



Robert Shaw Primary & Nursery School

COVID-19 Behaviour Policy Addendum

Effective from 1st June 2020

1. Context

From 1st June 2020, school will be opening to some pupils in key year groups. This phased reopening of schools will begin with the following year groups:

- Year 6
- Year 1
- Reception

Comprehensive guidance can be found on the Department for Education Website or by clicking <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

This guidance was published on 14th May 2020.

As such, it will be appropriate for schools to make alterations to their Behaviour Policy and associated practices. This addendum to **Robert Shaw's Behaviour Policy** sets out such changes in relation to Annex A of the aforementioned DfE Guidance, namely:

- following any altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- rules about sharing any equipment or other items including drinking bottles
- amended expectations about breaks or play times, including where children may or may not play
- use of toilets
- clear rules about coughing or spitting at or towards any other person
- clear rules for pupils at home about conduct in relation to remote education
- rewards and sanction system where appropriate

Foreword:

For many of our children, school is a safe haven; a place where they can come to feel safe, secure, loved and cared for.

On 20th March 2020, school life for many young people changed. Both children and parents found themselves working in unprecedented circumstances where children were learning from home and parents were teaching their children from home.

For many, this situation compounded an already difficult home-life.

We must bear in mind when applying this Addendum that our children have had no formal education for upwards of 8 weeks at the time of writing this document. This, in turn, could mean a breakdown of routines, a lack of structure and heightened anxiety for many children and families.

Although we must apply the new procedures and protocol consistently for the safety of all, some allowances should be made for those children who may particularly struggle with re-joining school.

It is crucial that, for these children, time has been spent before the 1st June, planning their provision carefully. Communication should be made with parents of these children and indeed the children themselves beforehand.

Whilst exclusion remains an option in the behaviour management toolbox of all Headteachers, the decision to exclude a child from school having not had them in school for upwards of 8 weeks should not be made lightly. It falls to us to ensure that provision is as appropriate as it can be for our young people and that we anticipate any potential triggers – “if we can predict it, then we can prevent it.”

However, this Addendum indicates two scenarios where Exclusion is an appropriate sanction.

0. General points of note.

- There will be Breakfast Club provision for vulnerable and key worker children only.
- There will be no afterschool provision until further notice.
- All children attending school must have a packed lunch (school provided or own).

1. Following any altered routines for arrival or departure:

- Children must be dropped off at the designated drop off point at the time indicated in the letter sent by the Headteacher.
- Adults must remain on the playground 2 metres apart unless there is a significant reason to enter the building.
- Children must make their way into the school building immediately, with their teacher.
- Upon entering the building, children should use the antibacterial hand gel at the first hygiene point they arrive at.
- At the end of the day – at the time indicated in the letter sent by the headteacher - children will be brought to the designated collection point.

2. Following school instructions on hygiene, such as handwashing and sanitising:

- Upon entering the building, all persons must use the antibacterial hand gel provided.
- Children must wash their hand regularly for at least 20 seconds using soap and water.
- Children must use disposable paper towels to dry their hands and ensure these are placed directly into a lidded bin when they have finished.
- In areas where soap and water is not readily available, children should use the antibacterial hand gel.

3. Following instructions on who pupils can socialise with at school:

- Children must remain with the children and adults in their “social bubble”.
- There will be no more than 10 children in each bubble and 2 adults.
- “Social bubbles” will eat their lunch in their allocated classroom.
- The dinner hall will not be used.
- Assemblies will be held virtually via video link or pre-recorded messages.
- The staff room use will be limited to two adults at any time.

4. Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)

- Robert Shaw Primary now operates an isolation route to move around school.
- All children and adults must adhere to the signage both on the floor and the walls.
- It is vital that children and adults adhere to the 2m social distancing rule and, as such, the floors are marked in 2-metre gaps.
- Adult should role-model the expectations around maintaining this distance.
- Moving around school will be kept to a minimum.
- When moving around school, one adult should go at the front of the line and one adult should remain at the back of the line.
- Should a child not maintain the 2m social distance, they will be reminded to use the markers on the floor to help them.

- Should a child deliberately break the 2 metre social distance rule, they should be given a warning, which will be recorded on Scholar Pack under the incident type “COVID19 – not following social distancing rules.
- This should also be reported to the Deputy Headteacher who will inform parents.
- When moving around school, children should be encouraged not to touch their surroundings and walk with their hand by their sides – unless this poses a health and safety risk (i.e. handrails).
- When coming in from outside, children should use the antibacterial hand gel at the hygiene stations.

