

## School Behaviour Policy Addendum ( Evaluated in line with lockdown 2 Jan 2021)

### Behavioural Management During the Coronavirus (COVID-19) Pandemic

#### Statement of intent

The school aims to act in accordance with our Behaviour Policy (available on the school website) at all times; however, we understand the necessity for additional rules and considerations during the coronavirus (COVID-19) pandemic. This addendum sets out what additional actions the school will take during this time.

The information in this addendum is under constant review and kept updated to reflect any changes to national or local guidance.

#### Enforcing new rules

The school ensures that infection control and social distancing rules are communicated effectively to all pupils. **(Signs in the school, verbal reminders, hand sanitiser and cleaning packs in classrooms and refilled when needed, discussions with the classes and communication to parents.)**

Staff are informed about the measures in place so they can enforce these rules at all times. **(Communication briefings, thorough emails, updates in the policy which are communicated to staff.)**

The school informs parents of any changes to provision outlined in this policy. (Most up to date policies are on the website.)

The school expects pupils to uphold these rules at all times, including on school transport, where practicable. **(Pupils at Firs have been recognised for their positive behaviour when undertaking trips and events. The school does, and continues to have high expectations of all pupils and this is recognised through Class Dojo)**

Staff are informed of sanctions and recognitions in place to aid enforcement of these expectations in line with this policy. **(These are clearly articulated through the school policy. Where individual behaviour plans need to be implemented, these are shared with all key staff and parents and reviewed frequently to meet the changing needs of pupils.)**

Where required, staff explicitly teach and supervise health and hygiene arrangements, e.g. handwashing, tissue disposal and toilet flushing. **(These are outlined in the Risk Assessments. Clear signage is displayed around school to provide a visual reminder to all children. Explicit teaching delivered to all children, which is constantly reinforced to specific children and parents who have high levels of need. (Social Stories, Videos, visuals))**

The school recognises that pupils may be supervised or taught by members of staff they have had no prior contact with; however, pupils are expected to treat all members of staff with respect and work together to maintain a safe environment. **(This is the expectation of all children at all times irrespective of external barriers. (Pandemic etc.) Children are taught by different adults for PPA cover, Wider Opportunities, RWI in line with health and safety within the guidance and without mixing bubbles )**

The school expects pupils in wrap-around care, e.g. breakfast clubs, to adhere to the school's social distancing and infection control rules. **(Not an issue for us currently due to the situation that we find ourselves in.)**

## **1. Attendance**

Attendance is mandatory for all pupils from September 2020. **(This is applicable for those children who have been given a place as they fit into the designated categories. Refer to the document that PM sent out Monday evening 4<sup>th</sup> Jan 2021. Coding and expectation are different from the previous period of lockdown there is a greater level of accountability for our most vulnerable and key worker children)**

The attendance register is taken as usual, in line with the school's Attendance Policy. **(This again is another change from the previous lockdown.)**

Pupils should not attend school if they are following public health or clinical advice to stay at home, and pupils and their parents are not be penalised for these absences. **(This is still the case.)**

If a pupil needs to stay at home due to following public health or clinical advice, the reason for their absence is reviewed on a weekly basis by the headteacher. **. (This is still the case.)**

If a pupil cannot attend school for any reason, their parent must get in touch with the school office. If the school is not contacted regarding an absence, the pupil's parent will be contacted on the first day of the absence. **. (This is still the case.)**

Attendance is monitored, and specific interventions put in place to reengage non-attending pupils. **. (This is still the case.)**

## **2. Arrival and departure**

The school expects pupils to follow all arrival and departure arrangements to the best of their ability and to arrive at the correct time. **(Children will exit through the gates as they did last term.)**

Pupils are expected to participate in any infection control and social distancing measures, e.g. hand washing, before entering and exiting the school. **(Reminders throughout the day, signage is school to remind the children.)**

**The school expects pupils to move immediately to their learning area after 8:45 and sanitise their hands upon arrival.)**

Upon departure from school, the school expects pupils to move immediately from the school buildings and not to linger on the school premises without good cause, e.g. they are waiting to be picked up. **(All gates are open for 15 minutes at the end of the school day. Children who are picked up late (very few children who are socially distanced) wait near the larger main gate.)**

