

# BEHAVIOUR POLICY ANNEX COVID-19

*This policy has been produced in relation to the COVID-19 virus (and similar occurrences).  
The school has the final decision on the action it wishes to take on behalf of the school community.*

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Approved by Leadership Team on:	24.09.2020
Approved by Learning, Outcomes and Development Committee	07.10.2020
Approved by Full Governing Body: Chair: B Zeun Date: 04.11.2020	Signature: B Zeun _____
Next Review Date:	May 2021

Effective from September 2020

ALL POLICIES CAN BE VIEWED ON ONE DRIVE OR A COPY CAN BE REQUESTED BY EMAILING [office@beaconsfield.school](mailto:office@beaconsfield.school).

In view of the current government guidance in relation to lockdown procedures affecting schools, this policy has been updated to reflect the changes required to ensure the health and safety of all members of the school community. See full [guidance here](#)

This update should be seen in addition to the existing school Behaviour policy.

There is a need for children to behave differently when they return to school and as such there will be a new system in place to support this. We will always seek to educate our students and these changes will be communicated to students, parents and staff.

All members of our community are expected to adhere to this policy at all times.

### **Altered routines for arrival or departure**

#### **Site access**

- Students must remain in year group 'bubbles' upon their return to school.
- Students can enter via the front gate or by The Spinney.
- They will not be allowed to wander around the school site. Students will also have allocated spaces during break and lunchtime and must adhere to these restrictions.
- If a parent/visitor wishes to attend school, they should contact the Reception ([office@beaconsfield.school](mailto:office@beaconsfield.school)) in advance and book a time to visit the school.
- **In order to reduce the impact of the Covid-19 virus, parents/visitors are not allowed to visit the school site without an appointment.**

#### **Arrival at school**

- Students should only arrive through both gates for the 08:30 start.
- Students will be allowed onto the school site from 08:00 and no earlier (this applies to dry and wet/inclement weather).
- We expect our school community to adhere to this at all times.
- Students must not enter the school building at all before 08:30 and only under the direction of their Year Leader.
- Different year groups will be allocated to meet (using social distancing guidelines) in specific areas. This will be communicated to students, staff and parents.
- Students are expected to follow these instructions in order to keep all members of our school community (and the wider community) safe.
- If late, the student should report to Reception as soon as they are on school site.
- In wet weather, students may only enter the school building at 08:20 (not before) and head directly for their Mentor rooms. They should not wander around the school building at all.

#### **Departure from school**

- Students are expected to leave school using the front gate or The Spinney exit at 14:45 (the end of a normal school day).
- Students must not wander around the school site and will be expected to leave the school site as soon as possible.
- Students who have a later pick up must wait outside the front school gates or The Spinney gates for collection and not on the school site at all.

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

- Hand sanitisers will be available in all classrooms.
- Students are expected to use these upon arrival to an area – this is also expected at the end of break and lunch times.
- This follows government guidelines and all are expected to follow suit.
- Students are also expected to wipe down equipment they have used and places they have been in to minimise any contamination. Wipes will be provided.
- Students will be encouraged to wash hands on a regular basis.

- Students may be exempt from using the school sanitiser when providing medical evidence which needs to be approved by our Matron and Headteacher. The school's decision is final on this aspect.

## **PPE**

- The school states that all students must carry two face coverings upon their person at all times when in school. Both face coverings should be in a plastic bag.
- Students must follow the government's guidelines relating to the use of face coverings.
- Face coverings should be of standard issue with appropriate logos/designs. No hats, hoodies with masks or balaclavas allowed (and similar items).
- The school's decision is final on this aspect. Refusal to remove an inappropriate mask may result in a sanction.
- Refusal to wear a facial covering will result in a fixed term exclusion as this shows wilful and repeated transgression of protective measures in place to protect public health.
- All parents/families are expected to follow this requirement at all times and it is the responsibility of the student and the family to ensure that our students have these forms of PPE on their person at all times.
- Failure to have facial coverings on their person at all times will result in a sanction, which is at the school's discretion. The school's decision is final on this aspect.
- There may be other examples of PPE required at times for students to adhere to. This will be communicated to students and parents. All are expected to follow the school's guidelines on these issues in full.
- Students may be exempt from using the facial coverings and other items of PPE when providing medical evidence, which needs to be approved by our Matron and Headteacher. The school's decision is final on this aspect.
- Students may also be exempt from using the facial coverings and other items of PPE when there is significant evidence of requiring this linked to their SEND. This must be discussed and approved by the school's SENCO and Headteacher. This will be a reasonable adjustment for the student and the school's decision is final on this aspect.
- Please note the safety of the school community is a priority in these circumstances.

## **Instructions on who students can socialise with at school**

- Students will be expected to follow the government guidelines on social distancing at all times.
- Whilst in a school environment, this may be difficult at times; the school will endeavour to encourage these rules.
- Refusal to follow the school's guidelines with regards to school COVID-19 rules will result in a sanction. This will be at the school's discretion and the school's decision is final on this aspect.
- Parents may be asked to remove their child from the school site as the student is placing the school's safety and wider public health at risk. Parents must therefore collect their child within 30 minutes of the initial school call on this manner.

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

- The school may introduce different systems for queuing, one-way systems and out of bounds areas as a method of following government.
- This will be communicated to students and staff.
- All students are expected to follow these instructions at the first time of asking without fail.

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

- This is a difficult time for everyone and we understand that students, staff and parents have different experiences during this time. As such, everyone is expected to behave courteously with and to each other.
- Students and staff may sneeze and cough at times. This does not necessarily mean they are ill. However, they may be advised to visit Matron, who will be able to make a decision.
- Students are not expected to react negatively when another student says they are ill in any way. This does not help the current situation. If students behave in such a manner, they will receive a sanction. This will be at the school's discretion and the school's decision is final on this aspect.
- All tissues (or equivalent) are expected to be thrown in school bins to ensure the safe disposal of such items.

