



COVID-19 CODE OF CONDUCT FOR ALL PUPILS, STAFF, VOLUNTEERS AND VISITORS

This Code of Conduct is designed to keep everybody as safe as possible during the Covid-19 pandemic. The code has been updated to reflect the National Lockdown which came into effect on Tuesday 5 January 2021 and updated advice from Public Health England and the Department for Education. The Code of Conduct must be strictly followed by pupils, staff and visitors who are on site during the National Lockdown. Elements of the Code of Conduct that refer to infection control and symptomatic testing should be followed by pupils participating in remote learning in line with government guidance.

The collective health and safety of The Perse community is dependent on individuals acting in accordance with this Code of Conduct. The Code of Conduct is based on advice from the Department for Education (DfE), Public Health England and the Department of Digital, Culture, Media and Sport, and must be followed at all times. The School's insurers require us to follow DfE guidance as a condition of our operating insurance. As such we have to act within the guidance which applies to all schools, including those in the independent sector. It should be read in conjunction with the Health and Safety Advice COVID-19 January Update. Parents should explain the code and the health and safety advice to their children to ensure they understand the guidance. Anybody not following this Code puts the health and safety of other members of The Perse community at risk – as such breaches of this code will be treated as matters which could result in disciplinary action.

- 1) Anyone who is unwell with Covid-19 symptoms (a high temperature, a new continuous cough, or a loss or change to your sense of smell or taste), or who has tested positive for Covid-19 must self-isolate for at least 10 days from the date their symptoms first occurred or until they are symptom free/have a negative PCR Covid-19 test. Other members of their household (including any siblings) **must** self-isolate if a member of their household is symptomatic, is waiting for the result of an NHS or school test, or has tested positive. www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
- 2) Anyone who is identified as a close contact of a positive case, either by the school (in conjunction with the local authority) or by NHS Test and Trace must either self-isolate for 10 days or, for Upper pupils and staff, participate in the DfE's lateral flow testing programme for close contacts. Lateral flow tests will be taken at school and information on the testing programme will be sent to those identified as a close contact. www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-

[contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person](#)

- 3) Applicable quarantine arrangements for pupils and staff returning from overseas must be followed in full. Parents must send a copy of their child's negative PCR test result from one of the Government's [approved providers](#) to covidtest@perse.co.uk if they are participating in the 'Test to Release' quarantine programme **before** their child returns to school. Further details can be found at <https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel> and <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>
- 4) Anyone who becomes unwell with Covid-19 symptoms during the school day must report to their site specific Medical Centre. S/he will be sent home and required to self-isolate and obtain a PCR test. The results of the test should be shared with the School Nurse at the Upper or the school offices at the Pelican and Prep. All positive test results should be reported immediately to covidtest@perse.co.uk.
- 5) Regular, thorough handwashing for at least 20 seconds with soap and water or use of hand sanitiser is essential. Hands should be washed or sanitised on arrival at school, at breaks, before and after eating, before and after using school transport, before and after sport, music, PES or any other extra-curricular activity/club, and before leaving the site.
- 6) Excellent respiratory hygiene is required and the school will be promoting the 'catch it, bin it, kill it' approach. All sneezes and coughs must be caught in tissues, or failing that, elbows. Tissues must be disposed of safely in bins.
- 7) Face coverings are not recommended for primary age children and they are not required for pupils at the Pelican or Prep. Pelican and Prep staff are required to wear face coverings on site in communal areas and corridors. At the Upper, all pupils and staff are required to wear face coverings (either a mask and/or visor) in all shared indoor spaces including classrooms, corridors, communal areas and shared offices. Face coverings (masks or visors) will not be required for indoor sport/exercise, music rehearsals or instrumental lessons where other mitigations are in place or when food and drink are actively being consumed. Face coverings do not need to be worn outside, (with the exception of lunch queues) or by pupils and staff who are exempt. Care must be taken to put face coverings on and off safely; masks should be stored safely in a clean container and used coverings must be disposed of in bins.
- 8) The school strongly encourages parents and carers to wear face coverings on the school sites at drop off and collection when they are not in a vehicle.
- 9) The site will be frequently cleaned by school cleaners. Staff who identify any areas that need cleaning/bins emptying or who require any additional sanitising supplies may use the Covid-19 report function on the SharePoint homepage at the Upper or contact reception at the Pelican and Prep.

Please help our cleaners by putting rubbish in bins and leaving classrooms/offices in a tidy condition.

Pupils and staff who use shared facilities e.g. classroom desks, PCs, library tables and office workspaces will be asked to wipe these down before and after use. Appropriate wipes and cleaning sprays will be provided and should be disposed of in bins.

- 10) The school operates a system of year group bubbles. These are designed to minimise contacts and the mixing of people which in turn reduces the transmission risk. Pupils must keep within year group bubbles and locations. Until further notice there will be no mixing of year groups. This will require the re-organisation of some extra-curricular activities (e.g. games, PES, music, drama, clubs) and social spaces (e.g. dining hall and Sixth Form Centre).

Some brief contact between different year groups is inevitable in corridors/stairs but this should be kept to a minimum. Where brief contact occurs risks can be reduced by limiting the time involved and maintaining social distance. Contact outdoors is lower risk than contact indoors.

