

# SJS Behaviour Policy



*Our behaviour policy ensures a consistent approach to all behaviours, both positive and negative, and equips staff and pupils with the support t needed to demonstrate consistencies in their own positive behaviour. Our guiding principles reflect research findings published by the Education Endowment Foundation and are adapted from ‘When the Adults Change, Everything Changes’, by Paul Dix.*

## 1. Policy Statement

1.1	Sitwell Junior School is committed to creating an environment where exemplary behaviour is at the heart of productive learning.
1.2	Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.
1.3	Our behaviour policy guides staff to teach self-discipline in our children.
1.4	It echoes our core Sitwell 7 Values with a heavy emphasis on respectful behaviour, a partnership approach to managing poor conduct, and dynamic interventions that support staff and learners.
1.5	As members of our community, we adhere to the 3 rules of Ready, Respectful, Safe (RRS).

## 2. Aim of Policy

2.1	To create a culture of exceptionally good behaviour: for learning, for community, for life.
2.2	To ensure that all learners are treated fairly, shown respect and to promote good relationships.
2.3	To refuse to give learners attention and importance for poor conduct.
2.4	To help learners take control over their behaviour and be responsible for the consequences of it.
2.5	To build a community which values kindness, care, good humour, good temper, obedience and empathy for others.
2.6	To promote community cohesion through improved relationships.

2.7	To ensure that excellent behaviour is a minimum expectation for all.
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<b>3. Purpose of the Policy</b>	
3.1	To create a culture of exceptionally good behaviour: for learning, for community, for life.
	3.1.1 Recognise behavioural norms
	3.1.2 Positively reinforces behavioural norms
	3.1.3 Promote self-esteem and self-discipline
	3.1.4 Teach appropriate behaviour through positive interventions

<b>4. A Consistent Approach</b>	
4.1	Consistency lies in the behaviour of adults and not simply in the application of procedure. At Sitwell Junior School, every member of staff will model consistency through every interaction on behaviour (See Additional Guidance for Staff). Where learners feel treated as individuals, they respect adults and accept their authority. As such, adults will consistently adhere to the following:
4.2	All Staff:
	4.2.1 Meet and greet at the door (at the beginning of both morning and afternoon learning time)
	4.2.2 Refer to 'Ready, Respectful, Safe'
	4.2.3 Model positive behaviours and build relationships
	4.2.4 Use positive rewards e.g. praise, conversations with parents, Smiles and Prefect Responsibilities (See section 5)
	4.2.5 Follow up every time, retain ownership and engage in reflective dialogue with learners
	4.2.6 Never ignore or walk past learners who are behaving badly
4.3	Middle Leaders: <i>Are not expected to deal with behaviour referrals in isolation, but stand alongside colleagues to support, guide, model and show a unified consistent approach to learners.</i>
	4.3.1 Meet and greet learners

	4.3.2	Regularly celebrate staff and learners whose efforts go above and beyond expectations
	4.3.3	Encourage the use of positive rewards e.g. praise, conversations with parents, Smiles and Prefect Responsibilities (See section 5)
	4.3.4	Ensure staff training needs are identified and targeted
4.4	<b>Senior Leaders:</b> <i>Are not expected to deal with behaviour referrals in isolation, but stand alongside colleagues to support, guide, model and show a unified consistent approach to learners</i>	
	4.4.1	Meet and greet learners
	4.4.2	Be a visible presence around the school
	4.4.3	Celebrate staff, leaders and learners whose effort goes above and beyond expectations
	4.4.4	Regularly share good practice
	4.4.5	Support middle leaders in managing learners with more complex or challenging negative behaviours
	4.4.6	Regularly review provision for learners who fall beyond the range of written policies

