



# SHOBNALL PRIMARY SCHOOL

## POLICY FOR BEHAVIOUR AND DISCIPLINE **COVID-19 ADDENDUM**

Written May 2020  
Review Ongoing During Coronavirus Outbreak  
Last Review *1 September 2020*

## **CONTENTS**

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Pupils, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

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.

This addendum to our Behaviour and Discipline Policy sets out details of our arrangements for:

STATEMENT OF INTENT

GENERAL RULES

HYGIENE AND INFECTION CONTROL

SCHOOL ARRIVAL ROUTINE

BREAK TIME ROUTINE

LUNCH TIME ROUTINE

SCHOOL DEPARTURE ROUTINE

ILL HEALTH AND INFECTION

THE SCHOOL PREMISES

ATTENDANCE

UNIFORM

REWARDS

SANCTIONS

POSTERS

MONITORING AND REVIEW

LINKS WITH OTHER POLICIES

**APPENDIX A – EDUCATION GUIDANCE POSTER**

**APPENDIX B – SCHOOL RULES POSTER**

## **STATEMENT OF INTENT**

Shobnall Primary School believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life.

We are committed to:

- Promoting desired behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all.
- Praising and rewarding good behaviour.
- Challenging and disciplining bad behaviour.
- Providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging positive relationships with parents/carers.
- Developing relationships with our pupils to enable early intervention.
- A shared approach which involves pupils in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all pupils can achieve.

This addendum has been added to our policy in light of school closures and in response to the government's plan for schools to open fully from 1 September 2020. This addendum has been written in accordance with:

[Guidance for full opening: schools](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)

This addendum to Shobnall Primary School's Behaviour and Discipline Policy is with immediate effect and will remain in place unless alterations are stated within the addendum.

This is version 2.0 of the addendum. It will be reviewed on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website and is made available to staff by email.

## **GENERAL RULES**

In accordance with [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#) we have added some general rules to the ones outlined in our existing policy. These will be displayed around the school and discussed regularly to remind children of the rules and their importance in keeping us safe. These rules are:

- Children must remain in their ‘bubbles’ at all times throughout the day
- Maintain a 2m distance from adults whenever possible
- Maintain a 2m distance when queuing
- Follow the one-way system when moving around the school
- Children must not share equipment
- Children will have allocated work stations and ‘zones’ that they must remain at unless instructed to do so
- Only one children allowed in the toilet at any one time
- Children must wash their hands frequently throughout the day
- Children to wash their hands if they sneeze or cough and all tissues must be put in the pedal bin with a lid
- Children must avoid touching their mouth, nose and eyes
- No coughing or spitting at other children or staff
- Tell an adult if they are experiencing symptoms of coronavirus

## **HYGIENE AND INFECTION CONTROL**

- The school ensures a risk assessment is conducted prior to reopening to more pupils in order to enforce adequate and practical measures to safeguard the health and safety of both staff and pupils.
- The school understands that younger children cannot be expected to remain two metres apart from others at all times and takes this into account with regards to discipline and giving rewards.
- Children should stick to their class groups and avoid mixing as much as possible – staff reinforce this behaviour through teaching, rewards and supervision.
- Pupils are expected to wash their hands for at least 20 seconds with soap and water, and/or alcohol-based hand sanitiser:
  - Upon arrival at and departure from the school.
  - Before and after consuming food.
  - After using the toilet.
  - After coughing or sneezing.
- Pupils are expected to maintain good hand and respiratory hygiene at all times while in school, to the best of their ability.
- Pupils are expected to dispose of tissues using the litter bins provided.
- Pupils are expected to use infection control provisions responsibly, e.g. using hand sanitiser as directed.
- Pupils are discouraged from sharing equipment or toys which pose a higher risk of infection, e.g. play dough.

**SHOBNALL PRIMARY SCHOOL**  
**POLICY FOR BEHAVIOUR AND DISCIPLINE – COVID-19 ADDENDUM**

- The school prohibits pupils from spitting, biting, purposefully coughing in another person's vicinity, or other behaviours that increase the risk of spreading infection, e.g. purposefully disposing of soiled tissues in an unsafe manner.
- Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with this addendum.
- Pupils who are deemed unable to fully adhere to infection control rules, e.g. some pupils with SEND or younger children, are not disciplined for poor behaviour in this regard – positive behaviour is reinforced using praise and rewards.
- Members of staff encourage pupils who are deemed unable to fully adhere to infection control rules to practice good infection control behaviours to the best of their ability, through teaching, praise and supervision.

### **SCHOOL ARRIVAL ROUTINE**

- Each class has been allocated an entrance point to the school.
- Arrival times are staggered.
- Children must wash their hands before they come to school and on their way to their 'bubble'.
- Children will go to their allocated work station or 'zone'.

### **BREAK TIME ROUTINE**

- Children will use their allocated toilets at their allocated time slot.
- Children will wash their hands at the start and end of break time.
- Children will not be able to come into the toilets or school building throughout their allocated break time session.
- Each 'bubble' can use their own designated play equipment.

