



COVID-19 Addendum for Positive Behaviour Policy at Hazelwood Schools

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Date shared with Staff: September 2020

From the 1st September 2020, schools are being asked to safely open up [schools](#) to enable a full time return to education for all age groups.

This addendum of the Hazelwood Positive Behaviour policy contains details of how we have altered some of our usual practice concerning pupil's behaviour in light of the COVID-19 pandemic, as our pupils' and staffs' - behaviour will need to be different upon their [full](#) return to school ~~as phased reopening begins~~ and we observe social distancing and infection control guidelines.

This addendum will be shared on our school website and communicated with our whole school community, including pupils, parents and staff.

It reflects the new protective measures and new rules and routines that have been put in place across the school in accordance with the latest Government guidance surrounding schools' wider opening from 1st September 2020. Staff will ensure pupils and parents/carers where possible understand them and can enforce them rigorously.

We want to continue to keep a calm and disciplined environment where everyone continues to follow our Hazelwood values and school rules when our Hazelwood community [fully](#) return. ~~(in staggered Phases) over the next few months.~~

Introducing New Restrictions

- Hazelwood School ensures that infection control and social distancing rules are communicated effectively to all members of the school community.
- Staff are informed about the measures in place so they can enforce these rules at all times.
- We inform parents/carers of any changes to provision outlined in this policy.
- We expect pupils to uphold these rules at all times, including on school transport, where practicable.
- Staff are informed of discipline and rewards in place to aid enforcement of these rules in line with this policy.
- Where required, staff explicitly teach and supervise health and hygiene arrangements, e.g. hand washing, tissue disposal and toilet flushing.
- We recognise 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.

Arrival and Departure

- Hazelwood School expects pupils to follow all arrival and departure arrangements to the best of their ability and to arrive at the correct, allocated time to avoid potential for congestion in shared outdoor areas.

- Pupils are expected to participate in any infection control and social distancing measures, e.g. hand washing, before entering and exiting the school.
- We expect pupils to move immediately to their classrooms as directed by their teachers.
- Upon their departure from Hazelwood, we expect 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.

Hygiene and Infection Control

Hazelwood School ensured a risk assessment was conducted prior to reopening to more pupils in order to enforce adequate and practical measures (systems of control) to safeguard the health and safety of staff and pupils (and community members).

We understand that younger children cannot be expected to remain two metres apart from others at all times and takes this into account with regards to discipline and giving rewards.

Younger children should stick to their safety bubbles (class bubbles in years 1-6 and year group bubbles in Nursery and Reception) and avoid mixing as much as possible – staff will reinforce this behaviour through teaching, rewards and supervision.

- 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 and departure from their classroom.
 - Before and after consuming food.
 - After using the toilet.
 - After coughing or sneezing.
- Pupils are expected to maintain good hand and respiratory hygiene at all times while in school, to the best of their ability.
- Pupils are expected to dispose of tissues using the litter bins provided; 'Catch it, Bin it, Kill it'.
- Pupils are expected to use infection control provisions responsibly, e.g. using hand sanitiser as directed.
- Pupils are discouraged from sharing equipment or toys which pose a higher risk of infection, (e.g. play dough, sand, water) in line with guidance.

- 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.
- Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with this policy and other relevant school policies.
- 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.
- 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.

Social distancing

- Pupils adhere to the social distancing measures put in place by the school to the best of their ability.
- Pupils form orderly queues, e.g. when waiting to use the designated toilets, using the two metre floor markings where necessary, and they are respectful and patient towards their peers.
- Pupils are expected to:
 - Try to refrain from close contact with anyone (we know that this presents difficulties in a primary setting).
 - ~~Refrain from close contact with people who display symptoms of coronavirus. The children who are social distancing should be far enough apart from anyone displaying symptoms but as soon as someone does, they will be moved to the welfare room anyway.~~
 - Remain within their assigned class or year group bubble groups.
- Where it is not practicable for pupils to remain two metres apart from others, they are expected to try to maintain as much distance between themselves and others as possible and to ensure their time in close proximity to others is limited.
- Pupils are placed into class or year group bubbles and are not permitted to mix with other pupils outside this class, unless instructed to do so by their class teacher (or during lunchtime or extended provision).