## 5. Recognition and Reward for Effort

5.1	We recognise and reward learners who go 'over and above' our standards. Although there are tiered awards (e.g. Smiles, Prefect Responsibilities), our staff understand that a quiet word of personal praise can be as effective as a larger, more public, reward.
5.2	The use of praise in developing a positive atmosphere in the classroom cannot be underestimated. It is the key to developing positive relationships, including with those learners that are hardest to reach.
5.3	Our reward system for Y3-5 is based on 'Smiles' which are collected and exchanged for prizes and certificates. These are awarded to children going over and above in relation to the 'Ready, Respect, Safe' rules in line with the Sitwell 7 Values. (See Appendix 1)
5.4	In Year 6 a Prefect Responsibilities reward system will be introduced, which encourages the children to be responsible citizens of the school community and prepares them for life beyond Sitwell. (See Appendix 2)
5.5	As well as 'Smiles' and 'Prefect Responsibilities' other rewards include:

	5.5.1	Star Learner of the Week
	5.5.2	Pupil of the Term
	5.5.3	Class Credits
	5.5.4	Special responsibilities
	5.5.5	Positive feedback to parents – verbal and written
	5.5.6	Personal and public praise – positive, specific, verbal feedback, positive notes from peers, visitors
	5.5.7	Badges awarded on Marvellous Me

## 6. Managing Behaviour for Learning

6.1	Engagement with learning is always the primary aim. For the vast majority of learners a gentle reminder or nudge in the right direction is all that is needed.
6.2	There are occasions when consistently followed, clear consequences and steps of support are required to help learners bring their behaviour back in line with the school's expectations. (See Appendix 3)
6.3	Steps are gone through with care and consideration, taking individual needs into account where necessary.
6.4	All learners must be given 'take up time' in between steps. <i>It is not possible to leap or accelerate steps for repeated low-level disruption.</i>
6.5	Any incidents that have reached Steps 4/5 or further (e.g. exclusion or use of Team Teach) will be recorded on CPOMS or a Serious Incident Report Form (See Appendix 4). These will be completed by the adult that led the actions/meetings and SLT/Learning Mentors will be alerted.

## 7. Exclusion

7.1	Once all other alternative strategies/procedures have been exhausted the school may decide that exclusion is the only option.
7.2	Only the Head of School has the authority to exclude a pupil (or the Deputy/Assistant Head in the Head's absence) and the exclusion must be for a fixed period of time not exceeding 45 days in any one school year.

7.3	The parents should be notified in writing (following verbal notification if this is appropriate) and they must be told that they may make representations to the Governing Body and the LEA.
7.4	The Head of School will inform the Chair of Governors and LEA of any exclusion.
7.5	If the exclusion is a permanent one, the parents must also be reminded in writing of all the warnings and procedures which preceded it. Once again, they have the right to make representations to Governors and the LEA.

For further guidance on Exclusions, see the document on the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/641418/20170831\\_Exclusion\\_Stat\\_guidance\\_Web\\_version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf)

<b>8. Positive Handling</b>	
8.1	If necessary, a child will have a Positive Handling Risk Assessment (See Appendix 5) in line with TEAM Teach.
8.2	This is regularly agreed, reviewed and formalised at annual reviews.
8.3	Parents/Cares have opportunities to amend Positive Handling Risk Assessments in consultation with school staff.
8.4	At times, staff may need to physically hold children for their own or others' safety.
8.5	If a child is physically attacking another, or injuring himself, or about to run across a road, staff may have little option but to use whatever minimum force is necessary to restrain him/her.
8.6	Staff have undertaken appropriate training in the TEAM-TEACH approach to equip them with the skills needed to hold pupils safely.
8.7	A record of staff trained and authorised to use Team Teach methods is kept.
8.8	Staff should have exhausted all other behaviour management techniques before resorting to a physical one.
8.9	However, there may be occasions when a crisis point is reached without the opportunity to use other intervention techniques. (See Appendix 6)

<b>9. Monitoring and Review</b>	
9.1	This policy will be reviewed on an annual basis by the SLT in collaboration with all staff.
9.2	After review, this policy will be approved by the school's Governing Body.

9.3	The next scheduled review date for this policy is June 2022.
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<b>Policy Approved by</b>	School Governing Body
<b>Chair of Governing Body</b>	Pete Sheldon
<b>Signature of Chair of Governing Body</b>	
<b>Date</b>	June 2021
<b>Review Date</b>	June 2022

<b>Appendices</b>	
Appendix 1	Smiles Reward System
Appendix 2	Prefect Reward System
Appendix 3	Steps of Support
Appendix 4	Serious Incident Record
Appendix 5	Positive Handling Risk Assessment
Appendix 6	Procedures for Holding Children
Appendix 7	Covid-19 Addendum

## Smiles Reward System

Children collect Smiles on an individual 'Smiles Card'

### 50 Smiles – Bronze

A bronze sticker will be given to the child.  
 The Head of School or Deputy/Assistant Head Teacher will issue a Bronze Award certificate and a postcard home to inform parents.  
 The child will receive a personal prize.

### 100 Smiles – Silver

A Silver sticker will be given to the child.  
 The Head of School or Deputy/Assistant Head Teacher will issue a Silver Award certificate and a postcard home to inform parents.  
 The child will receive a personal prize.

### 150 Smiles – Gold

A Gold sticker will be given to the child.  
 The Head of School or Deputy/Assistant Head Teacher will issue a Gold Award certificate and a postcard home to inform parents.  
 The child will receive a personal prize and will also have the reward of a fun day off site towards the end of the year.

## Criteria for Awarding Smiles

We will award smiles for:

- Following the 3 rules: Ready, Respect, Safe.
- Consistent effort in learning; work or conduct.
- Consistently following/modelling/applying the Sitwell 7 Values (Respect, Responsibility, Relationships, Resilience, Reflection, Risk-taking, Resourcefulness).
- Overcoming a barrier to learning, showing great resilience to learning.
- Success in any area of the school (this could be shown in feedback and marking).
- Home learning effort and success.
- Reading at home at least 4 times per week (as shown in reading diaries).
- Significant improvement in any area of the curriculum.
- Consistently noticed in assemblies for excellent listening, making contributions and movement in/out of the hall.
- Ignoring inappropriate behaviour and maintaining a good role model to others.
- As a class/individual, 100% attendance for the week (this would be acknowledged in 'Star Learner of the Week' Assembly).



## Prefect Reward System

<b>Head Boy / Girl Prefect</b> (Elections at the beginning of the Autumn Term)	<p>Prefects will:</p> <ul style="list-style-type: none"> <li>● Be elected by all adults working in school for outstanding contribution to school and for being an outstanding role model for others.</li> <li>● Be the face of the school and attend Family Learning Events, Open Afternoons/Evenings and regular meetings with the Deputy Headteacher to discuss whole school issues.</li> <li>● Take visitors around school.</li> <li>● Take part in the recruitment of new staff to the school.</li> </ul>
<b>Deputy Head Boy / Girl Prefect</b> (Elections held in the last week of the Autumn Term)	<p>Prefects will:</p> <ul style="list-style-type: none"> <li>● Be elected by all adults working in school for outstanding contribution to school and for being an outstanding role model for others.</li> <li>● Be the face of the school and attend Family Learning Events, Open Afternoons/Evenings and regular meetings with the Deputy Headteacher to discuss whole school issues.</li> <li>● Take visitors around school in the absence of the Head Boy and Girl.</li> </ul>
<b>Gold Prefect Award</b>	<p>Prefects will:</p> <ul style="list-style-type: none"> <li>● Have 30 excellence stars.</li> <li>● Have continued to hold an additional role as part of the leadership team.</li> <li>● Have represented the school at an event at another location e.g. sports competition, supporting a class on a school trip, visit to another school.</li> </ul>
<b>Silver Prefect Award</b>	<p>Prefects will:</p> <ul style="list-style-type: none"> <li>● Have 20 excellence stars.</li> <li>● Have undertaken 15 leadership responsibilities to the highest of standards.</li> <li>● Have taken on an additional role as part of the school leadership team in addition to their duty.</li> </ul> <p>Additional roles include:</p> <ul style="list-style-type: none"> <li>○ Library Monitor</li> <li>○ Cloakroom Monitor</li> <li>○ Reading Monitor</li> </ul>