### **LUNCH TIME ROUTINE**

- Children will use their allocated toilets at their allocated time slot.
- Children will wash their hands at the start and end of lunch time.
- Lunch will eat in their 'bubbles', either in the classroom or in the designated outdoor area, weather permitting.
- Each 'bubble' can use their own designated equipment.

### **SCHOOL DEPARTURE ROUTINE**

- Each group has been allocated an exit point to the school.
- Departure times are staggered.
- Children must wash their hands before they leave school.

### **ILL HEALTH AND INFECTION**

- The school expects pupils to report to a member of staff as soon as possible if they are feeling unwell and showing symptoms of coronavirus, or believe a peer is showing symptoms of coronavirus.

**SHOBNALL PRIMARY SCHOOL**  
**POLICY FOR BEHAVIOUR AND DISCIPLINE – COVID-19 ADDENDUM**

- Any bullying or harassment towards pupils who have had, currently have, or are suspected to have coronavirus is not tolerated – this behaviour is addressed in line with this addendum and the Anti-Bullying Policy.
- The school allocates suitable areas that can be used to isolate pupils who shows symptoms of coronavirus whilst they wait for their parent or primary carer to collect them.
- Pupils who have been advised to self-isolate at school while waiting to go home are expected to follow all infection control and social distancing rules in place and must not leave the area used to isolate them until their parents or primary carer picks them up.

### **THE SCHOOL PREMISES**

- Pupils are prohibited from entering areas of the school that have been closed for cleaning, social distancing, or infection control purposes.
- Pupils who purposefully access prohibited areas of the school without permission are disciplined in line with this addendum – pupils who are deemed unable to fully adhere to these restrictions are not disciplined and the correct behaviour is reinforced instead.

### **ATTENDANCE**

- The [latest government guidance](#) says attendance will be mandatory from September. The School will be reverting back to normal expectations for attendance – please see the School’s Attendance Policy (if you have one) and addendum for details on sanctions.

### **UNIFORM**

- The School will revert to normal policy on uniform from September, but will also to be considerate in managing non-compliance where parents are experiencing financial pressures. From September 2020, all pupils must wear uniform to school and follow normal school rules on uniform as set out in our behaviour policy. If pupils cannot wear their full uniform, parents should contact the Headteacher.

### **REMOTE LEARNING RULES**

If pupils are not in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact the Headteacher 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 and support them with their learning.

- Be contactable during required times – although take into account that pupils may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants

SHOBNALL PRIMARY SCHOOL  
POLICY FOR BEHAVIOUR AND DISCIPLINE – COVID-19 ADDENDUM

- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

Pupils using the National Tutoring Programme to access tutoring are also expected to follow proper online conduct as described above during tutoring sessions.

### **REWARDS**

The School will be using team points, stickers and reward certificates.

### **SANCTIONS**

If children *deliberately* and *persistently* can't follow social distancing and hygiene rules, the class teacher will speak to parents via phone in the first instance. This will help both parents and teachers devise alternative strategies to support pupils with understanding the importance of social distancing and how to achieve this.

If, after regular reviews, the child is still unable to follow social distancing rules, the headteacher will speak to parents via phone to discuss attendance in school as it may not be safe for the child to continue attending.

### **POSTERS**

[e-Bug](#) has produced a series of helpful coronavirus posters:

- [Horrid hands](#)
- [Super sneezes](#)
- [Hand hygiene](#)
- [Respiratory hygiene](#)
- [Microbe mania](#)

### **MONITORING AND REVIEW**

This addendum will be reviewed in light of any changes to statutory guidance, feedback from parents, staff or pupils, and issues in the school that may need addressing.

