

Behaviour Policy Appendix -Covid 10

There are a number of new rules and routines which are necessary to put in to place in our school setting to reduce risk under the current Covid 19 threat.

Groupings/ Social Distancing:

- Crowds are to be avoided
- Social distancing is to be encouraged at all times
- Adults must keep to 2m distancing
- Children and staff are arranged in groups which will remain as far as possible consistent; groups will not mix within the school. Staff will only mix across two groups to deliver SEN, LM, Booster, DHT and PPA cover. Sports coaches and Forest School staff can cover more bubbles as they are outside when the virus is at a low rate. Clubs, when they start, will be organised according to bubbles.
- Adults to avoid speaking to children at eye level
- Staggered break and lunch times are arranged to avoid mixing and promote maximum social distancing
- As far as possible each group has regular and predictable school times to aid parents' schedules and create consistency for children
- Pupils are taught in the same room and sit at the same table each day. If break out areas are used this will be limited and areas will be washed before and after use by staff.
- Groups and classrooms will not be changed
- Staff and children must move around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- Staffroom cannot be used other than for collecting and preparing lunch or as a walk through (no more than 1 or 2 adults at a time). To be reviewed at Easter.
- No face to face meetings; video conferencing facilities will be used for staff meetings where possible.
- No meetings will be taking place on site – parents call or email
- Masks to be worn outside of the classroom where distancing is difficult – corridors, outside duties before and after school, class doors at the end and beginning of the day.

Safety in learning:

The following changes will be made to learning activities to maximise safety:

- There will be group work and one-to-one work, but social distancing will take place – 2m. Activities for younger children may need to be adapted so that most directed learning is whole class and teacher led.
- Children will be working in books but these must be kept in the child's tray. Self marking and verbal feedback need to be used more than usual. When a teacher needs to mark the books strict handwashing rules need to apply and books **must not** be stacked but kept in pupil trays to avoid cross contamination unless quarantined for at least a day. Handwashing is essential.
- Learning activities which require frequent sharing of resources should be limited and only allowed if cleaning is possible throughout
- Reading books rotated as per staff handbook, allowing time for books to be left as much as possible in between use.
- Limit children/staff taking things home and then back to school. If they have to then a quarantining process must be undertaken.

Hygiene:

- Children must follow school instructions on hygiene, such as handwashing and sanitising

- Regular hand washing and positive hygiene procedures are demonstrated to children and promoted with additional **hand** washing during any practical lessons. Parents must also emphasize this to their children
- Children will clean their hands on arrival at school, before and after eating, and after sneezing or coughing, if they change rooms.
- Children will wash hands before and after handling any shared equipment (eg art resources, PE resources)
- Children are encouraged not to touch their mouth, eyes and nose
- Children must not cough or spit at any other person and must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')

The school will:

- » Ensure adequate, clean and separate toilets for girls and boys.
- » Ensure soap and safe water is available at hand washing stations.
- » Encourage frequent and thorough washing (at least 20 seconds).
- » Place hand sanitizers in toilets, classrooms, halls, and near exits where possible, health and safety around children accessing this will be factored in.
- » Post signs encouraging good hand and respiratory hygiene practices.

- The school buildings, classrooms and especially water and sanitation facilities will be cleaned and disinfected at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.).
- Windows and doors will remain open to enable airflow and ventilation where climate allows
- Windows should be opened for at least five minutes every hour when at all possible
- Doors will be propped open where possible
- Sufficient soap and paper towels need to be provided
- Hand sanitiser will be kept by teachers and should only be used when necessary
- Surfaces that are used regularly, such as door knobs, should be disinfected several times a day
- All rooms used by children and staff will be cleaned thoroughly at least once a day
- Rubbish will be removed daily and disposed of safely
- Toilets will be allocated to different teaching groups and numbers limited to one child from each bubble at a time
- Fogging will take place each month.

