

COVID 19 - Addendum to St Bede's Catholic Comprehensive School and Byron 6th Form College Behaviour Policy

Date of Policy updated: 07.09.20

Summary of any key COVID-19 related changes.

In these very difficult and unprecedented times, behaviour and safeguarding of our students is still at the heart of our policy and practice at St Bede's Catholic Comprehensive School and Byron 6th Form College. The school fully recognises the contribution it can make to protect and support both students and staff amid the Coronavirus epidemic. The aim of this addendum to our behaviour Policy is to inform all stakeholders of the key changes to promote a positive and safe learning environment under current guidance set out by the government. The welfare of our staff and students, in both safety and health are a key priority while they are attending the school.

At St Bede's Catholic School, despite the current challenges we face, it is still our policy to continue with our high standards and expectations of all students, take our students' health and welfare seriously, and to act in accordance with our behaviour policy to keep them safe. Our changes and processes for the dealing with behaviour during COVID – 19 are outlined below.

'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers have a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centered. This means that they should consider at all times, what is in the best interests of the child.'

Addendum approved by:

Chair of Governors: Mr A McCourt

Headteacher :Mrs F Craik

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1.1 Introduction

By attending St Bede's Catholic School and Byron 6th Form College during the COVID – 19 pandemic you are agreeing to uphold and abide by this addendum to the Behaviour Policy. This policy sets out clear expectations for our students, staff and local community. It clarifies the sanctions that will be in place for any deviation from our high standards and expectations set during the COVID 19 pandemic. Please note that School reserves the right, at any time, to respond to any incident in a manner that best serves the interests of our community.

We expect outstanding behaviour from every student in line with the COVID 19 guidance and social distancing measures implemented by the School.

The role of our School goes beyond simply preventing poor behaviour and maintaining good order to systematically promote positive relationships and good manners. During this pandemic there are additional and very strict guidelines that students and staff will have to adhere to. This Policy is consistently and fairly applied by all staff and underpins effective measures we have taken to continue to provide outstanding provision for our students during the COVID 19 pandemic. School staff, students and parents should all be clear of the high standards of behaviour expected of all students at all times, as detailed in this addendum to the behaviour policy.

Objectives

Our main aim during the COVID 19 pandemic full return is to provide a safe and secure learning environment following government guidance concerning social distancing while in the School.

This will include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

The School will put in place measures including:

- grouping children together
- minimising contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from students and other staff as much as possible.

Risk assessment

Students will be assigned to a 'Bubble' and will be allocated a time slot in which to arrive at school for their designated lessons.

In addition, our other key objectives below are still at the forefront of everything we do:

- To provide a knowledge rich curriculum which fulfils the needs of the individual
- To recognise achievement and engage the students in all aspects of school life
- To provide an orderly environment, where students and staff are mutually respectful
- To implement rewards and sanctions fairly and without prejudice
- To develop positive relationships with all our partners involved in the education of our students
- To work effectively with parents/carers and the community to ensure the best possible outcomes for our students

During this difficult time there is an even bigger need for a clearly understood and agreed set of expectations with regards to behaviour specifically around the COVID 19 guidance. The management of behaviour and social distancing at our School requires that every student and staff member takes personal responsibility and listens to and adheres to the measures implemented to keep themselves and others safe. We want to work in partnership with Parents/Carers to ensure their child attends school, stays safe in accordance with the COVID 19 measures and achieves their full potential.

This policy is in line with DFE Guidance around Behaviour and discipline, specifically states that:

- Teachers have power to discipline students for misbehaviour which occurs in school and in some circumstances, outside of school.
- The power to discipline also applies to all paid staff (unless the head teacher says otherwise) with responsibility for students, such as teaching assistants.
- Headteachers, proprietors and governing bodies must ensure they have a strong behaviour policy to support staff in managing behaviour, including the use of rewards and sanction.
- Teachers have statutory authority to discipline students whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006).
- Teachers can discipline students at any time the student is in school or elsewhere under the charge of a teacher, including on school visits.
- Teachers can also discipline students in certain circumstances when a student's misbehaviour occurs outside of school bringing the School into disrepute.
- Teachers can confiscate students' property including mobile phones and headphones with these held at reception for a parent or carer to collect.

