



Ravensdale Junior School

COVID-19 Behaviour Policy Addendum

Effective from 5th January 2021

1. Context

From 5th January 2021 school will be opening to 'vulnerable children' and those of children of key workers.

Comprehensive guidance regarding school opening can be found on the Department for Education Website.

This guidance is being updated regularly and Ravensdale Junior follow this guidance.

As such, it will be appropriate for schools to make alterations to their Behaviour Policy and associated practices. This addendum to **Ravensdale Junior School's Behaviour Policy** sets out such changes in relation to 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 disrupted learning since this time with a mix of home learning and attending school. 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 school routines and boundaries.

It is crucial that, for these children, time has been spent before planning their provision carefully. Communication should be made with parents of these children and indeed the children themselves to ensure all are happy with the provision should they be attending school.

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 consistently in school since March 2020 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.

- Breakfast and Afterschool clubs will continue but priority will be given to Key Worker children.

- All children attending school will either bring a packed lunch or order a school meal to be delivered to eaten in social distanced seating.
- All “bubbles” will have a walkie-talkie. These will remain in the “bubble” and be sanitised for lunchtime staff.
- All Senior Leaders, pastoral staff, and office staff will have a walkie-talkie.
- The Site Manager will have a walkie-talkie.
- These should be switched on at all times during the school day and set to Channel 8.

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 outside the school gates unless there is a significant reason to enter the Main Entrance Area. Only 1 adult should drop off.
- All adults must wear a mask when entering the school grounds.
- Children must make their way to their allocated entry points immediately.
- Upon entering the building, children should use the antibacterial hand gel or wash hands 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.
- Adults must remain outside the school gates at a social distance of 2m. Only 1 adult should collect. Children should not play on the playground and adults should not socialise in groups.

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 warm water.
- Children must use the dryers where available or disposable paper towels to dry their hands and ensure these are put directly into a 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”.
- “Social bubbles” will eat their lunch in their allocated areas.
- The dinner hall will be used at scheduled times and equipment cleaned between bubbles.
- There will be no assemblies held in the hall, these will virtual assemblies.
- There will be no collective worship held in the hall.
- The staff room will continue to be used but staff must remain socially distanced and sit in allocated spaces.

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

- All children and adults must adhere to the signage both on the floor and the walls.
- It is vital that children and adult adhere to the 1m+ social distancing rule and, as such, the floors are marked in 2 m gaps.
- Adult should role-model the expectations around maintaining this distance.

- Moving around school should 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.
- 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).
- Before eating their lunch, and following playtime outside, children should wash their hands with soap and water for 20 seconds, again using the hand dryers or papers towels as previously specified.

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 a nappy sack, tied at the top and placed in the 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 will bring lunch boxes and water bottles into school daily. These must be thoroughly cleaned at home before being refilled for the next day.
- If a child has specific equipment that is part of their provision, this should be disinfected upon arrival at the first hygiene station.
- Water bottles can be refilled during the day at the nominated area for each "bubble". Only one child may do this at a time, and they should wash their hands prior to refilling.
- Children should not be asked to fill any other child's water bottle.
- Children will be allocated with their own stationery. Nothing additional should be brought from home. This will include basic items such as:
 1. A pen and pencil
 2. A ruler
 3. A pencil sharpener
 4. A selection of coloured pencils and/or pens
 5. A glue stick
- 6. These packs should be labelled with the child's name and will be kept on their workstation.
- 7. Children must not swap equipment with each other.
- 8. 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.

- Each “social bubble” will have their own equipment to use when outside. This should be wiped down and stored back in the container before coming back into the building.
- Children should remain in their allocated section of the playground with their “social bubble”.
- Should a child remain in their allocated area, they should be reminded and asked to come back.
- Any child deliberately defying this rule should be issued an Amber warning and asked to stand by the wall.
- This should be recorded on Scholar Pack under the incident type “COVID19 – not staying in allocated playground area.”
- This should also be reported to the Lead of the “bubble” who will inform parents.
- At lunchtime, “social bubbles” will eat their lunch in the 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.**
- Each “bubble” will have a designated toilet block, which should be used when needed.
- Children must not travel to another area of school to go to the toilet.
- Children must be allowed to go to the toilet as needed, however, only one child from a “social bubble” should be allowed to go at any one time, regardless of gender.
- 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 SLT should be contacted immediately via walkie-talkie if any child exhibits such behaviour.
- The child will be removed from class to discuss the incident. They will be given a Red warning and expected to attend lunchtime support in the community room.
- SLT to call parents immediately.
- If behaviour persists, the child may be excluded for a fixed period of time determined by the most senior member of staff in school.

10. Rewards and sanction system

- **The usual Good to be Green reward and sanction system still applies.**
- **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 SLT for further consideration of risk assessments, “bubble arrangements” and whether school is the best place at present for the child, and whether the home environment is more suitable.
- Four new incidents have been created to monitor specific COVID19 related behaviours on scholar pack:
 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. 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 for.