- Pupils whose behaviour is purposefully contrary to the school's social distancing measures will be disciplined in line with this policy.
- Pupils who are deemed unable to fully adhere to social distancing measures, e.g. some pupils with SEND or younger pupils may not be disciplined for poor behaviour in this regard – positive behaviour is reinforced using praise and rewards.
- 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.

During Sports and Exercise Activities

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

- Pupils are expected to remain at least two metres apart, or as far as is practicable, from others.
- We do not permit formal close-contact sports activities at this time.
- Pupils who purposefully take part in close-contact sports, play and activities, or whose behaviour **purposefully poses** a greater risk of infection, may be sanctioned in line with this policy.
- Pupils who are deemed unable to adequately follow social distancing or infection control measures during sports, activities and play will be sanctioned sensitively and appropriately by the member of staff, this may include time-out or a yellow or red card.

Moving around the School

- Hazelwood expects all pupils (and members of the community) to move around the school following the school's arrangements, e.g. using any one-way systems as directed.
- Pupils are expected to move directly from one destination to the next at the times allotted to them and in their assigned safety bubble groups.
- Pupils may leave the classroom to use their designated toilets or other sanitary facilities **one or two** at a time, with permission from a member of staff.
- Pupils who purposefully and continuously linger in walkways and communal areas without good cause may be disciplined in line with this policy.

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The School Premises

- Pupils who purposefully access prohibited areas of the school without permission (e.g. crossing bubbles) are disciplined in line with this policy – pupils who are deemed unable to fully adhere to these restrictions are not sanctioned and the correct behaviour is reinforced instead.

Break time and Lunch time Arrangements

- Hazelwood expects pupils to adhere to social distancing and infection control measures, to the best of their ability, during lunchtimes and break times.
- Pupils are expected take their breaks and lunch times at phased times, within their permitted class or year group safety bubble groups and only in designated areas.

School Uniform

- From September 2020, pupils are required to wear uniform as per the school uniform policy.
- From September 2020, pupils will be required to wear their PE kit on their allocated PE day as advised by class teachers; there is no requirement to wear school uniform on that day.

- **Rewards and Sanctions**

At Hazelwood School we will continue to use our Good to Be Green behaviour system with some notable changes to reflect current circumstances, these being:

- The whole class Good to be Green Chart will be at the front of the classroom and the teacher is responsible for changing the cards (green, yellow and red) on these charts, instead of pupils moving their own individual cards to minimise contact on the chart within classroom.
- Pupils will already have a pack of stickers in their individual packs. Pupils can reward themselves with the actual 'end of week Good to be Green Sticker' when the teacher instructs them to.
- Pupils will not be given 'time outs' with parallel classes, other classrooms or bubbles, instead an adult may give a pupil an 'in bubble' time out for poor behaviour e.g. the pupil will sit out of an activity, within the confinements of their classroom or playground during outdoor time, to reflect on their behaviour to improve it, before re-joining the group at a later time when they are ready to learn again.

- Red card sanctions will be administered by SLT members (in guidance with social distancing advice) in the Meadow classroom [or AHT office](#) in Oak building.
- Staff will ensure that any rewards given adhere to the school's infection control and social distancing measures ~~(e.g. Weekly Values Certificates are likely to become virtual and will be sent home to the 2 pupils selected via purple Mash etc)~~
- Any exceptionally positive, or indeed, negative behaviour displayed by a pupil will be communicated to the parent/carer by telephone instead of a face-to-face conversation.
- Hazelwood 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 will ensure that adequate well-being support is offered.

Coughing or Spitting at, or towards, any other person

- We expect every member of our school community to behave in a respectful way towards each other, in line with our school values.
- During this time, it is extremely important that all pupils avoid purposefully coughing or spitting at each other or an adult.
- Pupils who choose to behave inappropriately in this way will have a phone call made home to their parents/carers, by a member of the school's Senior Leadership Team, and will be asked to collect their child to take them home for the safety and protection of other pupils and staff. **Please note that this type of behaviour under our current circumstances , may result in an exclusion as covered in our Positive Behaviour Policy under, 'Spitting at others' and/ or 'Putting themselves or others at the risk of harm.'**

Close Contact Behavioural Management

- Behavioural management which requires the use of reasonable force or restraint as a last resort is carried out in line with our Positive Handling Policy.
- We recognise that social distancing and infection control measures cannot be adhered to when using reasonable force or exercising restraint on a pupil to control their behaviour to prevent them posing a significant risk to themselves or others.
- Once a pupil no longer needs to be restrained for the safety of others or themselves, staff will continue to adhere to the social distancing and infection control measures put in place.

