

STAINES PREPARATORY SCHOOL



Addendum Behaviour Policy

Review Procedure:	Reviewed daily prior to School opening on 1st September 2020.
Person Responsible:	Senior Leadership Team
Date created:	23rd May 2020
Date for review:	As needed
Approved by: Headmistress	Samantha Sawyer 24th August 2020

Overview

The principles as set out in Staines Preparatory School Behaviour Policy remain and should continue to be followed. This addendum should not be used as a stand-alone document and should be read in conjunction with the existing policy. The rationale behind its creation is to ensure that the children and staff at Staines Preparatory School act in a manner that fully supports the very necessary safety measures that have been put in place during the COVID-19 pandemic and national crisis. It recognises the need for children and staff to behave differently when they return to school. It describes the new systems in place and how pupils will be supported to adhere to them.

Some behaviour concerns referred to in this addendum may have previously been deemed less serious, however; if an action now results in the potential compromising of a person's ability to socially distance and stay safe it will now be treated in a more serious manner.

This addendum follows the advice and guidelines provided by the Department for Education.

1. Behavioural expectations of pupils

Pupils will be expected to:

- 1.1 With support of parents, adhere to the staggered drop-off and collection times allocated to their 'bubble group'.
- 1.2 Ensure that they adhere to the expectations for hygiene procedures as outlined in the SPS COVID-19 risk assessment including, but not limited to, washing hands for a minimum of 20 seconds with warm water and soap or hand gel when requested.
- 1.3 Ensure tissues are used for sneezes and coughs and then disposed of correctly (following 'catch it, bin it, kill it' procedure).
- 1.4 Avoid touching their face, mouth and nose as much as possible.
- 1.5 Use only the allocated toilets which have been assigned to their year groups.
- 1.6 Stay within specified areas allocated to their year groups and use the way one systems set out in these areas.
- 1.7 Ensure they adhere to social distancing procedures to the best of their ability including whilst moving around the school site and during playtimes, lunchtimes etc.
- 1.8 Avoid any sharing of resources and understand that the resources given to them or which they have bought into school from home e.g stationery, are intended for their own personal use only.
- 1.9 Tell an adult immediately if they are feeling unwell or have any known symptoms of Coronavirus.
- 1.10 Treat other pupils and staff with respect and ensure that they do not compromise their safety by intentionally spitting at, coughing or sneezing towards another person.
- 1.11 Understand that this addendum will be used in conjunction with our Behaviour Policy.

2. Supporting pupils to adhere to new behaviour expectations

Pupils at Staines Preparatory School will be supported by the School to adhere to the new behaviour expectations in the following ways:

- 2.1 Read the updated Home School Agreement outlining clear pupil expectations in school during the phased reopening for parents to discuss at home and encouraging them to take responsibility for these behaviours.
- 2.2 Throughout the school there will be signs/posters/visual prompts to remind pupils and staff of the new safety measures in place that should be followed.
- 2.3 All adults will explain new routines sensitively and help pupils to feel safe and reassured by the rules in place.
- 2.4 The new routines and expectations will be explained and repeated by the pupils' teacher every day and throughout the day. This will reassure all pupils and particularly the most anxious.
- 2.5 All adults will explain hygiene rules sensitively every day and provide reminders throughout the day. Visual signs and posters will further support this.
- 2.6 Whilst new expectations are established, we will focus on routines, safety and well-being rather than academic challenge.
- 2.7 An age appropriate strategy for pupils to share their concerns ensuring that there is a consistent staff member with the group every day so that pupils' concerns can be heard, discussed and responded to daily. ELSA will also be present in school and available to speak with pupils.
- 2.8 School staff will pay particular regard to families and pupils who are classified as clinically vulnerable so that appropriate additional support (if deemed necessary) is put in place to reduce anxiety as appropriate to the circumstance.
- 2.9 All our usual systems for affirming our pupils' good behaviours including the Staines Prep Way will continue, with a particular focus on 'Staying Alert' and 'Being Kind' behaviours.

3. Positive Touch and Physical Intervention

There may be times when a pupil's behaviour requires staff to use physical intervention to ensure the pupils' own safety, the safety of other pupils and staff, or that property is not seriously damaged.

Staines Preparatory School will be guided by the following principles in these circumstances, in line with the advice from the Surrey Accredited Training Centre:

- 3.1 Given the current pandemic, staff will also need to consider the possible risk of infection if they physically intervene, contrasted with the possible risks of infection should they not intervene.
- 3.2 Any decisions made should be in accordance with Public Health and Government guidelines on Covid-19.

