St Chad's CofE Nursery and Infant School

# COVID-19 Addendum to the Golden Behaviour Policy

**School Leader:** **K Leach**

**Link Governor:** **M Gladwell**

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| **Policy Approved** | **Signed: M Gladwell** | **Date: 30.05.2020** |
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***Following the worldwide outbreak of the coronavirus pandemic, measures put in place by our government to reduce the spread of COVID-19 have been hard for us all. However, these measures have kept people safe and saved lives. To prevent the spread of coronavirus, following government guidance, we will be adopting a range of protective measures to create a safer school environment in which the risk of spreading the virus is substantially reduced.***

***Children and adults will need to behave differently because of changes made to school protocols due to COVID-19. Our current Golden Behavior Policy remains in place, However, these addendums outline the additional behavior measures and school rules that we must all adhere to in order to keep each and every one of us in our school community as safe as possible.***

**Aims**
In addition to the current aims outlined in the Golden Behaviour Policy this addendum is also designed to:

- encourage children to use positive hygiene practices in school;
- encourage social distancing in school.

**The Teacher's Role**
As outlined in our Golden Behaviour Policy, teachers need to establish consistent levels of acceptable behavior with the support of parents, senior leaders and governors. Positive expectations, praise and rewards continue to be the key to successful classroom management. Children need to know how to make good choices. They need to receive consistent positive encouragement as a means of motivation. They need to be taught strategies to help them manage their own behaviour. Teacher's need to recognise that effective conditions for learning: (planning, pitch, pace, participation etc.) will impact positively on general classroom behaviour.

**Rules**
Our school's LOVE Promise continues to be in place. We:

Look after our school and each other
Only ever do our best
Value everyone and remember our manners
Enjoy our learning!

Children need support both at home and in school to understand additional positive steps they can take to support the health and welfare of all in school in an age-appropriate way. These include:

- **Understanding and following social distancing:**
  - Staying two metres (3 big steps) away from other children and staff, as much as possible;
  - Following social distancing markings in school;
  - Avoiding touching other people;
  - Keeping hands to themselves and not touching other people's things;
  - Playing only with toys that the teacher gives permission to;
  - Staying in allocated spaces/areas in the school building, on the playground and on the field;
  - Remaining with children in their allocated 'bubble group and not mixing with other children.

- **Understanding and following good hand and respiratory hygiene:**
  - Washing hands independently with soap for 20 seconds (using the schools' handwashing song as an aide);
  - Washing hands on arrival into school, before and after eating, before and after using the toilet and whenever an adult says to do so;

- Keeping hands to themselves and not idly touching surfaces unnecessarily e.g. brushing walls with their hand when walking down the corridor;
- Coughing or sneezing into their arm or in a tissue;
- Using a tissue to blow/wipe my nose, carefully putting it in the bin and then washing hands *(catch it, bin it, kill it).*

- **Not bringing things into school from home, or take things home from school.**

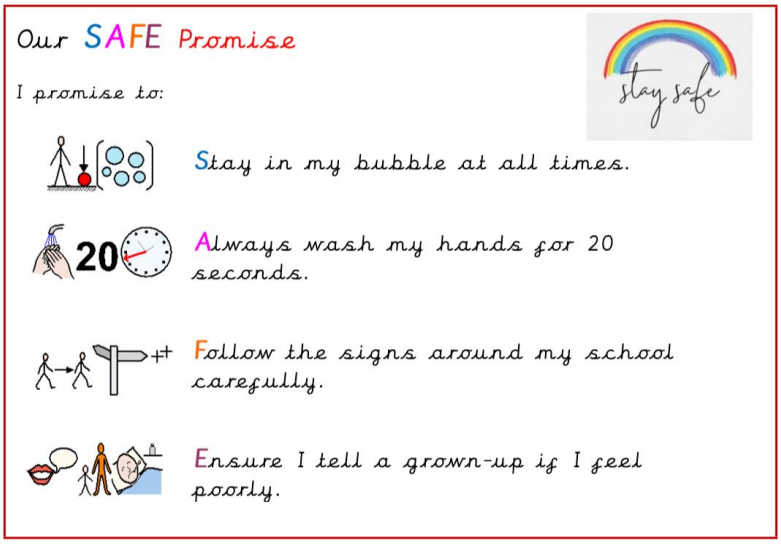
- **Telling an adult if they feel unwell.**

**SAFE Promise**
We have introduced our **SAFE** Promise to help our children to better understand these new safety measures and protocols in an age-appropriate way.

