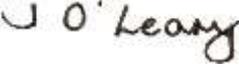


# Addendum to the behaviour policy

part of SHINE's suite of 'Take Care' policies



**Management log**

<b>Document</b>	Addendum to the behaviour policy
<b>Person responsible for the document</b>	CEO
<b>Approved by</b>	Chair of the policy committee
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<b>Reviewer</b>	Leader of governance as actioned by the policy committee on behalf of the Board
<b>Signed</b>	<b>Signed</b>
	
<b>Chair of the Board</b>	<b>CEO</b>

**Document history**

Version	Date authored	Authors	Date approved	Date issued	Comments
V1	May 2020	Carl Hollis Helena Brooks Judi O’Leary	20 May 2020	20 May 2020	Revised to ensure SHINE and its academies have considered the behavioural expectations in response to the coronavirus pandemic
V2	September 2020	Helena Brooks Judi O’Leary	7 September 2020	7 September 2020	Revised to ensure SHINE and its academies have considered the behavioural expectations in response to changes in government guidance with regard to the coronavirus
V3	April 2021	Helena Brooks	19 April 2021	19 April 2021	Reviewed to ensure SHINE and its academies have considered the behavioural expectations in response to changes in government guidance with regard to the coronavirus – no material changes

## Related policies

Policy	Website link
Behaviour	Contact individual academies <sup>1</sup>
Complaints	<a href="https://www.shine-mat.com/business-and-personnel/">https://www.shine-mat.com/business-and-personnel/</a>
Educational visits	Contact individual academies
Equality	<a href="http://www.shine-mat.com/pupil-welfare/">http://www.shine-mat.com/pupil-welfare/</a>
Exclusions	<a href="http://www.shine-mat.com/pupil-welfare/">http://www.shine-mat.com/pupil-welfare/</a>
General Data Protection Regulation (GDPR)	<a href="http://www.shine-mat.com/gdpr/">http://www.shine-mat.com/gdpr/</a>
Health and safety	Contact individual academies

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<sup>1</sup><http://www.ironvillecodnorpark.derbyshire.sch.uk/policies/>  
<http://www.langold-dyscarr.org/policies/>  
<http://www.ranskillprimary.co.uk/key-information/policies>  
<https://www.scotholme.com/policies.html>  
<http://www.whitemooracademy.co.uk/policies/>

## 1. Equal opportunities statement

1.1 The SHINE Multi Academy Trust (SHINE)<sup>2</sup> is committed to promoting equal opportunities and all stakeholders<sup>3</sup> will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

## 2. Introduction

2.1 The COVID-19 pandemic presents unique challenges for schools and families and this addendum to the behaviour policy has been created to reinforce SHINE's behaviour management principles and written as a response to the Department for Education (DfE) guidance: [guidance for full opening: schools updated 6 April 2021](#).

## 3. Behaviour management

3.1 SHINE is dedicated to providing the best possible education and support for all pupils within its academies (schools). We have endorsed a clear, fair, and efficient behaviour policy, to secure a positive approach which encourages children to behave well and celebrate this throughout their time at school. Our schools pride themselves on their desire for all children to succeed and will endeavour to support children with their behaviour as appropriate. Staff will always deal with incidents of poor behaviour clearly, efficiently and fairly.

## 4. Response to coronavirus

4.1 The way our schools are currently operating in response to COVID-19 is fundamentally different to business as usual. However, this will not weaken our approach to behaviour management or undermine policy.

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<sup>2</sup> As at approval of this policy, SHINE supports six academies – Ironville and Codnor Park Primary School, John Hunt Academy, Langold Dyscarr Community School, Ranskill Primary School (and Nursery), Scotholme Primary and Nursery School, and Whitemoor Academy.

<sup>3</sup> SHINE defines stakeholders as anyone who is invested in the welfare and success of SHINE and its pupils, including premises staff, administrators, teachers, support staff, pupils, parents/carers, families, community members, businesses, and elected officials such as school board members, city councillors, and state representatives.

4.2 SHINE endorses the principle that its leaders should implement strategies that best reflect and support their individual settings. We recognise their approach will encourage all stakeholders to behave in an appropriate manner, and at this time to have the utmost regard for the health and safety of everyone by respecting procedures. Safeguarding children and staff is fundamental in all that we do and SHINE will support its leaders to ensure this continues to be achieved.

4.3 In advising leaders, SHINE will always give full consideration to government guidance. Existing SHINE policies and procedures will continue to apply in full so we can protect the health, safety and well-being of pupils and staff (see [related policies](#) and [useful links](#)).

## 5. Changes to school rules and health and safety measures

5.1 The age range of our pupils and their individual needs means our leaders are best placed to manage educating them on changes to the school rules and health and safety measures that are necessary to protect all stakeholders. We have identified the following measures as guidance that will influence changes to their rules (these are not exhaustive and as further knowledge on COVID-19 becomes apparent may be modified):

5.1.1 **Symptoms of COVID 19:** Leaders will communicate with their parents and pupils about what the symptoms of COVID-19 are and how to identify them via newsletters, their websites and other sources such as Class DoJo.