### **3. Hygiene and infection control**

The school's Coronavirus (COVID-19): Risk Assessment for Full Opening in September is conducted prior to full opening in September in order to enforce adequate and practical measures to protect the health and safety of both staff and pupils. **(The Risk Assessment is constantly under review to ensure that this meets the control measures to mitigate risk and keep everyone safe. These are shared with all staff for consultation and to ensure that there is a clear understanding of the necessary measures put in place. This document is constantly reviewed so that it is in line with the latest government guidance and reflects the needs of the school.)**

The school understands that younger children and those with complex needs may not understand why the infection control measures need to be in place and may struggle to follow them. These pupils are supported to adhere to the measures and their needs are taken into account with regards to discipline and giving rewards. **(Where bespoke teaching and plans need to be put in place, these are done for individual pupils. The school provides additional resources, alternative teaching methods and robust interventions to ensure that all children can access to what they need. What some schools would consider to be SEND procedures, at Firs, this is part of our everyday universal provision for our pupils.)**

Pupils remain within their assigned 'bubbles' and avoid mixing with others as much as possible – staff reinforce this behaviour through teaching, rewards and supervision. **(Staff continue to have high expectations of all pupils irrespective of their needs. There is a consistent approach to behaviour management across the school with a policy that promotes positive attitudes and values.)**

Pupils are expected to wash their hands for at least 20 seconds with soap and water, and/or alcohol-based hand sanitiser:

- Upon arrival at school.
- Before and after consuming food.
- After using the toilet.
- After coughing or sneezing.
- When they return from breaks.

- When they change rooms.

Younger pupils and those with complex needs are helped to clean their hands properly and are supervised when using hand sanitiser. **(This continues to be high priority across the school especially in light of the raised statistics of cases. All classes and communal areas have access to sanitiser )**

Pupils are expected to maintain good hand and respiratory hygiene at all times while in school, to the best of their ability. . **(This continues to be high priority across the school especially in light of the raised statistics of cases. All classes and communal areas have access to sanitiser )**

Pupils are expected to dispose of tissues using the litter bins provided. . **(This continues to be high priority across the school especially in light of the raised statistics of cases. All classes and communal areas have access to sanitiser )**

Pupils are expected to use infection control provisions responsibly, e.g. using hand sanitiser as directed. . **(This continues to be high priority across the school especially in light of the raised statistics of cases. All classes and communal areas have access to sanitiser )**

Pupils are discouraged from sharing equipment or toys, which pose a higher risk of infection, e.g. play dough. **(This has been outlined within the Risk Assessment throughout the pandemic. Onsite cleaner throughout and beyond the school day. Children have their own packs of equipment and where resources have been used within the classroom, they are deep cleaned and left for the designated amount of time so that it is hygienic to use.)**

The school prohibits pupils from spitting, biting, purposefully coughing in another person's vicinity, or other behaviours that increase the risk of spreading infection, e.g. purposefully disposing of soiled tissues in an unsafe manner. **(This is part of the expectations we have for all children across the school at all times. Children are recognised for making the right choices and there would be clear sanctions for inappropriate instances.)**

The school understands that some pupils with complex needs will struggle to maintain good respiratory hygiene, e.g. those who spit uncontrollably or use saliva as a sensory stimulant. Individual risk assessments are conducted for these pupils to ensure their safety and the safety of the staff who work with them. **(As above)**

Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the behaviour policy. **( Clear procedures are in place for pupils and individual behaviour plans are in place with clear consequences for non compliance.)**

Pupils who are deemed unable to fully adhere to infection control rules, e.g. some pupils with SEND or younger children, are not disciplined for poor behaviour in this regard –

positive behaviour is reinforced using praise and rewards. **(This is reflected in the fact that we only have a Positive Behaviour Policy in School.)**

Members of staff encourage pupils who are deemed unable to fully adhere to infection control rules to practice good infection control behaviours to the best of their ability, through teaching, praise and supervision. **(This is clearly set out in the Risk Assessments that are continually evaluated and updated in line with the latest government guidance.)**

Pupils are not expected to wear face coverings on the premises. If a pupil comes to school in a face covering, e.g. because they have had to travel on public transport to get to school, they are asked to remove the covering safely upon entering the premises. When removing a face covering, pupils must:

- Not touch the front of their face covering during use or when removing them.
- Wash their hands immediately on arrival to school.
- For temporary face coverings, dispose of them in a covered bin.
- For reusable face coverings, store them in a plastic bag.
- Wash their hands after removing the face covering.

