HOLY TRINITY C of E SCHOOL,

East Finchley

High Standards Together

'At Holy Trinity School we promise to provide opportunities for every child to be the best that they can be.

We aim to create a happy and secure Christian environment in which children can grow in confidence and independence.

We strive for excellence in teaching and learning to achieve high standards together.'

Our vision is to create a family rooted in love for one another where children and adults can flourish and achieve their potential to reach their own spiritual, academic and personal goals.

"Love one another. As I have loved you, so you must love one another" John 13v34

Policy Name: Behavioural Management During the Coronavirus (COVID-19) Pandemic – to be used alongside the Behaviour Policy

Sub Committee group	CPC
Staff Reviewer	R Kimani
Target Audience	Staff, Parents, Governors, children
Curriculum / non curricular	Non -curriculum
New Policy or Review of existing policy.	Review in line with Covid
Date of Submission	September 2020
Date for Review	If covid restriction change
Reviewed	
Date ratified by Governors	

Statement of intent

The school aims to act in accordance with the Behaviour Policy as much as possible; however, we understand the necessity for additional rules and considerations during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school will take during this time.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

1. Enforcing new rules

1.1. The school ensures that infection control and social distancing rules are communicated effectively to all pupils.

1.2. Staff are informed about the measures in place so they can enforce these rules at all times.

1.3. The school informs parents of any changes to provision outlined in this policy.

1.4. The school expects pupils to uphold these rules at all times, including on school transport, where practicable.

1.5. Staff are informed of sanctions and rewards in place to aid enforcement of these rules in line with this policy.

1.6. Where required, staff explicitly teach and supervise health and hygiene arrangements, e.g. handwashing, tissue disposal and toilet flushing.

1.7. The school recognises that pupils may be supervised or taught by members of staff they have had no prior contact with; however, pupils are expected to treat all members of staff with respect and work together to maintain a safe environment.

1.8. The school expects pupils in wrap-around care, e.g. breakfast clubs, to adhere to the school's social distancing and infection control rules.

2. Attendance

2.1. Attendance is mandatory for all pupils from September 2020.

2.2. The attendance register is taken as usual

2.3. Pupils should not attend school if they are following public health or clinical advice to stay at home, and pupils and their parents are not be penalised for these absences.

2.4. If a pupil needs to stay at home due to following public health or clinical advice, the reason for their absence is reviewed on a weekly basis by the headteacher, family liaison officer or senior member of staff.

2.5. If a pupil cannot attend school for any reason, their parent must get in touch with the school office. If the school is not contacted regarding an absence, the pupil's parent will be contacted on the first day of the absence.

2.6. Non-attendance is managed in line with guidance, which includes specific provisions that will be followed during the coronavirus pandemic.

2.7. Attendance is monitored, and specific interventions put in place to reengage non-attending pupils.

2.8. In the event that a parent of a child with coronavirus symptoms insists they attend school, the school has the right to refuse the pupil attendance if in its reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus.

3. Arrival and departure

3.1. The school expects pupils to follow all arrival and departure arrangements to the best of their ability and to arrive at the correct time.

3.2. Pupils are expected to participate in any infection control and social distancing measures, e.g. hand washing, before entering and exiting the school.

3.3. The school expects pupils to move immediately to their learning area after washing their hands upon arrival.

3.4. Upon departure from school, the school expects pupils to move immediately from the school buildings and not to linger on the school premises without good cause, e.g. they are waiting to be picked up.

4. Hygiene and infection control

4.1. The school has conducted and will adhere to the **Coronavirus (COVID-19): Risk Assessment for Full Opening in September** in order to enforce adequate and practical measures to protect the health and safety of both staff and pupils.

4.2. The school understands that younger children and those with complex needs may not understand why the infection control measures need to be in place and may struggle to follow them. These pupils are supported to adhere to the measures and their needs are taken into account with regards to discipline and giving rewards.

4.3. Pupils remain within their assigned 'bubbles' and avoid mixing with others as much as possible – staff reinforce this behaviour through teaching, rewards and supervision.

4.4. Pupils are expected to wash their hands for at least 20 seconds with soap and water, and/or alcohol-based hand sanitiser:

- Upon arrival at school.
- Before and after consuming food.
- After using the toilet.
- After coughing or sneezing.
- When they return from breaks.
- When they change rooms.

4.5. Younger pupils and those with complex needs are helped to clean their hands properly and are supervised when using hand sanitiser.

4.6. Pupils are expected to maintain good hand and respiratory hygiene at all times while in school, to the best of their ability.

4.7. Pupils are expected to dispose of tissues using the litter bins provided.

4.8. Pupils are expected to use infection control provisions responsibly, e.g. using hand sanitiser as directed.

4.9. Pupils are discouraged from sharing equipment or toys which pose a higher risk of infection, e.g. play dough.

4.10. The school prohibits pupils from spitting, biting, purposefully coughing in another person's vicinity, or other behaviours that increase the risk of spreading infection, e.g. purposefully disposing of soiled tissues in an unsafe manner.

4.11. The school understands that some pupils with complex needs will struggle to maintain good respiratory hygiene, e.g. those who spit uncontrollably or use saliva as a sensory stimulant. Individual risk assessments are conducted for these pupils to ensure their safety and the safety of the staff who work with them.

4.12. Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the Behaviour policy.

4.13. Pupils who are deemed unable to fully adhere to infection control rules, e.g. some pupils with SEND or younger children, are not disciplined for poor behaviour in this regard – positive behaviour is reinforced using praise and rewards.

4.14. Members of staff encourage pupils who are deemed unable to fully adhere to infection control rules to practice good infection control behaviours to the best of their ability, through teaching, praise and supervision.

5. Social distancing

General

5.1. Pupils adhere to the social distancing measures put in place by the school

5.2. Pupils form orderly queues, e.g. when waiting to use the toilets, using the two metre floor markings where necessary, and they are respectful and patient towards their peers.

5.3. Pupils are expected to:

- Refrain from close contact with people who display symptoms of coronavirus.
- Remain at least two metres apart from other people, where practicable.
- Remain within their assigned bubbles.

5.4. Where is it not practicable for pupils to remain two metres apart from others, they are expected to maintain as much distance between themselves and others as possible and to ensure their time in close proximity to others is limited.

5.5. Pupils are placed into bubbles and they are not permitted to mix with other pupils outside this bubble, unless instructed to do so by their class teacher.

5.6. Pupils whose behaviour is purposefully contrary to the school's social distancing measures are disciplined in line with this policy.

5.7. Pupils who are deemed unable to fully adhere to social distancing measures, e.g. some pupils with SEND or younger pupils, are not disciplined for poor behaviour in this regard – positive behaviour is reinforced using praise and rewards.

5.8. Members of staff encourage pupils who are deemed unable to fully adhere to social distancing measures to keep away from others, to the best of their ability, through teaching, praise and supervision.

In the hall during lunch

5.9. The school expects pupils to respect the health and safety of catering and canteen staff and to follow all infection control and social distancing rules put in place while collecting and eating food.

5.10. Pupils are allocated specific time to use the hall to help adhere to social distancing rules. Pupils do not enter the canteen or dining area unless expressly told to do so by a member of staff.

During sports and exercise activities

5.11. The school expects pupils to follow all social distancing and infection control measures during sports and exercise activities, both indoors and outdoors.

5.12. Pupils are expected to remain at least two metres apart, or as far as is practicable, from others when using changing rooms or other dressing and washing facilities.

5.13. The school does not permit close-contact sports, play or activities at this time.

5.14. Pupils who purposefully take part in close-contact sports, play and activities, or whose behaviour purposefully poses a greater risk of infection, are disciplined in line with this policy.

5.15. Pupils who are deemed unable to adequately follow social distancing or infection control measures during sports, activities and play are not disciplined – correct behaviour is reinforced by a member of staff.

During collective worship

5.16. Pupils are expected to follow all social distancing and infection control rules during assemblies and collective worship when at such time collective worship is conducted with more than one class.

5. Moving around the school

5.1. The school expects all pupils to move around the school following the school's arrangements, e.g. using one-way systems.