5. Expectations about sneezing, coughing, tissues and disposal (‘catch it, bin it, kill it’) and avoiding touching your mouth, nose and eyes with hands

- All children and adults should be encouraged to follow the current PHE guidance on hygiene.
- Tissues are readily available in all “bubbles” and children should be encouraged to use them.
- Tissues should only be used once and should be immediately placed in the lidded bin provided.
- Where a child coughs or sneezes without a tissue (i.e. into their hand) they must be made to wash their hands with soap and water for at least 20 seconds.
- Children should be encouraged not touch their face, nose or eyes.
- Where a child is seen doing so, they should be encouraged to wash their hands for at least 20 seconds with soap and water.

6. Rules about sharing any equipment or other items including drinking bottles:

- Children should not bring any equipment to school with them.
- If a child has specific equipment that is part of their provision, this should be disinfected upon arrival at the first hygiene station.
- A water bottle may be brought into school. This will be kept in the tray provided for them at their table.
- Children must only handle their own water bottle.
- The water bottle must be taken home each day and washed thoroughly.
- Children will be given their own pack of equipment which will include:
 1. A pen and pencil
 2. A ruler
 3. A pencil sharpener and rubber
 4. A selection of coloured pencils and
 5. A glue stick and scissors
 6. A mini-whiteboard and pen
 7. An exercise book
- 8. These packs should be labelled with the child’s name and will be kept on their workstation.
- 9. Children must not swap equipment with each other.
- 10. Children must not remove their stationery pack from their allocated classroom.

7. Amended expectations about breaks or play times, including where children may or may not play

- **Rules around social distancing apply at all times.**

- Each “social bubble” will have allocated time on the playground, which is staggered to avoid “social bubbles” coming into contact with one another.
- Children should remain in their allocated section of the playground with their “social bubble”.
- Should a child leave their allocated area, they should be reminded and asked to come back.
- Any child deliberately breaking this rule should be issued a warning and asked to sit out for the duration of the playtime.
- This will be recorded on Scholar Pack under the incident type “COVID19 – not staying in allocated playground area.”
- This should also be reported to the Deputy Headteacher who will inform parents.
- At lunchtime, “social bubbles” will eat their lunch in the allocated classroom, or outside in an allocated area with a Midday Supervisor managing the children.
- The same principles apply for lunchtime as indicated above for play time.

8. Use of toilets

- **Usual toilet hygiene rule apply – wash your hand with soap and water thoroughly after going to the toilet.**
- Children should wash their hands before going to the toilet.
- Children must be encouraged to use the toilet during lesson time and throughout the day to reduce queueing.
- Only one child from a social ‘bubble’ should be allowed to go at any one time, regardless of gender.
- Adults should monitor this and if they notice more than 2 children going to the toilet at any one time, should stop them and ask them to return to their classroom and wait.
- Adults located in the corridor should also monitor that children are maintaining their social distance.
- Upon re-entering the classroom, children should use the antibacterial hand gel provided.

9. Clear rules about coughing or spitting at or towards any other person

- Deliberately coughing or spitting towards any other person is a clear breach of the school’s established Code of Conduct and, as such, will not be tolerated.
- The Deputy Headteacher should be contacted immediately via telephone #120 if any child who exhibits such behaviour.
- The child will be removed from class and held in the COVID19 Isolation Room (Sunflower room, ground floor in KS1).
- Deputy Headteacher or Headteacher to call parents immediately.
- Child to be excluded for a fixed period of time determined by the most senior member of staff in school.

10. Rewards and sanction system

- **The school rules have been amended accordingly. See Appendix 1.**
- Class Dojo point should be given out regularly and consistently.

- Any repeated instances of poor behaviour should be reported to the Deputy Headteacher.
- Four new incidents have been created to monitor specific COVID19 related behaviours:
 1. COVID19 – Not following social distancing rules.
 2. COVID19 – Not staying in allocated playground area.
 3. COVID19 – Refusal to wash hands or equipment.
 4. COVID19 – Deliberate coughing and/or spitting.

11. Tell an adult if you are experiencing symptoms of coronavirus

- If a child becomes unwell they must report this to an adult immediately.
- If the child is showing signs of COVID19 – a temperature or new consistent cough – they should be escorted - at a social distance - to the COVID19 isolation room (Sunflower room, ground floor in KS1).
- Parents of the child should be called immediately and they should follow the current Government Self-Isolation Guidance.
- If the child has a sibling in school, they should also be sent home.

Our School Rules

- 1. I will do as I am asked straight away.**
- 2. I will be polite to everyone.**
- 3. I will be considerate to everyone.**
- 4. I will walk around school quietly and sensibly, following the one-way system and keeping to the markers on the floor.**
- 5. I will try to keep a 2 metre distance between me and others.**
- 6. I will wash my hands regularly with soap and water or use antibacterial hand gel.**