



Discovery Schools
Academy Trust



Leighfield
Primary School
Learning for Life

Annex: Supplemental Behaviour Policy during the reopening of schools

May 2020

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1. Context

From 1st June 2020 EYFS, Year 1, Year 6, vulnerable children and children of critical workers are reintegrated back to school following the following Government Guidance:

<https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

This annex to the school Behaviour policy reflects new protective measures and arrangements implemented in response to COVID-19. All other provisions in the Behaviour policy remain in force.

2. Protective Measures

Class sizes:

In order to keep the children and staff as safe as possible and in line with Government guidance, pupil numbers within each group will not exceed 15, and only where the room is big enough.

Teachers (and other staff) will be allocated to a group and will remain with their allocated group, as far as possible, during the day and throughout the whole week.

Whole school assemblies will not take place. Teaching staff will address individual groups within their classroom.

Drop off and collection arrangements:

Upon arrival and departure, children will be asked to wash their hands or use a hand sanitizer. Only one parent/carer will be allowed onto the school grounds. Pupils will remain in their outdoor clothing until they are in their allocated classroom. To ensure social distancing, staggered start and finish times are in place.

Queuing systems and marking on pathways will be in place at drop off and collection points. Gathering outside school at drop off and collection times is forbidden.

Classrooms and Toilets:

Where possible, adults will support the children by maintaining 2m distance. If a pupil requires close medical or intimate care, PPE should be worn. Classrooms will be well ventilated with doors and

windows left open (where possible). Classroom furniture will be laid out so that children can socially distance. Children will sit in the same seat throughout the day. Children will have access to their own pencil case and stationery. All unnecessary furniture will be removed from the classrooms.

Each year group will have allocated toilets. Only one child will use the toilet at one time and there will be a system in place so that toilets can be cleaned regularly.

In cloakrooms, coats and bags will be spaced out to ensure coats and/or bags aren't touching. Children will not be expected to bring in PE bags.

Movement around school:

All non-essential movement around the school will be avoided and specific and appropriate signage will be placed throughout school. Where possible, children will be supervised in corridors and the main areas of the school to manage the number of children in these spaces. To the best of our ability, groups of children will not mix. Where possible (in accordance with fire regulations), doors will be propped open to reduce contact with door handles. A fire drill will be conducted when children are back in school.

Hygiene:

Children will be expected to wash their hands regularly for at least 20 seconds. Children will follow washing hands guidance from the NHS, which can be found here:

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. A rota will be in place that children know what time they will wash their hands AND go to the toilet, at least three times a day. Teachers or a member of staff will supervise toilet usage and inform cleaning staff of any issues.

Children, young people and students whose care routinely already involves the use of PPE, due to their intimate care needs, will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE may include: Gloves, Goggles, Apron and Mask.

3. School rules

Our school rules will remain in place.

When pupils return to school, class teachers will explain to the pupils that there are some additional school rules and routines that pupils are expected to follow in order to keep everyone safe. New rules are:

- Hand washing – pupils and staff need to wash their hands for 20 seconds regularly and use hand sanitiser. Children will also be told to wash their hands:
 - Before they eat
 - After they sneeze
 - After they blow their nose
 - After they go to the toilet

- Whenever asked to by the class teacher
- Children will be reminded to:
 - Avoid biting their nails
 - Avoid putting their hands in their mouth, or touching their eyes
 - Cover their mouth when coughing and sneezing
 - Socially distance and keep apart from other children and staff. Children will be taught this using an 'imaginary rainbow' and the phrase, 'Don't step on my rainbow'
 - Tell someone straight away if they feel unwell
 - Avoid sharing their equipment with each other, this includes stationery and drinks bottles

The children will have the opportunity to discuss these rules and ask questions. Children will be reminded of these new rules regularly. Posters of the new school rules will be displayed around the school.

4. Roles and responsibilities

At Leighfield we recognise the need for all staff, pupils, parents, the Advisory Board and visitors to follow the government advice related to COVID-19:

The Advisory Board

The Advisory Board is responsible for approving this policy and monitoring its effectiveness.

The Headteacher

The Headteacher is responsible for developing and implementing this policy. Ensuring that the school environment encourages social distancing and that staff are trained in the new rules and routines, so that they can support pupils to understand them and enforce them consistently. The headteacher will ensure staff abide by the new school rules.