	<ul style="list-style-type: none"> <li>○ Road Safety Leader</li> <li>○ Internet Safety Leader (POWER Cadet)</li> <li>○ Health and Safety Leader</li> <li>○ Eco Leaders (Recycling / Energy saving)</li> <li>○ Assembly Leader</li> <li>○ Tuck Shop Leader</li> <li>○ Attendance Leader</li> <li>○ School Website/Twitter Editor</li> <li>○ Office support</li> <li>○ Club support</li> <li>○ Learning Mentor (Reading, Maths, Spelling)</li> <li>○ Playground Leader</li> <li>○ Behaviour Leader/Champion</li> </ul>
Bronze Prefect Award	<p>Prefects will:</p> <ul style="list-style-type: none"> <li>● Have 10 excellence stars.</li> <li>● Have undertaken at least 10 leadership responsibilities to the highest of standards.</li> </ul>
Purple Prefect Badge Award	<p>Prefects will:</p> <ul style="list-style-type: none"> <li>● Have received 5 excellence stars.</li> <li>● Have undertaken at least 5 leadership responsibilities to the highest of standards, for example: <ul style="list-style-type: none"> <li>✓ Assembly duty e.g. sit on a chair and supervise a class during assembly times</li> <li>✓ Play time duty</li> <li>✓ Lunchtime duty</li> <li>✓ Morning greeter</li> <li>✓ Intervention support (e.g. times tables)</li> <li>✓ Take part in the induction of new pupils to school</li> <li>✓ Any classroom/school based responsibility</li> </ul> </li> </ul>

## Steps of Support

Steps	Actions
1.Reminder	<p>Give the learner a reminder of the three simple rules (Ready, Respectful, Safe) delivered privately wherever possible. Repeat reminders if reasonable adjustments are necessary. Take the initiative to keep things at this stage.</p> <p><i>Example – ‘Remember our rule about being ready. I need you to stop talking and focus on your task now. Thank you.’</i></p>
Take up time	
2.Caution	<p>Give the learner a clear verbal caution delivered privately, wherever possible. Make the learner aware of their behaviour and clearly outline the logical/natural consequences if they continue. Use the phrase ‘Think carefully about your next step’.</p> <p><i>Example – ‘Remember our rule about being ready. You are continuing to talk and are not on task. The consequence of this is that you will not get your work finished on time or to an acceptable standard. Think carefully about your next step. Thank you.’</i></p>
Take up time	
3.Last Chance	<p>Using the <b>30 second script</b>, speak to the learner privately and give them a final opportunity to engage. Offer a positive choice to do so and refer to previous examples of expected behaviour.</p> <p><i>Example - ‘I have noticed that you are still talking and are not on task. It is the rule about being ready that you are breaking. You have now chosen to move to the table at the back/swap places with... Do you remember yesterday when you managed distractions and got your work finished to a really high standard? That is what I need to see today. Thank you for listening.’</i></p>
Take up time	
4.Time Out	<p>Using the <b>30 second script</b>, give the child a short time out (no more than 30 mins). The location of this will depend on where the undesirable behaviours are being displayed and what they are, for example:</p> <ul style="list-style-type: none"> <li>● Quiet area of the classroom</li> <li>● Partner class</li> <li>● Learning Mentor’s Room</li> <li>● Lunchtime Nurture Room</li> <li>● Picnic Bench</li> <li>● Edge of Field</li> </ul>

