



**USWORTH COLLIERY
PRIMARY SCHOOL**

Positive Behaviour Management Policy

**Addendum regarding COVID 19 closure and
opening for key worker/vulnerable children
groups.**

Designated members of staff: Gary Wright & Lesley Dickinson

Chair of Governors: Alison Logan

JANUARY 2021 UPDATE

Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal behaviour policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

Expectations for pupils, staff and parents in school during lockdown

Rules

When pupils and staff are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that themselves and their children follow the procedures that have been put in place. Parents should contact Mr. Wright if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

See below for new arrangements and how these link to the government guidance:

1. Minimise contact with individuals who are unwell by ensuring those who have symptoms (or who have someone in the household with symptoms) do not attend school.

- Any child or member of staff with symptoms will not be able to attend school.
- Parents/carers must inform school if their child or member of their household has symptoms and school will advise the next steps.
- A child or member of their household with symptoms can be tested and will be advised to do so.
- If tested positive the person will need to self-isolate for 10 days and the others in the same household will need to self-isolate for 10 days from the positive test.
- If tested negative, then the child can return to school.
- If a child or member of staff develops symptoms whilst in school, then they will be isolated in an allocated room with ventilation. If a child, parents/carers will be called to pick them up. A member of staff will stay with the child in isolation and if unable to follow social distancing will wear PPE (personal protective equipment). Once the child or member of staff has left then the room must be thoroughly cleaned and handwashing procedures take place. If the person uses the toilet while in isolation, then it must be cleaned immediately. Testing will be recommended, and the procedures above will need to be followed regarding isolation.

2 & 3. Clean hands thoroughly more often than usual. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

- Children will be taught about effective handwashing/respiratory hygiene and younger children supported, where necessary.
- Each classroom will have soap and hand towels next to the sink which are replenished throughout the day. Every toilet facility has hand washing facilities with paper towels and lidded bins for waste.
- Each classroom will have a station with a lidded bin for waste, hand sanitiser, paper towels, paper tissues, anti-bacterial spray and blue roll.
- Bins will be emptied and double bags at lunchtime and at the end of the day by a cleaner.
- Staff and pupils will wash/sanitise hands on entering the building.
- Hands will be washed/sanitised before and after breaks/lunch.
- Children will be supervised when using hand sanitiser.

- Skin friendly cleaning wipes may be used as an alternative if pupils have skin conditions.
- Classroom doors will be kept open and a window open in each classroom for ventilation.
- Risk assessments will be in place for all products used and facilities.
- No face coverings in school (advice from Public Health England)
- All rooms need to be adequately ventilated – internal doors left open, quad windows and classroom windows open.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

- The amount of furniture in each classroom and corridor will be reduced, in order to reduce the number of surfaces needed to be cleaned.
- Unnecessary resources will be removed from the classrooms and resources kept to a minimum. If resources are used, then they must be cleaned by staff after use. See point 5 for further information regarding resources.
- A deep clean will take place at the end of the day for each classroom used.
- All internal doors pinned back to avoid the need to touch handles. External doors remain closed.
- Each class will have a supply of detergent and blue roll for staff to clean surfaces if needed.
- Staff wash/sanitise hands prior to and after marking books.

5. Minimise contact between individuals and maintain social distance wherever possible.

- All key worker and vulnerable pupils will be with the same groups each day forming a social bubble. Timetabling, rooming and restricted movement around school ensure that groups do not mix at any time during the day. Each group attends every day and is taught by their teacher.
- Pupils will not access any other area of school apart from their classroom, hall space, allocated toilets and outdoor space.
- Only one adult is allowed to drop off and pick up each child. Gathering at school gates is not allowed and you will be asked to move on. The amount of time parents/carers spend on the school site needs to be kept to a minimum.
- 2m markings are on the playground to ensure social distancing during pick up and drop off and senior leaders will be on the yards each day to monitor this.
- There will be limited access to fixed outdoor play equipment, including trim trails, gym equipment and climbing frames. They will be cleaned regularly, and cannot be used outside of school hours.
- A small selection of play equipment – balls, hoops, etc. will be available for the bubble to play with during break. These will be cleaned at the end of the day. Pupils wash hands after breaks. They may be able to play with other children in the bubble outside, ensuring social distancing wherever possible and non-contact games are played.
- Adults will operate strict social distancing between other adults at all times (2m). Passing in corridors is limited due to timetabling and classrooms/areas used for each group, although this is considered low risk. The staffroom use will be kept to a minimum. Virtual staff meetings will take place and there will be no face-to-face meetings between two adults for longer than 15 minutes (maintaining social distancing).
- We will encourage social distancing between children if at all possible. However, children within the bubble do not need to maintain social distancing and impossible in the classrooms as children will be sitting sit side by side. Guidance states that if social distancing can occur for some of the time this will help reduce risks. In light of this the large group will be split over two classrooms for some of the day, although they will still be one bubble.
- We will encourage social distancing between children and staff at all times. However, it is recognised by the government that this will not always be possible, so good hygiene has to be adhered to.
- All children will have their own seat and part of a desk in the classroom. We are reducing the amount of furniture in the classroom in order to keep desks as far apart as possible. As recommended desks will all be facing the front.
- There will be no assemblies or events within school. Virtual assemblies and events will continue.

