**Wider re-opening of School**

**1st June 2020 to end of July 2020**

This document lays out the changes to rules and routines for this time to our **School’s Positive Behaviour Policy**

15th May 2020

The following changes will be circulated to all staff, pupils, parents/carers prior to the wider re-opening of school. It clearly states key changes required during this time, relating to daily routines, rewards and sanctions, timetabling and use of PPE etc.

The circulation of the revisions will take the form of Newsletters; staff meetings; video-messaging; and face to face with parents where relevant.

Once on site, the new rules and routines will be regularly and rigorously reinforced throughout each school day with the pupils and staff; with daily training/time to absorb and discuss these changes with the whole staff.

Our normal approaches surrounding the need for high structure and fair and consistent approach remains the same.

For all children attending Stepping Stones on-site provision at this time, there is a Home School Parental Agreement for both pupil and parents/carers to read and sign. This clearly states key changes, not solely practical changes to the classrooms and staffing, but rules surrounding strict hygiene practice and expectations for handwashing throughout our school day, with expectations for high standard of safety and respect for one another.

**Out Three school rules remain the same:**

* **Be safe at all times**
* **Be respectful to everyone and the school at all times**
* **Complete learning tasks and activities to a high standard at all times**

**Key changes and rules are listed below:**

* **Times for arrival and departure** will be staggered, in particular once numbers increase. Currently parents bringing and picking up their child are asked to wait at the school fence while their child hand washes before entering the building, to ensure the child is agreeing to this stringent need for good hygiene practice on site; and the parents are then asked to leave promptly. This will remain the same. Arrival and departure of taxis will be staggered, in the mornings between 9:15 and 9:30am; in the afternoons, between 2:00 and 2:15 pm – unless the parent is a key worker and has an agreement with the Senior Leadership Team.
* **New entry and exit procedures** – each Bubble will have their own entrance/exit to minimise contact between bigger groups of people in school.
* **The children will be taught in Bubbles** (a class base) and will not socialise with other Bubbles in school. They will be expected to remain in their Bubble with their teacher and class teaching assistant for the day.
* **Expectations for staying within boundaries**children will have their own furniture and will be expected to abide by the new boundary rules. Use of tape will clarify bubble boundaries where needed to support individuals.
* **Playtimes and lunchtimes** will also be separate and staggered through the day to ensure no mixing between the Bubbles. Children will be supported to play at a distance and hygiene routines will be in place when/if this is innocently compromised while at play (younger children)
* **The rules and expectations about** sneezing, coughing, tissues and disposal (‘catch it, bin it, kill it’) and avoiding touching your mouth, nose and eyes with hands remain the same as it was prior to temporarily closing in March.
* **Coronovirus symptoms** – this is clearly explained in the home school agreement also. If a child presents with any of the symptoms prior to school the expectation is they will not be in school and will isolate for 7 days (**see Appendix A**). If a child presents with symptoms at school, the parents will be rung immediately for pick-up. A member of staff will remain with the child following Government guidelines re: wearing PPE (see below for further information on the use of PPE). There are clear guidelines for schools when/if this happens and we will of course be following them. *Links for all further information, including testing are included at the end of this Policy.*
* **Children will not be allowed to bring any equipment in from home** – unless there is a pre-arrangement with SLT. Children will have a personal stationary set of equipment provided for them at school. Anything brought in from home will be removed and returned at the end of the day, as per current school rules. If there is a persistent arrival of equipment from home, the equipment will remain at school and need to be collected by home.
* **Learning Equipment**all non- washable/sprayble toys and equipment will not be used within school.
* **Each Bubble will have access to their own set of toilets** – again, to minimise contact between bigger groups of staff and pupils around school. Children will not be allowed to move to any other part of the school building other than their designated Bubble area.
* **Coughing and spitting, or just threatening to cough and spit at or towards another person, be that a pupil or staff member, will be a clear indication that the pupil is not ready to access school provision at this time**. Further risk assessments will take place and *if appropriate,* further steps will be put in place to support the pupil and family in order for provision to be re-accessed.
* We are fully aware that our returning children will arrive with a range of needs regarding their **thoughts, worries and concerns surrounding the pandemic**. We will strive at all times to support your child alongside beginning to instil some more ‘normal’ tasks and activities, rules and routines to help this transition back into school. We ask for your full co-operation in supporting us with this and informing school of any worry or fear you know your child has; as well as informing us of any family crisis or loss there has been at this time. The more we know and can try to understand about a pupil’s current needs, the more we can support and help with any new difficulties and behaviours.
* **Pupil Rewards (Appendix B)**: just as we would in normal times, we support the view that hard work and effort is to be rewarded. During this initial return to school, the children will be able to earn **daily tokens.** These tokens can be spent at the end of each day for showing respect, safety and a positive attitude towards their learning tasks and activities. The rewards will be from the “40 Bonus Box” selection” but with the opportunity to earn 1,2 or 3 items per day. A return to our original reward system will be looked at again in the future during a full return to school.
* **Children remaining on remote learning**, also have the opportunity to earn rewards from the same selection as is the current practice for our keyworker pupils in school; and our pupils trying hard at home in their families. Rewards are sent home in the home learning packs.
* At all costs we wish to avoid the need to use PPE – **Personal Protective Equipment** (**Appendix C**)– similar to that which you will have seen the NHS wearing during this crisis. However, both child and parent/carers need to understand that we will put this to use if a child is unable to manage our school rules and current changes and this results in challenging behaviours such as spitting, hurting and damage. We will have shared what this looks like – either face to face or through images in a Newsletter or video-messaging, as appropriate. It would in all cases cause extreme anxiety, but we wish to make clear that in order to keep all staff, pupils and their families safe, that the wearing of PPE in such a circumstance would be absolutely necessary. **It is for this reason, that we cannot stress highly enough, the importance of your child being able to follow the school rules safely and with respect. If this is not the case, then the school provision will not be offered until there further risk assessments have taken place. Depending on the outcome, attendance on school site may or may not be offered at this time.**
* For those pupils who refuse to follow all of the above rules and routines, put in place to secure the safety of all of our pupils, staff and families, further discussions with school and their parents/carers re: the appropriateness of their attendance at school at this time will take place.