	<p><i>Example - 'I have noticed that you chose to carry on talking and are not on task. You need to spend the rest of this session completing your work in our partner classroom. I will speak to you after you have completed your work. Thank you for listening.'</i></p>
<p>Take up time</p>	
<p>5.Repair</p>	<p>Hold a restorative meeting with the learner as soon as possible after the above support has been provided. This may only need to be a 'walk and talk' conversation between adult and learner or may need to be a more formal meeting with the learner, adult and other staff providing support. In this meeting, only the 'Restorative Five' questions will be used:</p> <ol style="list-style-type: none"> <li>1. What happened?</li> <li>2. What were you thinking/feeling at the time?</li> <li>3. What have you thought/felt since?</li> <li>4. How did this make people feel?</li> <li>5. Who has been affected? <i>leading to...</i> <ul style="list-style-type: none"> <li>● How have they been affected?</li> <li>● What should we do to put things right?</li> <li>● How can we do things differently in future?</li> </ul> </li> </ol> <p>For younger children, or those who might find these questions too challenging to begin with, the following three questions will be used:</p> <ol style="list-style-type: none"> <li>1. What happened?</li> <li>2. How did it make you feel?</li> <li>3. What will you do next time you feel that way?</li> </ol>

### Serious Incident Record

<b>Serious Incident Record</b> For Details Refer to Supporting Documentation				<b>Record No.</b> _____
Name _____ of _____ Pupil: .....				
Other Pupils Present:				
Location of Incident:				Date:
Names _____ of _____ Staff _____ using _____ Restraint: .....				
Other staff members involved:				
<b>Start Time of Incident</b>	<b>Duration of Physical Intervention</b>	<b>Any Injuries Noted</b>	<b>Medical Check</b>	<b>Incident Reviewed with Pupil</b>
<input type="text"/> <input type="text"/> <input type="text"/> Hrs Mins	<input type="text"/> <input type="text"/> Mins	Pupil <input type="checkbox"/> Other Perso <input type="checkbox"/>	Offered <input type="checkbox"/> Accepted <input type="checkbox"/>	Offered <input type="checkbox"/> Accepted <input type="checkbox"/>
<b>Nature of Risk</b>	<b>De-escalation Strategies Used</b>		<b>Control (Passive physical contact)</b>	
Injury to self <input type="checkbox"/> Injury to Other <input type="checkbox"/> Person <input type="checkbox"/> Damage to <input type="checkbox"/> Property <input type="checkbox"/> Criminal <input type="checkbox"/> Offence <input type="checkbox"/> Serious <input type="checkbox"/> Disruption <input type="checkbox"/> Absconding <input type="checkbox"/> Refusal to leav <input type="checkbox"/>	Verbal Advice <input type="checkbox"/> Firm Clear Directions <input type="checkbox"/> Ignoring <input type="checkbox"/> Negotiation <input type="checkbox"/> Limited Choices <input type="checkbox"/> Directed <input type="checkbox"/> Distraction <input type="checkbox"/> Consequences <input type="checkbox"/> Reminders <input type="checkbox"/> Other please state <input type="checkbox"/>		Standing between pupils <input type="checkbox"/> Blocking a pupil's path <input type="checkbox"/> Guiding a pupil by the elbo <input type="checkbox"/> <hr/> <div style="background-color: #e0e0e0; padding: 5px;"><b>Restraint (Active physical contact)</b></div> <hr/> Where on body:	

<b>Effectiveness and Consequences of Physical Intervention Strategies Attempted</b>		- shoulder <input type="checkbox"/>
Please describe:		- upper arm <input type="checkbox"/>
		- lower arm <input type="checkbox"/>
<b>Serious Incident Record Completed by:</b> .....		
<b>Position:</b>		<b>Signed:</b>
<b>Date:</b> ___/___/___		
<b>Action</b>		
Parents informed Date: ___/___/___ By whom: _____	<b>External Agencies Informed</b>	<b>Supporting Records</b>
<b>Outcome:</b> Further support needed: Risk assessment <input type="checkbox"/> Report <input type="checkbox"/> Mediation <input type="checkbox"/> Other (please state overleaf)	Medical Staff <input type="checkbox"/> Social Worker <input type="checkbox"/> Police <input type="checkbox"/> Other please state	Logged on CPOMS <input type="checkbox"/> Medical Report <input type="checkbox"/> Witness Account <input type="checkbox"/> Review Recorded <input type="checkbox"/> Other (please state overleaf)
Signature:		