- 3.3 Advice remains firmly focused on restraint reduction. The emphasis is on de-escalation, reducing triggers, and early interventions to manage risk.
- 3.4 When deciding to use restrictive interventions, any such restriction must be a last resort, reasonable, and proportionate action.
- 3.5 Staff need to ensure their decisions consider the risks of doing something contrasted with the risks of doing nothing.
- 3.6 Continue to explore non-restrictive alternatives that maximise safety and minimise harm at the point of risk behaviour.
- 3.7 At the heart of all decisions is our desire to maintain the Care, Welfare, Safety and Security of everyone, staff as well as pupils.

4. Exemptions from existing policy

Due to social distancing measures and the rigorous procedures set up to ensure the safety of pupils, parents and staff, the following procedures outlined in our Behaviour Policy will not be facilitated whilst this addendum is active;

- 4.1 Children's achievements recognised publicly in assemblies, other school events e.g concerts and Leavers' Evening.
- 4.2 Pupils exhibiting specific examples of abiding by the features of 'The Staines Prep Way' may be invited to have 'Lunch with the Headmistress' and Year 6 pupils displaying this are invited to 'Morning Tea with the Headmistress'.
- 4.3 Merit slips may be given for academic work of a consistently high standard, to acknowledge outstanding effort or acts of kindness in school. These may still be awarded and created electronically to reduce the transfer of paper between staff and pupils.
- 4.4 Parental meetings as outlined in Appendix 1 (of standard Behaviour Policy) following the Behaviour Flow Charts.

5. Pupil non-compliance

Staines Preparatory School has high expectations of all pupils and knows that pupils will do their best to comply with new behaviour expectations. However, in the instance that a pupil does not adhere to the expectations, Staines Preparatory School and the Headmistress will;

- 5.1 Use Appendix 1 to assess the risk of pupil non-compliance.
- 5.2 Ask parents to collect their child as outlined in the updated COVID-19 Home School Agreement for pupils who are not managing for any reason to follow our school expectations.
- 5.3 If, despite all appropriate support and guidance may, as a last resort, consider alternative arrangements or exclude a pupil either for a fixed period or permanently (see appendix 1) if a pupil repeatedly breaks our current safety rules.

Appendix 1

Category	Concerns	Consequences
1	<p>Not taking responsibility to inform an adult if they are experiencing symptoms of Coronavirus.</p> <p>Not following expectations about coughing, sneezing, tissues and disposal (in line with the 'catch it, bin it, kill it' message).</p> <p>Low level disruption in class</p>	<p>Staff reminder given</p> <p>Parents/carers informed by telephone call or email.</p> <p>Behaviour policy followed up to a second warning in Reception, Lower School and Upper School and verbal warning in Nursery. Beyond this the perpetrator is escalated to category 2.</p> <p><i>Record behaviour on incident form and log on 'Behaviour Addendum Incident Log (Excel spreadsheet) saved in Behaviour folder on School Docs.</i></p>
2	<p>Not following school routine for arrival or departure – once</p> <p>Not following the rules about sharing equipment or other items – once</p> <p>Not following instructions on hygiene, such as hand washing or sanitising – once</p> <p>Not moving around the school as per specific instructions – once</p> <p>Not lining up or sitting following instructions to remain 2 metres apart wherever possible.</p>	<p>Staff reminder given.</p> <p>Parents/carers informed by telephone call or email.</p> <p>Repeat perpetrators escalated to category 3.</p> <p><i>Record behaviour on incident form and log on 'Behaviour Addendum Incident Log (Excel spreadsheet) saved in Behaviour folder on School Docs.</i></p>
3	<p>Repeated incidents from level 2</p> <p>Not following school routine for arrival or departure – more than once</p> <p>Deliberately tampering or touching another child's equipment or belongings.</p> <p>Deliberately tampering with hygiene materials such as soap or sanitiser.</p> <p>Deliberately tampering with bins or the contents of bins.</p> <p>Deliberately entering an area or zone that is out of bounds or which may compromise the health of children and staff in another group.</p> <p>Deliberately attempting to socialise with a child from another group. Deliberately misusing the toilet areas and facilities.</p>	<p>Child will be sent home immediately and risk assessed to ascertain when they can return.</p> <p><i>Record behaviour on incident form and log on 'Behaviour Addendum Incident Log (Excel spreadsheet) saved in Behaviour folder on School Docs.</i></p>
4	<p>Deliberately coughing or spitting at somebody Any action that would usually require the need for restraint and which would severely compromise staff ability to remain socially distanced.</p>	<p>Child will be sent home and a risk assessment must be completed to assess if the child can return before September.</p> <p><i>Record behaviour on incident form and log on 'Behaviour Addendum Incident Log (Excel spreadsheet) saved in Behaviour folder on School Docs.</i></p>