**(This is set out in the whole school Risk Assessment and any disclaimer documents produced with the school. In line with best practice and where possible, staff will share this information with visitors prior to their visit.)**

#### **4. Social distancing**

##### **General**

Pupils adhere to the social distancing measures put in place by the school, which will be fully explained to them on their return to school in September.

Pupils form orderly queues, e.g. when waiting to use the toilets, using the two metre floor markings where necessary, and they are respectful and patient towards their peers.

Pupils are expected to:

- Refrain from close contact with people who display symptoms of coronavirus.
- Remain at least two metres apart from other people, where practicable.
- Remain within their assigned bubbles.

Where it is not practicable for pupils to remain two metres apart from others, they are expected to maintain as much distance between themselves and others as possible and to ensure their time in close proximity to others is limited.

Pupils are placed into bubbles and they are not permitted to mix with other pupils outside this bubble, unless instructed to do so by their class teacher.

Pupils whose behaviour is purposefully contrary to the school's social distancing measures are disciplined in line with the behaviour policy.

Pupils who are deemed unable to fully adhere to social distancing measures, e.g. some pupils with SEND or younger pupils, are not disciplined for poor behaviour in this regard – positive behaviour is reinforced using praise and rewards.

Members of staff encourage pupils who are deemed unable to fully adhere to social distancing measures to keep away from others, to the best of their ability, through teaching, praise and supervision. **(All of the above is in line with the most current and up to date Risk Assessment and is constantly under review.)**

### **In the canteen / dining area**

The school expects pupils to respect the health and safety of catering and canteen staff and to follow all infection control and social distancing rules put in place while collecting and eating food.

Pupils are allocated specific times and areas for their lunch to help adhere to social distancing rules. Pupils do not enter the canteen or dining area unless expressly told to do so by a member of staff. **(The catering team are responsible for producing their own Risk Assessment and ensuring that the team comply with the health and safety measures that the school has put in place. The school has always had a staggered lunchtime and the same hygiene measures of sanitising etc on entry and when exiting the dining room. When children have eaten, supervising adults will remove trays etc to minimise movement and contact between people. Children are reminded of behaviour expectations at all times.)**

### **During sports and exercise activities**

The school expects pupils to follow all social distancing and infection control measures during sports and exercise activities, both indoors and outdoors.

Pupils are expected to remain at least two metres apart, or as far as is practicable, from others when using changing rooms or other dressing and washing facilities.

The school does not permit close-contact sports, play or activities at this time.

Pupils who purposefully take part in close-contact sports, play and activities, or whose behaviour purposefully poses a greater risk of infection, are disciplined in line with the behaviour policy.

Pupils who are deemed unable to adequately follow social distancing or infection control measures during sports, activities and play are not disciplined – correct behaviour is reinforced by a member of staff. **(Expectations are constantly reinforced through the risk assessment and conversations with pupils.)**

### **Moving around the school**

The school expects all pupils to move around the school following the school's arrangements, e.g. using one-way systems.

The school prohibits pupils from lingering in walkways, including stairs, and other communal areas without good cause.

Pupils are expected to move directly from one destination to the next at the times allotted to them and in their assigned groups, e.g. moving from one class to another or using the dining hall.

Pupils may leave the classroom to use the toilets or other sanitary facilities one at a time, with permission from a member of staff.

Pupils who purposefully and continuously linger in walkways and communal areas without good cause are given reminders of what they should be doing in line with the behaviour policy. **(The school policy reflects the high expectations we have of all our pupils. Individual behaviour plans are implemented to specific children if needed.)**

### **5. Ill health and infection**

The school expects pupils to report to a member of staff as soon as possible if they are feeling unwell and showing symptoms of coronavirus, or believe a peer is showing symptoms of coronavirus.

