



## Covid-19 Code of Conduct

**Complied by Katy Rees, checked by Olivia Bakewell/Mark Childe**

Smile Education is committed to the welfare of all supply staff and has produced this policy in response to the mass reopening of schools and the coronavirus pandemic.

Every school will have completed a risk assessment and may have slightly different policies and procedures that must be followed to protect you, the pupils, and all other staff. Where possible we will share any relevant policies in advance. Its essential you observe hand washing routines, social distancing, any one-way systems, and any other measures in place.

To maintain social distancing and ensure the safety of both pupils and staff, we ask that you arrive no more than 5 minutes prior to your start time and ensure that you know who to report to and where. This will be included in your booking confirmation or advised to you verbally, please note schools may have changed start or finish times and entrance points and implemented one-way systems.

Please bring as little as possible with you to each booking and use hand gel /hand washing facilities on arrival and departure from school.

**To reduce the spread of infection we ask that you adhere to the below:**

- Ensure you are fully prepared for your booking - where to go, who to ask for and enter the school no more than 5 minutes before your requested start time
- Use hand gel or hand washing facilities on arrival and departure from school, as well as at regular intervals during the day
- Follow all school guidance on social distancing
- Read, understand, and follow all school policies on reducing the spread of infection
- Limit the number of personal belongings you carry to a minimum



## Covid-19 Checklist

**YOU MUST NOT ATTEND SCHOOL AND INFORM SMILE EDUCATION IMMEDIATELY IF ANY OF THESE APPLY TO YOU:**

- You test positive for Coronavirus
- Anyone in your household tests positive for coronavirus
- You or anyone in your household develop any recognised symptoms: A fever or persistent coughing, breathing difficulties/shortness of breath, and. or loss of taste or smell
- You travel abroad to a high-risk country or one that requires you to isolate on our return

You must inform us immediately, so we are able to notify the schools where you have worked in the previous 14 days. Please remember if you are working through multiple agencies to inform them also.

At all times you must follow government advise regarding self isolation, more info can be found [here](#).

We advise all our staff to complete the following free courses on preventing infection and Covid-19:

[Coronavirus \(COVID-19\) Awareness course](#)  
[Introduction to Infection Prevention Policy](#)

### **Policy review**

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This policy will be regularly reviewed in line with any updates to government advice.