

Acle Academy – Covid 19 – Addendum to Behaviour Policy

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1. Introduction

We currently find ourselves living in strange and unprecedented times, times that have undoubtedly changed the way we will view and act as part of society and the wider world. The welfare and safety of our students is always our highest priority and behaviour and safeguarding play an integral part in that. We recognise the significant contribution that both of these things can make to protect and support students and staff during the Coronavirus epidemic. The purpose of this addendum to the behaviour policy is to inform all stakeholders of the key changes adopted with the Academy setting to ensure a positive and safe learning environment for everyone on the Academy site whilst adhering to all of the social desyncing measures and guidelines laid down by the government. As with all policies and actions taken at the school, the safety, welfare and health of staff and students remains paramount.

We recognise that following such an extended period of time away from school, particularly in the circumstances of the break, this presents a unique and challenging set of circumstances to students and staff upon their return to the academy. We accept that it will take time for all parties to re-establish their routines and protocols and feel comfortable again in an environment that they have been away from for so long especially when they are naturally concerned about the wider picture globally. It will be strange for the students to be back in classrooms, back amongst friends, back amongst their teachers and we understand that many may feel nervous or anxious about this return. In an effort to combat this we are providing additional pastoral care for students, with pupils able to sign up for thirty minute one-to-one sessions with a member of the pastoral team to help ease them back into the routine of school and to discuss any issues or concerns that they students may have or anything that may have developed over the period of lockdown.

At Acle Academy we pride ourselves on the exceptionally high standards we set of all of our students both in terms of their attainment but also in terms of their behaviour and personal development. Despite the challenges that we currently face we intend to continue to do this and act in accordance with our behaviour policy to keep everyone at the academy safe. The changes that have been made and the adjustments to processes for dealing with behaviour during the Covid-19 pandemic are outlined below.

By attending Acle Academy during the Covid-19 pandemic you are agreeing to uphold and abide by the addendum to the behaviour policy. The policy sets out clear expectations for our students, staff and local community. The policy clearly identifies the sanctions that will be imposed for any deviation from the outlined behaviour policy during the Covid-19 pandemic. Please note that Acle Academy and the Principal reserves the right to respond to any incident in a manner that best serves the interests of the wider school community. We expect outstanding behaviour from our students at all times and the current global pandemic is no different. All students and staff are expected to demonstrate exemplary behaviour at all times in line with the government guidance on Covid-19 and the implemented social distancing measures.

2. Objectives

The aim of this addendum and the phased return to school is to provide a safe and secure learning environment for all students who have elected to return to the Academy following the period of lockdown. We must ensure that we follow the government guidance at all times whilst staff and students are on the academy site. The approach is three fold:

- The children of key workers and those considered vulnerable will have flexible education provision within school.
- To offer year 10 students 'some' face to face contact with their class teachers. This will take place on a rota basis. When the students are not in school they are expected to continue with their remote learning through the system of home schooling put in place by the academy and monitored and checked regularly by the teaching staff.
- To ensure that the wider school community, those who are not returning, continue to have access to remote learning and pastoral support as needed.

The return to the academy following the period of closure presents a great number of new challenges and difficulties. With this in mind there is an even greater need for a clear set of expectations and guidelines for the managing of behaviour in and around the academy, specifically around the Covid-19 guidance. In order to manage social distancing effectively within our school, every member of staff and every student has to take responsibility for their own actions and adhere to the measures put in place by the government and by the academy in order to keep themselves and others safe. As always we want to work in partnership with parents/carers to ensure that a child attends school, takes the most from their time here, stays safe in accordance with the Covid-19 measures and as a result achieves their full potential.

This policy is in line with the DfE Guidance around Behaviour and Discipline, and 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 can confiscate students' property including mobile phones and headphones.

3. Supporting students

The period of isolation and lockdown has been challenging, particularly for young people. Much of their social interaction has been taken away and they have spent long periods of time away from family and friends. This will inevitably have been difficult and may have meant that in some cases the children will have experienced a range of social and emotional difficulties that they themselves may have struggled to regulate and deal with. These could include; becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. It is possible that these behaviours may reflect other underlying mental health conditions 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 deficit disorder, attention deficit hyperactive disorder or attachment disorder which may have been more noticeable during the time of lockdown and self-isolation.

As always our pastoral staff will work closely with any student who requests help or is identified as someone who would benefit from it. They will work closely with the students to identify the causes of the behaviour and whether it may be related to other underlying issues linked to the Covid-19 pandemic. They will look to support all students effectively through the range of issues and challenges that face them whilst providing them with advice and guidance on working with other professionals and external agencies who may be able to offer advice and support appropriate to the situation.