# Positive Handling Risk Assessment:

Assessing and managing foreseeable risks for children who present challenging behaviours

**Name of pupil:**

**Year group/class:**

**Assessment completed by:**

Signature:

Date:

<b>Identification of Risk</b>	
Describe the foreseeable risk	
Is the risk potential or actual?	
List who is affected by the risk. (state type of risk if known)	
<b>Assessment of Risk</b>	
In which situations does the risk usually occur?	
How likely it is that the risk will arise?	

If the risk arises, who is likely to be injured or hurt?	
What kinds of injuries or harm are likely to occur?	
How serious are the adverse outcomes?	

### **Risk Reduction Options**

Measures	Possible options	Benefits	Drawbacks

### **Agreed Behaviour Management Plan & School Risk Management Strategy**

Focus of measures	Measures to be employed	Level of risk




Name	Role	Signature	Date

Agreed by:

<b>Communication of Behaviour Management Plan &amp; School Risk Management Strategy</b>		
Plans and strategies shared with:	Communication Method	Signature/Date

<b>Staff Training Issues</b>		
Identified training Needs	Training provided to meet needs	Date training completed

**Review Date:** January 2018

<b>Evaluation of Behaviour Management Plan &amp; School Risk Management Strategy</b>
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Measures set out	Effectiveness in supporting the child	Impact on risk
Proactive interventions to prevent risks		
Early interventions to manage risks		
Reactive interventions to respond to adverse outcomes		
<b>ACTIONS FOR THE FUTURE</b>		

Plans and strategies evaluated by:  
Date:

## Procedures for holding children

1. Remove the pupil from the classroom situation to a quiet place if possible where adequate seating is available if it is not possible to remove all other children from the classroom.
2. Call upon another adult for help and to act as a witness and/or critical friend.
3. During a crisis situation the *minimum* of restraint should be used *only* if the pupil is at risk of injuring himself/herself, injuring others or causing severe damage to property. The holds used should be applied as a gradual and graded response, used in conjunction with verbal and non-verbal de-escalation techniques. If the pupil frequently loses self-control, then a behaviour plan should be drawn up for the pupil detailing any specific de-escalation skills and holds to be used. This plan will be shared with parents. Only holds recognised by TEAM TEACH should be used.
4. All staff should be aware that other adults can be called upon for help, advice and support, and to remove pupils for debriefing. It is recognised that some staff may have built up strong relationships with certain pupils and in times of crisis these pupils will relate better to them. Senior staff should be available to assist in crisis situations and to help counsel pupils and staff.
5. Staff should support each other during every incident. If a pupil is being held, then the supporting member of staff will take over and offer “more help” if the person holding needs help, this may be because they can see problems occurring that the person holding is unaware of.
6. There is a potential for injury within any physical technique, although Team Teach does not use pain compliant techniques all staff should be able to show that minimal force was used and any injury should be reported immediately.
7. All incidents should be recorded on CPOMS and sent to the Head or Deputy/Assistant Head who will monitor and evaluate the effectiveness of this approach.
8. Debriefing should take place as soon as possible after every incident, for both the pupil and staff but only when they are both ready.
9. The purpose of the debriefing is to teach pupils to control their own behaviour - to do this staff should use the HELP method of debriefing.

