



Sir James Smith's School

Aspiration • Ambition • Achievement

Temporary changes to behaviour management – COVID 19 response
Annex A & B

May 2020

Annex A: Temporary changes to behaviour management

Background

This temporary addition to the school's behaviour policy will be effective from 1 June and remain in operation for the duration of the summer term. A review will take place in July to determine whether it will be needed for September 2020 and beyond.

This appendix does not replace the existing policy but operates alongside existing school policies.

Aspect	Comment
Arrival and departure	<p>Pupils are expected to adhere to new arrival and departure times if in effect. These may be staggered for different groups. Parents will be informed.</p> <p>Where pupils fail to stick to their allotted times staff will issue a reminder to parents and will request a meeting to determine reasons why the pupil is unable to stick to the time.</p>
Hygiene rules following school instructions on hygiene, such as handwashing and sanitising	<p>All pupils are to follow hygiene rules at all times and in all settings/activities. When instructed to do so pupils must wash their hands thoroughly for the required 20 seconds.</p> <p>When asked to use sanitising wipes to clean equipment after use pupils should complete the task quickly putting the used wipe in the bin for disposal.</p>
Following instructions on who pupils can socialise with at school	<p>Where pupils are placed in social/learning bubbles they will be expected to stay within their social bubble whilst in school both in the classroom and around the school site including at break times and lunch times.</p>
Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)	<p>Pupils will be expected to follow rules governing movement in the school building and whilst outside.</p> <p>When queuing pupils must remain 2 metres from the pupils in front and behind. This will be determined by staff according to circumstances.</p>
Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands	<p>Basic hygiene is essential. The school will provide tissues should the pupil not have their own. Mouths must be covered using a tissue when sneezing and coughing. Tissues must be placed in the classroom bin. Pupils with a persistent cough will be asked to isolate in another room; parents will be contacted and expected to collect their child.</p> <p>Pupils will be reminded about NOT touching faces, rubbing eyes etc.</p>
Tell an adult if you are experiencing symptoms of coronavirus	<p>Pupils will be encouraged to tell their parent if they feel unwell. Parents are responsible for assessing whether their child should attend school by contacting NHS 111</p>

Rules about sharing any equipment or other items including drinking bottles	Equipment can be used only by one pupil unless/until it has been wiped clean using an anti-viral wipe. Pupils must not share water bottles, swop toys or share/exchange any items they have brought in from home e.g. items from their pencil case.
Amended expectations about breaks or play times, including where children may or may not play	Break times will be different. Breaks will be staggered. Social groups will have allocated sections to keep them away from other groups. Pupils will be expected to keep within their social group and play space.
Use of toilets	Visiting the toilet will be controlled by staff and pupils only allowed to visit in strict isolation. Pupils will be expected to wash hands thoroughly after visiting the toilet area.
Clear rules about coughing or spitting at or towards any other person	Spitting at another person or object will not be tolerated and will result in a fixed term exclusion. The pupil will be removed from class and parents will be asked to collect their child. Coughing deliberately at another person will not be tolerated and will result in a fixed term exclusion.
Clear rules for pupils at home about conduct in relation to remote education	Pupils not attending school are expected to complete on-line work. Where they are struggling to complete work set by staff parents are advised to contact the teacher explaining the problem. Where a pupil persistently fails to complete work parents will be asked to attend a meeting to discuss the issue and help find a resolution.
Sanctions	Staff will work with all pupils and remind them frequently about the reasons why it is important to stick to these amended rules. These will be agreed by parents prior to pupils returning to school. Pupils who struggle to cope with these new expectations can expect the following in accordance with the severity of the transgression: <ol style="list-style-type: none"> 1. Verbal reminder 2. Demerit 3. Time outside 4. Loss of play time 5. Contact with parent 6. Meeting with parent and behaviour contract 7. Fixed term exclusion
SEND and pupils with behavioural needs	The amended rules apply to all pupils. Staff will exhaust their repertoire of strategies before applying more serious sanctions. They will take into account the circumstances of those pupils involved and recognise individual needs in relation to functional relationships and level of understanding.

If you would like this in another format, please contact the school

Annex B: Principles for staff

1. Do not come to work if you have coronavirus symptoms and access a test as soon as possible.
2. If at school, go home as soon as these develop (informing a senior leader), and access a test as soon as possible.
3. 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.
4. Use the 'catch it, bin it, kill it' approach.
5. Avoid touching your mouth, nose and eyes.
6. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
7. 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).
8. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
9. 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.
10. Prevent your class from sharing equipment and resources (like stationery).
11. Keep your classroom door and windows open if possible for air flow.
12. Limit the number of children from your class using the toilet at any one time.
13. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
14. Make sure you have read the school's updated behaviour policy and know what role in it you're being asked to take.
15. If you have concerns or suggestions for improved management please pass these on to a senior leader as soon as possible

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