Where a student is identified as having SEND, the SENDCO will identify any additional specialist educational provision needing to be put in place to support individual needs arising from Covid-19.

Some students with Social, Emotional and Mental Health needs and/or SEND 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 Covid-19 and social distancing guidelines:

Dress Code:

Students are expected to attend in full school uniform. No blazer is required but students should be wearing their school tie.

Social Distancing and maintaining good hygiene practices:

The government advice on social distancing applies to everyone. All members of the school community must minimise the opportunity for the virus to be able to spread. In order for this to happen it is imperative that all individuals on the academy site maintain a distance of two metres between them at all times. The guidance applies both inside and outside of school buildings so this will be the same expectations during the student's recreational time at break and lunch and queueing for classroom and toilets. Once inside of a classroom students must follow the instructions from the members of staff inside of the room at all times, first time, every time. This is especially important with regards to 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 report to the tennis courts and wait to be collected by their class teacher (in bad weather this will be the canteen)
- Students are only permitted to wait in the class 'bubble' (whilst maintaining a 2 metre distance)
- 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 be strategically placed to sit at least 2 metres apart in a classroom.
- Students will be expected to take all work home with them at the end of the day. Students will need to leave all resources for 72 hours before touching them and are advised to disinfect resources that can be disinfected.
- 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 Principal and Senior Leadership team are responsible for the implementation and day-to-day management of this policy and the procedures that are a result of it. All procedures arising from this policy will be developed by the Principal in consultation with the staff. All staff within the academy are responsible for ensuring that the policy is adhered to and the procedures followed and that they are always consistently and fairly applied by all individuals involved. All staff have a responsibility, with the support of Principal and the Senior Leadership Team, for creating an environment where safety and security are everyone's priority and a learning environment in which all students have the potential to thrive.

Parents and carers are expected to take full responsibility for the conduct and behaviour of their child/children both inside and outside of school in the wider community. This is linked to the wider guidance around social distancing. Parents and carers are encouraged to work in partnership with the school in maintaining these new measures linked to Covid-19 and the continued high expectations set out by Acle Academy in terms of behaviour and the conduct of its students. Parents have the opportunity to raise any issues arising from the policy with the school and this can be done at any point in line with the Academy complaints procedure.

All students at the academy are expected to take responsibility for their own behaviour and this will be made clear to them upon their return. They will all be made fully aware of the new Covid-19 measures outlined in the policy. Students are also expected to continue to adhere to the existing behaviour and guidance prior to the period of closure. Students are to report any instance where they believe social distancing guidelines and the other safety measures are not being adhered to in the normal way. Students are also expected to report any instances of misbehaviour, disruption,

violence or bullying as soon as it is witnessed so that it can be dealt with in line with the pre-existing academy behaviour policy.

All behaviour incidents will be investigated thoroughly and then recorded on ClassCharts on the student's record as appropriate.

If an incident takes place in the classroom, the initial responsibility for dealing with the incident lies with the classroom teacher, using the sanctions outlined in this policy. However if the rule breaking is associated with Covid-19 measures a senior leader will act accordingly and sanction in line with the Covid-19 rule breaking sanctions. Classroom staff can always call for additional support in their classrooms by using the Green Button system.

6. Behaviour, rewards and sanctions

At Acle Academy we expect our students to demonstrate exceptional standards of behaviour at all times. During the Covid-19 pandemic this is no exception and the safety of staff and students is paramount. The school will not tolerate any poor behaviour or poor conduct from any individual or group of individuals where they are not adhering to the pre-existing behaviour policy but more specifically the Covid-19 measures and practices.

Adherence to social distancing:

If a student fails to adhere to the two metre 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 phone call home. This will be recorded on ClassCharts.
3. Student will be sent home if the behaviour persists. Parents will be informed and student must be collected by a responsible adult. This will be recorded on ClassCharts.

Behaviour that wilfully undermines the safety measures put in place by the academy or risks the safety and wellbeing of any other individual on the school site will not be tolerated. Any incident of this nature will be treated as a high level breach of the school behaviour policy and will be treated as such.

Examples of this might include:

- Deliberately and persistently ignoring the social distancing measures put in place by the school
- Spitting at another student/ member of staff
- Spitting on/ around school site
- 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

This is not an exhaustive list.

As a result, the students' parents/ carers will be contacted and the student will be sent home. This will be recorded as a Fixed Term Exclusion on the students' record.

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.

Reflection Room

Due to the small nature of the teaching groups and to ensure that we conform to the social distancing guidelines set out by the government, the Reflection Room will not be open during this period.

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