### **Hear**

To their side of the story first

### **Explain**

Why staff took the action they did

### **Link**

To show how feelings drive behaviour

### **Plan**

Together to find better ways

## Appendix 7

### **Behaviour Policy: COVID-19 Addendum**

At Sitwell Junior School, we aim to maintain a secure, caring and stimulating environment in which children are encouraged to have respect for themselves and each other. All students should continue to adhere to the principles outlined in our Behaviour Policy. Whilst expectations in our Behaviour Policy remain pertinent, particularly our three rules of ready, respectful and safe, it is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff. It is to be used in conjunction with, and read alongside, the Behaviour Policy, Anti-Bullying Policy, E-Safety Policy and Peer-on-Peer Abuse Policy. These adjustments are set out below:

#### **Arrivals, Departures and Moving Around the school**

Children will enter school through their designated entrance at the agreed time. Parents should drop their children off at the school gates, where there will be members of school staff ready to greet them. The children should then make their way straight to their classroom, where their class teacher/teaching assistant will greet them. The children are not permitted to stand with friends, or use the playground equipment during this time. Lockers will not be used; therefore children will store their coat on the back of their chair/lunch bag underneath their table. In order to minimise the number of items children are bringing to and from school, we ask that they only bring their school issued book bag (containing their school reading book and reading diary), lunch bag, filled water bottle and coat.

At their designated home time, children will leave the building from their designated exit. Parents should enter the ball court and wait there until they see their child. The class teacher will bring the children to the ball court and dismiss them to their parents.

Both before and after school, parents should not attempt to enter the school grounds, beyond the ball court, or building, or loiter at the school gates with other parents at drop off and collection times. If a parent needs to speak to a member of staff, a prior appointment must be made by telephone or email. When the children leave their classroom to go outside for break, lunch or outdoor learning, they will use the designated area to ensure they do not come into contact with other people or groups of children.

#### **Hand Washing and Hygiene**

Children will be expected to follow all hand washing and hygiene routines while in school. Children will wash hands/use antibacterial gel before entering school, after returning from outside, before and after eating and at regular intervals during the day. We ask children to follow the catch it, bin it, kill it, mantra when in school. If they need to cough or sneeze, they should use a tissue or crook of their arm. Children will be reminded not to touch their face, mouth, nose or eyes while at school. Posters will be displayed in all classrooms reminding children to wash their hands regularly and the correct procedure.

Each child will be issued with a pencil case and all the writing equipment they will need whilst in school, so they should not be sent with a pencil case, or any additional equipment from

home. This equipment should not be shared. Any equipment that is used by children in addition to their individual stationery supplies (e.g. art supplies) will be sanitised before being used again.

Classrooms will also be equipped with cleaning supplies to sanitise tables before and after lunch and tissues for children to use to 'catch it, bin it, kill it'.

### **Social Distancing**

Government guidelines state primary age children are not expected to socially distance. Members of staff are encouraged to keep a 2m distance from children and adults, alike. Staff members that have previously been 'shielding' will have a taped off box at the front of the classroom where they shall remain. Children will be encouraged not to enter the box.

Pupils desks will be separated, front facing and spaced as far apart as space allows. When children enter their classroom, they will be expected to go straight to their table and nowhere else in the room. Children will put their hand up if they need an adult's support; they will not get out of their seats.

### **Toilets**

Each class will have designated toilets to use. Children will be encouraged to use the toilets one at a time. When a child has finished at the toilet, they must wash their hands.

### **Break/Lunchtimes**

Children will have a designated place to play during break and lunchtimes. Children will be expected to remain socially distant from adults during break and lunchtimes. Children must stay in their designated area at all times.

Children will eat their lunch in their classroom. Tables will be sanitised before and after eating. Children will wash their hands before and after eating.

### **Symptomatic Children**

If children start to feel unwell with symptoms of COVID-19 (cough, high temperature, loss of taste or smell), they must inform a member of staff immediately. The child will then be isolated and supervised by a member of staff whilst they wait for their parents to come and collect them. They must then follow testing and isolating guidelines.

### **Behaviour in School**

All children will be expected to follow the routines and rules detailed throughout this addendum. To encourage this, we will use positive reinforcement strategies.