I promise to:

**S**tay in my bubble at all times.
**A**lways wash my hands for 20 seconds.
**F**ollow the signs around my school carefully.
**E**nsure I tell a grown-up if I feel poorly.

Posters have been created, displaying the SAFE Promise, to help children understand and follow protocols in school. Teachers will support children in understanding and following these rules.




Social distancing markings in school are purposefully bright and engaging to capture the child's eye. Where possible, floor markings are shaped into a heart – our school logo that chidlrena are familiar with. Children will be taught that these markings are not something to be scared by and are there to help to keep us all say, thus supporting our everyday LOVE Promise. Markings are displayed in all classrooms and corridors and regularly verbalised and reinforced with children in all key stages.





Behaviour management strategies (including sanctions) continue to be as per current policy, with positive reinforcement and reward systems at the heart. They will remain age and developmentally appropriate with specific plans for any individuals who require them as per current policy. Sanctions will be proportionate and take into account the individual needs of children. We will seek the support of parents where a child is persistently struggling to follow our SAFE Promise, in particular distancing and hygiene.

**Our Line up Code**
In addition to our SAFE Promise, a line up code will also be in place. This will be regularly rehearsed and reinforced.

When I am asked to line up I:

Walk to the end of the line
Leave a person space
Keep my hands and my feet to myself
Keep calm, still and quiet

**Additional health, welfare and safety rules**
We have specific rules being enforced on the grounds of health, welfare and safety:

***Food and drink***
Children will not be allowed to bring in food or drink from home. They will be supplied with a snack, lunch and water throughout the school day. Home dinners are not permitted.

***Book Bags and PE Kits***
Book Bags and PE kits will not be needed at this time.

***School Clothing***
We recognise that parents may not have been able to replace school uniform clothing and footwear and that children may have grown out of them.

School uniform will not be needed at this time, however, clothing must be appropriate for the school environment. Parents are asked to wash clothes each day. High heels, open-toe sandals and flip-flops are not permitted. Children must be wearing footwear that they can independently fasten. Footwear with shoe laces are therefore discouraged. The school will not use spare shoes during this time.

***Jewellery***
All jewellery will be discouraged and teachers will speak to the child's parents at the end of the day and ask them not to send it the following day. Hand jewellery (e.g. rings) are not permitted as this hinders good hand hygiene.

***Personal Property***
Children are asked not to any personal property from home. Toys from home are not permitted. If they do, these are given to the 'bubble' member of staff and given back to the child at the end of the day.

Children are asked to bring only a sunhat and coat to school where necessary. Sunhats will be stored in the child's classroom tray and coats will be stored on the back of the child's chair. Access to the cloakroom is not permitted.

**Behaviour Guidelines**
A 'no shouting' policy continues to be in operation and shouting must not be used as a classroom management technique. However, there may be occasions when it is necessary to use a raised voice i.e. in order to re-establish control, be heard on the playground etc.

No child will ever be sent out of class unsupervised. If, in exceptional circumstances, a child needs to be removed from the bubble, a member of the bubble team will take that child out of the classroom to the allocated work station and should be supervised working at a table until they are able to return to the bubble.

'Positive Handling/ Physical Intervention should be avoided as much as possible. A safer option would be to take the rest of the children out of the 'bubble' to a spare classroom. Our 'Positive Handling/Physical Intervention Policy' clearly defines what is and is not acceptable practice should physical intervention be required. It is vital that any such intervention be reported immediately to a member of the Senior Leadership Team and recorded.