**Rules about coughing or spitting at or towards any other person**

- The school will not tolerate any member of the school (and wider community) deliberately coughing, sneezing or making harmful comments or actions.
- The school has the final say on whether the action is deliberate or not.

**Students informing an adult if they are experiencing symptoms of coronavirus**

- If a student feels they are experiencing symptoms of coronavirus, they should inform an adult as soon as possible and ask to see Matron.
- Matron will carry out a medical assessment and make a decision.
- If a student needs to be sent home, they will be placed in an Isolation Area within the school site and monitored until taken home.
- This is to ensure that not only is the student safe but also the wider community.
- All parents, when sending their child into school, are expected to respond to school calls as soon as possible, and arrange to collect their child if required and will be asked to follow strict guidance in such cases. The school will expect the parent to collect their child within 30 minutes of receiving the initial school call.
- If Matron has medical concerns regarding a child attending the school, Matron will contact the family. As with the above scenario, all parents, when sending their child into school, are expected to respond to school calls as soon as possible, and arrange to collect their child and will be asked to follow strict guidance in such cases.

- If a student is showing symptoms of a virus, their family will be asked to take a test as soon as possible following government guidelines. The test result must be communicated to Matron as soon as possible.
- Until the test result is received and communicated to the school, the student (and siblings if enrolled in the school) should remain isolated at home following government guidelines.
- If the test result is negative, the family must communicate this to Matron who will discuss a return to school. Other members of the family who attend the school should also have a negative test result.
- If the test result is positive or inconclusive, the family must communicate this to Matron who will make the appropriate contact with Public Health England (PHE) and follow their advice.
- The school must follow the advice of the PHE in these situations, which will be communicated by the school to the wider school community.

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

- Students are expected to bring in the full equipment provisions at all times including their own workable and fully charged device.
- A fully charged device is a must under these COVID-19 limitations. Failure to bring in a fully charged device may result in a sanction. This will be at the school's discretion and the school's decision is final on this aspect.
- Students will not be permitted to sharing equipment following government guidelines.

#### **Amended expectations about breaks and lunchtimes, including where children may or may not play/congregate**

- Different year groups will be allocated to meet (using social distancing guidelines) in specific areas during break and lunchtime. This will be communicated to students and staff.
- Students are expected to follow these instructions in order to keep all members of our school community (and the wider community) safe.
- Failure to follow this expectation will result in a sanction. This will be at the school's discretion and the school's decision is final on this aspect.

#### **Use of toilets**

- Students are not allowed out of lessons to use the toilet – they are encouraged to do this at break and lunchtime. This rule has not changed.
- Students should use our toileting areas following government guidelines at all times and maintaining social distancing rules. This may mean waiting outside the main door to the toileting area whilst demand is high.

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

Students are expected to follow the same rules that apply in school to when they are at home if they are continuing their education remotely, i.e. not physically in school.

## **Rewards and sanction system where appropriate**

### **Rewards**

Students are rewarded in the same manner that apply to their time in school to when they are at home if they are continuing their education remotely, i.e. not physically in school.

### **Sanctions**

- Following social distancing rules will mean that different sanctions will apply.
- Detentions will be run in year group 'bubbles' only. There will be a change to the original schedule of detentions as a result.
- Year leader detentions for an hour will still occur on a Thursday after school 2.45pm – 3.45pm.
- The Subject Leader detention will last 1 hour on a Friday after school.
- The SLT detention will last two hours on a Friday after school.
- The start time of the detentions after school will be 2.45pm.
- All students are expected to behave in a manner suited to our high expectations. If a student does not follow the school rules, does not complete work to the expected standard, disturbs the learning and education of others and places a risk to the health and safety of the school, the school will need to take appropriate action to support the student in question and, ultimately, the school community.
- The school does not have areas to 'contain' students in whilst waiting for their parent to collect them in terms of meeting the government's health and safety requirements and to keep the school community safe. Parents are therefore asked to collect their child within 30 minutes in such circumstances when contacted to do so.
- If the behaviour is to such an extent that a form of exclusion is required, the school will use the existing behaviour procedures for this and follow County guidelines.
- Please note throughout this policy on the use of the term sanction. The school reserves the right to use the full range of sanctions at its disposal if a student does not follow our clear guidelines at the first time of asking. The sanction used will be at the school's discretion and the school has the final decision on this aspect.

### **Reasonable adjustments that need to be made for students with more challenging behaviour**

- As with the existing behaviour policy, reasonable adjustments will be made for students with more complex needs. These reasonable adjustments will be discussed with parents and led by the SENCO. The school's decision is final on this.
- However, even with these reasonable adjustments, if the student places a risk to the health and safety of the school, the school will need to take appropriate action following County guidelines.
- The school does not have areas to 'contain' students in whilst waiting for their parent to collect them in terms of meeting the government's health and safety requirements and to keep the school community safe.

**To summarise:**

**We ask all members of our community to work with each other during this time.**

- If a student or member of the community does not follow these expectations, action will need to be taken to ensure the safety of the school community. A reminder: this is a priority.
- There may be many reasons as to why a behaviour occurs, but the safety of the school remains paramount at all times.
- The school may have to ask parents to collect their child as soon as possible (this policy states within 30 minutes of the initial school call) if the school believes that its health and safety is put at risk.
- If the negative behaviour continues, there will be a need to meet with families to discuss a resolution to the issue. The school's decision is final in such circumstances in order to preserve the safety of our school community.