

Fullbrook Conduct Policy COVID 19 Annex

School name: Fullbrook

Policy owner: Mr S Manley

Date: 02/06/2020

Date shared with governors and trustees: 05/06/2020

Date shared with staff: 08/06/2020

The following annex follows the advice and guidelines provided by the DFE.

The principles as set out in Fullbrook School Conduct Policy remain and should continue to be followed. This annex is not a stand-alone document and should be read in conjunction with the existing policy. It sets out the expectations of Fullbrook School in light of the COVID 19 pandemic and the need for children to behave differently when they return to school. It describes the new systems in place and how pupils will be supported to adhere to them.

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1.1 Travelling to and from school

Travelling to school by bus

- Government guidelines state the public is advised to consider wearing face coverings in enclosed public spaces such as shops, trains and buses to help reduce the spread of coronavirus.
- If the Yellow school bus service does run it will be for a limited number of students in order to observe social distancing and clear guidelines will be provided about health and safety on the bus. The links below provide information on staying safe, making a facemask as well as donning and doffing PPE
- <https://extranet.dft.gov.uk/safer-transport-campaign/schools/>.
- <https://www.gov.uk/government/publications/staying-safe-outside-your-home>
<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering>
- <https://www.youtube.com/watch?v=Ez4Wfqqq0fc>
- <https://www.youtube.com/watch?v=U3dHGOHQB24>
- The school conduct policy will apply while travelling on the Yellow bus as usual.

Cycling to school

- Students can still cycle to school.
- Please ensure your child has carried out all necessary safety checks before setting off on their journey to school.
- They must wear a cycle helmet and adhere to the highway code and disembark on entry through the school gates.
- The bicycle shed will be open for students to lock their bikes safely on site.
- Only one student allowed in the bike shed at any one time.
- Students must queue 2 metres apart outside the bike sheds in the marked area.
- Students must not touch another person's cycling equipment

Walking to school

- If students are walking to school they must adhere to government guidelines on social distancing at all times.
- It is vital for the safety of our whole community that students do not mix with each other or breach social distancing guidelines when walking to and from school.

1.2 Expectations of students once on school site

- It is critically important for students to arrive punctually to school at their agreed staggered lesson time to minimise contact with other students and reduce risk of cross infection.
- Students will be provided with hand sanitiser to use at the gates and are expected to go straight to their timetabled classroom via the marked one way system. Under no circumstance should students loiter together before or after lessons.
- Students will be required to enter and leave the classroom in a staggered nature, one by one, maintaining social distancing guidelines (2 metres) at all times in all areas of the school.
- Students are expected to follow all government hygiene guidelines such as washing their hands or using hand sanitiser regularly.
- Toilets
 - Posters in the toilets show government guidance on hand washing and should be followed. Hands should be washed for 20 seconds. The link below shows the correct hand washing procedures as outlined by the NHS.
<http://www.fullbrook.surrey.sch.uk/coronavirus/>
 - Students will be expected to follow social distancing guidelines while queuing for the toilet. The corridor is marked with 2 metre queuing points and staff will be on duty at breaks.
 - Only one student will be allowed in the boys and girls Science block toilet at a time. 2 students can use the main block girls toilets at a time.
 - Students will be required to use hand sanitiser on the way in and way out of the toilet, as well as washing their hands.
 - Breaks are staggered to reduce the numbers of students who will be using the toilets at any one time.
 - Toilets will be cleaned between the staggered breaks.

- Break and Lunch
 - Students will get 2 short 10 minute breaks and 1 x 30 minute lunch break. Students must bring packed lunch as there will be no onsite catering.
 - Breaks and lunches are staggered to reduce the number of students out on break or lunch at any one time.
 - Each room (student group) will be assigned a playground area. This is to ensure groups who have break/lunch at the same time do not mix to avoid cross infection.
 - Students will be in the same room with the same group of students for the first 3 weeks. They will also have the same playground area.
 - Students must not try to go to the other playground areas to see students who have their break/lunch at the same time as them. Doing so, compromises the measures in place to try reduce potential passing of the virus and ensuring safety.
- Students should use the 'catch it, bin it, kill it' slogan when required and avoid touching your mouth, nose and eyes with hands.
- Students should not deliberately breathe on, sneeze, cough or spit at or towards any other person. This will result in an exclusion and students will not be allowed to return until the new academic year.
- Students are expected to adhere to the marked one way system at all times.
- Students can only use their own equipment in lessons. They cannot borrow or share equipment or any other items including drinking bottles.
- Students will be escorted off site at their agreed staggered time, maintaining social distancing at all times.
- Students are expected to go straight home after their lesson. They are not allowed to loiter on or around school site once their lesson has finished.

1.3 If COVID 19 symptoms are displayed:

- If a student is experiencing symptoms of the coronavirus it is imperative the school is notified.
 - If symptoms are experienced in school the student must immediately inform their teacher (see actions in next paragraph below).
 - If symptoms are experienced at home you must inform the school as soon as possible so that track and trace measures for anyone who has been in contact with the student can be activated.
 - Symptoms include - High temperature, new and continuous cough and loss of, or change in, your normal sense of taste or smell (anosmia) - please see link to the governments educational poster.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886276/COVID19_guidance_education_poster.pdf

1.4 Actions in school if student experiences symptoms:

- If a student is experiencing COVID 19 symptoms they must inform a teacher or member of duty staff immediately.
- The student will be sent straight to reception staff who will quarantine them in the medical room where they will be isolated.
- Parents will be contacted immediately to collect the student.
- Government guidelines states *“When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone.”* **(Please see bold below for Fullbrook guidance)**
- Where the student with suspected COVID 19 tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the student tests positive, the rest of their class or group within their education setting should be sent home and advised to self-isolate for 14 days.