**Visitors into class**
Visitors will not be allowed into the school or class. If another member of staff needs to speak someone in the bubble they will knock and wait 2 metres from the classroom door way where they can communicate with the staff in the 'bubble.'

**Movement in and around school**
Movement around the school is discouraged other than for toilet breaks for playtime and lunchtime. The school's environment mantra, *calm, still and quiet*, remains in place. Staff should see that all children are suitably supervised when moving around the school, including visiting the toilets. Sending a child around school to pass on a message to a staff member must only be used in an emergency. Sending children to the Golden Book is not permitted at this time. Golden Book will continue to peprtae as it was during our school closure: teachers will email the names of Golden Book entrees.

Children are not permitted to enter classrooms outside of their bubble group.

Children not behaving appropriately should be encouraged to do so; reminded of what is expected or face sanctions for repeated lapses. If observed running with a total disregard for other people or displayed work, then sanctions should be brought to play.

**Movement around school - suggested procedures for large groups**

- Call the group together using the familiar phrase: 'Can I have your attention please?'
- Give out any instructions and set expectations.
- Use and enforce 'Our Line Up Code', including social distancing.
- Make sure all children are settled before setting off.
- Use set points to walk to and wait i.e. foot of stairs, corners, doors etc.
- Try to have no more than one class meeting at any one point at any one time.
- Walk to the left hand side of the corridor/stairs.
- Think about your own position to allow maximum supervision of your group as they move around i.e. stand at corners, foot of stairs etc.
- Encourage the concept of personal space. In due course this should lead to sensible self-disciplined movement around school as the children become familiar with expectatons and procedures.

**Start and End of the School Day**
Children and parents have been issued with designated start and finish times.

A one way system will be in operation along Gordon Road, with 2 metre social distancing markings on the pavement. Designated staff members will be positioned in the following areas:

- At the bottom of Gordon Road to ask parents to make a line and wait in the queue
- Towards the top of Gordon Road to ask parents to cross the road and join the queue at the bottom of Gordon Road.
- Outside the main school gate.
- Close to the bus shelter, inside the school premises
- Outside the main front door

At the front of the queue, parents will say goodbye to the child: parents are not permitted to enter through the main gate. Staff members will be positioned alongside the entrance to help navigate the child into the main building. In the event that a child becomes distressed and displays separation anxiety, the parent and child will be asked to move aside so that the parent can help settle the child. Staff will not be able to carry the distressed children into the building. To help an anxious child transition back to school, the parent may be advised to walk the child to and from school over a period of a few days to help them become familiar once again with the school routine and saying goodbye to their parent/carer.

Music will be played outside the main school gate and a bubble machine will be in operation to help create a positive and jovial atmosphere and encourage all children to say goodbye to their parent/carer in a calm manner. Nursery children will enter the school gate down a (small) slide (cleaning routines will be in place in between each use, as outlined in the school's risk assessment).

At the end of the day, children will seat in their bubble groups on the school field. Staff will need to allow for a minimum of 10 minutes before home time to help walk children to the field and get them seated and settled. In the event of heavy rain, the school hall will be used.

If a child has not been collected at the designated time, they will be escorted back to the 'bubble' classroom and supervised by the 'bubble staff' until the parent arrives. The sofa in the main foyer area is not to be used. A member of the SLT will be told so they can communicate with the parents the importance of arriving on time.

**Playtime and lunchtime supervision**
'Bubble' staff will supervise the children at break time and lunchtime. Lunchtime supervisors will be allocated a 'bubble'. Children will remain in their bubble classroom to eat their lunch. Bubble groups have staggered playtimes and lunchtimes. It is essential that all staff adhere to the timetable in operation.

Any child requiring first aid at playtime should be treated by a member of bubble staff on duty on the playground and field. First Aid bumbgas containing PPE will be in operation. Staff on duty should record all incidences in the first aid sheets that are kept in the bumbag. First Aid should only be administered inside school in the event of an emergency (the Reception foyer area). A member of SLT and/or the Inclusion Lead must be alerted.

