



Covid: Code of Practice for Teachers *Version 3: 31 October 2020*

Based initially on the publicly-available Code of Practice published and recommended by Music Mark, and subsequently adapted and expanded by YMES, this is the YMES Code of Practice for Teachers which details how teachers must act with regards in-person teaching within a **school**.

(Our **home tuition** currently remains entirely online).

1. You must obtain, read, understand, and agree to the overall YMES risk assessment/policies before making any visits to schools – and adhere to throughout.
2. You must obtain, read, understand, and agree to each individual school's risk assessment/policies before making a visit to that school – and adhere to throughout.
 - a. The school's documents will normally be provided to you via YMES central office in the first instance, YMES having already obtained the information from the school to pass on. Please wait for this to be distributed to you prior to your visit.
 - b. You should clarify any information that they feel unsure about, at any point – be that before the visit or during. Clarification may be sought via YMES central office, or direct from the school (in which case the YMES Director should be kept informed/updated afterwards).
3. Do not attend school if:
 - a. You suspect that you (or anyone you live with) has or may be coming down with covid symptoms (or have had them within the past 14 days): follow the self-isolation procedures.
 - b. You have been informed (by national/local Track and Trace, or by a school/YMES/other workplace) that you have been in close contact with someone who has tested covid-positive: follow the self-isolation procedures.
4. Keep an eye on the school's website, news links, diary and newsletters to anticipate disruptions to your teaching programme. It may save you a journey and unnecessary risk.
5. Sign in at the school reception on arrival and immediately wash your hands thoroughly before going to the teaching room.
6. Remember that this way of working is still new. Accept that there will be slips and honest mistakes on both sides and take the opportunity to learn from them.
7. Find out what the school's infection control procedures are; follow them and make use of anything the school is good enough to provide for your safety. In addition to that which may be provided by the school, you must also carry with you your own personal supply of hand sanitiser at all times: 50ml to 100ml portable bottles are now available in most supermarkets.
8. Find out, before you need to know, what to do if you or pupils fall ill whilst on school premises.
9. You must gain prior permission from the YMES Director for any proposed sessions that include singing, or the playing of woodwind/brass instruments, where the group size is to be more than 15 participants.

10. If you think that a child may be showing symptoms of covid, stop the lesson and report your concerns to the school immediately.
11. Observe social distancing guidelines at all times – 2 metres as standard.
12. If you can control layout and ventilation in the teaching room, set it up to direct airflow away from both you and the pupil(s) but not at the expense of normal safeguarding or health and safety considerations: e.g. do not move heavy furniture or equipment.
13. Position yourself and your pupils so that you are side to side wherever possible. Mandatory increased distancing of 3 metres must be applied wherever persons are singing or playing a wind/brass instrument and facing each other instead of side to side.
14. If the teaching room does not allow for sufficient distancing, explain this to the school. If no reasonable alternative is offered, politely decline to teach that session for the benefit of both you and pupils, and contact the YMES Director immediately – preferably attempt to make contact by phone/email there and then, while you are still on the school site, as swift intervention and satisfactory resolution may be possible.
15. You may consider wearing a face mask while you are teaching.
16. Avoid touching pupils' instruments, particularly mouthpieces. Consider carrying disposable gloves and always use hand sanitiser before and after if you absolutely have to touch a mouthpiece, e.g. to set a reed.
17. Mouthpieces must not be shared by ANYONE (whether by teacher or by pupil; and whether teacher's instrument or pupil's instrument) under ANY circumstance. Wind and brass instruments which are considered 'communal' (ie have not been strictly assigned to any particular person) must not be used.
18. For non-blown instruments which are typically shared (such as classroom percussion) you should minimise sharing within each lesson by ensuring that the same pupil sticks with the same instrument all lesson and liaise with the school to agree any appropriate wipe-down between lessons.
19. For piano lessons or piano accompaniment within lessons, you should consider allocating and using personal portable keyboards instead wherever possible and practical. Where not possible and practical you should carefully wipe down the keys before and after each use (by either pupil or teacher). Plastic keys and electronic keyboard keys may be cleaned with disinfectant wipes. Ivory keys must not be cleaned using disinfectant as this will damage the keys – instead clean using a cloth dipped in soapy water and wrung out. Sprays must not be used on any type of instrument as residues may damage the instrument. You must check first with the owner of each individual piano (ie the school) that they are happy with the cleaning agent used so as not to cause any damage.
20. Stick to the agreed timetable as closely as you reasonably can but understand if it has to change at short notice.
21. You must gain permission from the YMES Director prior to participating in, or agreeing for your pupils to participate in, any performances – whether public or internal school performances.
22. Wash your hands thoroughly before leaving the school, preferably as the last thing you do before signing out.
23. Contact the YMES Director immediately if you have symptoms of covid at any point within 14 days of visiting a school so that the necessary notification / contact tracing process can be followed.
24. If you consider there to be any direct contradiction between the YMES policies/documents and the school's policies/documents, inform the YMES Director immediately.