

SCHOOL and SIXTH FORM COLLEGE

Positive Discipline Behaviour Policy

Appendix: Behaviour Management during the Coronavirus (COVID-19) Pandemic

Written in June 2020 by:	
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Frequency of Review	Every 6 months
Reviewed	August 2020
Review Date Due	January 2021

This appendix has been created in accordance with the latest government guidance surrounding the full reopening of schools.

Statement of intent

The academy aims to act in accordance with the Positive Discipline Behaviour Policy as much as possible; however, we understand the necessity for additional rules and considerations while the academy observes social distancing and infection control guidelines. This appendix sets out what additional actions the academy will take during the Coronavirus pandemic.

The information in this appendix is kept under review and will be updated to reflect any changes to national or local guidance.

1. Enforcing new rules

- 1.1 The academy ensures that infection control and social distancing rules are communicated effectively to all young people.
- 1.2 Staff are informed about the measures in place so they can enforce these rules at all times.
- 1.3 The academy informs parents of any changes to provision outlined in this policy.
- 1.4 The academy expects young people to uphold these rules at all times, including when travelling to and from academy and on public transport, where practicable.
- 1.5 Staff are informed of discipline and rewards in place to aid enforcement of these rules in line with this policy.
- 1.6 The academy recognises that young people may be supervised or taught by members of staff they have had no prior contact with; however, young people are expected to treat all members of staff with respect and work together to maintain a safe environment.

2. Attendance

- 2.1 Attendance is mandatory for all young people from September 2020.
- 2.2 The attendance register is taken as usual, in line with the Attendance Policy.
- 2.3 Young people should not attend school if they are following public health or clinical advice to stay at home, and young people and their parents are not be penalised for these absences.
- 2.4 If a young person needs to stay at home due to following public health or clinical advice, the reason for their absence is reviewed on a weekly basis by the Attendance and Welfare Manager.

- 2.5 If a young person cannot attend the academy for any reason, their parent must contact the Attendance team through the academy office. If the academy is not contacted regarding an absence, the young person's parent / carer will be contacted on the first day of the absence.
- 2.6 Non-attendance is managed in line with the Attendance Policy.
- 2.7 Attendance is monitored, and specific interventions put in place to reengage non-attending young people.

3 Arrival and departure

- 3.1 The academy will operate a staggered start and end to the day at this time. Young people are expected to arrive and depart at the correct time and follow all arrival and departure arrangements to the best of their ability.
- 3.2 Young people are expected to participate in any infection control and social distancing measures. This includes sanitising hands before entering and exiting the academy.
- 3.3 The academy expects young people to arrive at their designated 'Roll Call' area, from where they will be met and escorted into their zone by a member of staff.
- 3.4 Upon departure from academy, the academy expects young people to move immediately from the academy buildings and not to linger on the academy premises without good cause, e.g. they are waiting to be picked up. Young people should maintain social distancing to and from academy, including on public transport if use cannot be avoided.
- 3.5 Face coverings must be worn on public transport as required by government guidance.

4 Hygiene and infection control

- 4.1 An Academy Coronavirus (COVID-19) Risk Assessment is in place for full opening in September, in order to enforce adequate and practical measures to protect the health and safety of both staff and young people.
- 4.2 The academy understands that those with complex needs may not understand why the infection control measures need to be in place and may struggle to follow them. These young people are supported to adhere to the measures and their needs are taken into account with regards to discipline and giving rewards.
- 4.3 Young people remain within their assigned 'bubbles' and avoid mixing with others as much as possible – staff reinforce this behaviour through teaching and supervision.
- 4.4 Young people are expected to maintain good hand and respiratory hygiene at all times while in academy, to the best of their ability.
- 4.5 Young people are to be expected to wash their hands thoroughly more often than usual and for at least 20 seconds with soap and water, and/or alcohol-based hand sanitiser.
- 4.6 Sanitiser stations are available at all entrances to the academy and in all classrooms. Young people are expected to use these regularly and especially:
 - Upon arrival at and departure from the academy.
 - Before and after consuming food.
 - Before and after using the toilet.
 - When they change rooms and return from break.
- 4.7 Young people are expected to dispose of tissues using the litter bins provided.
- 4.8 Young people are expected to use infection control provisions responsibly, e.g. using hand sanitiser as directed.
- 4.9 Young people are discouraged from sharing equipment. Where specialist equipment is shared within a bubble, young people are required to use only the equipment designated for their use by staff.
- 4.10 The academy prohibits young people from spitting, biting, purposefully coughing in another person's vicinity, or other behaviours that increase the risk of spreading infection, e.g. purposefully disposing of soiled tissues or face coverings in an unsafe manner.
- 4.11 Young people whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with this policy.
- 4.12 Reasonable adjustment to this policy will be used for young people who are deemed unable to fully adhere to infection control rules, e.g. some pupils with particular SEND.
- 4.13 Young people are expected to wear face coverings on the premises in line with the guidance in place at any one time. When a face covering can be removed, young people will be invited to remove their covering safely. When removing a face covering, young people must:
 - Not touch the front of their face covering during use or when removing them.

