



COVID 19 - Addendum to Behaviour Policy

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1. Introduction

In these very difficult and unprecedented times, behaviour and safeguarding of our students is still at the heart of our policy and practice at Hellesdon High. We fully recognise 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 the 2 metre distancing guidance set out by the government. Our Students' and staff welfare, safety and health are a key priority while they are attending school.

We recognise as a school that returning after such a long time at home presents a unique and challenging set of circumstances. We accept that students will take time to settle in and establish themselves in a routine and that it will feel strange for them to be back in school and in classrooms with their friends. Some students may feel anxious or nervous about their return to school and so extra pastoral care and support will be available on request.

At Hellesdon High 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.

By attending Hellesdon High School 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 Hellesdon High School reserves the right, at any time, to respond to any incident in a manner that best serves the interests of our students, staff and community. We expect outstanding behaviour from every student in line with the COVID 19 guidance and social distancing measures implemented.

2. Objectives

Our main aim during the COVID-19 pandemic phased return is to provide a safe and secure learning environment following social distancing and government guidance whilst in school. This is threefold:

- To offer key worker and vulnerable children flexible educational provision in school.
- To offer Year 10 and Year 12 students face to face contact with class teachers on a rota basis. When students are not in school they will continue to learn remotely through home schooling completing work set by their class teachers.

- To ensure the rest of the school community has remote learning provision and access to pastoral support.

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 with responsibility for students, such as teaching assistants.
- Headteachers / Principals, 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.
- The proprietors of Academies have a duty under paragraph 7 of Schedule 1 to the Education (Independent School Standards) (England) Regulations 2010. They must ensure that arrangements are made to safeguard and promote the welfare of students.
- 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 have a power to impose detention outside school hours.
- Teachers can confiscate students' property including mobile phones and headphones.

3. 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 pastoral staff will work collectively to identify whether a child or young person'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 SEN, the SENCO will identify any additional special educational provision in place to support individual needs arising as a result of COVID 19.

Students with Social, Emotional and Mental Health needs and/or SEN may require a risk assessment prior to their return to school.

4. Code of Conduct – Rules and Expectations during COVID 19

Please refer to the behaviour policy for a detailed breakdown of the school rules, a summary of which can be found below. All students and staff are expected to follow the general rules set out by the school in addition to these specific COVID19 and social distancing guidelines:

Dress code

Students are expected to attend in summer uniform. No blazers or jumpers are required, but students should wear a school tie. Short sleeved shirts are permitted.

Social distancing and maintaining good hygiene practices

The advice on social distancing measures applies to everyone. All members of the school community need to minimize opportunities for the virus to spread by maintaining a distance of 2 metres 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 to enter the toilets etc. In classrooms, students must follow instructions from staff at all times; this is especially important with regards seating instructions and entering and leaving classrooms.

- Students are to arrive on time for school. Being late impacts upon social distancing 'bubbles'.
- There should be no physical contact between students such as hugging or 'bumping'. Students should respect the 2m rule. Where it is marked out in classrooms and around school it should be followed without exception.
- Students should wash their hands at every opportunity or when asked by staff and keep hands sanitised;
- Remove all outdoor clothing when entering the building (coats, hats, gloves etc);
- Students are expected to 'pack their bags' the night before and ensure they are equipped for their next day of learning with a pen, pencil and ruler as the minimum requirement. This is especially important as borrowing of equipment is prohibited due to hygiene reasons;
- We would also ask students to bring tissues to school so they can cover their mouth if they cough or sneeze. If students have sanitizer they will be allowed to apply it at regular intervals although students will also have the facility to wash their hands with soap and water in the toilets.
- Students should remain in the same classroom for all timetabled lessons;
- Students are expected to behave in a respectful, polite and courteous manner at all times.
- Eat at break and lunchtime only and only eat in permitted areas under the social distancing and COVID 19 measures;
- Drink only water during lesson time;
- Do not use mobile phones or music devices and headphones on the school site;
- Students are expected to respect the school environment and dispose of waste responsibly.

Arriving at school

- Students are to arrive at the school under social distancing guidelines.
- Students will enter the site through the designated entry point to allow for social distancing measures to be in place.
- Students will queue at the designated entry points maintaining a distance of 2 metres.
- On entry students will be asked to take off any non-school uniform items.
- Students will go straight to their designated classroom and wash their hands at the sinks provided, adhering to the guidelines.