Arriving at and departing from school:

- Parents and children must follow any altered routines for arrival and departure from school
- Crowds will be avoided at arrival by staggering times where possible and signage on the floor to ensure safety distances are kept between pupils
- Parents and carers are not allowed to enter the school building (meetings should take place virtually or on the phone)
- As soon as pupils or staff enter or leave the school building, they must wash their hands
- Children, young people, parents, carers or any visitors, such as suppliers are not to enter the education or childcare setting if they are displaying any symptoms of coronavirus
- If a child needs to be accompanied to school, only one parent should attend
- Parents must not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)

Uniform:

- Children will continue to wear their school uniform, which ideally would be washed on a daily basis, thereby limiting the risk of cross contamination.
- Children must wear their own PE kit for physical activity but this must be taken home weekly to be thoroughly washed.
- There must be no sharing of PE kit
- Children come to school in their PE kit on days that they have PE (Please wear a track suit when it is cold)

Resources:

- Resources are not to be shared
- Children will have their own resource pack (pens, pencils, dictionary, ruler etc)
- This resource pack is to be kept in the child's personal tray and will only be handled by the child
- Children's reading books will be kept in their own tray and only handled by the child. Handling of books must be kept to a minimum and hands washed before and after
- Children will be working in books but these must be kept in the child's tray. Self marking and verbal feedback need to be used more than usual. When a teacher needs to mark the books strict handwashing rules need to apply and books **must not** be stacked but kept in pupil trays to avoid cross contamination unless quarantined for at least a day.
- Play equipment per class bubble and should be washed after use. Apparatus, picnic benches and benches cannot be used for the time being.
- Unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere
- Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from classrooms
- Any equipment required for practical activities should, if at all possible, not be shared. If unavoidable, any items must be thoroughly washed before and afterwards

Sanctions and Rewards:

Children are likely to need a lot of praise and reassurance when they return and the usual rewards will continue to apply. Routines will need to be quickly re-established and this should be the main priority in the first few days.

Behaviour Code:

The school cannot allow refusal to follow adult instruction as this will risk transmission and therefore the safety of others. If a child refuses to follow an adult instruction:

- a. They will be given a warning and a minute to think and calm down.
- b. They will be asked again to comply with the instruction. If they refuse then a member of the SENco team or SLT will be sent for.
- c. If the child continues to refuse to follow the instruction then the child cannot be safely supported in school and the parents will be asked to take the child home

Parents and pupils will be asked to sign a school code of behaviour. This will include an agreement to:

- comply with regular, thorough handwashing
- maintain reasonable social distancing to the best of their age and abilities

- use only their own equipment and resources allocated to them
- follow the instructions, boundaries set by their designated adults
- avoid and contact misbehaviour eg. hitting, kicking, spitting

If a pupil repeatedly breaches this behaviour code eg. by spitting or abusing social distancing discussions will be had between the Headteacher and parents

If it is felt that your child frequently and wilfully contravenes social-distancing expectations thus endangering themselves and others, the school reserves the right to request that they no longer continue to attend Clavering Primary School, whilst government COVID-19 measures are in place.

In Case of Any One Feeling Unwell:

- Children must tell an adult if they are feeling unwell in any way

If anyone becomes unwell with a new, continuous cough, a loss or change to your sense of smell or taste or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should 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

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough, loss of taste or smell, or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

If a child or staff member displays any symptoms of the Corona Virus they must access a test to confirm or rule out the virus

The household, including any siblings in school, need to isolate until the results are received.

If is a confirmed case of coronavirus in a setting?

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.

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 full days. Their fellow household members should self-isolate for 10 full days, including siblings in school. 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.

Advice from the Public Health England should be sought. They will advise re the rest of the class group and staff members, which will be to isolate the bubble.

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.

DFE Response to any infection

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. All schools are provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or

flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 full days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the first full day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). **Schools should contact the local health protection team.** This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 full days since they were last in close contact with that person when they were infectious.

Close contact means: direct close contacts

- face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.

They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least the next 10 full days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for the next 10 full days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'
- Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Although we will invite parents to share this information with our school.

Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.