- 11) Social distancing and forward facing seating limit disease transmission. In classrooms desks will be positioned so that most pupils are forward facing and where possible spaced at least 1 metre apart for lessons. All pupils will be allocated seats in accordance with seating plans. This is required for to identify close contacts. We will support pupils in maintaining distance, encouraging them to remain at least an arm's length apart within their year group where possible. During the national lockdown, Prep and Upper pupils who are part of the critical worker and vulnerable children provision will be spaced 2 metres apart in classrooms, ICT suites and the Library. Upper pupils will be spaced 2 metres apart at lunch. Prep pupils will be spaced at least 1 metre apart at lunch for less than 15 minutes.

Where possible, adults should keep 2 metres apart from pupils and other adults. Year groups should keep 2 metres apart. No direct physical contact is permitted. 1:1 meetings between teachers and pupils should occur either at distances greater than 2 metres, or for durations of less than 15 minutes at a distance of 1 metre. In offices staff should sit 2m apart and where possible not face one another. Screens can be used to mitigate risks. In staff offices room occupancy limits and social distancing rules must be followed.

- 12) Good ventilation reduces the risk of disease transmission. Windows and doors should be kept open wherever possible. Heating will be increased accordingly. Windows should be open on school minibuses. Pupils may wear Perse hoodies and Perse mid layers in lessons.
- 13) Activities that can take place outside should do so.
- 14) All assemblies will take place online.

- 15) All one way systems, ventilation, room occupancy, sanitation and circulation notices must be followed in full and at all times. There will be specific queueing and seating arrangements for lunch.
- 16) Drinking fountains can only be used to re-fill water bottles. Water bottles and drinks must not be shared between pupils.
- 17) The Pelican, Prep and Upper will be open from Tuesday 5 January for all pupils who have booked places in the critical worker and vulnerable children programme. In keeping with government guidance the Pelican Nursery is also open. All other pupils will be taught via our home learning (remote teaching) system and should not come into school. Data suggests the risks to children from Covid-19 are very low, but pupils who believe they may be at an increased risk should contact the School Nurse (nurse@perse.co.uk, direct dial: 01223 403826) or the Pelican and Prep school offices as appropriate, so that their individual situation can be risk assessed and appropriate advice given. Staff who believe they are at an increased risk from Covid-19 should contact Cheryl Few (Director of HR) so that their situation can be risk assessed and appropriate advice given. Pupils and staff who clinically extremely vulnerable are advised by the Department of Health not to attend school during the National Lockdown.
- 18) Full school uniform must be worn. Pupils will be allowed to wear Perse games kit on days where they have PE and games. If uniform items are unavailable, we will make allowances for affected pupils.
- 19) Some activities cannot take place at this time in school, due to current DfE guidance and our School Risk Assessment. These include:
 - Overseas trips.
 - UK residential trips.
 - Day trips beyond 1 hour travel time (either out or return) and/or trips to areas with significantly raised Covid-19 infection rates.
 - Any activity that will lead to raised voices or increased exhalation in a confined poorly ventilated space.
 - Any activity which involves pupils from multiple year groups mixing apart from small groups where bubbles can maintain 2 metres distance from each other e.g. subject clinics
 - Any activity that involves physical contact with others e.g. contact sports.
- 20) Pupils and staff must limit what they bring into school to essential items only. Items should be for personal use only and must not be shared. Pupils at the Prep and Upper should have their own set of headphones in school at all times. Mobile phones and laptops must be cleaned regularly.
- 21) Where possible walk or cycle to school. If public transport is used, pupils and staff must wear a face covering and wash or sanitise hands thoroughly prior to and after use.
- 22) Visitors to the site during the school day (7.45am – 5.45pm) will be kept to a minimum. Where possible meetings should take place by phone or video conferencing technology. Only

essential visitors with prior appointments can attend the site, and they will be required to leave their contact details (for track and trace purposes) at Reception. Visitors will be required to wear face coverings for the duration of their visit. For the time being all parents and tutorial evenings will be conducted by video-conferencing technology.

- 23) All pupils are encouraged to leave school promptly at the end of the school day activities unless they have an approved, supervised activity to attend.
- 24) The school will not tolerate any behaviour that deliberately puts others at increased risk or fear of risk, such as deliberate coughing/spitting towards another pupil/member of staff, invasion of personal space or direct physical contact.
- 25) Pupils may not leave the school site during the school day unless they are attending a medical appointment or for some other essential reason with parental permission.
- 26) Pupils must follow the National Lockdown rules when leaving the site e.g. they may only walk together in pairs, socially distanced.
- 27) Please be aware that during this pandemic the health and safety of pupils and staff in school also depends on their behaviour outside of school, as infections acquired outside of school can be brought into school.
As such please give careful thought to term time behaviour outside of school and remember that the risk of infection can be reduced by:
 - Prioritizing social distancing;
 - Minimizing the number of social contacts;
 - Avoiding higher risk situations e.g. large numbers of people mixing in poorly ventilated indoor spaces without adequate protective measures;
 - Limiting the number of term time non-school bubbles pupils belong to such as community groups and sports clubs. The mixing of children between bubbles increases the risk of contagion. We want to do all we can to reduce the chances of disease transmission so that all members of the school community (and their families) stay safe and healthy, and the school remains open.

28) We will be reminding pupils and staff to keep safe with the 5 S's:-

- **Self isolate** and book a test if you have symptoms
- **Stay** in year group bubbles/locations
- **Sanitise** hands and surfaces regularly
- **Sneeze/cough safely** – follow 'Catch it, Bin it, Kill it'
- **Social distance** wherever possible

Last Updated: 05 January 2021