

Annex A: Behaviour principles Upminster Infant School



Behaviour Policy

COVID 19 - Policy adjustments

In light of the need for children to behave differently when they return to school, and new systems that have been put in place to support that, additions have been included in the Behaviour Policy¹ in order to reflect behaviour expectations during a phased re-opening model of schooling.

Compliance is required in following additional behaviour measures and expectations to promote the Health and Safety of staff, pupils and visitors. These include:

- **Following any altered routines for arrival or departure**
 - Pupils will be placed into 'year group bubbles'
 - Each Year Group will have their own daily timetable, with staggered start and finish times, along with break and lunch times
 - Each year group will have a 10 minute staggered start, starting from 8.30am
 - Children will not need to leave the classroom unless for the toilet, indoor PE, lunch, computing and year group assembly
 - In the morning, parents will not enter the school playground until it is their allocated time
- **Following school instructions on hygiene, such as handwashing and sanitising**
- **Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands**
 - Clean your hands more often than usual - with running water and soap, and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
 - Use the 'catch it, bin it, kill it' approach.
 - Avoid touching your mouth, nose and eyes.
 - Classroom displays with posters will be updated
 - All pupils will be told to use anti-bacterial foam before entering the lunch hall.
- **Prevent your class from sharing equipment and resources (like stationery).**
 - Pupils will have their own chair, stationery pack and water bottle/disposable cup
 - Pupils' books will remain on their tables during the school day and will be cleaned down at the end of the day.
 - Coats/jumpers must only be placed on the backs of children's (not coat pegs)
 - Lunchboxes and personalised play equipment will be kept in the pupils' own tray, under their table
 - Children may be allocated a piece of play equipment e.g. skipping rope, ball but this equipment must not be shared and remains with the child when returning to the classroom

- **Keep your classroom door and windows open if possible for air flow:**
 - The Premises Manager will open windows and doors when unlocking in the morning and close at the end of the school day.
 - Children will be encouraged to wear a jumper, if the weather is slightly cooler.

- **Following instructions on who pupils can socialise with at school:**
 - Staff Year Group bubbles must stay together as much as possible during the week, including at break times and lunchtimes and avoid mixing with other staff.

- **Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)**
 - Pupils will enter and exit the class directly from the Hall or outside fire exit door where possible.
 - 2m markings will be on the floor to remind everyone to keep a distance.
 - In the event of a FIRE all pupils and staff will use their nearest fire exit and vacate the building according to our normal fire drill procedures.
 - Staff and pupils are encouraged to turn their heads to the side if passing another person in the corridor.

- **Telling an adult if you are experiencing symptoms of coronavirus**
 - If a pupil becomes unwell they must tell an adult straight away.
 - The office will be contacted if a pupil continues to feel unwell will be sent to the office. If they are displaying symptoms of COVID they will go to the isolation room.
 - If First Aid is administered, gloves and a mask must be worn.
 - The staff member dealing with the pupil displaying COVID symptoms must wear gloves, mask, apron and visor.

- **Use of toilets**
 - Pupils will be given set times during lessons where they will be encouraged to go to the toilet.
 - Year groups should restrict visits to the toilet to 1 child at a time.
 - Children will knock on the toilet door to check they are empty before entering.
 - Children will wash their hands on return to class.

- **Clear rules about coughing or spitting at or towards any other person**
 - Children will be encouraged to cough into a tissue
 - Use the 'catch it, bin it, kill it' approach
 - Spitting is not permitted; if a child needs to spit, due to a medical need, the 'catch it, bin it, kill it' approach will apply

- **Clear rules for pupils at home about conduct in relation to remote education**
 - All children who are not at school due to self-isolation will be provided with remote learning lessons, for core subjects and foundation subjects, which are uploaded onto the school Website, Google Classroom and printed out for collection.

- During school closures and remote learning, the same principles of safeguarding, online safety and behaviour apply. For full information refer to Safeguarding & Online Safety Policy / AUP Addendum for Home Learning during Covid-19 Closures

- **Rewards and sanction system where appropriate**
 - The following **rewards** are available for use by all staff:
 - Value points (teacher to record via Value Point Chart)
 - Verbal praise via communication or on children's work
 - Weekly Praise Award during Friday's Celebration Assembly.

 - The following hierarchy of **consequences** will apply if a pupil fails to keep to the rules:
 - During class time:
 - Warning
 - Reminder
 - Good to be Green behaviour system
 - Time out in their own class
 - Time out at break/lunch time
 - Time out in a safe social distanced space
 - Parent call

 - During lunch time:
 - Reminder
 - Warning
 - Time out (10 minutes)
 - Time out (for the remainder of lunch)
 - Parent call

Risk Assessment will identify any reasonable adjustments that need to be made for students with more challenging behaviour