



## Addendum to behaviour policy – Foxborough Primary School

This addendum to the school's behaviour policy sets out the standards of behaviour expected from pupils at Foxborough Primary School whilst protective measures are in place as a result of the coronavirus pandemic. It provides clear direction to pupils and families on the expectations for social distancing and behaviour to and from school and during the school day.

In light of the need for children to behave differently when they return to school, and any new systems we have put in place to support that, we have made the following changes to our behaviour policy to be enacted during the coronavirus pandemic.

### 1. Introduction

1.1 Following schools being closed to the majority of pupils, the Department for Education have announced a phased-re-opening of primary schools starting with the introduction of face-to-face sessions delivered to Nursery, Reception, Year 1 and Year 6 pupils with guidance on re-opening for other year groups to follow.

1.2 This addendum to the Academy Behaviour Policy details adaptations made during the time delivering face-to-face sessions, rather than providing the typical school day experienced up to April 2020.

1.3 To make it easy to read, this appendix talks about teachers. But when we use the word teachers we also mean other staff with responsibility for pupils.

1.4 This policy addendum is informed by the Department for Education Guidance released throughout May 2020 regarding the re-opening of schools and other education establishments.

1.5 This policy addendum is specifically intended to:

- ensure the safety of every member of staff and pupil during this time
- encourage young people to take responsibility for their behaviour during this time
- tackle incidents/instances of poor behaviour effectively and fairly during this time
- allow teachers to feel safe and supported during this time
- foster an environment where all members of the school community respect and adhere to the social distancing guidance during this time

1.6 The information in this policy will be communicated:

- to pupils – in the letter sent home on Wednesday 3<sup>rd</sup> June and on the first session held on pupils' first day of face-to-face sessions. It will be repeated weekly for any joining pupils and as a refresher for all.
- to teachers – in the training day on Monday 1<sup>st</sup> June and Wednesday 3<sup>rd</sup> June, and in the relevant section of the school's website.
- To parents/carers – in the letter sent home on Wednesday 3<sup>rd</sup> June and in the relevant section of the school's website

### 2. What we expect our teachers to do during this time

2.1 Create a nurturing and supportive environment which supports children to behave and adhere to the measures set out in this addendum

2.2 Not come to work if they have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.

2.3 Clean their 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.



- 2.4 Use the 'catch it, bin it, kill it' approach.
- 2.5 Avoid touching their mouth, nose and eyes.
- 2.6 Clean frequently touched surfaces often using standard products, such as detergents and bleach, where required outside of the planned cleaning schedule.
- 2.7 Think about ways to modify their teaching approach to keep a distance from children in their 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).
- 2.8 Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- 2.9 Help their 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.
- 2.10 Prevent the class from sharing equipment and resources (like stationery).
- 2.11 Keep the classroom door and windows open if possible for air flow.
- 2.12 Limit the number of children from the class using the toilet at any one time.
- 2.13 Limit their contact with other staff members, and not congregate in shared spaces, especially if they are small rooms.
- 2.14 Make sure they've read the school's updated behaviour policy and know what role in it they're being asked to take.
- 2.15 We expect all our teachers to address any behaviour that is unacceptable or breaks our school rules
- 2.16 Where the behaviour of a pupil makes us worried that they are suffering, or are likely to suffer, significant harm, we expect our staff to follow our safeguarding policy.

### **3. What parents / carers need to know / do**

The following is essential to minimise adult to adult contact and to implement protective measures. It has been written using [Government guidance on implementing protective measures in education and children settings](#).

