



St Joseph's Catholic Primary School, Loftus

APPENDIX TO BEHAVIOUR POLICY: CHANGES RELATING TO POST-LOCKDOWN REOPENING

Date approved by Trust Board	
Version	01
Publication Scheme	Local Schools' Websites
Next Review Date	September 2020
Responsible Officer	Standards Officer: Behaviour and Development

Contents:

1. Introduction
2. Purpose
3. Scope
4. Additions to School Behaviour Policy
5. Responding to Policy Breaches

Draft 12 05 2020

1. Introduction

- 1.1 This policy has been written with reference to DfE guidance on the safe reopening of schools following the period of Coronavirus School Closure.(references to be added Primary or Secondary Reopening guidance)
- 1.2 This policy takes into account the requirements of the Diocesan Protocols for academies within the trusteeship of the Diocese of Middlesbrough set out in Preamble 4 – Educational Vision
“A Catholic school’s primary purpose is to support families in the education of their children. Schools strive to enable each child to attain personal excellence in their studies and through the formation of their human values and understanding of God’s purpose in their life. Crossing the threshold of a Catholic school should be like entering into the nurturing comfort of a loving Christian family, where all experience welcome, feel valued and are challenged to grow.”
and Section 12 – Safeguarding Protocol 3 – Ensuring that statutory guidance set out in Keeping Children Safe in Education, and as published by the Department for Education from time to time, is followed.
- 1.3 This policy should be read in conjunction with the School Behaviour Policy and the Trust Exclusion Policy.

2. Purpose

- 2.1 The purpose of this policy is to ensure that every student and adult returning to school operates in a way that minimises the risk of spreading the Coronavirus.

3. Scope

- 3.1 This policy covers St Joseph’s Catholic Primary School and is live from the date of reopening after the 2020 Coronavirus Lockdown to the date the CEO of Nicholas Postgate Catholic Academy Trust deems that Social Distancing measures are no longer required.

4. Additions to School Behaviour Policy

4.1 Routines for Arrival and Departure

Parents and pupils must observe social distancing measures and remain two metres apart from other groups.

Y6 children should enter school premises through the side gate and walk straight round to classrooms. Parents not allowed on site. Paths are marked out to ensure social distancing. A member of staff from the Y6 team will be present at drop off and pick up times for safeguarding purposes.

Parents must sign an updated form if they give permission for a Y6 child to walk home without supervision. Parents should be confident that their child will adhere to social distancing guidelines and not gather with friends outside school.

Y1 children will enter through their gate. The path will be marked. One parent only should take their child to the classroom door. Adults from the Y1 team will receive the child into school. Parents are not allowed in the school building.

Vulnerable/Key worker children should enter school and be collected from the main school entrance. All parents should observe any markings in place.

Any parent arriving late should contact the school office.

Only one parent/adult should drop and collect their child. If at all possible, other siblings should not attend at drop off and pick up times. If there is absolutely no alternative, then they must remain beside their parents. Toddlers should remain in their pushchairs and not be allowed to roam.

Please leave the school promptly and do not linger to talk to others - even if at a safe distance.

4.2 Hygiene, Handwashing and Sanitising

Students and adults should wash their hands with soap and water often for at least 20 seconds. (NHS Social Distancing; what you need to do 27/05/2020)

Staff and pupils must regularly wash hands using soap and water for at least 20 seconds.

For pupils this should be:

- On arrival into school
- After break time
- Before lunch or eating
- After lunch
- After going to the toilet
- After using a tissue

For staff this should be:

- On arrival in school
- Before lunch or eating
- After lunch before returning to class

- After going to the toilet
- After wiping any surfaces down
- After administering first aid/close contact with a child
- After using a tissue

Handwashing should never be done in areas that are used for food/drink preparation including the staff room.

Staff should avoid touching their face, mouth and nose area and should remind children about this regularly.

The 'Catch it, Bin it, Kill it' approach should be used by all. Each classroom has a lidded bin and used tissues should be placed in these.

Bins will be emptied each lunchtime and at the end of each day.

Posters will be displayed around school to remind children about good hygiene and social distancing.

4.3 Socialising in school

Students and staff should try to remain at least two metres apart from anyone they do not live with at all times. (NHS Social Distancing; what you need to do 27/05/2020)

Indoors

Pupils will be divided into small groups or 'bubbles' with dedicated members of staff for that group. In some groups, the teacher will be supported by another teacher or teaching assistant. There will be no whole school gatherings of any kind. Pupils will be assigned their own toilet areas and hand washing facilities.

Windows will be open and internal doors will also be left open to ensure that rooms are well ventilated.

Classrooms have been redesigned so that only one child will sit at a table. Children will not sit together on a carpet.

Children will remain in seats in classrooms.

Outdoors

Although the risk outdoors is less, groups should be timetabled so they do not mix during playtimes and breaks.

When bubbles of children are outside, they must be in different areas of the playground or school field. They must be supervised at all times.

The outdoor classroom must be timetabled.

If outside children must not be sent into school or allowed to go inside unsupervised.

Children must be socially distant at all times, including play times and lunch times.

Children should line up following the line markings on the playground.

4.4 Movement around school (one-way systems, areas out of bounds and queuing)

Movement around school

Limits for rooms have been identified and should be adhered to e.g. 1 person in the school office. Classrooms have staff names on, no other members of staff should enter these rooms other than for cleaning.

Staff should allow time for colleagues to pass on busier routes e.g. the landing, stairs

Children are not allowed to go anywhere in school other than their allocated room, toilet and outside space.