Supporting students

During this difficult time children and young people may have experienced a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder which may have been more noticeable during the time of lockdown and self-isolation.

Our experienced staff will work collectively to identify whether a student's behaviour may be related to other underlying issues linked to the COVID 19 pandemic and will support them effectively in these circumstances and will provide advice and guidance on working with other professionals and external agencies where appropriate.

Where a student is identified as having SEND, the School will put effective special educational provision in place to support individual needs. This SEND support should take the form of a four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the student's needs and of what supports the student in making good progress and securing good outcomes. This is known as the graduated approach.

2.1 Code of Conduct – Rules and Expectations during COVID 19

General Rules

All students and staff are expected to follow the general rules set out by the school under the COVID19 and social distancing guidelines:

Dress code

- St Bede's students will wear school uniform or school PE kit at all times.
- Students are **not** to arrive in any other casual wear.
- Long hair must be tied back.
- No jewellery must be worn.
- Face coverings must be worn in all communal areas of the school ,unless a pupil is exempt.

Social distancing - All stakeholders need to minimize opportunities for the virus to spread by maintaining a safe social distance between individuals. This advice applies to both inside and outside of the School buildings including where students may need to queue for entry to the School or for their lunch etc. All staff and students will be reminded to wash their hands for 20 seconds on entry to school and more frequently than normal throughout the day.

- Students are to arrive on time for school at their allocated entrance.
- Respect all social distancing measures implemented throughout the School.
- Wash your hands at every opportunity or when asked by staff and keep hands sanitised.
- Wear the correct uniform and follow the expected dress code;
- Remove all outdoor clothing when entering the building (coats, hats, gloves etc).
- Remain in the allocated classroom for all timetabled lessons.
- Students are expected to behave in a respectful manner at all times.

Students **must** bring a filled water bottle each day.

- Do not use mobile phones or music devices and headphones on the School site.
- Students are expected to respect the School environment and not litter or cause damage to the School site.
- Students are expected to social distance on arriving and exiting the School.

Arriving at school

- Students are to arrive at the School under social distancing guidelines.
- Students should arrive at the site individually.
- Students must arrive at their designated entrance. The School will be operating additional entrances during this period
- Students must only arrive on the site after 8.20 to be granted access to the building via lining up.
- Upon arrival at the site staff will direct students to the entry path and markings they should follow.
- Students must not enter the site without being directed to do so.

- Once on the school yard students will be directed to a designated area that they must remain in prior to entering the building.
- All students will be asked to wash hands for at least 20 seconds (or sanitise their hands if it is raining) as soon as possible on arrival.

Lesson Rules

All students are expected to follow the routine lesson rules as well as the additional social distancing COVID 19 measures for acceptable behaviour during lessons:

- Students will work in their bubble for the full day
- Students will attend the classroom on their timetable for each lesson.
- Following the end of a lesson teaching staff will move around their allocated bubble observing social distancing.
- Students are not permitted to get up out of their seats during lessons as this will interfere with social distancing measures.
- Staff will teach from the front and will support students safely from a 2-metre distance where this is possible.
- No equipment or drinks bottles will be shared between students or staff as this could increase the risk.
- Students who feel unwell at any time must alert a member of staff.

Routine lesson rules:

- Listen to the person who is meant to be talking;
- Speak appropriately at all times
- Respect other people's views and their property;
- Stay focused on the learning in the lesson and complete all work set.
- Follow Health and Safety guidelines for all subjects.
- Students are expected to complete homework set and on time.
- Students are expected to complete every piece of work set to the very best of their ability.
- Students are expected to try their best, have pride in their learning and set high goals for achievement.

Social times – Break time and lunch time

Social times will be managed very carefully and with social distancing in place.

Break time

- During break times students will sanitise hands and be given an allocated area
- Students will be directed to sanitize hands regularly throughout the day.

Lunch time

- Students will be directed to an allocated area.
- Additional lunch areas will be created within the School to assist in social distancing measures.
- Contactless cards will be given to all students to allow cashless payments to continue.

Exiting the school

- Students will be dismissed by the class teacher one at a time to adhere to social distancing measures. On exiting the building students will be asked to sanitise their hands in accordance with the COVID 19 measures.
- Students will exit the building through the designated door instructed by a member of staff.
- Upon leaving the School and in the community on the way home students should remain at a safe distance from their peers and go straight home.
- Students should **not** travel home in groups.