- 3.1 No children, parents or carers are allowed to enter the school site if they are displaying any [symptoms](#) of coronavirus.
- 3.2 Wherever possible, only one parent should accompany the child to the school when dropping off and picking up.
- 3.3 Parents must use their allocated drop off and collection times and follow the one-way system maintaining two metres distance from all other adults, pupils and members of staff.
- 3.4 Parents must not gather at entrance gates or doors, including outside the school gates.
- 3.5 Parents will not be allowed on site apart from drop-off and collection, or when collecting a child during the school day (e.g. if they are unwell or to attend an appointment)



- 3.6 The front office is closed. Parents must 'phone the school or email. Appointments will be held over the 'phone.
- 3.7 Parents must ensure that their children understand the school's expectations on personal hygiene (see [E-Bug](#) resources)
- 3.8 Apart from a water bottle, pupils must not bring anything from home. The water bottle must be washed thoroughly every night following a school day.
- 3.9 Pupils do not need to wear uniform to encourage the wearing of clean clothes each day.
- 3.10 Parents are expected to wash children's clothes after a day at school.
- 3.11 There is no need to take children's temperatures every morning as it is not a reliable method for identifying coronavirus.
- 3.12 Make sure they've read the school's updated behaviour policy and know what role in it they're being asked to take.
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This addendum will detail the following:

1. hierarchy of controls
2. any altered routines for arrival or departure including safer travel
3. school instructions on hygiene, such as handwashing and sanitising
4. instructions on who pupils can socialise with at school
5. moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
6. expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
7. how a child can tell an adult if they are experiencing symptoms of coronavirus
8. rules about sharing any equipment or other items including drinking bottles
9. amended expectations about breaks or play times, including where children may or may not play
10. use of toilets
11. clear rules about coughing or spitting at or towards any other person
12. clear rules for pupils at home about conduct in relation to remote education
13. rewards and sanction system where appropriate

It also identifies any reasonable adjustments that need to be made for pupils with more challenging behaviour.

It also outlines the expectations on staff to adhere to strict protective measures including social distancing. This addendum must be read in conjunction with the Department for Education's guidance on [implementing protective measures in education and childcare settings](#) and the home / school agreement in response to COVID-19 pandemic.

The appendices detail:

- **Protocol if someone becomes unwell at school**
- **Protocol if there is a confirmed case of coronavirus in school**

## 1. Hierarchy of controls

A range of approaches and actions must be employed prevent the spread of coronavirus either directly or indirectly. In line with the **hierarchy of controls** that, when implemented, create an inherently safer system, this addendum details actions that should be taken to substantially reduce the risk of transmission of infection.

These include:

- avoiding contact with anyone with symptoms



- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

### **Personal protective equipment (PPE) including face coverings and face masks**

- Wearing a face covering or face mask in schools is not recommended. Face coverings should not be worn in any circumstance by those who may not be able to handle them as directed as it may inadvertently increase the risk of transmission. Therefore, pupils will not be allowed to wear face coverings on school grounds.

### **Shielding and clinically vulnerable children and young people**

- Pupils who are classed as clinically extremely vulnerable or live with someone who is classed as clinically extremely vulnerable should not attend school and will be supported to learn from home as much as possible.
- Parents should follow medical advice if their child is classed as clinically vulnerable before sending their child back to school.

### **Class or group sizes**

- To reduce contact between people as much as possible, pupils will only be allowed to mix in a small consistent group (bubble) and that group must stay away from other people and groups.
- Where possible, children in these groups will be kept two metres apart from each other.
- Brief contact, such as passing in a corridor, is low risk but will be avoided wherever possible.
- When in a classroom, pupils will be in a group (bubble) with up to ten children and one, or in some cases two, adult(s). In the case of Early Years, group (bubble) sizes will not exceed eight children and one, or in some cases two, adults.
- Desks will be spaced as far apart as possible.

### **Planning and organising**

- School leaders will refresh the timeline deciding which lessons or activities will be delivered
- Wherever appropriate and possible, activities will take place outdoors
- The timetable will be organised to reduce the movement around the school or building
- The school day will be staggered, including drop-off and collection times, and break and lunch times
- How play equipment is used will be planned carefully to ensure that it is appropriately cleaned between groups of children using, and preventing multiple groups using it simultaneously.
- All unnecessary items from classrooms and other learning environments will be removed and stored elsewhere.
- Soft furnishings will be removed including soft toys and toys that are hard to clean (such as those with intricate parts)
- All spaces should be well ventilated by opening windows.
- Where safe to do so (bearing in mind fire safety and safeguarding), doors should be propped open to limit the use of door handles and aid ventilation.