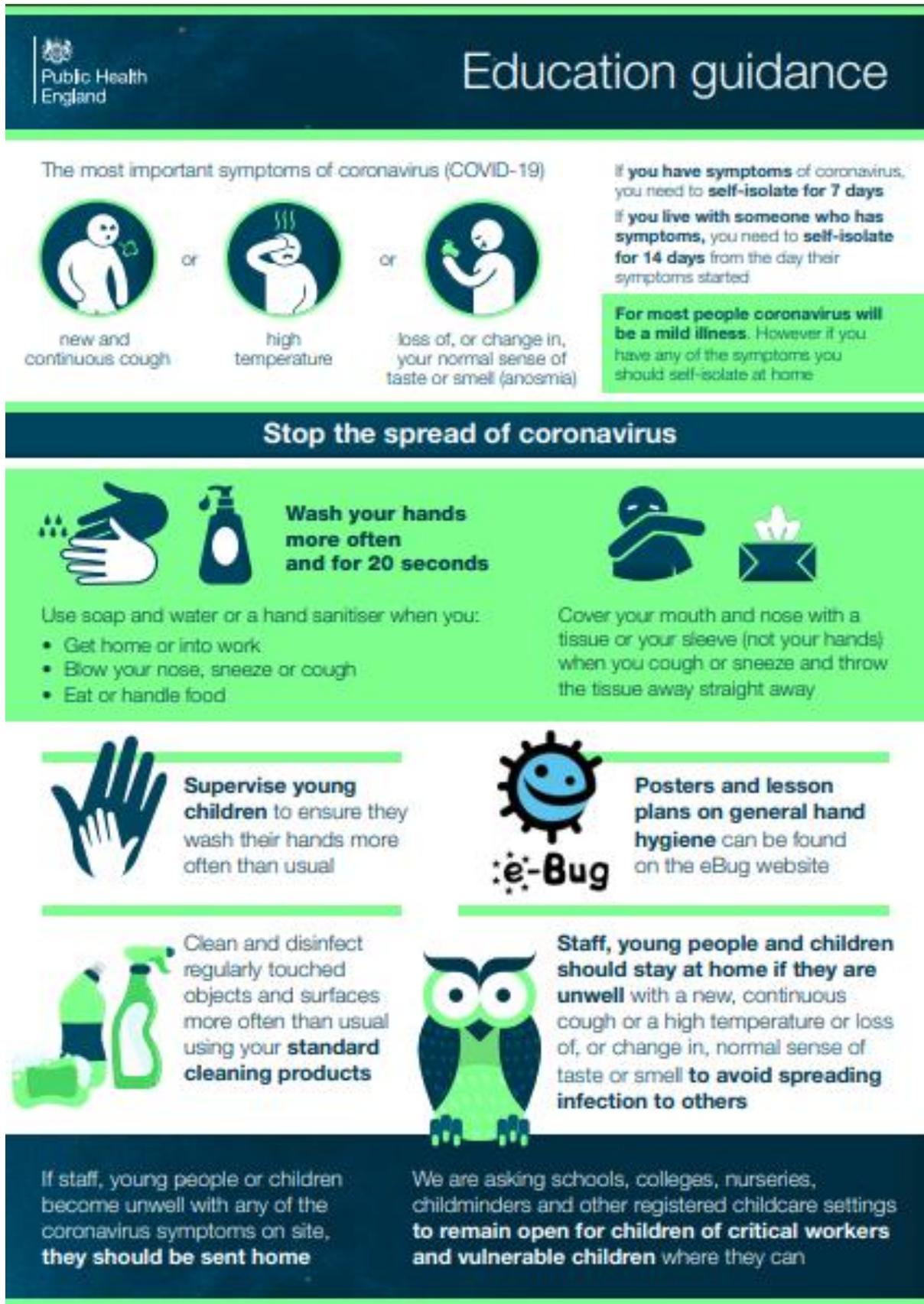
Any changes made to this addendum will be communicated to all staff, parents and, where necessary, pupils.

### **LINKS WITH OTHER POLICIES**

This policy links to the following policies and procedures:

- Safeguarding & Child Protection Policy
- Behaviour & Discipline Policy
- Health & Safety Policy

APPENDIX A – EDUCATION GUIDANCE POSTER



The poster is titled "Education guidance" and features the Public Health England logo. It is divided into several sections: symptoms, prevention, and management. The symptoms section lists cough, high temperature, and loss of taste or smell. The prevention section includes hand washing, covering coughs, and cleaning surfaces. The management section discusses supervision of children, staff/young people staying home if unwell, and the importance of keeping schools open for critical workers' children.

## Education guidance

The most important symptoms of coronavirus (COVID-19)

new and continuous cough

or

high temperature

or

loss of, or change in, your normal sense of taste or smell (anosmia)

If you have symptoms of coronavirus, you need to **self-isolate for 7 days**  
If you live with someone who has symptoms, you need to **self-isolate for 14 days** from the day their symptoms started

For most people coronavirus will be a mild illness. However if you have any of the symptoms you should self-isolate at home

### Stop the spread of coronavirus

**Wash your hands more often and for 20 seconds**

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food

Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away

**Supervise young children** to ensure they wash their hands more often than usual

Posters and lesson plans on general hand hygiene can be found on the eBug website

Clean and disinfect regularly touched objects and surfaces more often than usual using your **standard cleaning products**

Staff, young people and children should stay at home if they are **unwell** with a new, continuous cough or a high temperature or loss of, or change in, normal sense of taste or smell **to avoid spreading infection to others**

If staff, young people or children become unwell with any of the coronavirus symptoms on site, **they should be sent home**

We are asking schools, colleges, nurseries, childminders and other registered childcare settings **to remain open for children of critical workers and vulnerable children** where they can

APPENDIX B – SCHOOL RULES POSTER



# RULES TO KEEP US SAFE!



You will learn and play in your own bubble.  
Bubbles **DO NOT** mix.  
Stay with your group!



Bubbles will start at different times, have different toilet, break and lunch times and have their own resources and play equipment. Bubbles must not each their lunch with another group.

You **MUST** keep your distance from your friends and school staff.

Lines will help you. You will have your own resources and area.



You **MUST** wash your hands often.

Your teachers will remind you when you must do so. They will show you how to wash your hands.



You **MUST** wash and change your clothes every day.

Have a shower every day. You are allowed to come to school in your own clothes so that you can change them every day.