- Wash / sanitise their hands immediately on arrival to academy.
- For temporary face and reusable face coverings, place them in a sealed plastic bag in their own bag and take the face covering home to dispose of / launder.
- Wash / sanitise their hands after removing the face covering.

5 Additional rules and measures during the Coronavirus Pandemic

5.1 Young people are required to adhere to social distancing measures put in place by the academy. Where behaviour is purposefully contrary to the academy's social distancing measures, young people will be disciplined in line with this policy.

5.2 Year Group Bubbles

Young people are placed into year group bubbles and they are not permitted to mix with other young people outside this bubble, unless instructed to do so by their class teacher.

Young people must:

- Remain in their assigned bubble.
- Remain 1 metre+ apart from other people, where practicable. Where it is not practicable to remain 1 metres + apart from others, they are expected to maintain as much distance between themselves and others as possible and to ensure their time in close proximity to others is limited.
- Stay seated in the classroom, facing forwards and refrain from moving chairs or desks out of position.
- Not approach the teachers desk but instead must raise their hand up to attract the attention of the teacher. Show patience and respect to other young people and the teacher whilst waiting.
- Not share their own resources or those provided by staff, including items of food or utensils.
- Use hand sanitiser upon arrival and when leaving the classroom.
- Tell an adult immediately, should they feel unwell or develop any symptoms of Coronavirus and refrain from close contact with people who display symptoms of coronavirus.

5.3 Year Group Zones and movement

Young people are required to:

- Remain in the zone allocated for their year group. When activities are scheduled outside the zone, young people are required to meet the member of staff at the designated place in their zone.
- Not leave the classroom except when instructed by the teacher. If a young person needs to leave the classroom at any time, an on-call member of staff will be called.
- Use the designated toilets for their year group. Young people will have the opportunity to use the toilets or other sanitary facilities during designated times e.g. break and lunch.
- Form orderly queues, e.g. when waiting to use the toilets, adhering to social distancing guidelines in place in toilets (maintain 1m+ distance).
- Move around the academy following the one-way system and using the up / down stairs correctly at all times.
- Keep to the left when using corridors and stairs to allow duty staff space to pass on the right.
- Move directly from one destination to the next at the times allotted to them and in their assigned groups.
- Not linger in corridors, including stairs, and other communal areas.

5.4 Use of Dining Zones

The academy expects young people to respect the health and safety of the catering and cleaning teams, and of all those on duty over the lunch period, and to follow all infection control and social distancing rules put in place while collecting and eating food.

Young people are expected to:

- Only enter the dining zone designated for their year group bubble and only at the specific time allocated.
- Follow all queuing arrangements to enter their allocated dining zone, and do so patiently and respectfully.
- Refrain from moving seating or adjusting tables. Seating and tables have been arranged so that all young people are facing forward.
- Ensure that all litter is deposited in the bins and all plates, containers, cutlery etc, is deposited on the collection trolleys.

5.5 PE and Sports Activities

The academy expects young people to follow all social distancing and infection control measures during sports and exercise activities, both indoors and outdoors.

Young people are expected to:

- Remain at least 1 metres + apart, or as far as is practicable, from others when using changing rooms or other dressing and washing facilities.
- Follow social distancing guidance in the changing areas e.g. changing in the marked (taped / coned) areas.
- Follow staff guidance when using any equipment to support sanitising arrangements in place.

5.6 The school does not permit close-contact sports, play or activities at this time. Young people who purposefully take part in close-contact sports, play and activities, or whose behaviour purposefully poses a greater risk of infection, are disciplined in line with this policy.

5.7 Reasonable adjustment will be reviewed for young people who are deemed unable to fully adhere to social these measures, e.g. some pupils with SEND.

