

# Honeybourne Primary Academy



Turning Potential  
into Success

## Policy for Behaviour Appendix Covid 19

This policy is reviewed at least annually by the Governing Body	
Co-Ordinator	Jon Dale
Reviewed	May 20
Review Date	May 21
Governor Link	Steve Coleman

This appendix is to supplement the current Honeybourne Primary Academy Behaviour Policy and is written in response to Government and Local Authority Guidance - issued during May 2020.

As a result of Covid-19, this document, and the practices outlined within it, will mean children have to behave very differently when they return to school in order to protect the health and safety of both children and staff in school. Nevertheless, staff will need to be sensitive to children's concerns and anxieties, responding to their needs in a calm and consistent manner.

School uniform should be worn as usual. Clothes must be washed after each school session. Children will not be able to share clothing or borrow clothing from the school unless in extreme circumstances, ie if a child has an accident.

The children will be taught a range of hygiene routines and the new rules and routines below will be explained to them clearly so they understand why they have to be in place.

1. Whilst waiting to come into school, all children and adults must adhere to social distancing of those not in their household. There will be a staggered start and end to the school day; times will be sent for each group. Children will leave their parent/carer/guardian at the gate and enter the school through the door appropriate to their class group, as instructed to by a member of staff.
2. Parents of Nursery children will be able to take them up to the Nursery building for a handover to the staff who will be waiting outside.
3. Parents will not be able to come into the school building. Other visitors will be permitted only on an exceptional basis, and then they will wear a face mask.
4. When queuing for any reason in school or waiting to enter/leave, children will adhere to social distancing.
5. Children will only bring a snack, drink, lunch and a reading book to school. They will not be permitted to bring toys to school. (The only exception to this is for children starting school, and for Nursery and Reception children, who may bring one toy to **leave at school** for support at times of distress. The toy should be sent home each weekend for washing. Once the child is settled, the toy will need to go home).
6. Books borrowed from school will be disinfected and quarantined before they are placed back on shelves.
7. On sunny days, children should wear a cap/sunhat to school and have sun protection lotion applied. Without a form of sun protection, the children will have to stay predominantly indoors or in a shaded area.
8. Children will sanitise their hands before entering the school.
9. Children will have a designated work place/table, and specific place for their lunch bag and coat, to avoid excess movement. Where practical, coats should be left on their chair and a box system will be used to store lunchboxes etc. It is imperative that any system set up enables children to store, use and take their own possessions without causing congestion in any one area and avoiding unnecessary contact with others. **Where at all possible, pupils should retain their own 'workstation'** but we accept this will need adapting for younger pupils.

10. Children will be instructed to wash their hands regularly throughout the day and this will be supervised by an adult.
11. There will be designated, staggered toilet breaks for year/class groups. **Toilet breaks will be supervised by an adult.** If a child needs to go to the toilet, when it is not their allotted time, they will be allowed to go and they will have been taught how to do this safely. They will wait outside the toilet if it is in use
12. Children will be taught, and encouraged to use, any one way system within the school.
13. Fire drills will be updated and practised.
14. Children will wash/sanitise their hands whenever they enter the building from outside.
15. Children will stay at their work station/in their designated work area, when they are in the school building unless instructed otherwise.
16. Children will have their own pack of equipment and will not share everyday equipment with others.
17. Shared equipment, such as ipads or laptops, will be cleaned with appropriate wipes by each child after use, so it is ready for the next user.
18. Outside, children will socialise with their class group ONLY, and will be encouraged to socially distance. Equipment in use at playtimes will be limited to a class group, so that infection is not spread. The play trails will remain out of use during this time.
19. If a child requires first aid, they must tell an adult immediately so that it can be dealt with promptly.
20. Children will be encouraged not to touch anything that they don't need to use, especially when walking around the classroom and school.
21. Additional cleaning will take place throughout the day to disinfect door handles, light switches, tables etc.
22. On leaving the school, children will meet their parent/carer/guardian at a designated point. This will be marshalled by a member of staff. Pick up times will be staggered to avoid congestion and the school must be informed about who is picking a child up. Parents will be asked to be prompt in collecting their children and leaving school straight away to make room for the next pick up.
23. If children cough or sneeze they will use the 'catch it, bin it, kill it' routine and follow the rules taught in daily hygiene sessions. They will wash their hands immediately, avoiding contact with surfaces.
24. Children will be encouraged not to touch their faces, especially putting their fingers/hands in their mouths. These practices will be reinforced in daily hygiene sessions.
25. If children feel unwell, they are to tell an adult immediately.
26. If a child shows signs and symptoms of Covid-19, a parent/carer/guardian will be called immediately and the child will be isolated within the school until they are collected.

**Regular and rigorous reinforcement of behaviour will happen throughout the day with rewards and sanctions as appropriate.**

We hope that everyone will observe the new behaviour rules in place to keep everyone as safe as possible. School leaders have been asked to re-open school and have to do everything within their powers to provide as safe an environment as possible. Regrettably, as our risk assessment planning dictates, if anyone poses unsafe behaviours, or is not able to keep to the above guidelines, we will have no alternative but to send them home.

- In the case of a child; deliberately spitting or coughing, regularly and deliberately putting others in danger, is seen flouting the practices stated in this policy, parents will be called to take the child home.
- If a child is behaving unsafely they will not be allowed to attend school.
- Anyone who is reported to be mixing outside their school or family group outside school, may be asked to self-isolate for 14 days before returning.

If a child in school needs to be excluded, or shows signs of illness, they will be placed in isolation and their parent/carer/guardian will be expected to collect them immediately. Any child or adult, showing symptoms of COVID-19, should self-isolate for 7 days; all members of the household should isolate for 14 days.

This policy amendment will be reviewed regularly by the senior leadership team during the return to school for selected groups and adjustments made as necessary.