Any bullying or harassment towards pupils who have had, currently have, or are suspected to have coronavirus is not tolerated – this behaviour is addressed in line with the behaviour policy and the Anti-Bullying Policy.

The school allocates suitable areas that can be used to isolate pupils who shows symptoms of coronavirus whilst they wait for their parent or primary carer to collect them.

Pupils who have been advised to self-isolate at school while waiting to go home are expected to follow all infection control and social distancing rules in place and must not leave the area used to isolate them until their parents or primary carer picks them up. **( All of the above information is identified within the Whole School Risk Assessment. Any necessary changes are made when the school is presented with new guidance.)**

### **6. The school premises**

Pupils are prohibited from entering areas of the school that have been closed for cleaning, social distancing, or infection control purposes.

Pupils who purposefully access prohibited areas of the school without permission are verbally reminded in line with the behaviour policy – pupils who are deemed unable to fully adhere to these restrictions are not disciplined and the correct behaviour is reinforced instead. **(Expectations are clear as is the Policy and the Risk assessment in school.)**

## **7. Breaktime and lunchtime arrangements**

The school expects pupils to adhere to social distancing and infection control measures, to the best of their ability, during lunchtimes and breaktimes.

Pupils are expected take their breaks and lunchtimes at phased times, within their permitted bubbles and only in designated areas. **(Set out in the Risk Assessment)**

## **8. School uniform**

The school expects all pupils to wear uniform while in school, in line with the School Uniform Policy.

Parents do not need to clean their child's uniform any more often than usual.

Reasonable adjustments are made where pupils cannot, for good reason, wear the correct school uniform, e.g. the pupil has outgrown an item of uniform and their parent is currently unable to replace it. **(This time they are expected to wear uniform and PE kits on PE days.)**

## **9. Managing the behaviour of remote learners**

While all pupils will return to school in September, there may still be times when pupils need to learn remotely, e.g. due to a local lockdown or when the pupil is following health advice to stay at home.

Pupils who are learning remotely off-site are expected to adhere to this policy and the Pupil Remote Learning Policy, where applicable.

The school expects pupils who are learning remotely to uphold good behaviour at all times and to:

- Attend remote classes or group sessions on time.
- Complete the work that has been set and return it on time, to the best of their ability.
- Keep all communication polite and appropriate, and in line with the school's remote learning arrangements.
- Not misuse or mistreat the resources or technology utilised for the delivery of remote learning.



- Report any issues, including harassment or bullying from their peers, to their teacher.

**(The relevant guidance and expectations have been communicated to staff and parents. Agreements and documentation is in place and time has been allocated to staff to plan for this.)**

The school recognises that some sanctions are unable to be given to pupils learning remotely and that adjustments to the actions outlined in section 13 of this policy may be in place. **(Where expectations remain high, staff are aware of adjustments that need to be made.)**

Where discipline must be deferred until the pupil returns to school, the headteacher informs the pupil's parent via letter and the pupil will be disciplined when it is safe to do so. **(Procedures are in place if this occurred.)**

## **10. Support for pupils**

The school understands that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education in some pupils, resulting in increased incidences of poor behaviour. **(Expectations are high across the school.)**

Relevant staff work with pupils who are struggling to reengage with school and who are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life. **(Communication across the school remains strong and records are kept and actions are undertaken.)**

The school understands that some pupils will return to school in September having been exposed to a range of adversity and trauma, which may lead to an increase in social, emotional and mental health (SEMH) concerns. **(This will be an ongoing action for staff at Firs.)**

Appropriate support for pupils with SEMH issues is arranged, including arranging access to services such as educational psychologists, social workers and counsellors. **(The school has a strong pastoral team across the school.)**

The SENCO works with local services to ensure services and support are in place for pupils with SEND to allow them a smooth return to school. **(This is remotely at the moment.)**

The parents of pupils who require support to reengage with school are contacted before the beginning of the academic year to set expectations, discuss concerns and build confidence in their child returning to school. **(Communication between home and school remains tight and records are kept updated and reviewed regularly.)**