Pupils Experiencing Symptoms of Coronavirus

We expect any 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.

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.

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 parent/carer picks them up. We expect parent/carers to have their child tested for corona virus if they display any symptoms. No-one will be allowed to return to school after displaying symptoms of corona virus without proof of a negative test confirmation in line with Government Guidelines.

Conduct for Pupils at Home in Relation to Remote Education (Remote learning)

Hazelwood expects pupils who are learning remotely to show good behaviour at all times and to:

- 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.
- Pupils who are learning remotely off-site are expected to adhere to the Acceptable Use Agreement that they signed in September 2020, stating that they would behave responsibly and safely online.
- Any behavioural incidents that occur online involving our pupils will continue to be dealt with in school once our pupils or parents/carers report their concerns to a member of school staff by telephoning the school rather than face-to-face conversations.
- Where incidents of inappropriate online behaviour occur, investigations may be deferred.

Following on from any inappropriate online behaviour the Headteacher or a senior leader will inform the pupil's parents via a phone call and letter and the pupil will be sanctioned when it is safe to do so.

- We will also continue to occasionally contact or seek advice from external agencies and professionals *e.g. the police and CEOP*
- For further guidance refer to our Online Safety Policy (and addendum) on our website.

Pastoral Support for Pupils, Parents and Carers:

We are aware that the current circumstances (e.g. stress and the experience of lockdown) can affect the mental health of pupils and their parents/carers in a way that affects behaviour and where possible, we will provide support for these pupils and parents/carers.

- There will be a focus on PSHE education when pupils return to school in September.
- Pupils will continue to have (safe) access to our Learning Mentor, but this will now be by appointment only, rather than pupils 'dropping in' to her room when they feel the need to talk. Any meeting with pupils will be conducted in open space to allow social distancing to continue and eliminate, as much as possible, cross contamination of spaces/rooms
- Our Learning Mentor will also be available to contact by telephone, through the school office, should parents/carers have any worries concerning their child/children's mental health and well-being.
- Our office staff will still be available for parents/carers to contact by telephone should they need any advice or support with circumstances that extend beyond their child/children's academic attainment. [The office will be closed between 8:30-9:15am and 2:30 and 3:15pm](#)
- Our SENDCo/ Inclusion Lead, is also contactable by phone, through the school office, to help support parents/carers of children with Special Educational Needs and Disabilities (SEND) and those children that have an Educational Health Care Plan (EHCP).
- Any concerns or worries members of the school community have regarding the safety and well-being of a pupil should be reported directly to a member of the schools' on-site Designated Safeguarding Team (Mrs Kilkenny or Mrs Gannon), as stated in our COVID-19 Addendum to our school's Safeguarding and Child Protection Policies which are available on our website.

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Exclusions

- The procedures for exclusions remain in place.

- All poor behaviour is addressed in line with this policy and sanctions remain rational, reasonable, fair and proportionate.
- 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 (internally or externally) from school in the interests of the health and safety of the pupil and others.
- The Headteacher retains the power to exclude pupils on disciplinary grounds – all exclusions and their arrangements are carried out in line with the relevant policies and DfE exclusion guidance where practicable.
- Where an excluded pupil is considered vulnerable or is the child of a key worker who cannot be safely cared for at home, the Headteacher liaises with the Local Authority (LA) and the pupil's parents as soon as possible to discuss what reasonable adjustments can be put in place, taking into consideration the pupil's safety and the safety of others.
- The Headteacher liaises with the LA and the parents of a permanently excluded pupil to arrange alternative provision to minimise any breaks in education.
- The timeframes set out in our policies remain in force, where practicable.
- If a pupil should receive a fixed-term exclusion then meetings will take place remotely where possible.
- Where a deadline cannot be met, meetings and panel hearings may take place (remotely). Where necessary, the Governing Body decides whether any meetings should be delayed. Meetings will need to be in line with social distancing and safe practices.
- The Governing Body takes reasonable steps to ensure that meetings are arranged for a time when all parties are able to attend or attend.

Monitoring and Review

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

The date of the next review is March 2021 or when DfE guidance is amended.