Staff

Staff are responsible for:

- Proactively teaching new rules to pupils and parents
- Regularly and rigorously reinforcing behaviour throughout the day
- Positively reinforcing well-executed rules through encouragement and rewards
- Consistently imposing sanctions when rules are broken, in line with this policy
- Creating a safe environment which encourages social distancing
- Remaining with their allocated group, as far as possible, during the day and throughout the whole week
- Where possible, ensuring the group distances themselves from other groups
- Modelling the new school rules – this includes staff cleaning their hands more often than usual, using the 'catch it, bin it, kill it' approach and avoiding touching their mouth, nose and eyes
- Explicitly teaching and supervising health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing
- Reminding pupils daily of rules and routines about social distancing and hygiene
- Wearing PPE if pupils require close medical or intimate care

- Supervising corridors and main areas of the school to manage the number of children in these spaces.
- Ensuring pupils do not share equipment and resources
- Self-isolating if they present with coronavirus symptoms as per government guidance
- Adhering to the school cleaning schedule

Parents

Parents are expected to:

- Support their child in adhering to the pupil code of conduct
- Support the school in the implementation of this policy
- Follow the staggered drop off and collection arrangements
- Maintain a 2-metre distance when on school grounds
- Not gather outside the school at drop off and collection times
- Limit the amount of people on the school grounds, by sending only one parent/carer to drop off and collect
- Ensure pupils do not attend school if they or someone in their household has symptoms of coronavirus
- Collect their pupil straight away if their child presents with symptoms of coronavirus

Pupils

Pupils are expected to:

- Follow this policy fully
- Wash their hands or use hand sanitiser regularly
- Not share equipment or other items, including drinking bottles with other pupils
- Cough and sneeze into a tissue and dispose of it straight away (catch it, bin it, kill it)
- Tell an adult straight away if they are feeling unwell

5. Rewards

Positive behaviour will be rewarded with:

- ✓ Moving up the behaviour ladder
- ✓ Praise
- ✓ Smiles and visual encouragement
- ✓ Stickers
- ✓ Certificates
- ✓ Housepoints
- ✓ Celebrate achievements on Twitter and the school's website

6. Consequences

Children must be made aware that their behaviour choices may have consequences. The school may use one or more of the following sanctions in response to unacceptable behaviour:

- × A verbal reprimand
- × Missing some of their social time to reflect
- × Referring the pupil to a senior member of staff (SLT)
- × Phone calls home to parents
- × Agreeing a behaviour plan

We may use an internal exclusion in response to serious or persistent breaches of this policy. Pupils may be sent to a member of the SLT during lessons if they are disruptive, and they will be expected to complete the same work as they would in class.

7. Behaviour system

Behaviour Ladders are in each classroom and they are used to reward positive attitudes to learning, perseverance and making a positive contribution to the class and school. In addition, they are used to modify behaviours that disrupt the learning of other pupils. Class teachers will move children's faces on the ladder, in line with government guidance.

Behaviour ladders are to be used during learning times. Pupils who have been on green or above at the end of each week will be entered into a 'good to be green' raffle.

How the behaviour ladder works:

<p>GOLD – children who finish the day on gold get a sticker at the end of the day.</p> <p>If they get three golds in a week they get a certificate.</p>
<p>SILVER- children can move up the ladder to silver when positive behaviour is demonstrated. If they end the day on silver, they will be awarded a silver sticker at the end of the day</p>
<p>GREEN - ALL CHILDREN START THE DAY WITH THEIR PHOTOGRAPH HERE.</p>
<p>YELLOW – if a child continues to make the wrong choices, after a verbal reminder from an adult, their photograph will be moved to yellow. The children will be moved back to green as soon as possible following an improvement in behaviour and staff will be actively looking to do this.</p>
<p>➤ RED – if a child continues to disrupt the class, they will be moved to red. They will then reflect on their behaviour with an adult (at the beginning of lunchtime or at the end of the school day).</p>

Children who have ended the morning session on yellow or red will move back to green before afternoon lessons begin. No behaviour incidents are carried over from a Friday to Monday. If there are incidents on a Friday afternoon, parents will be informed.

8. Lunchtimes

Children will all wash their hands before and after lunch.

Children's lunches will be delivered to their classroom in a 'grab bag.' Children will eat outside in their group's area. If the weather does not allow this, then groups will eat in the hall or their classrooms. Following hygiene procedures, all tables will be cleaned with disinfectant before and after lunch.