If a child's behaviour is deemed high risk and they are not following the rules, for example, they are refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their bubble or deliberate behaviours that put themselves or others at risk, such

as spitting or deliberately coughing at people, the following sanctions and disciplinary procedures could be used:

- Conversation(s) with pupil(s), moving seats if logistically possible and other behaviour management strategies in line with our current behaviour policy.
- Once all appropriate behaviour management strategies have been exhausted, contact should be made with the pupil's parent/carer.
- If the health and safety of other pupils and staff members are put at risk by the pupils not adhering to social distancing measures, then the parent/carer will be expected to collect the pupil and a fixed term exclusion will be applied in line with Exclusion guidance.

N.B. As pupils are currently unable to spend time out in their partner classes, other areas of the school can be used for time out where a child can spend some reflection time with a member of staff. These are: the end of the Y6 corridor, the PPA room, the small office in reception if available.

### **Positive Handling and Restraint**

There can be times when a pupil's behaviour requires staff physical support to ensure the pupils' own safety, the safety of other pupils and staff, or that property is not seriously damaged. This can require the use of physical interventions. At Sitwell Junior School, we are trained to use Team Teach as a physical intervention, if deemed necessary. In addition, individual risk assessments have been written for children who have a history of physical behaviours to try to minimise the occurrence of these type of events.

In the COVID-19 situation, Team Teach will be avoided at all costs. In the event that all other support techniques do not work and the child is at immediate danger to themselves or others, Team Teach may have to be used as an immediate safety precaution.

However, this will be deemed to be a serious breach of the COVID-19 Behaviour Policy Addendum and the pupil may no longer be able to attend onsite education until it is proven that it is safe for the child to attend. This breach could also lead to a fixed term or permanent exclusion.

### **Attendance**

The latest government guidelines state that attendance will be mandatory from September, therefore we will be following our Attendance Policy from September 2020.

### **Uniform**

All children will be expected to attend in their Sitwell Junior School uniform. It is recommended that this is washed after each use. To avoid the need for unnecessary bags, children will be able to attend school dressed in their PE kit on days which they have PE.

### **Reading Books**

School issued reading books and reading diaries can be taken home; these will be changed once a week only, on a Friday, so that they can be quarantined over the weekend before being returned to the school library.

## **Remote Home Learning**

If children are required to self-isolate, but are well and symptom-free, they will have access to work set on Google Classroom. This should be accessed in the same way it was during school closures. Children will be expected to complete the work by the deadline and request support from their class teacher, if they have any queries. They should continue to adhere to the Acceptable Use Policy, which all children have had explained to them and have signed.

## **Pupils with Special Educational Needs**

School acknowledges that children will have had a range of different experiences during the lockdown period, which may have an impact on their behaviour presentation upon return to school. Some may present with frustration as a result of being isolated from friends or having missed a significant event or experience; e.g. exams, school trip, etc. Others may have experienced bereavement or loss or another, real or perceived, traumatic episode. For many, the process of re-engagement with learning and the school community, under unusual circumstances, may require some additional input and encouragement.

As a result of these varied experiences children may present with behaviour that is not usual, this may include;

- Anxiety; lack of confidence
- Challenging behaviour; fight or flight response
- Anger; shouting, crying
- Hyperactivity and difficulties maintaining attention

For some children, including those with attachment concerns or SEN, and especially those with autism, the change in routines and lack of familiarity will require additional adjustment. School recognises that behaviour could be a sign that for some individual children there is an unfulfilled need and that the behaviour is communicating that there is a problem. The school will undertake an individual risk assessment for the child and use reasonable endeavours to make the necessary adjustments to reduce the stimulus that may be triggering the challenging response. School will work closely with parents to implement supportive strategies that will inform an appropriate response. If necessary, school will seek external support from other agencies such as Educational Psychologists or Early Help.

Some children with SEN have intimate care needs. In this instance, an individual risk assessment has been written to ensure the safety of the child and staff members. When carrying out intimate care duties, members of staff will wear PPE, including face mask, apron and gloves.

Updated      24.05.21      E. Longstaff