



# **Christ Church C of E Primary School**

**COVID-19 School  
Arrangements**

**BEHAVIOUR POLICY  
STAFF CONDUCT  
PARENT CONDUCT  
*AMENDMENTS***

May 2020

# Christ Church Primary C of E Primary School

## 1. Context

From 20<sup>th</sup> March 2020, parents were asked to keep their children at home, wherever Possible, and for schools to remain open only for those children of workers critical to The COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Christ Church Behaviour policy contains details of our individual arrangements in the following areas:

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## **Context**

At Christ Church C of E Primary School, we aim to maintain a secure, caring and stimulating environment in which children are encouraged to have respect for themselves and each other. Whilst expectations in the current Behaviour Policy remain pertinent, it is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff. These adjustments are set out below:

## **Vulnerable Children**

A proportion of vulnerable children are currently in school daily. The routine for these children has been devised based on their needs and will continue as school opens to a wider number of children. Some of these children are at home; as their parents do not feel it is a safe time to return to school. All pupils are risk assessed and assessed as safe in the school or home environment. SLT calls are made to any vulnerable children at home weekly.

## **SEND children**

As above some SEND, pupils are currently in school daily. Personalised activities are built into the daily routine for these children. Individual work packs are being produced and sent home for certain SEND children that cannot access the usual home learning tasks. Children within school are grouped with known staff and supported by appropriate adult ratios to meet individual needs.

## **Staff Conduct and Wellbeing**

The school's usual staff code of conduct is still relevant in the new school scenario. Staff are working in a new way, following new guidelines and their mental wellbeing is paramount. Staff have been consulted over the school's risk assessment and allowed to voice concerns over returning. The school's opening plan has taken into consideration staff viewpoints and union guidance. Staff will always work in pairs within groups to ensure they are supported by another and are able to take a break. Staff have been directed to mental health resources that can support them if needed and the school has a designated Mental Health Lead (J Rayner) overseen by the school's head (A Peers) should staff require individual support.

Staff must adhere to the 2 metre social distancing rules in place and remind children of these where needed, for their and the children's safety. It does state in Government guidance that children might not be able to maintain 2 metre distancing. Staff must take care to make sure that children follow this with regards concerning themselves, with gentle reminders. There may be times when children go to staff upset and need to be comforted in an age appropriate way. A limited number of staff must use communal areas such as staff toilets and the staffroom at once. Two per toilet area and four/five per staffroom.

Staff must continue to adhere to the Government guidelines about social distancing outside of school, in order to protect themselves and other members of the school community.

In general, staff should:

- Not come to work if they have symptoms of coronavirus (or should go home as soon as these develop – informing the Headteacher, and access a test as soon as possible.
- Clean your hands more often than usual – with running water and soap and dry them thoroughly or use alcohol hand rub sanitiser ensuring that all parts of the hand are covered.
- Use the 'catch it, bin it, kill it' approach
- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces using standard products such as detergents and bleach
- Think about ways to modify your teaching approach to keep a safe distance from children in class as much as possible, particularly close face to face support (noting that it is understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including updating your classroom with posters.
- Prevent your class from sharing equipment and resources (like stationery).
- Keep your classroom door and windows open if possible for airflow.
- Limit the number of children from your class using the toilet at any one time.
- Limit your contact with staff members and avoid congregating in shared spaces, especially if they are small rooms.

## **Pupil Conduct and Wellbeing**

The school's usual behaviour rules for pupils are still relevant in the new school scenario, however, there are additional rules and routines pupils must now be aware of and follow (see page 6). Any pupil unable to follow the school's current and amended rules will be unable to attend the school setting. During this time in school, staff should ask for advice from the Headteacher if a difficult situation arises. Individual behaviour plans and risk assessments may be required and this will be done in consultation with teaching staff and where appropriate our school SENCO.

Pupil wellbeing is paramount during their time in school. Children will be anxious over having missed school and their friends, ongoing news about the virus, bereavements and more. All children will be in small groups and have two adults to safeguard them during their time in school. Part of the children's curriculum will be PSHE to discuss their worries and concerns. A DSL and Deputy will also be onsite daily to act on any concerns causing alarm.

Children in Year 6 will experience transition talks and activities to help prepare them for secondary school in September.

The school references the following government document in its plans for wellbeing of all.

<https://www.gov.uk/guidance/supporting-pupils-wellbeing#staying-in-contact-with-and-identifying-staff-who-need-additional-support>

There are some general principles that children should adhere to:

- Pupils must inform staff immediately if they feel unwell.
- Pupils must not share any equipment or other items including drinking bottles.
- Pupils must follow instructions given by adults – especially concerning remaining in protective bubbles and socially distancing from other groups. Children will be instructed on where they can and cannot play.
- Pupils must follow instructions on hygiene (handwashing and sanitising, expectations about coughing, sneezing use of tissues and their disposal).
- Pupils must follow instructions on who they can socialise with in school (i.e. only children in their protective bubble).
- Pupils must move around school as per instructions given by staff.

*For further details on specific scenarios, see the consequences and actions page at the end of this document.*

## **Parent Conduct and Wellbeing**

Parents have been updated and consulted throughout the period of school closure. Teachers regularly update the website to support parents in home schooling. Parental feedback has also led to changes in the home learning as an ongoing process. Parents have received regular letters from the Head teacher informing them of the latest Government advice/guidance and school's planning.

Parents of pupils who have returned/are returning to school have received clear guidance on the expectation upon them. Parents will be given a specific drop off and collection times and will be advised about social distancing on the playground. Parents are aware that they are NOT allowed into school at this time, unless a previous appointment has been made.

Parents are able to communicate with staff via the school office and receive quick responses to queries.

Parents must inform school if their child is experiencing symptoms of coronavirus.

## **Online Safe Behaviour in School**

The school's current acceptable use policy and E safety policy is still in place. Children are supervised using laptops and only set work using teacher approved sites.

## **Online Safe Behaviour at Home**

Resources about keeping children safe online have been shared with parents. School staff set work through the school website, which is GDPR compliant, and uses recognised safe sites. Staff are not interacting with children in any 'live' lessons. If interacting with other children or staff online, children (and staff) should always be kind and respectful to each other and respectful and obedient to staff, remembering at all times that that staff are not 'friends' with, or peers to, pupils. Any inappropriate comments to staff online, via email, or any other platform will be taken very seriously. This is also the case for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time.

*As noted in our amended safeguarding and child protection policy:*

Online teaching should follow the same principles as set out in the staff code of conduct.

**Christ Church School** will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.

- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by **Christ Church School** to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Online Safety materials are on the remote learning class page for each year group. Staff should remind parents and pupils to observe such guidance regularly.

## **Changes to School Rules and Routines**

### **Arrivals, Departures and Moving round the school**

Children will enter school through their designated entrance. Children will enter individually and will go straight to their designated class, keeping a 2m distance from any other individual.

At their designated home time, children will leave the building from their designated exit. They will leave one at a time when their parent has come to collect them, again keeping their distance using the markers on the floors as a guide.

Movement around the school will be limited. When the children leave their classroom to go outside for breaks or outdoor learning, they will ensure to keep 2m from peers and adults. Children will follow an adult from their classroom on their designated route. Children will only use external doors in the junior block and in the main school building where appropriate. Children should not routinely be asked to deliver messages, take registers to the office etc.

### **Handwashing and Hygiene**

Children will be expected to follow all handwashing and hygiene routines while in school. Children will wash hands/use antibacterial gel as entering school, before and after eating and at regular intervals during the day.

We ask children to follow the catch it, bin it, kill it, mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Children will be reminded not to touch their face, mouth, nose or eyes while at school. All used tissues to be placed in the lidded bin.

Should a child refuse to follow these routines they will be unable to attend school.

### **Social Distancing**

Children, who are old enough, will be expected to socially distance from their peers and adults in school and on the playground/bank at all times. Year 6 (and older key worker children) will have their own table spaced up to 2m apart. When children enter their

classroom, they will be expected to go straight to their table and nowhere else in the room. Children will put their hand up if they need an adult's support, they will not get out of their seats without asking.

We understand socially distancing may be more difficult for younger children; they will be encouraged wherever possible to keep a distance from peers and adults, however, we understand this may not always be possible.

### **Toilets**

Each group will have their own toilets to use. Children will only use the toilets one at a time and be supervised by an adult through the corridors. When a child has finished using the toilet, they must wash their hands. Children must not loiter in children areas.

### **Break and Lunch times**

Children will have a designated place to play during break times. They will have their own equipment that will be cleaned after use.

Children will be expected to remain socially distant from both peers and adults during break times. Children must stay on the playground in sight at all times.

Lunch will be eaten in their classrooms. Children will eat at their table or in their own space. Children will have packed lunches they have brought in or had provided through school.

It may be the case that at lunch and break times (due to timetabling restrictions) the playground will have to be a shared space. Staff should ensure that the yard is clearly marked out (with cones etc.) and children should be aware that they should remain in their designated area at all times (unless instructed otherwise).

## Covid-19 Addendum to the Behaviour Policy – Consequences & Actions

This addendum is to be used in conjunction with and alongside our full **Behaviour Policy**. The rationale behind its creation is to ensure that the pupils and staff at Christ Church C of E Primary School act in a manner that fully supports the very necessary safety measures that have been put in place during the Covid-19 pandemic and national crisis.

Some behaviour concerns referred to in this addendum may previously have been deemed less serious however if an action now results in the potential compromising of a person's ability to socially distance and stay safe, it will hold serious consequences.

Category	Concern Examples	Consequences/Actions
1	<ul style="list-style-type: none"> <li>• Not taking responsibility to inform an adult if they are experiencing symptoms of coronavirus.</li> <li>• Not following expectations about sneezing, coughing, tissues and disposal (in line with the 'Catch it, bin it, kill it' message).</li> <li>• Low level disruption in class</li> </ul>	<ul style="list-style-type: none"> <li>• Parents/Carers informed by telephone</li> <li>• General reminder given</li>   <li>• General school behaviour system followed (SEE BEHAVIOUR POLICY)</li> </ul>
2	<ul style="list-style-type: none"> <li>• Not following school routine for arrival or departure (SEE OUR TIMETABLE)- <b>once</b></li> <li>• Not following rules about sharing equipment or other items, including water bottles- <b>once</b></li> <li>• Not following instructions on hygiene, such as handwashing or sanitising- <b>once</b></li> <li>• Not moving around school as per specific instructions on one way traffic- <b>once</b></li> <li>• Not lining up or sitting following instructions to remain 2 metres apart wherever possible.</li> <li>• Not following instruction on where to play or activities deemed safe to play, whilst observing sensible social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents/Carers informed by telephone</li> <li>• Staff reminder given</li>   <li>• Staff reminder given</li> <li>• Staff reminder given</li> <li>• Staff reminder given</li> <li>• Staff reminder given</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• All Incidents to be reported on CPOMS.</li> <li>• Repeat perpetrators escalated to category 3.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Deliberately tampering or touching another child's equipment or belongings.</li> <li>• Deliberately tampering with hygiene materials such as soap/ sanitiser.</li> <li>• Deliberately tampering with bins or the content of bins.</li> <li>• Deliberately entering an area or zone that is out of bounds or which may compromise the health of children and staff in another 'bubble' group.</li> <li>• Deliberately attempting to socialise with a child from another 'bubble' group.</li> <li>• Deliberately misusing or loitering in toilet areas and facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Initially parents to be contacted.</li> <li>• Repeat Offenders - Child will be sent home and a risk assessment will be completed to ascertain their date of return, usually a half-day exclusion.</li> </ul>
4	<ul style="list-style-type: none"> <li>• Deliberately coughing or spitting at somebody.</li> <li>• Any action that would require the need for restraint and which would severely compromise staff ability to remain socially distanced.</li> </ul>	<ul style="list-style-type: none"> <li>• Child will be sent home and a risk assessment must be completed to assess if the child can return before September.</li> </ul>