



# Behaviour for Learning during the COVID-19 pandemic

Annex to Behaviour for Learning Policy – version 1.0 Updated 25-05-2020

Author	MG Simpson
Responsibility	All staff and the governing body
Effective Date	March 2020
Review Date	September 2020
Approved by full Board of Governors:	Pending approval June 2020
Storage: (i) Electronic (ii) Hard Copy	(i) School network and on school website (ii) Policy file
Distribution	All staff and governors  Open access to parents and students via school website and school office

## Rationale for this annex to the Behaviour for Learning Policy

In light of the need for children to behave differently when they return to school as part of a phased return following the Covid-19 school closure, this annex details revised protocols and systems we have put in place to keep everyone safe.

### Arrival and departure

- Critical Worker students:
  - On arrival, students will enter by the playground gate and will be met by a member of staff to hand-sanitise. They will then go directly to their allocated classroom. When lining up to enter the site, students must observe the 2-metre social distancing markers.
  - On departure, students will leave by the playground gate and will hand-sanitise before leaving for home.
- Year 6 students:
  - On arrival, students will enter by the music room gate and will be met by a member of staff to hand-sanitise. They will then go directly to their allocated classroom. When lining up to enter the site, students must observe the 2-metre social distancing markers.
  - On departure, students will leave by the music room gate and will hand-sanitise before leaving for home.
- Students on buses must line up to board the bus observing 2-metre social distancing. They will need to wear face-coverings on the bus journey to and from school.

#### Hygiene, including handwashing and sanitizing

- Students must hand-sanitise on their entry to school and at the start and end of every lesson.
- There are limited hand-washing facilities on site, but there are hand-sanitisers in every classroom and around the site.

#### Socialising and social distancing

- Students must only socialize with students within their group (or 'bubble').
- Students must try to social distance at all times.
- In class, desks will be set out in rows and students will sit on the left-hand side of the desk to ensure 2-metres distance.
- Students must not enter the teacher-zone at the front of the classroom and must not touch anything on the teacher's desk.
- Imperfect social distancing will happen, however, students who endanger other students by being 'up-close' (especially for extended periods of time – ie. 15 minutes +) will be removed from the provision.

#### Moving around the school (including one-way systems, out of bounds areas, queuing)

- Students must observe the one-way system around the site
- Students must stay in their allocated areas at all times and must not mix with students outside of their 'bubbles'
- When queuing anywhere in school, students must observe the 2-metre social distancing rule.

#### Breaktime, lunchtime (including play areas)

- Breaktimes will be staggered and students must stay in their allocated area
- Lunchtimes will be supervised and, for the most part, students must stay in their allocated classroom with their supervising member of staff. At the discretion of the supervising member of staff, students may be allowed to use their allocated area. Students will not be allowed to play ball games or contact games such as 'it' or 'bulldog'.

#### Use of toilets

- Students will be allocated specific toilets to use and they must ensure that they are maintained immaculately.
- Students must wash their hands before leaving the toilet and must use a paper towel to dry their hands.

#### Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands

- "Catch It, Bin It, Kill It" is a slogan used in several public health campaigns of the British government to promote good respiratory and hand hygiene by recommending carrying tissues, using them to catch a cough or sneeze, disposing of them in a waste bin and then killing any remaining germs by washing hands. This must be observed at all times. Students should have their own tissues and tissues will be available in all classrooms.

Sharing any equipment or other items including drinking bottles

- Equipment (especially drinking bottles) must not be shared amongst students.
- Drinking bottles are allowed on site but must only be used by individual students.
- Stationery will be provided for each student

Challenging behaviour

- The usual school Behaviour for Learning Policy is still in use. We expect all students to behave sensibly, thoughtfully and with due care for each other.
- Serious behavioural issues will result in students being refused access to the in-school provision permanently. Students who have been refused access must be accommodated at home until such time that all students are back in school. NB. This applies to ALL students on site (including critical worker families).

Clear rules about coughing or spitting at or towards any other person

- Incidents where students deliberately cough or spit at or towards any other person will be dealt with as a most serious incident. The student involved will be refused access to the provision and parents will be contacted to collect them from the site as soon as is possible.

