



ADDENDUM TO THE  
SAFEGUARDING (CHILD  
PROTECTION AND STAFF  
BEHAVIOUR) POLICY

*Covering both Greenbank and Rooksdown campus*

### ***Addendum to the behaviour policy for Greenbank and Rooksdown campus during the COVID-19 Pandemic.***

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Following Government guidelines, only vulnerable and key workers' children were able to physically attend school from Monday 23<sup>rd</sup> March 2020. In order to make the best use of staffing and resources, children from both sites were taught at Rooksdown while Greenbank campus remained closed.

From June 1<sup>st</sup>, our Greenbank site opened for pupils from year 6 while our Rooksdown site welcomed back EYFS and year one pupils.

#### **Attendance**

From September 2020, attendance will be mandatory from the start of the new school year, except where statutory exemptions apply.

To ensure we minimise contact with individuals who are unwell, we direct parents and staff to the NHS website <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> which outlines the symptoms of and advice for coronavirus.

Those who have coronavirus symptoms, or have someone in their household who does, cannot attend school.

In line with our attendance policy, parents are required to let the school know if a child is unable to attend and the reason. We will contact the pupil's parent or carer on the first day of absence where this does not happen. Pupils of compulsory school age must be in school unless a statutory reason applies.

This Annex to our behaviour policy sets out details of our expectations of staff and children during COVID-19 pandemic for:

- 1. Altered routines for arrival or departure**
- 2. School instructions on hygiene, such as handwashing and sanitising**
- 3. Instructions on who pupils can socialise with at school**
- 4. Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)**
- 5. Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands**
- 6. Protocols for children displaying symptoms at school**
- 7. Rules about sharing any equipment or other items**
- 8. Amended expectations about breaks or play times, including where children may or may not play**
- 9. Use of toilets**
- 10. Clear rules about coughing or spitting at or towards any other person**
- 11. Clear rules for pupils at home about conduct in relation to remote education**
- 12. Rewards and sanction system where appropriate**

## 1. Altered routines for arrival or departure

Where possible/desirable we would ask parents to drop their children off by foot and maintain social distancing from other parents and children. We are aware that staggered starts and finishes are not easy to manage when siblings are involved **so we are allowing siblings to be dropped off together via the older sibling's gate.**

Unfortunately we are still unable to accommodate parents on site. However, we do ask that if you are happy to do, you wear a face mask while waiting outside the school gates.

When dropping or collecting off, we would ask that you keep to the left-hand side on any pathways when moving to and from the school gates. The gates we need parents to use are listed below to ensure the prevention of year groups mixing.

In order to ensure that children are kept within their year group pods and do not mix with other year groups, please keep to your allocated drop-off and pick-up times and designated gates.

	Start	Finish	Entry/Exit Gate
Year R - Rooksdawn	08:55 - 09:05	14:30	Year R gate via service road to left of school
Year 1 - Rooksdawn	08:55 - 09:05	14:30	Park gate to right of school
Year 2 - Rooksdawn	08:45 - 08:55	14:40	Park Gate to right of school
Year 3 - Rooksdawn	08:45 - 08:55	15:00	Lower gate via service road to left of school
Year 4 - Rooksdawn	08:35 - 08:45	14:50	Lower gate via service road to left of school
Year 5 - Rooksdawn	08:35 - 08:45	14:50	Park gate to right of school
Year 3 - Greenbank	08:35 - 08:45	14:50	Rear gate onto Hillcrest Walk
Year 4 - Greenbank	08:45 - 08:55	15:00	Rear gate onto Hillcrest Walk
Year 5 - Greenbank	08:45 - 08:55	15:00	Front gate onto Winklebury Way
Year 6 - Greenbank	08:35 - 08:45	14:50	Front gate onto Winklebury way

Class teachers will be in the classroom pods so on arrival children will be directed from the entry gates straight into their classrooms. Non-class based staff will be located at key positions on site to guide the children to their correct place. They will immediately direct them to wash/sanitize their hands. Children will be seated facing the front of the classroom and will then be directed in small groups to place their bags and coats in the appropriate place in the corridor. During the day the children will wash/sanitize their hands before and after eating, when they come in from breaks, before they go home and after each visit to the toilet (if you could provide a named bottle of sanitizer for your child this would help us greatly). Please let us know, the collection arrangements for child if they walked home previously.

