

Behaviour Covid 19 Addendum

Addendum A

Footsteps for Pupils – During COVID 19

It is understood that children may behave differently upon the return to school and should be supported in managing and expressing this behaviour; therefore, some temporary adjustments have been made to the Behaviour policy.

Behaviour policy changes will be communicated to pupils, parents and staff.

Teaching staff, with the assistance of parents / carers, will be required to support pupils to:

- follow altered routines for arrival or departure,
- follow school instructions on hygiene, such as handwashing and sanitising,
- follow instructions on who they can socialise with at school,
- follow instructions regarding moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing),
- follow expectations with regard to sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching mouth, nose and eyes with hands,
- tell an adult if they are experiencing symptoms of coronavirus,
- follow rules regarding not sharing any equipment or other items including drinking bottles,
- follow amended expectations about breaks or play times, including where children may or may not play,
- follow rules regarding the use of toilets,
- follow clear rules about not coughing or spitting at or towards any other person,
- follow clear rules for pupils at home about conduct in relation to remote education and safe use of online resources and social media,
- follow school's rewards and sanction system - footsteps, warnings etc.,
- identify any reasonable adjustments that need to be made for students with more challenging behaviour.

These new school 'footsteps' will regularly be communicated to pupils, with pupils rewarded and praised for following them using a combination of approaches including house points / dojos, certificates, and positive praise.

Where pupils wilfully fail to follow school rules regarding COVID-19, appropriate sanctions will be taken in accordance with the school behaviour policy.

This will be managed sensitively, in accordance with age and behaviour intent. No child will be 'punished' for not following the new guidelines but, where behaviour is wilful and repetitive, usual school sanctions such as the traffic light system, missing some of their break for reflection time and communication home to parents will be employed. Where appropriate, these sanctions will be combined with additional nurture activities and access to well-being resources. The aim of any sanctions would be to support pupils to better manage their behaviour and to help keep all children and staff safe.

Incidents involving violent/aggressive behaviour including spitting, will be recorded and reported to the Health and Safety Team.

Where a pupil starts to display challenging behaviour, particularly with regarding COVID-19, a risk assessment may be carried out by school in partnership with parents / carers. These would be reviewed regularly.

It is recognised that parents/carers will have a role to play in supporting their children back into school and through the temporary changes to school rules and routines which have been necessary.

Parents will also have health and safety responsibilities when they visit school or are present on school premises, such as using the correct entrance and exit when visiting the school office (please note this is by appointment only) and the school playground.

Where there are concerns regarding parents/carers failing to adhere to school rules/Government guidance on social distancing, this will be discussed with the Chair of Governors/Governing Body and a warning or banning letter may be issued.

Behaviour Principles for Staff – During COVID 19

School staff will be asked to:

- Be vigilant for changed behaviours in pupils due to changes in routine and the current wider situation and take appropriate action. This may take the form of one or more of the following interventions: recording concerns, contacting parents, providing an enhanced range of appropriate emotional resources, exploring other options to monitor behaviour at home and at school, referrals to external support agencies.
- Not come to work if they have coronavirus symptoms, or go home as soon as these develop (informing line manager), and access a test as soon as possible.
- Clean 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 face, particularly the mouth, nose and eyes.
- Clean frequently touched surfaces often using standard products, such as detergents and bleach. This includes the communal staff areas – staffroom.
- Follow the school one-way system and adhere to room capacity.

Teachers will be asked to modify their teaching approach to keep a distance from children in class as much as possible, particularly close face to face support (noting that it is understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).

Teachers will avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.

All school staff will support children to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating classroom and corridor displays with posters.

Staff will prevent their class from sharing equipment and resources (such as stationery).

Staff will keep classroom doors and windows open for air flow.

Staff will limit the number of children from their class using the toilet at any one time.

Staff will limit their contact with other staff members, and will not congregate in shared spaces, especially if they are small rooms such as the staff room. They will adhere to the room capacity e.g. 4 persons only at one time in the staffroom.

All school staff should ensure that they have read the school's updated behaviour policy and their role and responsibilities in relation to it.

This guidance has been created using the DfE's document 'Planning Guide for Primary Schools' which can be found at: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-a-behaviour-principles> and 'Changes to the school exclusion process during the coronavirus (COVID-19)' outbreak which can be found at <https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak> and the school's 'Behaviour and Discipline Policy: Ready to Learn'.

Addendum B

Warning or Banning Persons from School Premises

1. Background

1.1 This policy has been produced to assist head teachers when dealing with violence, threatening behaviour or abuse by parents of pupils in schools. It also covers instances of other intruders on school premises.

1.2 Violence, threatening behaviour and abuse against school staff or other members of the school community should not be tolerated. All members of the school community have a right to expect that their school is a safe place in which to work and learn. There is no place for violence or threatening behaviour in schools.

1.3 The term 'parents' in this policy includes guardians and carers.

2. Introduction

2.1 Schools should be safe places where relationships between staff, parents and visitors demonstrate a mutual respect and recognition of shared responsibility for pupils' welfare and educational progress. However, in a very small minority of cases, the behaviour of parents can cause disruption, resulting in abusive or aggressive behaviour towards staff.

2.2 In extreme circumstances, head teachers may need to take action to prevent this type of behaviour. They must decide whether a situation has been reached for a warning letter to be issued. The letter will stipulate that, "repeats of such behaviour may well lead to a ban". Things may occur in stages or be so serious that consideration of a ban becomes immediately apparent.

2.3 This document contains example letters warning / banning parents from school premises. Head Teachers or the Governing Body (depending on who has been given power to make the decision) can consider issuing a warning / banning letter to parents and can amend these letters to reflect individual circumstances.

3. Legal Position

3.1 Head Teachers should be aware that parents who have been banned from school premises, have a general right to seek an appointment to speak to school staff in relation to their child's welfare or educational progress.

3.2 Banning a parent from school premises should not put their child / children at risk. The head teacher must ensure that safe and effective arrangements are in place for delivery and collection of children to and from school. However, the head teacher is not responsible for making these arrangements, that is the role of the parent.

3.2 Schools may wish to contact Newcastle Council's Legal Department to discuss these issues and receive further guidance on writing to parents in such circumstances.

4. Risk Assessment

4.1 Schools should consider the need for personal safety guidelines, so that staff know how they are expected to deal with situations where their personal safety or the safety of pupils may be at risk.

A risk assessment should be prepared to protect staff by ensuring the following control measures are in place;

- A means of summoning assistance is available in key areas.
- That individual consultations with the perpetrator take place in an area where staff may summon help if necessary.
- That two members of staff should see a parent together when it is considered that the meeting could lead to difficulties.
- Ensure guidelines are in place, so that staff know how they are expected to deal with situations where their personal safety may be at risk.
- Ensure that emergency procedures are in place and are known and understood by all school based employees.

5. School Procedures for Dealing with Parents/Other Visitors

If an incident arises, a member of staff should:

- Ask the person to leave or invite them to a room away from a crowded area or classroom (as applicable), but near to where assistance can be summoned.
- Seek assistance from the head teacher (or in their absence a senior member of staff).
- In the event of serious violence or aggressive behaviour, contact the police using 999.
- Report the incident.

6. After the Incident

6.1 The head teacher should:

- Ask the people who were involved in or witnessed the incident to make witness reports, in writing as soon as possible. Reports should be signed and dated.
- Ensure witness statements and the identity of witnesses are not disclosed to a perpetrator and seek legal advice if necessary. On some occasions, an anonymised statement may be necessary. The identity of the witness should be made known to the head teacher and Governing Body.
- Where the incident concerns a parent, write to the parent setting out the incident in full, explaining why it is unacceptable and that a ban is being considered (either by the head teacher in consultation with the Governing Body or by the Governing Body). The parent should be allowed a brief amount of time (a week), in which he or she can make representations as to why they should not be banned.
- Where the incident is so serious, and an immediate ban is required, this should be for a temporary period (a week). The Governing Body or head teacher in consultation with the Governing Body must then decide whether to impose the ban for a further length of time, having discussed the incident, evidence, representations of the parent and actions to be taken. The Governing Body should be kept informed of progress regarding the incident.
- Consider whether the parent should be banned or given a warning letter. If a letter is thought necessary, then the appropriate warning / banning letter should be sent to the parent. If the decision to impose a ban is taken this should be for a limited period only.
- Towards the end of the period of the ban, a review should be held to decide whether the ban should or should not be renewed for a further fixed period of time.
- Following a review of a ban, the head teacher should write to the parent informing him / her of the decision to extend the ban or not after the initial period has lapsed.

7. Police Assistance

7.1 In the event of a parent (or other person) becoming aggressive or violent, schools should not hesitate to contact the police using 999. When the situation does not require an immediate police response, but there is prior knowledge of likely trouble, the head teacher may contact the local Police Station or the school's Police Liaison Officer for advice.

7.2 Section 547 (s 547) of the Education Act 1996 enables police removal and possible prosecution of those on school premises without permission and who cause a nuisance to legitimate users. This applies both to trespassers causing nuisance or annoyance and parents who have been banned (and who are therefore not lawfully on the premises). However, a parent cannot be prosecuted under s 547 of the Education Act 1996 merely for entering school premises after they have been banned. They must cause nuisance or annoyance to others. Both the police and the local authority (Legal Department) can bring proceedings under s 547. Repeated breaches of a ban may also be used to secure an injunction; a court order prohibiting the person concerned from entering onto the premises.

Review

This addendum will be reviewed in light of new Government guidance as and when it is published.