

Behaviour policy: coronavirus addendum

St Matthias Primary School

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Approved by: [Name] Date: [Date]

Last reviewed on: [Date]

Next review due by: [Date]

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1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal behaviour policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Expectations for pupils in school

2.1 New rules

When pupils are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact Keeley Warren if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

Altered routines for arriving or leaving the school

School hours

Until further notice KS1, KS2 and Rainbow School children will begin school at 10:00 and finish at 14:30.

Early years children will start school at 10:10 and finish at 14:40.

Routines

To minimise the risk of transmission, we have introduced a 'one-way' system for parents to follow upon entering and exiting the school premises. Entry will be via the Granby Street gate. Once parents have dropped off their child they will be asked to immediately exit via the Bacon street gate whilst maintaining a 2m distance.

Early Years parents will use the Early Years gate on Granby Street to drop off and pick up their child and will be reminded to maintain a 2m distance whilst waiting.

All parents will be informed that they are not allowed to enter the building to go the office or to meet with staff, unless they have a pre-arranged meeting.

Entering and Exiting

Members of staff will be present outside to remind pupils and parents to remain socially-distanced before entering the school grounds and as they are leaving.

Year 1 pupils will line up along the ramp by the classroom where markers will be placed 2m apart. A member of staff leading the pod will be present to guide children into the building one at a time, where they will then proceed to the toilet to wash their hands and then enter the classroom. Parents will be reminded to socially distance in the playground as they wait to pick up their child.

Year 6 children will line up along the ramp near the dinner hall. A member of staff leading the pod will wait with children and ensure that they are 2m apart. Markers will be placed to help children with social distancing. They will enter the building one at a time, wash their hands in the KS2 toilets and then proceed to the classroom. Year 6 children will exit school from the side door of the school hall and parents will be reminded to socially distance as they wait in the playground. Children who go home alone will leave a few minutes earlier via the door next to Ray's office.

Rainbow school children will line up along the ramp by the Year 1 classroom where markers will be placed 2m apart. A member of staff leading the pod will be present and direct children into the building one at a time, where they will then proceed to the toilet to wash their hands and then enter the classroom. Parents will be told to socially distance in the playground as they wait to pick up their child.

Late drop-offs/Pick ups

Children being dropped off late will wait for Rebekah outside the school office where she will collect them, take them to wash their hands and then take them to their pod.

Children who are late being picked up must remain with their pod leaders. One member of the pod can call home and then attend the end of day meeting whilst the other remains with the child until they are picked up.

Hygiene, such as hand washing and sanitising

All children will have to wash their hands upon their arrival at school. This can be done in the classroom or in the toilets with antibacterial soap and they must then dry their hands using a paper towel and dispose of it in a pedal bin. Children will also need to wash their hands:

- > after playtime
- > before going to lunch
- > after lunch
- > after sneezing or coughing
- > before going home

Hand washing lessons will be a key focus in the early weeks to ensure children are able to wash their hands properly.

EYFS pods will wash their hands after every outdoor activity. Parents will be asked to send in a spare outfit for their child in a carrier for emergency. This bag will be placed in a different bag from school and placed on the child's peg.

Hand sanitisers are available throughout the school: in classrooms, halls, staff rooms, corridors and the reception.

Who pupils can socialise with at school, including at lunch and break times

Children will be taught in pods no larger than fifteen children and will socialise and interact with these children only throughout the day. However, in order to maintain a 2m distance between tables, we have planned to

accommodate only 8 pupils in a classroom. If we have more than 8 children return, then pods would have to be stretched over two classrooms with an adjoining door.

Moving around the school (e.g. one-way systems, out of bounds areas, queuing)

In order to minimise contact, a one way system has been implemented throughout the corridors and playground. Arrows have been placed on the ground to help guide children and adults as they move around the school.

When lining up, children will have to maintain a 2m distance at all times and follow the one-way system.

Library areas are out of bounds to children, however books can be selected and issued by a pod leader wearing gloves. Returned books will be placed in a box and quarantined for no less than 72 hours before reissuing. Boxes will be labelled with the day of the week so that it is clear how long a book has been in quarantine.

The climbing frame is also out of bounds until further notice to minimise contact areas.

Children will eat their lunch either out doors or in their classroom with their pod and pod leader.

Coat pegs are out of bounds. All children will place their bag under their table and hang their coat on their chair.

Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands

Children will be taught to sneeze and cough into a tissue and to dispose of the tissue immediately in a pedal bin. Tissues will be available in each classroom and each child will be given some upon entering.

