

Behaviour policy: coronavirus addendum

The Beeches Independent School



Approved by:	Emma Sutters	Date: 6 th September 2020
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1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Pupils, carers, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Expectations for pupils in school

2.1 New rules

When pupils are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact Emma Sutters, Head of Education or Red Bensley, Deputy Head of Education, if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them to integrate back into school life.

In order to open the school effectively from 7th September 2020, we have made plans in line with the [latest government guidance for full opening of schools](#) (read our summary of the guidance [here](#)). Should the advice change in the government daily update issued at 2pm, our risk assessment and behavioural addendum will be updated accordingly.

Some of our young people present with challenging behaviours which may render some of the strategies we have implemented as impossible to uphold; this may include the need for close physical proximity when supporting a young person, including when physical intervention is employed as a very last resort or for intimate care. In such circumstances, staff have been advised on appropriate means of PPE and hygiene to negate all risks as far as possible.

Alterations made to school routines:

Arriving and leaving the school

- Parents and carers have been asked not to enter the school site. The student's Key worker will meet them at the gate, complete a swift handover whilst maintaining a correct social distance before leading the young person inside. Should the student not be able to wait, the lesson support for the registration will discuss issues, ensure that they are recorded on the daily sheet in the student's file and then record them in brief on the Lesson Support organisational sheets for the day
- No student should come to school if they are showing symptoms of Covid-19. Parents and carers to inform the school as per usual means

- › Whilst queuing to drop off, parents and carers will be asked to maintain a 2 metre distance as far as is practicable, this will be marked out by signs on the school path to promote distancing.
- › Anyone arriving at school on public transport will be expected to remove their mask immediately. They will be asked to put it into a plastic bag for the school day until it is needed again at the end of the day.

Hygiene measures

- › Students are expected to wash their hands prior to leaving their home
- › Students are not to bring bags or personal belongings unless discussed and agreed with the Head of Education. This is to limit transmission but may be overruled by the individual needs of the students
- › On arrival at school, students will be expected to wash their hands or to sanitise using the provided sanitising gel.
- › Before and after eating at break and lunchtime, students will be prompted to wash their hands or to use sanitiser.
- › Regular use of hand washing or sanitiser in the event of coughing or sneezing in lesson time will be implemented
- › Students will be asked to wash their hands or sanitise prior to leaving the school site
- › Signage with pictures will be available to students to encourage them to wash their hands or apply hand sanitiser effectively
- › Additional bins have been provided in each classroom specifically for the storage of used tissues and wipes. These are foot pedal bins to prevent contact
- › Catch it, bin it, kill it posters will be posted in each classroom to enhance the students' awareness of the need for excellent hygiene
- › Students will have access to tissues in each classroom of the school
- › Additional cleaning products and hand sanitiser are available in every classroom
- › Additional wiping will be implemented for door handles and light switches to prevent any transmission of the virus
- › Students will not share any school equipment or frequently used items such as pencils or pens as far as possible. Each student will be supplied with their own pencil case with the items they will need (No scissors in line with risk assessments) to prevent the need for sharing.
- › Once in the classroom, students will be expected to stay in their seats unless directed otherwise by their staff member (This may not be practical for all students)
- › For students who prefer more active learning, the outside spaces will be used where appropriate and where proportionate social distancing measures can be employed
- › Students who are able to will be expected to carry their own daily file to ensure that the risk of transmission is minimised

Socialising

- › Due to the nature of our school, we have considered the number of staff and students to be a single bubble, as under 30
- › Within the bubble we have natural separation of students due to their academic programme or ability stream
- › Assemblies will continue but with a maximum of 4 students and their staff members in attendance
- › At breaktime and lunchtime the dining room will still be used. However, the young people will not be expected to sit facing one another, instead they will be asked to sit next to one another to minimise the transmission of the virus.

- › Students will be encouraged to go outside into the garden areas where social distancing is far easier to maintain
- › Inside, students will be asked to social distance as far as is practicable from one another
- › Students are expected to listen to the guidance of their teaching staff and to follow without question. Failure to do so may lead to the young person being returned to home to preserve the safety of all other students and staff members
- › Board games and break / lunchtime equipment will be used on a rotation basis to allow for quarantine for 72 hours where possible. Alternatively there will be additional cleaning put in place

Moving around the school

- › Our school corridors do not allow for a one-way system to be implemented due to their width
- › Our students will be asked to leave the classroom promptly to allow for them to gather in the garden area, on specified areas to allow for social distancing, whilst the classrooms are wiped down prior to the next lesson; this will include chairs, tables and any shared equipment
- › Signage will be used to encourage students not to gather in more compact areas and teaching staff will be expected to guide student behaviour appropriately
- › Students will access the school one by one with their teaching staff accompanying
- › Physical connection between staff and students is to be limited as far as practicable but not in the event of dangerous behaviour