****At Fullbrook school, if social distancing guidelines have been breached within the group where there is a suspected case of COVID-19, then the whole group will be sent home immediately until results of the student’s test is received by the school. If social distancing has not been breached within the group where the suspected COVID-19 case is, the students will not be sent home and will remain in school.***

1.5 Rewards and Sanctions

- Students are expected to follow the Fullbrook Way (Respect, Safety, Environment, Learn, Make the Right Choice) in school at all times. If they do not the **Warning 1/2/3** and **Walkabout system** will be followed by the teacher (see below).
- Students are expected to adhere to the PED policy. (see below). If they do not, the **Warning 1/2/3** and **Walkabout system** will be followed by the teacher.
- Students will be rewarded through our merit and growth mindset policy as well as personal teacher recognition and Pastoral student of the week.

1.6 Warning system & Walkabout

- W1 = Teacher will issue a warning to the student, the behaviour will not be recorded.
- W2 = Teacher will issue a W2 to the student, the behaviour will be recorded.
- If a student receives three W2’s in separate lessons, the student will not be allowed to attend school for one day.
- W3 = Teacher will ask the student to stand outside the classroom. Senior staff on walkabout will bring the student to reception. The parent will be informed and the student will be **SENT HOME**.

1.7 PED/mobile phone policy

- No PEDs are allowed out in school buildings or corridors.
- If teaching staff want to use PEDs in lessons for educational/ teaching purposes, the teacher will write PEDs on the board.
- Students can use their PED during their small break, outside only.
- If a student is misusing their PED in a lesson, the teacher will use the **Warning 1/2/3** and **Walkabout system**. If a student is issued a W3, the parent will be informed and the student will be **SENT HOME**.
- Students should be reminded that they must observe social distancing at all times and should carefully consider showing anything on their phone to other students as this invites breaking of the social distancing rules.
- Staff will be on duty and if there are too many incidents of breaking the social distancing rules because of PEDs, students will no longer be allowed to use their PEDs during break.

1.8 Positive Touch and Physical Intervention

- There may be times when a student's behaviour requires staff to use physical intervention to ensure the students' own safety, the safety of other students and staff, or that property is not seriously damaged.

Fullbrook School will be guided by the following principles in these circumstances, in line with the advice from the Surrey Accredited Training Centre:

- Given the current pandemic, staff will also need to consider the possible risk of infection if they physically intervene, contrasted with the possible risks of infection should they not intervene.
- Any decisions made should be in accordance with Public Health and Government guidelines on Covid-19.
- Advice remains firmly focused on restraint reduction. The emphasis is on de-escalation, reducing triggers, and early interventions to manage risk.
- When deciding to use restrictive interventions, any such restriction must be a last resort, reasonable, and proportionate action.
- Staff need to ensure their decisions consider the risks of doing something contrasted with the risks of doing nothing.
- Fullbrook will always continue to explore non-restrictive alternatives that maximise safety and minimise harm at the point of risk behaviour.
- At the heart of all our decisions is our desire to maintain the Care, Welfare, Safety and Security of everyone, staff as well as pupils.

Physical conflict between students during social time

- Teaching staff and Duty staff will be provided with PPE (cloth facemask and gloves and a sealable bag)

- Teaching staff and Duty staff need to bring their PPE with them while on duty.
- Should a fight between students occur, duty staff will need to put on their PPE before intervening and separating the students.
- SLT Walkabout will be alerted and the COVID 19 school behaviour system will be followed.

Serious medical issue in a lesson or during social time

- Teaching staff and Duty staff will be provided with PPE (cloth facemask and gloves and a sealable bag)
- If a student has a serious medical issue that needs urgent attention during a lesson or social time e.g has a fit / falls and bangs their head, staff will need to put on their PPE before checking on the welfare of the student
- Medical assistance in the form of first aid wearing PPE will be alerted and summoned and the necessary medical treatment will be applied.

1.9 Supporting all students

- Throughout the school there will be signs/posters/visual prompts to remind students and staff of the new safety measures in place that should be followed.
- All adults will explain new routines sensitively and help students to feel safe and reassured by the rules in place.
- The new routines and expectations will be explained and repeated by the students' teacher every day and throughout the day. This will reassure all pupils and particularly the most anxious.
- All adults will explain hygiene rules sensitively every day and provide reminders throughout the day.
- Whilst new expectations are established, we will focus on routines, safety and well-being as well as providing a stimulating learning environment.
- School staff will pay particular regard to families and students who are classified as clinically vulnerable so that appropriate additional support is put in place to reduce anxiety as appropriate to the circumstance.
- All our usual systems for affirming our pupils' good behaviours will continue, with a particular focus on 'Staying Alert' and 'Being Kind' behaviours

Support for students who have additional or special educational needs

- Students will have their individual support plan/proactive behaviour plan /risk assessment reviewed in light of the new circumstances.
- All students with Special Educational Needs / EHCPs have had a letter explaining how provision will be made to support their needs. In order to keep staff and students safe, support cannot be delivered in the classroom so a new programme is in place (see letter from Miss R Lawrence).

Any student who commits serious or persistent breach of the new Covid-19 protection rules may be sanctioned by the Principal using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion.