



**Interim Behaviour Management Guidance COVID-19  
(Coronavirus)**

**St. James' Church of England Primary  
School, Handsworth**

**Behaviour Management POLICY  
COVID-19 Addendum**

## **Appendix A: COVID-19 Interim Addendum to Behaviour Policy**

At St James 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 St James Primary School's 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.

The rationale behind this addendum is to ensure that the children, staff and parents at St James Primary School act in a manner that fully supports the very necessary safety measures that have been put into place during the COVID-19 pandemic.

Some behaviour concerns referred to in this addendum may have previously been deemed less serious, however, if an action now results in the potential compromising of a person's ability to social distance and stay safe, or purposefully impacts on their health and safety, it will be treated in a more serious manner.

This addendum also applies to children with Special Educational Needs who present behaviours that are deemed to put others health and safety at serious risk. The individual needs of children with additional needs will always be risk assessed however serious breaches will result in the same consequences for all children.

These adjustments are set out below:

### **Expectations of staff:**

Staff must adhere to and follow all health, safety and hygiene procedures set out in the COVID-19 Risk Assessment.

Staff must inform the Head teacher if they display symptoms of COVID-19 or if they are in close contact with any person displaying symptoms or being tested positive.

Staff must follow the 2m social distancing guidance, as much as possible. Modifying their teaching approach to keep a distance from the children in their class, particularly close face to face support. Avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.

Staff must help their class follow the rules on hand washing, not touching their faces, 'catch it, bin it, kill it' etc, including updating classroom displays with posters.

Staff must clean hands regularly and thoroughly - with running water and soap, drying them and/ or using alcohol hand sanitiser, ensuring all parts of the hands are covered.

Staff must keep their classrooms well ventilated - keeping all windows and doors open.

Staff must regularly clean down resources using antibacterial wipes.

Staff must wear appropriate PPE when managing any Intimate Care or First Aid.

Staff must not mix with any other bubble within school.

### **Expectations of Parents/Carers:**

Only one parent to leave their child/children at the drop off point/s to allow them to walk into school on their own - no parents to enter the classrooms.

Pre-school children to stay with Parent/Carer at all times (e.g. buggy, holding hands, reigns) when parents are dropping off or collecting school children.

Ensure social distance from other adults whilst waiting for doors to open - as per Government guidance (please do not arrive too early to avoid congregation)

Collect your child immediately, if called regarding illness/symptoms of COVID-19

Stick to allocated drop off/pick up times as much as possible.

Inform school if your child displays any symptoms of COVID-19 or if they have been in contact with any person displaying symptoms or being tested positive.

### **Expectations of pupils:**

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

Arrival and departure times will be staggered to reduce numbers:

**Reception** Arrival Between 8.40-9.00am / Departure from playground at 3:10pm

**Year 1 and 2** Arrival Between 8:35 - 8:45am / Departure from class doors from 3:05pm

**Year 3 and 5** Arrival 8:45 - 9:00am / Departure from bottom and top doors on to playground  
from 3:15pm

**Year 4 and 6** Arrival 8:50 - 9:05am/ Departure from bottom and top doors on to playground  
from 3:25pm

Children will enter school through their designated entrance. Children will enter individually and will go straight to their designated area, keeping a 2m distance from any other individual where possible. There will be markers on the floors/ posters/ signs on the walls to support children with social distancing and arrows to show which way to move round school.

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 and be released by the group key adult, 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 designated area to go outside for break, lunch or outdoor learning, they will stay at all times in their 'bubble', follow the markers/ arrows on the floor to ensure they stay 2m from peers and adults. Children will follow their adult/s from their designated area along the designated route.

### **Handwashing and Hygiene**

Children will be expected to follow all handwashing and hygiene routines while in school. Children will wash hands/use antibacterial gel before entering school, before and after eating and at regular intervals during the day. Hand drying paper towels to be disposed in lidded bins provided.

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. Tissues to be disposed of in the lidded bins provided.

### **Social Distancing**

Children who are old enough will be expected to socially distance from their peers and adults in school and on the playground at all times. When children enter their designated area, after washing their hands, 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.

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 be allocated toilets to use. KS1 children will use their own toilets between the classrooms. In KS2 - Years 3 and 4 will use the downstairs toilets situated at the bottom of the stairs. Years 5 and 6 will use the upstairs toilets. At break times and lunchtimes, children will be supervised lining up in the corridor waiting for the toilet by a class member or staff to ensure social distancing and no overcrowding in the toilets. Children will be encouraged to use the toilets one at a time. When a child has finished in the toilet they must wash their hands properly following the handwashing guidelines.

### **Break and Lunch times**

All break times, lunch times and outdoor learning will be staggered throughout the day. Children will have a designated place to play during break and lunch times. If any equipment is used it will be cleaned thoroughly after use.

Children will be expected to remain socially distant as much as possible from both peers and adults during play and break times. Children must stay in their designated area at all times.

Lunch will be eaten in the school hall a year group at a time. Children will sit at their tables in their class bubbles.

### **Equipment/Resources**

Children must not share any equipment or other items. Children will not be allowed to bring equipment from home i.e. pencil cases but will be provided with a set of stationary that they can only use and which must remain on their own table. These will be cleaned down at the end of each day using antibacterial wipes.

Children can bring a packed lunch and a drink if they are sandwiches. On PE days, children are to wear their PE kit to school.

**All pupils will be supported in the following ways:**

Throughout the school there will be signs/posters/visual prompts to remind pupils and staff of the new safety measures in place that should be followed.

All adults will explain new routines sensitively and help pupils to feel safe and reassured by the rules in place.

The new routines and expectations will be explained and repeated by the pupils' teacher every day and throughout the day. This will reassure all pupils and particularly the most anxious.

All adults will explain hygiene rules sensitively every day and provide reminders throughout the day.

Whilst new expectations are established, we will focus on routines, safety and wellbeing as well as academic support.

### **Rewards**

Teachers and Teaching Assistants will welcome opportunities to praise individuals for good work, attitude or good behaviour, and show recognition, if these are brought to their attention. Above all praise and encouragement should be used as much as possible especially when children are seen adhering to the new protective measures.

Walking through school to show their work to the Head Teacher or other adult for acknowledgement and praise during this time will not be permitted.

### **Sanctions/ Disciplinary Procedures**

If a child's behaviour is deemed high risk, for example, refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their designated areas, the following sanctions and disciplinary procedures could be used:

1. Verbal warning.
2. Parents/Carers called to discuss child's behaviour.
3. If inappropriate behaviour persists a higher level of sanction will be used. This may include a fixed term exclusion.

If a child exhibits deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people, the child's parents or carers will be called and asked to pick up their child immediately.

Head teacher - Sarah Cross

Date: March 2021