Where a pupil requires additional support, relevant staff consider what support or reasonable adjustments are needed and develop a plan to deliver this support. **(Plans are in place for those pupils who have additional needs.)**

EHC plans, pastoral support plans or multi-agency plans for relevant pupils are kept up-to-date. **(All documentation is up to date.)**

Pastoral staff and the DSL and their deputies undertake the appropriate training to ensure they are able to spot signs of distress and poor mental health. **(Gold Mental Health Award )**

## **11. Rewards and discipline**

Rewards and sanctions are given in line with the behaviour policy, where practicable – discipline that cannot be given with immediate effect to remote learners is carried out in line with section 10 of this appendix. **(Recognitions and sanctions haven't changed.)**

Staff ensure that any rewards given adhere to the school's infection control and social distancing measures. **(Children are rewarded for their behaviours and attitudes.)**

The school understands that pupils may have had different experiences during the coronavirus pandemic and that this may affect how pupils re-adapt to a school environment and its routines. **(Support is always available in school when needed.)**

Where the school recognises that a pupil's challenging behaviour may be linked to their experiences during the coronavirus pandemic, e.g. bereavement, it acts in line with relevant policies and ensures adequate wellbeing support is offered. **(The wellbeing of all in school remains the priority. Support is readily available and key staff have been identified to work with specific pupils who are struggling to adjust.)**

## **12. Exclusions**

All poor behaviour is addressed in line with the behaviour policy and discipline remains rational, reasonable, fair and proportionate. **(Outlined within the Behaviour Policy.)**

Persistent poor behaviour, including the persistent, purposeful refusal to follow the school's social distancing and infection control rules, may result in the pupil being excluded from school in the interests of the health and safety of the pupil and others. **(This would be a last resort in consultation with relevant professionals.)**

The headteacher retains the power to exclude pupils on disciplinary grounds – all exclusions and their arrangements are carried out in line with the Exclusions Policy, where practicable. **(This is articulated in the Behaviour Policy.)**

Permanent exclusion is only be used as a last resort. **(This is articulated in the Behaviour Policy.)**

Where a pupil with a social worker is at risk of exclusion, their social worker is informed and involved in relevant conversations. **(The school will work closely with relevant professionals to ensure that procedures are correct.)**

The headteacher liaises with the LA and the parents of a permanently excluded pupil to arrange alternative provision to minimise any breaks in education. **(NA currently.)**

The timeframes set out in the Exclusions Policy remain in force, where practicable. This applies to all exclusions, including those that were issued before 23 March 2020. **(This is in line with the expectations of the school.)**

Where a deadline cannot be met, meetings and panel hearings may take place even if the relevant deadline has been missed – where necessary, the Local Governing Body decides whether any meetings should be delayed. **(Meetings take place via Zoom.)**

The Local Governing Body takes reasonable steps to ensure that meetings are arranged for a time when all parties are able to attend or attend virtually. **(Virtual Meetings are held.)**

### **13. Close contact behavioural management**

Behavioural management which requires the use of reasonable force or restraint as a last resort is carried out in line with the Positive Handling Policy.

The school recognises that social distancing and infection control measures cannot be adhered to using reasonable force or exercising restraint on a pupil to control their behaviour to prevent them posing a significant risk to themselves or others.

Once a pupil no longer needs to be restrained for the safety of others or themselves, staff continue to adhere to the social distancing and infection control measures put in place.

If a member of staff develops coronavirus symptoms after using restraint or reasonable force, they are sent home immediately and advised to test for coronavirus.

**(This is articulated within the Positive Behaviour Policy and The Risk Assessment. Where personal risk assessments are required these are in place for specific pupils.)**

### **14. Monitoring and review**

Regular feedback is provided to staff, pupils and parents on how well they are executing these behaviour expectations and procedures.

Parents, staff and pupils are asked for feedback on the behaviour expectations on a regular basis, and changes will be made where necessary.

This appendix is reviewed in reaction to any new government advice by the headteacher.

Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this addendum will expire.

**This document is shared with all stakeholders when new guidance and measure need to be put in place or where there is a change in circumstances.**