6 Ill health and infection

6.1 Young people must report to a member of staff as soon as possible if they are feeling unwell and showing symptoms of Coronavirus, or believe a peer is showing symptoms of Coronavirus.

6.2 Any bullying or harassment towards young people who have had, currently have, or are suspected to have Coronavirus is not tolerated – this behaviour is addressed in line with this policy and the Anti-Bullying Policy.

6.3 The academy has allocated a suitable area that can be used to isolate a young person who shows symptoms of Coronavirus whilst they wait for their parent or carer to collect them.

6.4 Young people who have been advised to self-isolate while waiting to go home are expected to follow all infection control and social distancing rules in place and must not leave the area used to isolate them until their parents or carer picks them up.

7 The academy premises

7.1 Young people are prohibited from entering areas of the academy that have been closed for cleaning, social distancing, or infection control purposes.

7.2 Young people who purposefully access prohibited areas of the academy without permission are disciplined in line with this policy.

8 Break and lunch time arrangements

- 8.1 The academy expects young people to adhere to social distancing and infection control measures, to the best of their ability, during lunchtimes and breaktimes.
- 8.2 Young people are expected to take their breaks and lunchtimes at phased times, within their permitted bubble groups and only in designated areas.
- 8.3 Young people are not permitted to mix between bubbles.

9 Academy uniform

- 9.1 The academy expects all young people to wear all items of uniform while in academy, in line with the Uniform Policy and this policy.
- 9.2 Face coverings must be subtle in colour (black / blue / navy – disposable or reusable) and should not be designed with logos, images or extreme patterns. Scarves are not suitable face coverings in the academy.
- 9.3 Outdoor wear must not be worn in the academy.

10 Managing the behaviour of remote learners

- 10.1 While all young people will return to school in September, there may still be times when there is a need to learn remotely, e.g. due to a local lockdown or when the young person is following health advice to stay at home.
- 10.2 Young people who are learning remotely off-site are expected to adhere to this policy in their interactions with staff and other learners.
- 10.3 The academy expects young people who are learning remotely to uphold good behaviour at all times and to:
 - Complete the work that has been set and to the best of their ability.
 - Keep all communication polite and appropriate.
 - Not misuse or mistreat the resources or technology utilised for the delivery of remote learning.
 - Report any issues, including harassment or bullying from their peers, to their teacher.
- 10.4 The academy recognises that some sanctions are unable to be given to young people learning remotely and that adjustments to the actions outlined in this policy may be in place.
- 10.5 Where discipline must be deferred until the young person returns to the academy, the pastoral lead informs the young person's parent and the young person will be disciplined when it is safe to do so.

11 Rewards and sanctions

- 11.1 Rewards and sanctions are given in line with this policy, where practicable. The staged approach of 'Warn, Move, Remove', will be followed.
- 11.2 Young people will use their planner to record warnings and rewards. Staff will not usually record these in the planner at this time; ClassCharts electronic recording system will instead be used to record comments and rewards.
- 11.3 If a member of staff requires a Student Planner, they will sanitise before and after handling this.
- 11.4 Any rewards given will adhere to the academy's infection control and social distancing measures.
- 11.5 Faculty and Academy Isolation will continue to operate. Faculty Isolation will be to another classroom in the year group bubble; young people will be distanced from young people in other year groups in Academy Isolation facilities.
- 11.6 Other sanctions in the Positive Discipline Policy will continue to be used. Infection control and social distancing measures will be in place where required.
- 11.7 The academy understands that young people may have had different experiences during the Coronavirus pandemic and that this may affect how young people re-adapt to an academy environment and its routines. Where the academy recognises that a young person's challenging behaviour may be linked to their experiences during the Coronavirus pandemic, e.g. bereavement, it acts in line with relevant policies and ensures wellbeing support is offered.

12 Close contact behaviour management

- 12.1 Behavioural management that requires the use of reasonable force or restraint as a last resort is carried out in line with the Positive Handling Policy.
- 12.2 The academy recognises that social distancing and infection control measures cannot be adhered to using reasonable force or exercising restraint on a young person to control their behaviour to prevent them posing a significant risk to themselves or others.
- 12.3 Once a young person no longer needs to be restrained for the safety of others or themselves, staff continue to adhere to the social distancing and infection control measures put in place.
- 12.4 Following any intervention follow up will be made with the member of staff and academy and Trust support provided.

13 Monitoring and Review

- 13.1 This policy appendix will be kept under regular review.
- 13.2 Once the academy resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.