- If a child is hurt or upset, then staff will initially attempt to support through social distancing. If social distancing cannot be adhered to then the contact should be as brief as possible and handwashing guidance followed as soon as possible afterwards.
- The group will have use of their own toilets. There will be girl only cubicle. Access will be staggered and supervised when in use. Main toilet doors are pinned back as all toilets have cubicles.
- There will be markings on the corridor floors to show circulation – corridors will be split in half and 2m spacings shown. Spaces which children have no access to will be cordoned.
- The office will remain closed to visitors and the doors will be locked. If you need to contact the office via email.
- Parents are not able to enter the school building. Teachers can be contacted via email where needed.
- All children will be given their own iPads, earphones and pencil cases with basic equipment which will remain on their desks.
- Resources in the classroom are allowed but need to be cleaned regularly.
- Children are allowed to only bring in: a packed lunch, a coat and water bottle. No bags at all in school, due to the lack of safe storage space. The lower KS2 cloakroom will be used for coats and lunch boxes as the children are in one bubble. No toys are allowed to be brought in from home in any instance and no sweets/cake for birthdays.
- All children must be picked up by an adult.

6. Where necessary, wear appropriate personal protective equipment (PPE)

- The Government state that no PPE (personal protective equipment) is required for staff or pupils. The only instances will be if a child becomes ill with suspected coronavirus or intimate care where staff usually use PPE.

7. Engage with NHS Test and Trace process.

- Staff and parents/carers need to understand that they must:
 - Book a test (online or via NHS 119) if they or their children are displaying symptoms and self-isolate. All children can be tested.
 - Provide details of who they have been in close contact with if they test positive or if asked by NHS Track and Trace.
 - Self-isolate if they have been in contact with someone who develops coronavirus symptoms or someone who has tested positive.
 - Inform school immediately about the result of their test. If negative and they feel well, then they and family members can stop self-isolating and return to school. If positive, follow guidance and self-isolate for ten days. Other family members need to self-isolate for ten days.

8. Manage confirmed cases of coronavirus amongst the school community

- School will contact Local Public Health as soon as a case is confirmed.
- A rapid risk assessment will be carried out to confirm those who have been in close contact with the person and they will be asked to self-isolate for 10 days immediately.
- School will keep a record where close contact occurs (1-2 metres for more than 15 minutes, travelling in a small vehicle together or face-to-face contact for any length of time) to support Public Health in determining who needs to self-isolate.
- Household members of those contacts who are sent home will not need to self-isolate unless they develop symptoms (this includes siblings if a child is sent home).
- If anyone self-isolating develops symptoms, then they will need to order a test and follow the guidance above depending upon the result.
- School does not need evidence of test results.

9. Contain any outbreak by following local health protection team advice.

- If school has two or more confirmed cases in 14 days, or overall rise in suspected coronavirus, there may be an outbreak and need to work with Public Health to advise next steps.

- In some cases, larger number of pupils may be asked to self-isolate. Whole school closure may not be necessary.
- If there is an outbreak, then a mobile testing unit may be dispatched. It will focus initially on the infected person's class, then year group, then whole school if necessary.

Rewards and sanctions for following rules

All rewards and sanctions from the current behaviour policy remain in place.

It is likely that verbal reminders/warnings will be the main sanctions for accidental rule breaking. However, purposeful and continual rule-breaking will result in loss of breaktimes, discussions with parents and possibly, as a last resort, reduction of time in school or fixed term exclusions .

Changed rules

As long as this addendum applies, we will alter the school rules accordingly, however all rules fit within the 'Colliery Code'.

We will continue to advise parents of what we are putting in place to ensure that risks of infection are kept as low as possible following government guidance.

Expectations for pupils whilst isolating at home

Remote learning rules

If pupils are not in school, but they are well and isolating, we will set work for them to complete and we expect them to follow all of the rules set out below. *See remote learning policy and guidance for further information.*

Parents should also read the rules from these policies and ensure their children follow them. Parents should contact their class teacher if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

- Be contactable via Seesaw, email or phone.
- Attempt to complete at least some of the work set by teachers and share some of their work with teachers either via Seesaw or email
- Where possible and appropriate, engage in online live lessons when they are scheduled.
- Seek help if they need it, from teachers either through their email address specifically set up during the time of the pandemic or by phone.
- Alert teachers if they're not able to complete work.
- Use appropriate online conduct, such as using appropriate language in messages. All set out in the Remote Learning Policy.

Expectations

Expectations of Children

At Usworth Colliery Primary the following expectations are in place:

- I will use the equipment and application safely and appropriately at all times.
- I will report any issues of concerns directly to my parent/teacher/school.
- I will be available for my log in and lesson between its specified hours and I will be dressed appropriately.
- I will turn my web camera on and my microphone on to mute. (As per school decision. Teacher able to mute all.)
- I will not record the session or cause it to be recorded.

- I will seek help from the teacher through the raise a hand function and microphone.
- I will not have any other person present during the session, except for a parent/carer who is responsible for my supervision in the family home.

Expectations of Parents/Carer

At Usworth Colliery Primary, the following expectations are in place:

- I will support my child in using the equipment and application safely and appropriately at all times.
- I will be available for the supervision of my child and not for observation of the lesson.
- I will not record the session or cause it to be recorded.
- I will not distract, sabotage or detract from my child’s learning during the session.
- I will not use the school equipment for any other purpose than those specified in lesson.
- I understand that the school will take action if they have any concerns regarding mine or my child’s behaviour or inappropriate use of the equipment.
- I agree to comply with the school’s acceptable use policy as well as this remote and home learning policy

Dealing with problems

If there are any problems with pupils adhering to rules around remote learning, including if they don’t engage with the remote learning set for them, we will follow up with parents to check if there are any issues and if we can provide any support. This will be initially through the class teacher and then if there is no response, the matter will be taken up by Mr. Dickinson (our Family Liaison Officer).

Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated by Gary Wright. At every review, it will be approved by the full governing board.

Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- UCPS behavior policy
- Health and safety policy
- Remote learning policy & guidance

Signed.....
Head Teacher

Date.....

Signed.....
Chair of Governors

Date.....

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Originally ratified by governors: **July 2020**

Updated:

September 2020
January 2021