## **2. Any altered routines for arrival and departure including safer travel**

[Safer travel guidance for passengers](#) will be shared with parents / carers to provide guidance for those using public transport. All families will be encouraged to walk or cycle to school rather than using public transport or enclosed car spaces.

The school will operate staggered start and finish times which will be shared with parents/carers in a telephone call from the Bubble leader on the Friday before pupils are due to return to school.

### **Parental guidance**

- Wherever possible, only one parent should accompany the child to the school when dropping off and picking up.
- Parents must use their allocated drop off and collection times and follow the one-way system maintaining two metres distance from all other adults, pupils and members of staff.
- Parents must not gather at entrance gates or doors, including outside the school gates.
- Parents will enter via the car park gate or pedestrian entrance and follow a one-way system.



- The school will identify where parents have more than one child in different year groups. In this scenario, the parent will arrive at the time for the earliest drop off and will drop all children at once (even if this is earlier than the start time for the bubble in another year group).

### 3. School instructions on hygiene, such as handwashing and sanitising

All children must be taught how to practise good hygiene and hand washing habits. This should be done in an age-appropriate way such as games, songs, repetition etc.

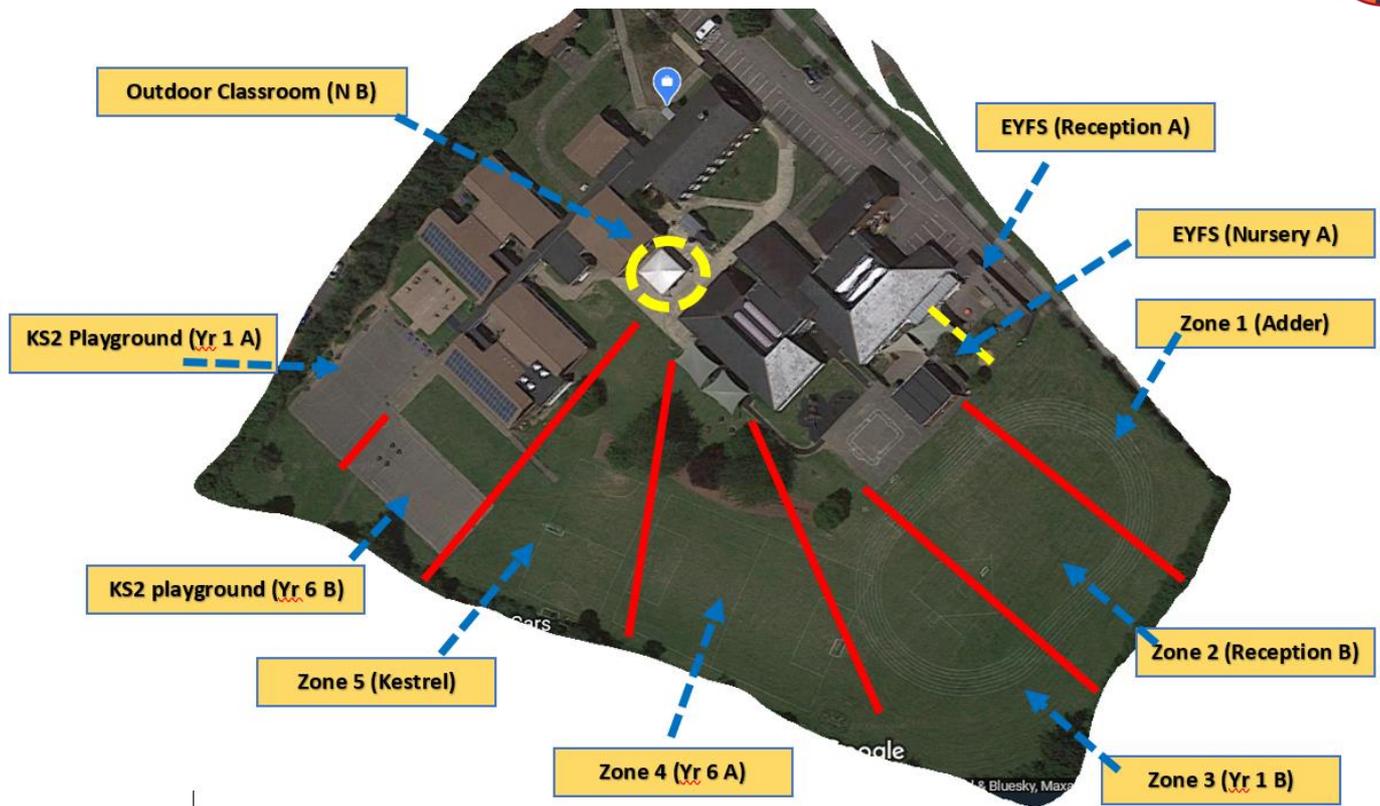
- All children must thoroughly sanitize their hands at the following points:
  - on entry to school
  - before and after each break
  - before and after lunch
  - before collection,
  - before and after going to the toilet, and
  - after sneezing, coughing etc.
- All children must sanitize their hands before moving around the school site such as before and after break and when transitioning to and from outdoor activities.
- Children should be discouraged to touch their mouth, eyes and nose.
- Children must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- Help should be made available for children who have trouble washing their hands independently.
- All children will be taught about good personal hygiene when they return to school using the [E-bug materials](#) which will cover the following rules
  - Do:
    - cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
    - put used tissues in the bin immediately
    - wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available
    - try to avoid close contact with people who are unwell
  - Don't:
    - do not touch your eyes, nose or mouth if your hands are not clean