Information sharing

- › Students will be expected to tell an adult if they are experiencing symptoms of Coronavirus
- › Parents and residential homes will be contacted immediately if their child is demonstrating signs of being ill
- › The relevant procedure will be followed in line with government advice and should the symptoms be evident, high temperature, coughing etc, and if students are ill they will be sent home and advised to take a test as soon as possible
- › We will ask students and staff to share the outcome of their Covid-19 test with the school
- › All suspected cases and confirmed cases will be monitored through a central document
- › Welfare checks will be implemented for students or staff who are demonstrating symptoms or for those who have been advised to isolate by Public Health England
- › The school will update parents and carers of any suspected or confirmed cases on a need to know basis and where it is in the best interests of the school body
- › Public Health England will be consulted in the event of cases of Covid-19 and all advice will be distributed and implemented

Use of toilet facilities

- › Students will use the toilet independently as far as possible
- › Appropriate hygiene will be expected of all students and this will be checked by their staff member or by lesson support after use
- › Additional cleaning with disinfectant wipes will be implemented after use and after break and lunchtime
- › Students will be taught to use their paper towel to turn off taps and to move the handle prior to them being thrown away
- › Students will use one toilet and staff will use the other

- Windows in toilets will be left open to ventilate the area
- Staff assisting students in the toilets may choose to wear available PPE, including masks or visors to protect their health. This will be cleaned thoroughly where appropriate or disposed of in the plastic pedal operated bins

Inciting risk

- Students are not to cough or spit at or / towards any other person
- Should spitting occur, the staff member may choose to wear a face shield and/or mask whilst working with that young person
- Should any student aim to upset another with the pretence of passing on Covid-19, and not respond to reminders to rectify their behaviour from staff members, we will ask them to leave their classroom and to work individually in a given area. Should their behaviour not cease and requests not be followed, they will be expected to return home with immediate effect for reflection time

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will:

- ✓ Present students with an additional two green tokens per week for demonstrating sound hygiene practices and for following the rules appropriately

However, if pupils fail to follow these rules, we will:

- Give a verbal warning initially to allow the behaviour to be ceased
- Inform parents and carers of any wilful behaviour in school which contravenes the expectations and the guidance set out in our school risk assessment
- Expect full support from parents and carers
- Exclude the student from moving around the school for the remainder of the session or for the school day; to be decided at the discretion of the leadership team
- Should the student continually flout guidance and expectation, we may implement a period of reflection within their home with school work supplied remotely
- Should a period of reflection be implemented, The Head of Education will meet with parents / carers / social workers as appropriate, along with the student, to discuss the issues and to establish a resolution which meets the needs of the student whilst maintaining good hygiene practices

Please note, accidental rule breaking and wilful actions will be treated as two very different events. The cognitive ability of our students along with their individual special needs will determine our response to their behaviour

Of course, the mental health of our young people is a significant concern and so we aim to implement all additional measures in the most natural way possible. Keyworkers will have regular contact with their young person and may discuss the impact of Covid-19 on their thoughts and, where relevant, on their behavioural choices. Support will be offered to those who are struggling to adhere to the measures before a sanction is imposed as a last resort.

2.3 Changed rules

Until further notice, we will alter the following school rules:

- › Expectations for attendance – the [latest government guidance](#) says attendance is mandatory from September. We therefore expect all of our students to attend school each day and to do so promptly. Please see the school's attendance policy available on the school website for further guidance. We will follow our policy if a student does not attend school.
- › Students continue to wear their own clothing but parents and carers are asked to ensure that this is changed daily and laundered to prevent the risk of transmission between home and school settings

3. Expectations for pupils working at home

3.1 Remote learning rules

If pupils are not able to be in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact Emma Sutters, Head of Education or Red Bensley, Deputy Head of Education, if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them with their learning.

We ask that:

- › Students are contactable during required times – although we take into account that students may not always be in front of a device the entire time
- › Complete work set by teachers to the best of their ability
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work
- › Use proper online conduct, such as using appropriate language in messages

3.2 Dealing with problems

If there are any problems with students adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will:

- ✓ Assess the suitability and challenge of the work set.
- ✓ Speak directly to the student where appropriate to encourage honesty and open communication
- ✓ Explain the reasons behind any remote learning set
- ✓ Ask for the student input into how they will be more encouraged to participate in the learning
- ✓ Discuss the need for any equipment necessary to assist in the learning
- ✓ Be on hand to support at any required time
- ✓ Notify Virtual Schools / Social workers or Case workers of the reluctance of the student and to discuss possible strategies for the way forward.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum once per month if there are no updates needed on a weekly basis. At every review, it will be approved by the full governing board.

5. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Behaviour policy
- Health and safety policy