2.2 Remote Learning

- Students will be given clear guidance regarding the use of appropriate language and the expectation of staff regarding appropriate and acceptable behaviour by all students accessing remote learning delivery should the school go onto a Tier 2-4 response and lessons are delivered virtually. Where a student disregards these expectations, the member of staff will warn the student regarding expectations, and if this does not resolve the issue then the member of staff will virtually remove the student from the session.
- Where this is necessary the issue shall be recorded and reported to Senior staff, and the student's parents informed. Senior staff will confirm the appropriate sanction if required.
- The student may join the classroom again once the issues have been resolved as agreed by the Senior leader in school.
- For the purpose of accountability and maintaining a safeguarding overview, each remote lesson will be recorded. Should any issues arise, the video can be reviewed.
- Recordings will be securely stored in a specified location on the school's online platform/server, accessible to the Senior Leaders / DSL and safeguarding personnel only.
- Staff are required to delete the recordings from their devices as soon as they have been uploaded onto the school online platform/server, if you have a school device that should be used.
- Recordings will be retained on the school online platform/ server for three years.
- At the end of the retention period, the recordings will be deleted.

Reporting Concerns

- Whilst appreciating the challenges faced in planning and delivering remote learning all Trust staff will continue to follow the guidance and advice set out with the School Safeguarding Policy in cases where there are concerns regarding student conduct, behaviour, comment or disclosures which indicate the student may be at risk of harm.
- Staff will follow the advice of DSLs, and follow established reporting and recording procedures.

3.1 Behaviour responsibilities

The Head teacher and Senior Leadership Team are responsible for the implementation and day-to-day management of this policy and procedures.

All staff are responsible for ensuring this policy and procedures are followed, and consistently and fairly applied. Support amongst all staff in the implementation of the policy is essential. Staff play a key role in advising the Headteacher and Senior Leadership Team on the effectiveness of the policy and procedures. Staff have a responsibility, with the support of the Headteacher, for creating a safe and secure learning environment with students and staff safety at the forefront.

All staff have a responsibility to deliver high quality learning environment which fosters a positive ethos and atmosphere for all students within both lessons and the School itself.

Parents and carers are expected to take full responsibility for the conduct and behaviour of their child/children both inside and outside of the School linked to the routines and guidance around social distancing. Parents and carers are to work in partnership with the School in maintaining these new measures linked to COVID 19 and the high standards and expectations of behaviour in line with this policy. Parents and carers will have the opportunity to raise any issues arising from the policy with the School at any point deemed necessary through contact with the appropriate Head of House.

Students are expected to take responsibility for their own conduct and behaviour and will be made fully aware of the new COVID 19 measures outlined in the policy. Students are also expected to adhere to the existing behaviour policy and guidance. Students are to report any instances where they believe social distancing or safety measures are not being adhered to.

Students are also expected to report any instances of misbehaviour, disruption, violence or bullying as soon as this is witnessed so that it can be dealt with in line with the policy.

The procedures arising from the policy will be developed by the Headteacher in consultation with the staff. The procedures will be made very clear to the students how important these new measures are and how unacceptable standards of conduct and behaviour cannot be tolerated. This is due to the safety of both students and staff during this very difficult time. The procedures will be consistently and fairly applied and promote all social distancing guidelines and COVID 19 measures to keep students and staff safe as well as the wider community. The school will investigate, as appropriate, reported incidents of student misbehaviour. All incidents will be logged in SIMS and kept on the student's individual record. If an incident occurs in the classroom the initial responsibility lies with the subject teacher to deal with the incident using the sanctions outlined in this policy.

However, if the incident is linked to rule breaking associated with COVID 19 measures a senior leader will act accordingly and sanction in line with the COVID 19 rule breaking sanctions. An example of this is coughing or spitting in the face of a student/staff member face or deliberately not following social distancing rules of 2 meters. Both actions will result in a fixed term exclusion. Students who continually and deliberately flout face covering rules as per our updated school uniform policy can expect to be sanctioned in the same manner as failure to comply with any other item of school uniform policy. Should these be made mandatory in school buildings, persistent failure to follow face covering rules would result in a fixed term exclusion.