### 4. Instructions on who pupils can socialise with at school

Children will be expected to stay within their bubbles at all times when on the school's premises. Please see the First Aid protocols in the appendices.

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

- See above for arrival and departure
- See below for zoned areas for outdoor play and learning
- When moving around the building, pupils should maintain a 2m distance (though for younger children this is not essential)
- The staggered starts will ensure that pupils are not moving around the site at the same time. However, the signed one-way system must be followed by children at all time. (See site assessment.)



**6. Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands**

- See above (School instructions on hygiene, such as handwashing and sanitising)
- Children will be taught in an age-appropriate way what to do when sneezing or coughing, the use of tissues and their disposal in lidded bin. They will also be taught to avoid touching their mouth, nose and eyes with their hands

**7. How a child can tell an adult if they are experiencing symptoms of coronavirus**

- Pupils will be taught about the symptoms of coronavirus during their first session on a Monday as pupils will only be able to join groups for the week following (thereby being able to plan and resource accordingly)
- This will be taught in an age-appropriate manner using the E-bug resources
- Pupils will be taught to inform an adult if they are experiencing any of the symptoms in the same way as they would for any illness being as explicit as possible about their symptoms

**8. Rules about sharing any equipment or other items including drinking bottles**

- Pupils are allowed to bring a drinking bottle from home which will need to be washed thoroughly each evening by their parents / carers
- Pupils' drinking bottles will be kept at the pupil's desk.
- No other equipment should be brought from home into the school setting.
- Play equipment will be used by one 'bubble' – multiple groups cannot use play equipment simultaneously. Resources will be divided up for sole use of individual 'bubbles'
- Any unnecessary items will be removed from classrooms and other learning environments.
- Soft furnishings, soft toys and toys that are hard to clean will be removed.
- Cleaning products will be made available for each 'bubble' to be used when necessary.

**9. Amended expectations about breaks or play times, including where children may or may not play**



- Pupils will be taught about safe behaviour during breaks and play times. This will include maintaining wherever possible 2 metre social distancing and being taught games that are suitable during this period.
- A bag of equipment will be provided for each 'bubble' for breaks and play times.
- See zones above.
- Wooden outdoor, fixed equipment cannot be used (e.g. trim trail, pirate ship etc.)
- The outdoor gym (Nursery) can be used as it is metal and will be cleaned daily.

#### 10. Use of toilets

- Pupils will be taught rules about using the toilets and which toilet they can use (as above)
- Pupils will be expected to use hand sanitizer before and after using the toilet
- Only one child will be able to use the toilets at any one time
- Toilets will be cleaned after morning break, after lunch and after afternoon break.
- All children must seek permission to use the toilet.

