

## **Behaviour Policy- addendum Covid 19 – Updated 18.01.2021**

All pupils should continue to adhere to the principles outlined in the existing Behaviour Policy. In addition a new COVID 19 Home School Agreement (Appendix 1) sets out clear expectations for pupils, parents and staff and should be adhered to at all times.

It is recognised that pupils will need support and guidance to understand and follow behaviour expectations. All staff should adopt wherever possible positive discipline approaches and support pupils to understand and follow the new expectations. It is also recognised that stringent social distancing within the Foundation Stage will present challenges for both children and staff. Children in EYFS should be supported and encouraged to maintain social distancing wherever this is possible, but is recognised that this may be difficult to maintain in all situations.

In particular, pupils, staff and Governors should be mindful of the following key points:

### **Social distancing rules**

Social distancing rules set out on re-opening should strictly be adhered to by all pupils and parents.

#### **General rules:**

- Compliance with frequent hand washing routines directed by staff
- Maintaining the 'Catch it, bin it, kill it' routines for used tissues

#### **Drop off/pick up rules:**

- Adhering to strict social distancing routines of a 2m distance between other pupils/adults at drop-off and pick-up points on arrival and dismissal times
- Compliance with the social distancing one way system on arrival and at home time

#### **Classroom/bubble rules:**

- Pupils must not move between any other group/classrooms at any time, compliance with clear 'bubble' boundaries within school must be adhered to.
- Pupils must follow the strict social distancing floor markings at all times to ensure a 2m distance from other pupils and allocated staff member
- Pupils will be required to stay at their allocated desk, only moving from their seat once permitted by a staff member
- Pupils must only use named resources provided by school. No equipment from home is permitted into school.
- Pupils will be provided with individual pencil cases with necessary equipment to access lessons. This will be named and kept on individual desks. Children will not be permitted to share any of these resources with other pupils or staff.
- School will minimise the number of resources that can be accessed and pupils will have set guidelines on which resources are permitted to be touched.
- Pupils must keep coats on their own peg spaced out and any lunch box in their designated area.
- Pupils must follow strict toileting rules of one pupil at a time and must only visit the designated toilet for their 'bubble'. Permission to leave the room must have been provided by the staff member in charge. Strict hand washing routines must be adhered to after each toilet visit, children must wash hands thoroughly with soap and running water for 20 seconds.

- Pupils must bring in their own named water bottle into school. These must be kept on each pupil's designated desk at all times. In the event that this is forgotten, a named plastic cup will be provided and also be kept on the pupils' designated desks.
- Pupils must not approach the teacher area of the room, but indicate by raising their hand to gain attention
- Pupils must continue to adhere to the clear signals of 'Team Stop' and 'My turn your turn' during lessons and outside time
- Pupils who feel unwell in any way on arrival to school, or throughout the day, must report this to their staff member in charge immediately.

### **Hand washing and personal hygiene**

- School will ensure the availability of soap and hot water in every toilet and within each 'Bubble' area at designated hand washing sinks.
- School will ensure regular hand washing is taught and monitored (2 pupils at the sinks at any one time) – set routines throughout the day when pupils wash their hands in addition to after using the toilet e.g. upon arrival in school, before lunch, after lunch, before eating, at home time.
- Signs will be displayed by each wash station as a visual reminder. Pupils will be expected to adhere to these routines.
- School will provide and monitor hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use. All visitors will be expected to use this.
- Lidded bins will be provided in classrooms and in other key locations around the site. Pupils will be expected to use these for the disposal of tissues and any other waste.
- School will provide the supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom. Pupils will be expected to follow this procedure.
- Paper towels for hand drying will be available in addition to available hand dryers.

### **Use of toilets**

- Pupils entering the building during break or lunchtimes for emergency use of toilets will be closely monitored. Pupils will be provided with ample time to visit the toilet during timetabled slots prior to break and lunch times.
- Pupils may visit the toilet one at a time (1 girl/1 boy) with the permission of the staff member in charge.
- Pupils will visit a designated toilet in each set hub 'bubble' and will not be permitted to move throughout school to use any other toilet facility.

### **Movement around school**

- These Bubbles will remain consistent and there will be no movement between the designated year group classrooms.
- Start and end times between year groups will be staggered by a short period to reduce volume at the entrance. It is expected that all adults dropping off pupils will adhere to this. One adult per family will be permitted to drop off and collect.
- Where any year groups arrive at the same time this will be via separate entrances eg F2 and Y6.
- Signage to guide parents and carers about where and when they should drop off and pick up their children will be displayed and shared with pupils and parents in advance for clarity.
- Floor markers will be used to show pupils the expectations for the required distance to be maintained between themselves

### **Break times/Lunchtimes**

- Pupils must adhere to the clear social distancing routines of safely exiting/entering their classroom provided by the designated staff member
- Pupils will eat lunch in their designated area they have been allocated
- Pupils must adhere to hand washing routines prior to eating lunch. All lunches must be eaten at their designated table space. Pupils must take all litter and uneaten food home to be disposed of.
- Pupils must follow strict lunchtime play guidelines produced by M.McGovern to enforce social distancing to maintain the safety of staff and pupils at all times (Appendix 1)
- Pupils must not attempt to approach closed off play equipment such as the climbing frame or football cage
- No contact sports including tag or chase are permitted
- Pupils must not attempt to approach other pupils for social interaction
- The group leader will continue to follow both expectations for pupils to adhere to all codes of conduct for appropriate behaviour, plus all rules and routines of social distancing during the allocated eating time.
- Staff on duty outside will follow school sanction procedures set out above for managing behaviour.
- Incidents of misbehaviour will be noted; serious incidents will be reported to the head teacher.