5.2. The school prohibits pupils from lingering in walkways, including stairs, and other communal areas without good cause.

5.3. Pupils are expected to move directly from one destination to the next at the times allotted to them and in their assigned groups, e.g. moving from one class to another or using the school hall.

5.4. Pupils may leave the classroom to use the toilets or other sanitary facilities one at a time, with permission from a member of staff.

5.5. Pupils who purposefully and continuously linger in walkways and communal areas without good cause are disciplined in line with this policy.

6. Ill health and infection

6.1.   The school expects pupils to report to a member of staff as soon as possible if they are feeling unwell and showing symptoms of coronavirus, or believe a peer is showing symptoms of coronavirus.

6.2.   Any bullying or harassment towards pupils who have had, currently have, or are suspected to have coronavirus is not tolerated – this behaviour is addressed in line with this policy and the Anti-Bullying Policy.

6.3.   The school allocates suitable areas that can be used to isolate pupils who shows symptoms of coronavirus whilst they wait for their parent or primary carer to collect them.

6.4.   Pupils who have been advised to self-isolate at school while waiting to go home are expected to follow all infection control and social distancing rules in place and must not leave the area used to isolate them until their parents or primary carer picks them up.

7. The school premises

7.1.   Pupils are prohibited from entering areas of the school that have been closed for cleaning, social distancing, or infection control purposes.

7.2.   Pupils who purposefully access prohibited areas of the school without permission are disciplined in line with this policy – pupils who are deemed unable to fully adhere to these restrictions are not disciplined and the correct behaviour is reinforced instead.

8. Breaktime and lunchtime arrangements

8.1.   The school expects pupils to adhere to social distancing and infection control measures, to the best of their ability, during lunchtimes and breaktimes.

8.2.   Pupils are expected take their breaks and lunchtimes at phased times, within their permitted bubbles and only in designated areas.

9. School uniform

9.1.   The school expects all pupils to wear uniform while in school, in line with **the School Uniform Policy.**

9.2.   Parents do not need to clean their child's uniform any more often than usual.

9.3.   Reasonable adjustments are made where pupils cannot, for good reason, wear the correct school uniform, e.g. the pupil has outgrown an item of uniform and their parent is currently unable to replace it.

10. Managing the behaviour of remote learners

10.1.   While all pupils will return to school in September, there may still be times when pupils need to learn remotely, e.g. due to a local lockdown or when the pupil is following health advice to stay at home.

10.2. Pupils who are learning remotely off-site are expected to adhere to this policy

10.3. The school expects pupils who are learning remotely to uphold good behaviour at all times and to:

- Attend remote classes or group sessions on time.
- Complete the work that has been set and return it on time, to the best of their ability.
- Keep all communication polite and appropriate, and in line with the school's remote learning arrangements.
- Not misuse or mistreat the resources or technology utilised for the delivery of remote learning.
- Report any issues, including harassment or bullying from their peers, to their teacher.

10.4. The school recognises that some sanctions are unable to be given to pupils learning remotely and that adjustments to the actions outlined in section 13 of this policy may be in place.

10.5. Where discipline must be deferred until the pupil returns to school, the headteacher informs the pupil's parent via letter or ParentMail and the pupil will be disciplined when it is safe to do so.

11. Support for pupils

11.1. The school understands that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education in some pupils, resulting in increased incidences of poor behaviour.

11.2. Relevant staff work with pupils who are struggling to reengage with school and who are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.

11.3. The school understands that some pupils will return to school in September having been exposed to a range of adversity and trauma, which may lead to an increase in social, emotional and mental health (SEMH) concerns.

11.4. Appropriate support for pupils with SEMH issues is arranged, including arranging access to services such as educational psychologists, social workers and counsellors.

11.5. The SENCO works with local services to ensure services and support are in place for pupils with SEND to allow them a smooth return to school.

11.6. Where a pupil requires additional support, relevant staff consider what support or reasonable adjustments are needed and develop a plan to deliver this support.

11.7. EHC plans, pastoral support plans or multi-agency plans for relevant pupils are kept up-to-date.

11.8. Pastoral staff and the DSL and their deputies undertake the appropriate training to ensure they are able to spot signs of distress and poor mental health.