Pedal bins are for disposing tissues only.

Children will also be taught how to wash their hands effectively and that they should avoid touching their mouth, nose and eye with their hands to minimise the risk of the virus entering their system.

Telling an adult if they are experiencing symptoms of coronavirus

If a child experiences coronavirus symptoms they must:

- 1) Tell their pod leader whilst maintaining a 2m distance
- 2) Be provided with tissues in case they need to cough or sneeze
- 3) Leave the classroom and be put into isolation (either outside in the playground or in the room opposite the dinner hall) until their parent/carer has come to collect them
- 4) All surfaces touched by the pupil will need to be cleaned by an adult wearing appropriate PPE
- 5) Parents of children within the pod will need to be contacted and made aware of the situation

In the Early Years, if a child displays Covid symptoms then they will use the same isolation room.

First aid and sickness

Each classroom has been provided with a first aid kit. Pod leaders should take this with them whenever they leave the classroom to go outside.

Gloves have been provided and should be worn when administering first aid on a child.

If a child is sick the following procedure should be followed:

- > A spray product should be used (This will be shown to pod staff by Ray – and where to find it) to cover the vomit.
- > The room should be emptied for ten minutes to allow the product to work.
- > In the case of excessive vomiting e.g. projectile vomiting, the vomit should be covered and the room evacuated until it can be deep cleaned.
- > Children should be taken outside (weather permitting). However, the sports hall may be used as an alternative room.

EYFS will carry out non-Covid 19 first aid in the classroom.

Sharing any equipment or other items, including drinking bottles

Each child will be provided with a small zipped wallet with all necessary stationary items. Children will be told not to share any of their resources or to use anybody else's.

Children will bring their own water bottles into school. These will be kept on their tables and can be filled up in class, one child at a time.

EYFS resources will be boxed and clearly labelled. When a box of resource has been used by a pod then it must be quarantined for 6 days before being used again. Resources used daily will be cleaned by pod members at the end each day.

Breaks or play times, including where children may or may not play

Playtimes and lunchtimes will be staggered. A timetable will be agreed upon and pod leaders will be responsible for displaying this in their classroom each day.

Where possible, pods will have their lunch outside to limit the time being spent inside together. Packed lunches will be delivered into the hall each morning.

Children will stay with and socialise only with their pod members whilst maintaining a 2m distance.

Children will be allowed to play socially distanced games such as badminton, skipping, hole hoops e.t.c. Equipment will be wiped clean using an anti-bacterial spray after every use.

In the event of wet play, Pod staff will take over while Dwayne and Marian set up games in the sports hall where possible.

Early Years pods will have lunch in the garden area. If it rains, then the sports hall can be used.

Use of toilets

Only one child is allowed in the toilet at a time. Hands must be washed thoroughly using soap and dried using a paper towel, which children must dispose off in a pedal bin.

Children will be taught and reminded to close the toilet lid before flushing to avoid any splash back.

Not to cough or spit at or towards any other person

Children will be taught not to cough or spit at, or towards any other person.

If a child was to intentionally carry out any of the above, they should be removed from the class and put into isolation. Their parents should be called and senior leadership should be made aware so that the appropriate level of action can be taken.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will:

- > Use positive praise
- > Reward children with Dojo points

However, if pupils fail to follow these rules, we will:

- > Give a verbal warning
- > Make a call home to inform parents
- > Consider internal exclusions

2.3 Remote learning rules

If pupils are not in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact their child's classroom teacher if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

- Be contactable during required times – although take into account that pupils may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants by communicating through Class Dojo or LGFL email system
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages
- Observe online safety rules such as not sharing personal information

2.4 Dealing with problems

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will:

- > Inform senior management.
- > A call will be made home.
- > Support will be offered if needed.
- > Online engagement will continue to be monitored.

In an emergency situation such as the event of a child behaving uncontrollably, one pod leader should safely lead the rest of the pod out of class and taken outside. The second pod leader should stay in class and try to maintain a distance with the child. SLT should be notified so the appropriate level of action can be taken.

3. Expectation for staff in school

1. Do not come to work if you have coronavirus (COVID-19) symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible. You can do this by visiting the [NHS website to ask for a test](#) or calling the NHS on 119 if you do not have internet access.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery). Hands should be washed and sanitised before handing any resources to children.
10. Keep your classroom door and windows open if possible for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum **[insert interval, we recommend every 3 to 4 weeks]** by **[name/job title of individual]**. At every review, it will be approved by the full governing board.

5. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Health and safety policy
- Code of conduct