Lesson Rules

All students are expected to follow the usual ready, respectful, safe lesson rules as well as the additional social distancing COVID 19 measures for acceptable behaviour during lessons:

- Students will work in the same classroom for the full day.
- Students will be strategically placed to sit at least 2 metres apart in a classroom.
- Following the end of a lesson teaching staff will move around the school social distancing to allow students to remain in the same classroom for the duration of the day reducing contamination.
- Students will be expected to take all work home with them at the end of the day.
- Students are not permitted to use the toilet during lessons unless they have medical reasons. (Same procedures linked to hand washing applies)
- Students are not permitted to get up out of their seats during lessons as this will interfere with the 2 metre social distancing measures.

- Staff will teach from the front and will support students safely from a 2 metre distance.
- No equipment or drinks bottles will be shared between students or staff as this could increase the risk of infection.
- Students are expected to report to an adult immediately if they are experiencing symptoms of coronavirus.

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 wash their hands in accordance with the COVID 19 measures.
- Students will exit the building through the designated exit instructed by a member of staff.
- Upon leaving the school and in the community on the way home students should remain 2 metres from their peers and go straight home.

5. Behaviour responsibilities

The Principals and Senior Leadership Team are responsible for the implementation and day-to-day management of this policy and procedures. The procedures arising from the policy will be developed by the Principals in consultation with the staff. All staff are responsible for ensuring this policy and procedures are followed, and consistently and fairly applied. Staff have a responsibility, with the support of the Principals and Leadership team, for creating a safe and secure learning environment with students and staff safety at the forefront.

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 email at principal@hellesdon.net

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 school will investigate, as appropriate, reported incidents of student misbehaviour. All incidents will be logged on 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.

6. Behaviour, rewards and sanctions

At Hellesdon High School, students are expected to demonstrate positive behaviour at all times. During the COVID 19 pandemic the safety of students and staff is paramount. The school will not tolerate any conduct or poor behaviour where students are not adhering to the behaviour policy or to the social distancing or COVID measures.

Adherence to social distancing:

If a student persistently fails to adhere to the 2m social distancing rule, staff will use the following behaviour management steps:

1. A restorative conversation reminding students of the rule and explaining why it is important.
2. A phonecall home. This will be recorded on classcharts.

3. If students continue to ignore social distancing rules, they will be asked to work in another room on their own.
4. Student will be sent home if behaviour persists. Parents will be informed and student must be collected if they are being sent home. This must be recorded on classcharts as a fixed term exclusion.

Behaviour that wilfully undermines the safety measures that the school has put in place or risks the safety of students or staff will not be tolerated. If incidents occur then they will be treated as high level behavioural incidents and sanctioned accordingly.

Examples might include:

- Deliberately and persistently ignoring the social distancing measures put in place by the school
- Spitting at another student/member of staff
- Deliberately coughing at a student/member of staff
- Behaviour or language that is intended to cause alarm or distress to students/staff about the current situation.

As a result, the students' parents/carers will be contacted and the students will be subject to either:

- A period of time working in isolation in another area of the school
- A fixed term exclusion.

If the school deems it appropriate, a series of longer fixed term exclusions will be implemented.

Rewards

During the COVID – 19 pandemic, rewards will be issued by the teacher electronically to minimise the risk of infection through paperwork being sent home.

Detentions

During the phased return to school during the COVID-19 pandemic, detentions will not take place as students will be on a staggered school day.

Internal exclusion

As students will be taught in groups of a maximum of five students we will not be operating Internal Exclusion during the face to face sessions. If this changes, in due course we will inform parents/carers to update you prior to the changes taking effect.

External exclusions

External exclusions and permanent exclusions during the pandemic will still be in operation.

Power to search, use of reasonable force and confiscation

If we believe that a student is in possession of an offensive weapon or illegal substances etc. we have the power to search and will do so in line with our behaviour policy.

7. Training of Staff

The school provides relevant up to date information and training on behaviour management strategies and matters to all groups of staff, including new and existing members. This is carried out through the induction training process to all new staff members and on a regular basis to all staff throughout the academic year.

The school provides briefings to staff on COVID-19 and reiterates social distancing measures with key standards and expectations linked to consistency. All COVID-19 measures are evaluated to ensure the safety of both students and staff.

Related policies

Behaviour Policy
Safeguarding Policy
Health and Safety Policy

A handwritten signature in black ink, appearing to read 'W. Arnold', written in a cursive style.

9th June 2020