What happens if students are experiencing symptoms of coronavirus

- If anyone develops coronavirus (COVID-19) symptoms at school they will be sent home and advised to follow the staying at home guidance.
- If a child is awaiting collection, they will be moved to the meeting room by the library where they can be isolated behind a closed door with appropriate adult supervision if required. There is a roof window which can be opened for ventilation.
- If they need to go to the bathroom while waiting to be collected, they can use the disabled toilet by reception. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital.
- If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find guidance on cleaning in non-healthcare settings.

What happens if there is a confirmed case of coronavirus in school?

- When a child, young person or staff member develops symptoms compatible with coronavirus, they will 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 'bubble' will 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.

#### Expectations for students at home about conduct in relation to remote education

- No one expects parents to act as teachers, or to provide the activities and feedback that a school would. As a school, we are responsible for planning:
  - achievable work for your child to do
  - ways to give them feedback on their work
  - ways to check on their overall progress
- Year 7 and Year 8 students
  - Parents should follow our advice:
    - what work they should be doing
    - what work is most important
    - when work needs to be completed and handed in
- The best way to help children aged 11 to 14 learn is to:
  - agree what they should try to achieve each day and each week
  - try to help them balance any deadlines for when work has to be handed in
  - try to break down the work into shorter periods, based on how long they can concentrate
  - take frequent breaks
  - praise or reward them when they do well
  - make some time for practical activities, such as arts and crafts, exercise or helping with cooking
  - Ask them about what they've learned, or try a quiz from BBC Bitesize.
  - Make time each day for them to read things that interest them, not just the reading they have to do for school. This could be books or articles, fiction or non-fiction. Talk to them about what they're reading to encourage their interest.
- When using the messaging facility on 'Satchel One: Show my Homework' to communicate with the teacher or to discuss feedback, e-safety protocols and the Student Acceptable Use Agreement apply (Appendix 1).
- When taking part in catch-ups or online lessons via Zoom, Teams or any other communication app, 'Online Learning Protocols' apply (Appendix 2).

## **Appendix 1: Acceptable Use Agreement**

1. I will only use Computing and Technology systems in school for school work.
2. I will only log on to the school network with my own user name and password.
3. I will follow the school's Computing security system, not reveal my passwords to anyone and change my passwords regularly.
4. I will use my school messaging facilities responsibly (e.g. Show My Homework)
5. I will make sure that all electronic communications (including school and personal messaging, personal e-mail or blog entries), are responsible and sensible. I will not intend to upset or embarrass anyone. I will not bring the school into disrepute.
6. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
7. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone I have met online.
8. I will not take copies of photographs from the school network.
9. I will not publish photographs which compromise the reputation of the school online (eg. Inappropriate photographs when wearing school uniform or on school premises).
10. I will respect other people's work at all times. This means that I won't copy from anyone else and I won't try to delete or change their work either. I will only use my own computer and will not, in any way, interfere with a computer being used by someone else.
11. I will not deliberately look for, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
12. I will not download, attempt to download or install software.
13. I will not attempt to bypass the Internet filtering system.
14. I understand that my use of the Internet and mobile technology can be monitored and logged and can be made available to my teachers.
15. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent / carer may be contacted.

## **Appendix 2: Online learning protocols**

### **When using 'Zoom' or 'Teams'**

#### *Before the meeting/lesson*

1. Never give out the link or passwords to people outside of your class/group/school.
2. Make sure that you are suitably dressed and that the background is as neutral as possible.
3. Arrange for a parent/carer to be with you during the meeting/lesson.
4. Sound is often best using headphones.

#### *Starting the meeting/lesson*

5. Always log in with your full name (ie. This should be the student's first name and family name NOT the parent's name).
6. The moderator of the session (another teacher at school) will allow invited members of the group to enter the meeting/lesson.
7. Mute yourself on being allowed into the online meeting or lesson.

#### *During the meeting*

8. Usual school expectations for behaviour are expected – treat others as you wish to be treated. Comments should be relevant, kind, helpful, useful and polite. Offensive language and behaviour will not be tolerated.
9. The teacher will lead the meeting and will invite individuals to unmute and speak.

#### *Ending the meeting*

10. The teacher will end the meeting/lesson for all.

Please note that all meetings will be recorded for staff training, monitoring and safeguarding purposes. Recordings will be deleted after five school days if there are no safeguarding issues or behaviour issues which need to be addressed. Recordings are purely for staff training, monitoring and safety purposes and will not be broadcast or shared publicly.