Areas that are out of use Outdoor play / climbing equipment including the tyre area, trim trail, gym equipment, prayer garden.

Queueing

Children should stand behind the marked lines in the playground.

4.5 Sneezing, Coughing, Tissues and Disposal

If a student or adult sneezes or coughs they should cover their mouth and nose with a tissue or their sleeve (not their hands). The tissue should be put in the bin immediately and hands immediately washed.

(Catch it, Bin it, Kill it) (NHS Social Distancing; what you need to do 27/05/2020)

Each classroom has a 'Safety Station'. Boxes of tissues are located in each as well as a lidded bin. Teachers need to teach children how to use these stations.

Bins are emptied at lunch times and at the end of each day.

4.6 What a child should do if they are feeling unwell

Children/Staff with symptoms

The person who is displaying symptoms should be sent home and then self-isolate within their household for 14 days.

Staff and children are able to be tested and should arrange a test as soon as they get home. They must inform school of the outcome of the test upon receipt.

If the test result is positive, all pupils and staff who have had contact with the individual should be sent home immediately. School will inform Public Health England if there is a positive result.

Collecting a child with symptoms

The child should be isolated in the Meeting Room. The door must be opened to provide ventilation.

The child should be supervised by 1 staff member who must wear PPE at this point, this will need to be collected from the school office.

Staff must refer to the poster in the Meeting Room to ensure PPE is worn correctly.

If the child needs to go to the toilet whilst they are waiting to be collected, they should use the male staff toilet. The member of staff will then need to clean the toilet and the surfaces which have been touched. Full PPE will be worn at this time.

Parents will need to sign their child out at the school office. They will then be directed to the disabled entrance and can collect their child from there.

The staff member should then remove and safely dispose of PPE.

They are then advised to book a Covid 19 test.

In an emergency call 999, if they are seriously ill or their life could be at risk.

Sickness

If a child is sick in your room, a sensible child will need to be given a red triangle to take to the nearest adult. There will be several members of staff working around school. The child should also go to the school office so that admin staff can phone the child's parents.

The child should then be isolated in the Meeting Room. The door must be opened to provide ventilation.

The child should be supervised by the staff member who must wear PPE at this point, this will need to be collected from the school office.

Staff must refer to the poster in the Meeting Room to ensure PPE is worn correctly.

Once the child has left the premises, the member of staff (or caretaker/cleaner) should clean the area wearing full PPE.

4.7 Sharing equipment

Equipment

When equipment is used, make sure it is cleaned before and after use. Only use equipment where essential. Resources should not be shared.

Any resources that teachers plan to use must be cleaned before use. Children should not be asked to bring items in from home.

Class libraries must be turned around in all classrooms as children should not have access to them.

All other shelf units in classrooms need to be cleared, wiped and resources put tidily back. They also need to be turned around to face the wall.

Children will not have access to these resources or to school reading books.

Anything on classroom walls or ceilings needs to be removed, only displays on boards should remain.

All soft furnishings and fabrics should be removed. These can be washed ready for September. If you are unable to wash them at home, send them to a member of SLT.

4.8 Lunch, Break and Play Times

School Meals

Lunch breaks will be staggered.

Children bringing a packed lunch from home should keep these at their allocated table in the classroom.

Children must not touch any other lunchbox. Children should not share food.

The children will eat their lunch in their classrooms at their tables.

Lunches provided by school will be cold in the first instance.

Surfaces must be cleaned before and after eating.

Break and Play Times

Although the risk outdoors is less, groups are timetabled so they do not mix during playtimes and breaks.

If you are doing some outdoor learning and another group is outside too then please ensure you move well away from the other group.

If you are planning to use the outdoor classroom then you should ensure that all other groups know or timetable it accordingly.

If outside children must not be sent or allowed to go inside unsupervised.

Children must be socially distant at all times, including play times and lunch times.

Children should line up following the line markings on the playground.

4.9 Using Toilets

Adult Toilets

Please ensure there is only one member of staff enters the toilet at a time. Please wait until a member of staff has left the room before entering.

Pupil Toilets

Only 1 child can go into the toilets at a time. A responsible adult needs to be identified in each staff team to monitor toilet areas to ensure that social distancing is maintained as well as possible.

4.10 Deliberately Coughing and/or spitting towards a person

Deliberately coughing and/or spitting towards a person is an act that may compromise safety. Actions such as these may therefore be considered by the Headteacher as a reason for exclusion. (NPCAT Exclusion Policy May 2020)

5 Responses

If a student inadvertently fails to adhere to the points detailed in this appendix to the behaviour policy they should initially be reminded of the rules and provided with advice and support.

If a student persistently and/or deliberately fails to adhere to the points in this appendix to the behaviour policy, and therefore risks the safety of themselves and others, the head teacher should consider the following responses.

- **Modifying the provision and/or grouping of the student to limit the risk to safety**
- **Isolation within school for a day(s) or part day**
- **A period of Exclusion**

Any modifications head teachers make to provision should be communicated to parents at the first possible opportunity. Parents should be informed of the reason for the Head teacher making modifications in provision a student receives. If an period of exclusion is issued that should follow all procedures detailed in the school exclusion legislation (see Trust Exclusion Policy).

Equality and Student Support

Schools recognise the legal duty under the Equality Act 2010 to prevent students with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the student concerned.

The School's SENDCO will evaluate a student who persistently contravenes the additions to the school behaviour policy to determine whether they have any underlying needs that are not currently being met. Where necessary, support and guidance will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs. When acute needs are identified in a student, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis in the light of circumstances surrounding the reopening and safe running of schools after Lockdown..