9. Personalised approach

Some pupils who have difficulties in managing their behaviour, may need a more personalised approach. We are aware that for some pupils, their provision may have been disrupted during partial school closure and this may have an impact on their behaviour. Children who have a behaviour plan will have a risk assessment for returning to school. This risk assessment will directly address the risks associated with coronavirus, so that sensible measures can be put in place to control the risks for pupils and staff. This risk assessment will be agreed with the pupil, class teacher, parents and relevant members of the school staff, including the Special Education Needs Co-ordinator, to ensure the pupil is safe to return to school. If a pupil presents with behaviours which are particularly challenging or unsafe to manage in the current context, such as spitting and biting, Leighfield will determine what mitigations need to be put in place. In rare circumstances, it may be deemed that the pupil should remain at home.

10. Pupil Support

We are aware that the current circumstances can affect the mental health of our pupils and parents in a way that affects behaviour. The Department for Education has released 'Mental health and behaviour in schools' which can be read here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_schools_.pdf

The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, some pupils will:

- Have found the long period at home hard to manage
- Developed anxieties related to the virus
- Have experienced bereavements in their immediate family or wider circle of friends or family
- Had increased/new caring responsibilities.

All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school.

At Leighfield we are aware how mental health issues can bring about changes in a young person's behaviour or emotional state. To help support pupils with the return to school, **EPIC 'Bounce Back to School'** resources will be used. This programme will be taught every day over a period of six weeks

and there will be a morning session and an end of the day activity. Children who may be more vulnerable, or who have had a more significant reaction to the pandemic, may require additional small group work. This will be carried out by a member of staff from their group and discussed with parents/carers.

Each week will focus of a different theme:

- Anxiety and coping with uncertainty
- Cooperation and pro-social skills
- Resilience
- Loss
- Gratitude
- Learning to love our environment

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs. Access to the EPIC and SALT services are still available during this period, as support for children's mental health and well-being is a priority of the school and Trust. Contact details for these services are as normal.

When acute needs are identified in a pupil, we will liaise with parents and external agencies to plan support programmes for that child. This will be reviewed on a regular basis.

11. Exclusions

On rare occasions, there may be a need to directly exclude a pupil. Headteachers retain the power to exclude pupils on disciplinary grounds. Any decision to exclude should be lawful, rational, reasonable, fair and proportionate.

This may mean that the staged behaviour systems would have been bypassed. Violent, extremely abusive and/or behaviours that are challenging to manage in the current context, such as spitting and biting towards peers or an adult, could result in an exclusion.

Permanent exclusions are only to be used as a last resort, in response to a serious breach, or persistent breaches of the behaviour policy, and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Further information regarding exclusions is stated in the school's exclusion policy and annex exclusion policy.

12. Physical restraint

School staff can use reasonable force to either control or restrain pupils. A number of staff members have MAPA training (Management of Actual or Potential Aggression). For those pupils that have a Positive Handling Plan (PHP), schools will need to update and agree these with parents and carers prior to them returning to school.

Due to COVID-19 and following guidance from Crisis Prevention Institute, parents/carers will have a responsibility to come to school to help de-escalate a situation if handling becomes a probable action. If parents do not arrive before the risk of harm to self/others becomes great, pupils will be handled as detailed in their PHP.

If physical intervention is necessary due to challenging behaviour, ideally staff should wear personal protective equipment (PPE), including aprons, gloves and masks. However, staff may not have time to put PPE on if the pupil is hurting themselves and/or others, absconding and/or putting themselves and/or others at risk. Therefore, staff will take extra hygiene precautions in light of COVID-19, this includes adults MAPA trained and pupils with a PHP having a change of clothes within school and washing of exposed area (including pupil's arms, where they've been held), after de-escalation.

The decision on whether or not to physically intervene is down to the professional judgement of the member of staff concerned and has to be judged on a case-by-case basis, depending on the circumstances. Our Physical Intervention Policy and Annex to the Physical Intervention Policy contain further details.

13. Pupil Transition

Due to the length of time pupils have not been at school, we are aware of the increased importance of transition this year. We will be working hard to ensure that the children are able to move to their next school year/new school as smoothly as possible. For children starting, or continuing their education at Leighfield, there will be a detailed transition booklet. This will include key staff, pictures of the classroom, nearest toilets, cloakroom and which door the children will enter and exit school from. This may be supported by a video.

Our Year 6 teacher is working with feeder secondary schools to consider potential transition opportunities and will also be planning activities for the Year 6 children which are relevant to secondary transition.

A thorough handover, both internally between class teachers at Leighfield and between staff from different schools, will still take place.

14. Review

This behaviour policy will be reviewed by the headteacher and the advisory board in line with the latest government advice.