Alongside the changes in rules, routines and expectations for our pupils and their families, below are listed the principles, as laid out in the Government Guidance, for all staff returning to work at this time:

**Principles for Staff:**

* Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.
* Clean your 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 your mouth, nose and eyes.
* Clean frequently touched surfaces often using standard products, such as detergents and bleach.
* Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (*noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important*).
* Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
* Help your class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc. including by updating your classrooms displays with posters. (**Appendix D** )
* Prevent your class from sharing equipment and resources (like stationery).
* Keep your classroom door and windows open if possible for air flow.
* Limit the number of children from your class using the toilet at any one time.
* Limit your contact with other staff members, and don’t congregate in shared spaces, especially if they are small rooms.
* Make sure you’ve read the school’s updated behaviour policy and know what role in it you’re being asked to take.

Staff will need to explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.

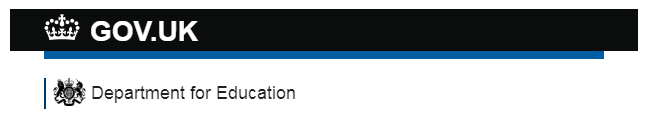
**Appendices**

* **A** Coronovirus Symptoms and Testing
* **B** Pupil Rewards
* **C** Crisis Procedure
* **D** Handwashing Advice and Classroom Resources
* **E** Government Guidance for parents with children returning to

School – *see web address below*

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

**Appendices**



**A Coronovirus Symptoms and Testing**

**What happens if someone becomes unwell at an educational or childcare setting?**

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).

**What happens if there is a confirmed case of coronavirus in a setting?**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

**Will children and young people be eligible for testing?**

When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

**Will teachers and other staff be able to get tested if they have symptoms?**

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the [full list of essential workers](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#essential-workers). Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

***By the time settings open to wider cohorts of children and young people***, all children, young people and other learners eligible to attend their education or childcare setting, and all children in social care settings, as well as their households, will have [access to a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they display symptoms of coronavirus. If they develop symptoms, they should be tested. If they test negative, they can return to their setting and their fellow household members can end their self-isolation. If they test positive, education and childcare settings should follow [guidance on implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions). Residential settings should follow [isolation guidance for residential settings](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings).

**Appendices**

**B Pupil Rewards**

As explained above, just as we would in normal times, we support the view that hard work and effort is to be rewarded.



* During this initial return to school, the children will be able to earn **daily tokens.**
* These tokens can be spent at the **end of each day** for showing:
* **Respect**
* **Safety and a**
* **Positive attitude towards their learning tasks and activities.**



* The rewards will be from the “40 Bonus Box” selection” 
* and with the opportunity to earn **1,2 or 3 items per day.**

|  |  |
| --- | --- |
| If you earn 10 – 20 tokens day | 1 item from the reward box |
| 20 – 30 tokens a day | 2 items from the reward box |
| 30+ tokens a day | 3 items from the reward box |

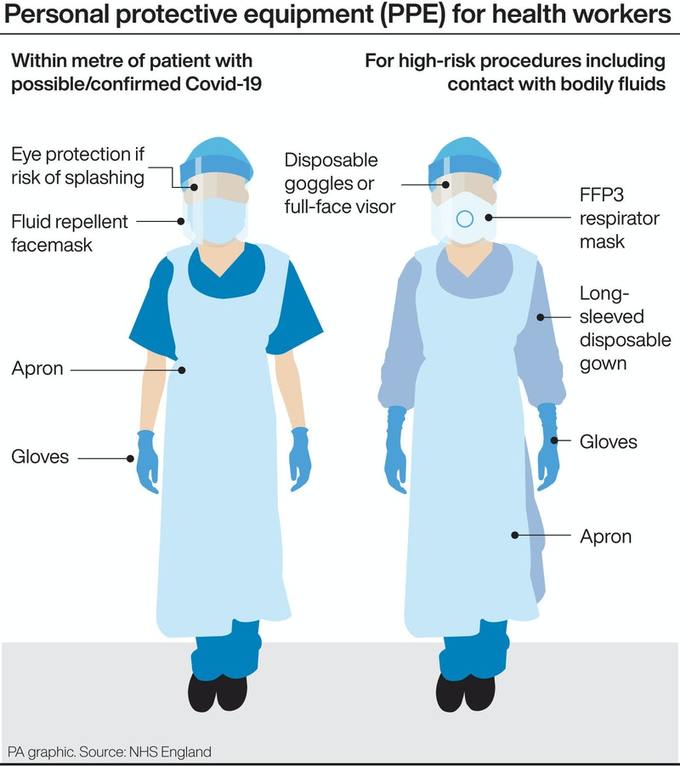
Certificates of celebration will continue to be used to celebrate daily and weekly achievements.

A return to our original reward system will be looked at again in the future during a full return to school.

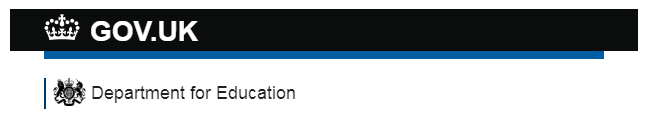
**Appendices**

**C Crisis Procedure**

* In the event of a child refusing to comply with the school behaviour policy in terms of safety i.e. spitting, hurting, damage/ threatening to spit, hurt and damage – at or towards another – the use of PPE will be used.
* Each Bubble base will have 2 sets of PPE – visor, face mask, apron, gloves.
* In the first instance where a child has not responded to the school’s usual procedures of support – de-escalation, verbal support and options given e.g. removing themselves to a safe place, asking for help etc, the staff in the Bubble base will call for assistance using the walkie-talkie.
* The staff will then put on the PPE and await assistance from the Senior Leadership Team (SLT), who will also be wearing PPE.
* Physical restraint will be used if required, due to the child not responding to the usual support and is continuing to put themselves or others at risk.
* The child, if still unable to respond to verbal support and instructions re: keeping safe, will leave the class with the SLT.
* Parents/Carers will be called to collect the child immediately.
* Further risk assessments will then take place with SLT, Parents/Carers/the child/ and any other agency as appropriate. **Depending on the outcome, attendance on school site may or may not be offered at this time.**



**Appendices**



**D Handwashing Advice**

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

The latest guidance and video on hand washing can be found at:

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|         <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public> |

The e-Bug project is led by Public Health England and has a dedicated webpage for learning resources on hand washing and respiratory hygiene.

Resources are currently available for KS1, KS2 and KS3 and can be used in various settings including schools and at home:

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|         <https://e-bug.eu/> |