**Home-School communication**
This updated addendum will be communicated to parents via Class Dojo and on our school website. An 'in summary video' will be recorded and shared via Class Dojo to help outline the key messages regarding behavior expectations/protocols in light of COVID-19.

Parents will be encouraged to support their child to follow this policy, as outlined in the updated COVID-19 Home School Agreement. Parents will be given a copy of the agreement on their child's first return day back to school. A copy will also be shared via Class Dojo and made available on the school website.

As a parent/carer, I will:

- Comply with government guidance on social distancing for myself and my child(ren) outside of school;
- Notify school and not bring my child into school if they have any COVID-19 symptoms, or are unwell in any way, adhering to normal attendance procedures;
- Pick up my child promptly from school if they are unwell and need to go home;
- Adhere to my child's drop off and pick up times, ensuring that I am punctual;
- Adhere to our drop off and pick up procedures alongside Gordon Road, following our school's social distancing measures;
- Not go beyond the main school gate when dropping off/collecting my child;
- Leave the school site promptly, not stopping to chat to other parents and/or staff members;
- Make contact with the school either via the school telephone, school email or Class Dojo and avoid 'impromptu' face-to-face meetings with staff members where 2m social distancing cannot be maintained;
- Ensure that my child only brings a sun hat and coat (if needed) to school;
- Ensure that my child comes to school in clean suitable clothing every day, where possible, with shoes they can fasten independently;
- Practise and reinforce hand hygiene rules at home;
- Discuss and reinforce the 'children will….' section below with their child, supporting our 'SAFE Promise'.
- ***Please note that, if it comes to our attention that social distancing requirements are not being followed outside of school, your child may be asked to self-isolate.***

Pupil agreement. I will do my best to:

- Stay two metres (3 big steps) away from other children as much as possible, using the stickers in school to help me;
- Tell an adult if I feel unwell;
- Try not to touch other people;
- Keep my hands to myself and not touch other people's things;
- Wash my hands when I arrive at school, before and after I eat, before and after I have been to the toilet and whenever an adult tells me to;
- Wash my hands carefully with soap for 20 seconds (using my school's handwashing song to help me);
- Cough or sneeze into my arm or in a tissue;
- Use a tissue to blow/wipe my nose, carefully put the tissue in the bin and then wash my hands *(catch it, bin it, kill it)*
- Only play with the toys that my teacher tells me to
- Not bring things into school from home, or take things home from school;
- Stay where the teacher tells me to in the school building, on the playground and on the field;
- Continue to follow our school's LOVE Promise;
- Follow our school's '**S**A**F**E Promise' to help keep myself and others as safe as possible:

**S**tay in my bubble at all times.
**A**lways wash my hands for 20 seconds.
**F**ollow the signs around my school carefully.
**E**nsure I tell a grown-up if I feel poorly.

As a school, we will:

- Provide an environment which has been risk assessed in response to the COVID-19 infection;
- Adhere to the social distancing measures as set out in the government guidance as much as we reasonably can;
- Stay alert for any children or staff demonstrating symptoms of COVID-19 and follow government guidance procedures in the event of a suspected case;
- Contact you as soon as possible if your child or any member in their bubble group displays symptoms of COVID-19;
- Inform you if a staff member or child in your child's 'bubble' tests positive for COVID-19 *(your child will need to self-isolate for at least 14 days and be tested if he/she starts to display symptoms);*
- Teach and reinforce our 'SAFE Promise' (as outlined in the children's section of this agreement) alongside our school's 'LOVE Promise'
- Teach and reinforce safe hand hygiene and respiratory hygiene at all times;
- Provide soap and hand sanitiser for use by children and staff throughout the school;
- Follow cleaning routines to keep the premises clean throughout the day
- Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs;
- Continue to promote and reinforce our 'Golden Behaviour' policy in a fair and consistent manner;
- Regularly review risk assessments, taking into account the changing situation relating to COVID-19 and subsequent emerging government guidance;
- Inform parents/carers of any new changes in guidance for schools.
- Contact you if we are concerned about your child's health
- Encourage your child to follow the school's code, LOVE

**Rewards**

Rewards continue to be in operation, as outlined in our Golden Behavior Policy. It is of paramount importance that praise and reward should continue to have great emphasis, especially to help reinforce the health, welfare and safety rules, as outlined in this addendum (our SAFE Promise).

Dojos continue to be used to encourage positive behaviour. Dojo points will be updated to help reinforce our SAFE Promise and Line Up Code.

**Golden Book**

Our Golden Book Collective Worship will be held virtually so children can still have their achievements celebrated.

**Sanctions**

Sanctions continue to be in operation using our 'Good to be green' system, as outlined in the Golden Behaviour Policy. However, 'partner' classes cannot be used in the event of a child needing Time Out.

In the event that ***Time Out B needs to be implemented:*** The child should be escorted by a member of the bubble staff to the bubble table outside of their classroom. The staff member should ensure that there is a 2 metre distance between themselves and the child. Once Time Out has ended and the child has returned to their bubble classroom, the table must be cleaned.

The bubble staff should update SIMs and inform the parents detailing the incident and sanctions. The office staff will generate the letter; the teacher must inform them of the contents in line with policy sanctions.

In the event that ***Time Out C needs to be implemented:*** The child should be escorted by a member of the bubble staff to the Time Out table in the hall. The Time Out table should have a visible sigh on it

and must only be used for this purpose. Senior leadership should be informed and they will contact the child's parents and explain the incidents and sanctions and discuss next steps depending on the level of risk posed to others. The bubble staff should update SIMs.

**Inappropriate behavior**

Some behavior concerns may previously have been deemed less serious, however, in light of COVID-19 and due to the important health and safety measures that now need to be in place, some behaviors now have the potential to be more serious.

- Not moving around school as per specific instructions
- Not lining up or sitting following instructions to remain 2 metres apart wherever possible
- Not following instructions on hygiene, such as handwashing or sanitizing
- Not following instructions about sharing equipment or other items
- Not following school routines for arrival/departure
- Not following expectations about sneezing, coughing, tissue and disposal (in line with the 'catch it, kill it, bin it' message)
- Touching another child's equipment or belongings
- Attempting to socialise with a child from another bubble group

| Once | More than once | Frequently/Deliberately |
|---|---|---|
| • Staff reminder given<br>• General school behavior system followed | • Staff reminder given<br>• Time Out B issued<br>• Parents/carers informally contacted by telephone<br>• General school behavior system followed | • Staff reminder given<br>• Time Out C issued<br>• Parents/carer contacted by telephone and in writing (SLT)<br>• School Monitoring chronology opened and referral to Inclusion Lead |

Deliberately:

- Tampering with hygiene material such as soap or sanitiser
- Tampering with bins or the contents of bins
- Entering an area or zone that is out of bounds which may compromise the health of children and staff in another bubble group
- Deliberately misusing toilet areas and facilities
- Entering an area or zone that is out of bounds which may compromise the health of children and staff in another bubble group
- Attempting to socialise with a child from another bubble group which may compromise the health and safety of the child

| Once | More than once |
|---|---|
| • Staff reminder given<br>• Time Out C issued<br>• Parents/carer contacted by telephone and in writing (SLT)<br>• School Monitoring chronology opened and referral to Inclusion Lead<br>• Staff reminder given | • Time Out C issued<br>• Parents/carer contacted for urgent meeting with SLT<br>• Risk Assessment to be completed to ascertain whether it is safe to have the child in school |

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| Deliberately:<br>• Coughing or spitting at somebody<br>• Any action that would usually require the need for restraint and which would may compromise the ability to remain socially distanced |
| **Once** |
| • Time Out C issued<br>• Parents/carer contacted for urgent meeting with SLT<br>• Risk Assessment to be completed to ascertain whether it is safe to have the child in school |