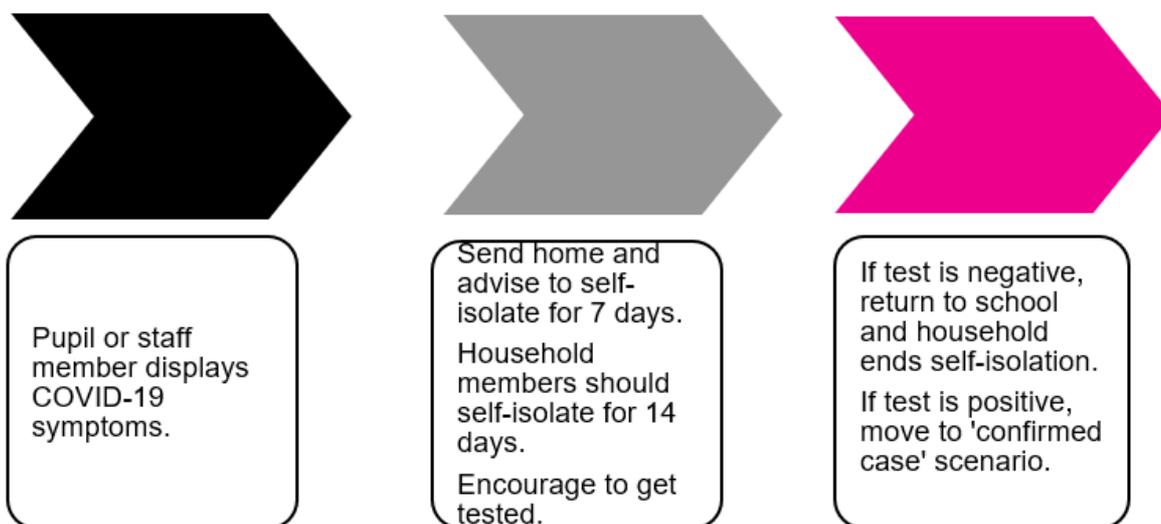
#### 11. Clear rules about coughing or spitting at or towards any other person

- Any pupil whose behaviour inside or outside of lessons puts the health and safety of the community at risk, such as deliberately coughing or spitting at or towards any other person or persistently refusing to follow adults' instructions, will be issued with a fixed term exclusion.
- Where this is the case, the parent will be contacted to collect the pupil immediately.
- A remote re-integration meeting will be held between a member of the senior team and the parents / carers before the pupil is allowed to return to school.

#### 12. Rewards and sanction systems where appropriate

- Pupils will be rewarded in line with the current systems and procedures
- The Response system remains in place. Any pupil receiving a Response 3 will receive a 'phone call from the 'bubble' leader. If their behaviour puts the health and safety of the community at risk (for example persistently not following the adult's instructions), then this may lead to a fixed term exclusion.

#### Appendix A: Dealing with staff and pupils who display COVID-19 symptoms within school



#### Pupil

- If a child becomes unwell at school with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they will be expected to inform the



member of staff responsible for their bubble. This member of staff will contact the First Aider and they will come and accompany the child to the designated First Aid assessment room.

- The “bubble” supervisor will take the remaining children to a designated outside play area, while the area of the classroom where the unwell child was working, is cleaned.
- Where a child has a continuous cough they should be given a mask to wear and shown how to put it on correctly, this will help to prevent the spread of any potential virus in the public spaces between the classroom and First Aid assessment room.
- First Aiders will take the temperature of children who present with symptoms and this will be recorded and shared with the responsible adult when they are collected.
- The First Aider will call home and arrange for immediate collection by a responsible adult.
- In any emergency, 999 must be called; if COVID 19 is suspected, tell them when you call 999.
- Whilst the child is awaiting collection, they will stay in the allocated First Aid assessment room isolated behind a closed door with windows open for ventilation. There will need to be appropriate adult supervision of the child until they are collected – this should be the case with all children showing symptoms in case there is a sudden change or deterioration.
- A separate toilet will have been identified for the sole use of children showing symptoms. This should be used if needed and will be cleaned and disinfected once used.
- PPE must be worn by staff caring for the child while they await collection.
- All items of PPE will be single use and will be disposed of after use with any individual child or adult who has required support.
- The planned route for exiting the building will be used when the parents arrive for collection, with the First Aider accompanying the child to the front gate. Where a child has a continuous cough they should be given a mask to wear on the way to meet the responsible adult collecting them and the First Aider will remain in PPE until they return into the school building.
- Any member of staff who helped a child with symptoms does not need to go home unless they develop symptoms or the child tests positive. (See appendix B)
- When PPE is removed it needs to be double bagged and labelled to show when it was disposed of. This potential ‘hazardous’ waste will be stored in a designated space in each school for 72 hours and then disposed of.
- Any member of staff who helped a child with symptoms must use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Any affected areas must be cleaned after the child has left to reduce the risk of passing the infection on to other people.
- **In extreme circumstances if CPR is required**, the Resuscitation Council UK Guidelines 2015 state “If you are untrained or unable to do rescue breaths, **give chest compression-only CPR** (i.e. continuous compressions at a rate of at least 100–120 min<sup>-1</sup>)”; because of the possibility that the patient may have COVID-19, Resuscitation Council UK offers this advice, which at Pioneer Educational Trust we require the First Aider to follow:
  1. Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. If you are in any doubt about confirming cardiac arrest, **the default position is to start chest compressions until help arrives.**
  2. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
  3. If there is a perceived risk of infection, the First Aider will place a cloth/towel over the patients mouth and nose and **attempt compression only CPR and early defibrillation until the ambulance** (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
  4. Early use of a defibrillator significantly increases the person’s chances of survival and does not increase risk of infection.



5. If the First Aider has access to personal protective equipment (PPE) this should be worn. After performing compression-only CPR, the First Aider (and anyone else performing compressions) must use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

### Staff member

- If a member of staff becomes unwell at school with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must immediately contact the head or the most senior member of staff on site and follow advice given.
- In any emergency, 999 must be called; if COVID 19 is suspected, tell them when you call 999.
- If the member of staff is with children, they should be relieved of their duties by the most appropriate member of staff (to ensure pupils are supervised) and go home immediately.
- The new “bubble” supervisor will take the remaining children to a designated outside play area, while the area of the classroom where the unwell member of staff was working (e.g. staff desk, computer, whiteboard...), is cleaned.
- Any member of staff or child who was in contact with the member of staff with symptoms does not need to go home unless they develop symptoms or the member of staff tests positive. (See appendix B)
- Any member of staff or child who was in contact with the member of staff with symptoms must use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Any affected areas must be cleaned after the member of staff has left to reduce the risk of passing the infection on to other people.
- Where a member of staff has a continuous cough they should be given a mask to wear while they leave the building, this will help to prevent the spread of any potential virus in the public spaces between the classroom and their car or the car of the person collecting them.
- **In extreme circumstances if CPR is required**, the Resuscitation Council UK Guidelines 2015 state “If you are untrained or unable to do rescue breaths, **give chest compression-only CPR** (i.e. continuous compressions at a rate of at least 100–120 min<sup>-1</sup>)”; because of the possibility that the patient may have COVID-19, Resuscitation Council UK offers this advice, which at Pioneer Educational Trust we require the First Aider to follow:
  6. Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. If you are in any doubt about confirming cardiac arrest, **the default position is to start chest compressions until help arrives.**
  7. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
  8. If there is a perceived risk of infection, the First Aider will place a cloth/towel over the patients mouth and nose and **attempt compression only CPR and early defibrillation until the ambulance** (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
  9. Early use of a defibrillator significantly increases the person’s chances of survival and does not increase risk of infection.
  10. If the First Aider has access to personal protective equipment (PPE) this should be worn.
  11. After performing compression-only CPR, the First Aider (and anyone else performing compressions) must use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.



## Appendix B: Dealing with confirmed COVID-19 cases



Pupil or staff member tests positive for COVID-19.



Individual receives medical advice and/or treatment.  
Class or group sent home and told to self-isolate for 14 days.



If other cases are detected within the school, report to PHE who will investigate and advise.

### The following is taken from the [Government guidance on implementing protective measures in education and childcare settings](#)

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.