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

In order to minimise the risk of transition and infection, we have a stringent routine for handwashing in place. As handwashing remains the best prevention against the spread of infections, we provide set times for children to wash their hands on a regular, non-negotiable basis including:

- Upon entering the school building
- After using the toilet
- Before eating at break or lunch time
- Upon returning to the classroom from break
- Before dismissal at the end of the day

Following PHE advice, warm running water and soap are provided when the children wash their hands for a minimum of 20 seconds. Staff will supervise this in order to ensure all children are washing their hands. In order to support the children's understanding of how long they should wash their hands for, we actively encourage them to sing Happy birthday to themselves twice over. If water and soap are not available, we will use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

Should children wish to bring their own soap to prevent skin sensitivities, they can. This must be kept for their own use in their trays on their designated tables.

Adults and visitors to the school are asked to wash their hands, or use sanitiser upon entry to the school. Staff working within the school building are expected, and reminded, to wash their hands more regularly than usual.

Frequently touched surfaces, such as door handles, handrails, table tops, play equipment and toys will be regularly wiped down throughout the day.

## **3. Instructions on who pupils can socialise with at school**

As outlined by the DFE guidance, it is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Following this guidance, we will be implementing 'Pod' groups to ensure that children are in the same groups at all times each day. These Pods will remain together for the duration, with the same assigned adult.

We will be further minimising contact and mixing by altering the environment (such as classroom layout) and timetables (such as staggered break times) and designated play areas to ensure no mixing of Pods across year groups.

Public Health England (PHE) is clear that where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk. Within classrooms, children will work at their own desk with their own set resources.

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

In order to minimise contact and to maintain the recommended 2metres of social distance where possible, a one-way system is in place within the school building. This is marked out clearly using tape and signage. Staff, children and visitors to the school will be made aware of these one-way systems and directed appropriately.

Staff will ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. When a child needs to exit the classroom for the toilet or medical assistance, a walkie talkie system is in place to communicate between staff.

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

In addition to regular, supervised hand washing and education about the importance of good hand hygiene, we will work with the children to understand the role they can play in preventing the spread of germs.

Through active, and age appropriate, discussion of why we should avoid touching our mouths, eyes and noses, we will support the children to adapt healthier habits. Implementation through discussion, posters and prompts of 'catch it, bin it, kill it' will support children in keeping healthy. Each classroom will have a supply of tissues. Modelling and reminders to use a tissue or elbow when sneezing followed by handwashing will enable children to change their habits.

For younger children, the use of songs, rhyme and stories will aid their understanding.

Each classroom and area has a lidded bin for tissues and this is emptied throughout the day.

#### **6. Protocols for children displaying symptoms of Coronavirus**

If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

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

In order to ensure minimal cross contamination, the amount of shared resources will be limited. Each child will have a tray with equipment and resources for their own use. These resources will remain on their tables to limit the exchange of take-home resources between children, young people and staff. Shared materials and surfaces will be cleaned and disinfected more frequently

Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children in one day.

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

All year group pods will have a designated zone for break time and outside time to ensure the groups refrain from mixing. Their assigned adult will remain with the pod to ensure social distancing is observed. Some children will have break at a different time to normal to allow for staggered use of space.

**9. Clear rules about coughing or spitting at or towards any other person.**

The behaviour of children at Castle Hill is always exemplary however should there be an incident of any children coughing or spitting towards any other person, this will be dealt with severely. A member of Senior management will speak to the child and their parents will be called and asked to collect them.

**10. Clear rules for pupils at home about conduct in relation to remote education.**

As children and young people are likely to spend more time online due to social distancing, as a school we will develop our E-safety curriculum to enable us to talk to them regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them.

Updated codes of conduct will be sent to parents to remind them of expectations on children's behaviour and actions online.

In order to get the most out of this home-learning provision, we do ask that the following protocol is adhered to:

- Students should only communicate with their teachers during school hours to submit or query work.
- Any communication should be responsible and related to home learning.
- Parents should refrain from using this method of communicating with teachers unless it is linked to the learning set for their child. Parents who wish to contact members of staff about general queries rather than specific learning, should do so through traditional channels of phoning or e-mailing the school.

We know that not all students will have access to a PC or the Internet. Where this is the case, alternative provisions will be made for individuals.

**12. Rewards and sanction system where appropriate.**

In line our school behaviour policy, Good to be Green will still be used alongside Dojo points. Children will be rewarded for good behaviour, hard work and evidence of the VAAs and ACPs. Please see our behaviour policy for more details