### **Breaches of social distancing rules and routines**

Behaviours deemed as a breach of social distancing rules include:

- Deliberate attempts to gain close proximity of another child or adult
- Deliberate coughing in the face of a child or member of staff
- Deliberate spitting in the face of a child or member of staff
- Refusal to stay within designated areas
- Refusal to stay within designated bubbles
- Deliberate attempts to move around school
- Refusal to follow signage and floor markings
- Refusal to wash hands sufficiently, or indeed at all
- Deliberate attempts to handle resources without permission
- Deliberate attempts to share resources from pupil to pupil
- Refusal to follow instructions from lunchtime supervisors
- Refusal to follow break time rules for safe play
- Deliberate attempts to break social distancing rules on entry/exit from school premises by a pupil
- Refusal to follow personal hygiene rules when coughing, sneezing or requiring to dispose of used tissues

### **Sanctions**

For breaches of social distancing rules and routines school will follow sanctions set out in the existing behaviour policy. These will be as follows:

1. Warning and discussion with pupil
2. Red book entry (following red book system)
3. Miss break times (as per existing red book systems)
4. Parents to be contacted for EVERY breach of social distancing rules and routines.
5. Serious breaches of social distancing rules and routines shall be dealt with as a 'serious incident' (see 'serious incidents' section below)

### **Traffic light system**

It is expected that all pupils will continue to adhere to the traffic light systems as stated in the main behaviour policy. These will be implemented within the small groups of pupils allocated on re-opening.

### **Red Book**

Incidents of unacceptable behaviour that result in a child moving to red zone, will be recorded immediately in the group Red Book. Each group leader is responsible for recording entries in their Red Book.

Behaviour entries in the Red Book continue to include:

- Non-accidental injury
- Accidental injury (caused by irresponsible behaviour)
- Unacceptable/inappropriate language including swearing
- Unacceptable/Inappropriate behaviour

Note: Any behaviours that breach social distancing rules, where staff or pupils are at put risk from that behaviour should be reported immediately to the Head teacher and entered into the serious incident book whereby the necessary sanctions will be applied. Parents will be notified immediately of a breach.

### **Serious Incidents**

Serious incidents of breaching social distancing rules and routines are defined as:

- Deliberate coughing in the face of a child or member of staff
- Deliberate spitting in the face of a child or member of staff
- Repeated refusal to stay within designated hubs
- Refusal to wash hands directed, or indeed at all

### **Sanctions for Serious Incidents**

#### **Sanctions**

1 <sup>st</sup> Entry	Warning and miss 3 playtimes.
2 <sup>nd</sup> Entry	Warning and miss 5 playtimes
3 <sup>rd</sup> Entry	If a child is in the Serious Incident Book 3 times in any behaviour period (half term) parents will be invited into school to discuss their child's behaviour and an exclusion period may apply.

For a serious breach school will contact parents.

### **Exclusions**

The normal arrangements and procedures that must follow a decision to exclude on disciplinary grounds are described in the 2017 [statutory guidance 'Exclusion from maintained schools, academies and pupil referral units in England'](#). They are unchanged except for new regulations regarding procedures- Follow link: <https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak>

### **Use of control**

Physical intervention will only be deemed necessary in an absolute emergency whereby to ensure the safety of children and staff. In this scenario, PPE would be made available for staff members involved in order to offer utmost protection. Risk assessments of key children will be recorded prior to opening.

In the event of a serious behavioural episode that is deemed to be escalating, parents will be called to collect their child from the premises immediately.

Please see **Summary of Advice on Physical Handling during Covid-19 (Wirral)**

### **Behaviour Strategies**

All staff should adopt wherever possible positive discipline approaches and support pupils to understand and follow the new expectations. School's behaviour strategies, based on Read Write Inc approaches will continue to be applied within the group settings and during outside play. 'Team Stop' signals will continue to ensure clear expectations of behaviour and smooth, calm and orderly transitions between activities.

### **Behaviour Support**

In the case of additional behavioural support for individuals, calls home will be made by either the Head teacher, SENCO or a member of SLT. To uphold social distancing and safety for all, no face to face interaction with parents will be made.

It is expected that parents will adhere to the strict guidance for social distancing and arrangements for drop off/pick up. The Home School Agreement provides clear guidance and expectations to be adhered to and will need to be signed by all parties. A log of parents' details who have put staff and pupils at risk in this manner will be made.