Parents will be made aware that if any member of their household is showing any of the symptoms:

- their child must not attend school
- they should arrange testing in line with government guidance
- the household should isolate for the recommended time period
- they should advise school that they are isolating

Schools will make children aware of the symptoms of COVID-19 and if, at any time, a child thinks they are experiencing any symptoms, they must immediately inform a member of staff. Staff will follow the appropriate procedures that have been developed to deal with children who present with any of the COVID-19 symptoms.

**5.1.2 Arrivals and departures routines:** leadership teams within each school will ensure that the planning and implementation of arrival and departure routines are carefully managed to ensure the health and safety of all stakeholders. Where possible individual schools will:

- make use of staggered start and finish times
- use different entrances and exits to school for different pupil groups
- limit parents to one adult accompanying each child/family of children
- implement social distancing measures such as queuing and floor markings

All changes to arrivals and departure routines will be communicated clearly to parents and pupils and will be monitored by staff to ensure they are being followed at all times. Reminders will be sent to families, and notices will be displayed in schools to encourage compliance.

**5.1.3 Hygiene routines and toilet procedures:** Each school will ensure there are specific arrangements made so that all stakeholders take the utmost care for personal hygiene. Leaders will ensure:

- that procedures and training are in place for both staff and pupils and that these are communicated regularly. Including the process for cleaning of resources and classrooms, both during and at the end of the day
- adequate resources are made available for each classroom and all communal areas, such as dining rooms, offices and staff rooms
- hand sanitising is carried out on arrival and departure from the school
- regular hand washing is in place
- meal time procedures comply with social distancing
- there are clear procedures for the use of toilets during the school day and subsequent hand washing procedures afterwards

Across SHINE we expect these procedures to be followed and any stakeholder not complying with these arrangements will be dealt with appropriately by leaders and in accordance with the applicable policy

**5.1.4 Social distancing (who children can socialise and play with):** social distancing procedures will be in place (as long as the government orders the nation to do so) and staff will receive appropriate training on how to put this measure into operation. Social distancing measures will be clearly and regularly communicated to staff, parents and pupils. Leaders will implement appropriate actions:

- arrange classroom furniture (two metres apart where possible)
- ensure pupils have their own space in communal areas such as classrooms, dining halls and the playground
- establish clear pathways both through and around schools
- communicate procedures for lunch and break times including staggering these through the day
- secure clear arrival and departure procedures and emergency procedures such as fire drills

It is our expectation that these processes will be followed and reinforced regularly by leaders.

**5.1.5 Sneezing, coughing, tissues and disposal routines:** Leaders will establish clear routines to be followed when a person coughs or sneezes. Staff and children will receive training on these routines, and they will be communicated to families before children return to school. The procedures will follow the Government's 'catch it, bin it, kill it' advice:

- everyone should to make use of tissues and the use of the crook of the arm as preventive measures to protect others
- tissues will be disposed of immediately and hands washed straight afterwards

Leaders will ensure there are plans in place that ensure health standards are being maintained, such as, regularly empty bins, cleaning of the areas which stakeholders are, and any resources being used. Along with this, staff should regularly remind the children about the need not to touch their mouths, nose, and eyes with their hands and why this is so important.

**5.1.6 Spitting:** is a socially unacceptable behaviour and will not to be tolerated. Leaders will deal with incidents of spitting in line with our published disciplinary procedures and parents will be informed of the sanction applied.

**5.1.7 Use of personal equipment:** SHINE supports their schools in ensuring that, where possible, pupils have their own personal equipment, which only they use. This should be kept in individual containers. Pupils will be encouraged not to bring items from home, and this will be clearly communicated to both parents and pupils.

Whilst in school, any shared resources which are used by one group must be thoroughly cleaned before any other group uses the same equipment – this includes art materials and PE equipment. Pupils must not share any personal equipment such as drinking cups or water bottles and this will be regularly communicated alongside the reasons why it is so important. Leaders will ensure plans

are in place to clean work spaces throughout the school day and clearly identify the areas that need to be cleaned and how often this should be done.

5.2 SHINE recognises that some of our very young and vulnerable pupils, may not fully understand the importance of changes to the school rules as a response to COVID-19 and we expect our schools to deal with this in a sensitive and encouraging manner to support these children.

## 6. Useful links

**Government guidance:** <https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Pupil wellbeing and safety guidance:** <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

**Premises guidance:** [https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm\\_source=dc73fcc5-e81c-4011-a4e9-](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=dc73fcc5-e81c-4011-a4e9-39fe8863e879&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

[39fe8863e879&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=dc73fcc5-e81c-4011-a4e9-39fe8863e879&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)