12. Rewards and discipline

12.1. Rewards and discipline are given in line with this policy, where practicable – discipline that cannot be given with immediate effect to remote learners is carried out in line with section 10 of this appendix.

12.2. Staff ensure that any rewards given adhere to the school's infection control and social distancing measures.

12.3. The school understands that pupils may have had different experiences during the coronavirus pandemic and that this may affect how pupils re-adapt to a school environment and its routines.

12.4. Where the school recognises that a pupil's challenging behaviour may be linked to their experiences during the coronavirus pandemic, e.g. bereavement, it acts in line with relevant policies and ensures adequate wellbeing support is offered.

13. Exclusions

13.1. All poor behaviour is addressed in line with this policy and discipline remains rational, reasonable, fair and proportionate.

13.2. Persistent poor behaviour, including the persistent, purposeful refusal to follow the school's social distancing and infection control rules, may result in the pupil being excluded from school in the interests of the health and safety of the pupil and others.

13.3. The headteacher retains the power to exclude pupils on disciplinary grounds – all exclusions and their arrangements are carried out in line with the Exclusions Policy, where practicable.

13.4. Permanent exclusion is only be used as a last resort.

13.5. Where a pupil with a social worker is at risk of exclusion, their social worker is informed and involved in relevant conversations.

13.6. The headteacher liaises with the LA and the parents of a permanently excluded pupil to arrange alternative provision to minimise any breaks in education, and the governing board meets to discuss reinstatement within 15 school days.

13.7. **[New]** Where the pupil's reinstatement is declined, parents have 25 school days to apply for a review of this decision before the school deletes the name of a permanently excluded pupil from their admissions register.

13.8. The timeframes set out in the Exclusions Policy remain in force, where practicable. This applies to all exclusions, including those that were issued before 23 March 2020.

13.9. Where a deadline cannot be met, meetings and panel hearings may take place even if the relevant deadline has been missed – where necessary, the governing board decides whether any meetings should be delayed.

13.10. If it is decided, as per the criteria in the Exclusions Policy, that it is not appropriate for meetings to take place in person within the usual timeframe, remote access meetings are used.

13.11. In the event that a remote access meeting is necessary, the governing board ensures that any technology used for these meetings is understood by all participants, and that support is facilitated for any participant who may need it.

13.12. The authority who arranges the remote access meeting takes reasonable steps to facilitate all participants' access to the required technology.

13.13. Procedural requirements for exclusion meetings under normal circumstances remain in place during remote access meetings, e.g. if a parent requests a SEND expert to advise the review panel.

13.14. Families are made aware that they do not have to consent to a remote access meeting, but that this will likely result in the meeting being delayed.

13.15. Every effort is made by the chair of the meeting to ensure that all participants understand and engage with the proceedings:

- Clear instructions are provided about how to join the meeting

- A named person is indicated to whom participants can address questions beforehand

- The chair explains the agenda at the outset of the meeting, and outlines guidance with regards to how the meeting will be run

13.16. The governing board takes reasonable steps to ensure that meetings are arranged for a time when all parties are able to attend or attend virtually.

13.17. The school will make every reasonable effort to avoid excluding any looked-after child.

13.18. Where a looked-after child is at risk of exclusion, the school will contact the relevant authorities as soon as possible to consider ways to help the child and avoid exclusion becoming necessary.

13.19. Where a previously looked-after child is at risk of exclusion, the school will discuss this with the child's parent or guardian and seek advice from their virtual school head.

14. Close contact behavioural management

14.1. Behavioural management which requires the use of reasonable force or restraint as a last resort.

14.2. The school recognises that social distancing and infection control measures cannot be adhered to using reasonable force or exercising restraint on a pupil to control their behaviour to prevent them posing a significant risk to themselves or others.

14.3. Once a pupil no longer needs to be restrained for the safety of others or themselves, staff continue to adhere to the social distancing and infection control measures put in place.

14.4. If a member of staff develops coronavirus symptoms after using restraint or reasonable force, they are sent home immediately and advised to test for coronavirus.