot of advice about how you can keep safe and healthy. Please also remember that our job deals with PEOPLE – and young people at that. They too are scared and anxious. Please show them that you are in control and that they are safe. Set a good example. Try to make each other laugh and smile.