



Policy Documents Control Sheet

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Policy Validity Statement

This policy is due for on-going review during the period for which it is required, after which it may become invalid. Policy users should ensure that they are consulting the currently valid version of the document.

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The Sir Robert Woodard Academy

COVID-19 Behaviour Policy Addendum – September 2020

1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our usual Behaviour Policy and the expectations set out in the Home/Academy Agreement continue to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents/carers and pupils.

2. Expectations for pupils in school

2.1 New rules and procedures

When pupils are in school, we expect them to follow the rules and procedures set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents and carers should also read the rules and ensure that their children follow the new protocols and procedures that have been put in place.

Parents and carers should contact their child's Chapter Head if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

Any potential required reasonable adjustments for students with SEND should be discussed and agreed with the SENCo.

Altered routines for arriving at school:

- Start times to the day will be staggered from September 2020 to facilitate safe arrival to the Academy - these will be communicated with parents, students and staff.
- Parents may drop their children off using the overflow car park only, which is situated beside the Nursery.
- Parents escorting their children to school on foot, should drop their children off at the allocated gate, and not enter the site.
- If a student arrives wearing a mask/face covering this should be removed, and will be either disposed of or bagged, following the PPE and Face Covering Protocol, found in the Health and Safety section of the Protocols for Full Reopening document.
- There may be exceptional circumstances where a student wishes to wear a face covering in school, for specific health reasons. In the first instance this should be discussed with the student's Chapter Leader or Chapter Head.
- We do recognise that these are uncertain times and therefore will not prohibit students or

staff from wearing face coverings if they choose to do so. However, we would expect this to be in exceptional circumstances (for instance because of a family member who is particularly vulnerable) and only when discussed first with the relevant member of staff (i.e. Chapter Head of the student).

- Upon arrival at school, all students should wash their hands in one of the designated Chapter area toilets, or if this is not possible, use their own hand sanitiser or some from the nearest station.
- All students should go immediately to their designated room for registration and period 1, where they will be seated at their own desk/computer station.

Hygiene and hand washing:

- Students will be reminded to wash/sanitise their hands at the following times:
 - On arrival at school
 - Immediately before entering a new classroom or designated area
 - Before break and lunchtime
 - After break and eating
 - After using the toilet
 - After activities sessions
 - When they arrive home
- Hand washing must be for at least 20 seconds, ensuring that soap is rubbed into the hands thoroughly as it is the friction of the hand washing which removes the virus from the skin.
- Hand sanitiser stations are available around the academy and should be used regularly. We also encourage students to bring their own hand sanitiser with them to school for personal use. All hand sanitiser must be used sensibly and without wastage.
- All students should avoid touching their faces.
- Tissues will be available in each classroom and students will be prompted to use these, dispose of them in the bin, and then wash their hands immediately ('catch it, bin it, kill it').
- Students should keep a safe distance (ideally two metres or at least one metre) from any adult - wherever possible they should also stay a safe distance from other students and should avoid close face to face contact.
- Students must be careful not to cough near another person. Deliberately coughing near or towards another person would be considered a serious breach of the behaviour policy.
- Students must not spit at or towards any other person - this would be considered to be a serious breach of the behaviour policy.

During lesson/activity times:

- Students must remain in their designated areas and at their allocated desk.
- Staff will as much as possible remain at least one metre away from students and other staff and students are reminded not to approach members of staff.
- Students must use their own equipment that they bring with them, or that has been provided for them. Equipment and personal resources such as drinking bottles should not be shared.
- If it is unavoidable that multiple people handle the same resource, they should wash their hands before and immediately after the activity and should use the antibacterial wipes available in each room to clean the item.
- We advise that students leave mobile phones at home however any mobile phones must remain switched off in students' bags as usual and failure to do so will result in the appropriate consequences.

- Students must ensure that they alert the teacher or member of staff nearest to them if they feel unwell or are experiencing any possible symptoms.

Break and lunchtimes:

- Students will be reminded to wash their hands before and after lunch. .
- Students will stay in their designated year group recreational areas during breaks and lunches and students from different year groups will have staggered break and lunch times.
- Only students purchasing food from the canteen will be allowed into the Plaza.
- Students bringing their own packed lunch will remain within their year group chapter area to eat lunch.
- Any rubbish from lunch must be placed in the bin by the student immediately after they have eaten.
- Students must take home all lunch boxes and water bottles at the end of the day, for cleaning.
- Students will have an opportunity to have some time outside, and must be reminded to stay within their designated recreational area.
- Students must wash their hands before starting the afternoon session

Movement around the school:

- Students will remain in their designated areas and will only use the breakout spaces, toilets and other areas as dictated by members of staff.
- When moving around the building, staff and students should take care to remain two metres (or at least one metre) from any other person at all times.
- Fire doors must not be propped open as this is a fire risk. Non-fire doors should remain open at all times to ease movement.
- Where possible, one way systems will be used. These will be marked on the floors and must be adhered to.
- There will be a one way system in operation in the canteen, as well as floor markings to show the correct distance to stay apart.
- Closed off areas of the school must not be accessed at any time.

Altered routines for the end of the day:

- Students will be dismissed from the door and gate through which they entered, and must leave the premises immediately and go straight home.
- Students using public transport where there is a waiting time of more than 15 minutes should wait in their classroom until 5 minutes before the bus/coach is due.
- Students are reminded to wash their hands when they arrive home.

For rules and expectations relating to online learning, please see section 3.

Full details of our protocols for staff, students and visitors can be found in our SRWA Protocols for Full Reopening from September 2020.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will regularly remind students of routines and behaviour expectations.

Staff should also make use of the rewards systems, by way of the usual rewards systems (including merits, green cards, postcards and Chapter Awards).

If students fail to meet the expectations set out, or are found to be deliberately in breach of protocol, this will be investigated and addressed in accordance with the Behaviour Policy and appropriate sanctions will be applied in line with the severity of the incident.

Investigations would of course look to distinguish between accidental and purposeful rule-breaking.

Serious breaches of Health and Safety, or behaviour that causes harm to others, will be deemed as a 'high-level behaviour issue' and will be dealt with and sanctioned in accordance with the Behaviour Policy, potentially resulting in exclusion.

Examples of specific breaches and sanctions include:

- Deliberate breaking of social distancing rules would be sanctioned as defiance.
- Being out of the correct 'bubble' area or otherwise out of bounds would be sanctioned as a health and safety breach.
- Deliberate misuse of hand sanitiser, e.g. deliberate wastage or using it inappropriately on other students would be sanctioned as a health and safety breach.
- Spitting or deliberately coughing on another person would be sanctioned as physical assault.

2.3 Change to usual behaviour procedures

As long as this addendum applies, it will be necessary to alter the following usual Academy protocols in order to support the adapted ways of working across year groups and Chapters:

Uniform

From September 2020, students will be expected to again wear Academy uniform at all times. We are conscious that parents are likely to be keen to more regularly wash uniform in the current climate, therefore for the time being we are making the wearing of blazers optional to support any parents who have concerns about being able to regularly wash them or have multiple items available. However, if a pupil does not wear a blazer, it is not permitted to replace the blazer with a non-uniform item such as a jacket, sweatshirt or non-uniform jumper. A school jumper (available from our uniform stockists) is an acceptable alternative.

On days when students have practical PE or Dance lessons, they will be permitted to wear Academy PE/Dance kit to school to minimise movement around the site and the use of changing room facilities.

Aerosol deodorants and body sprays are not permitted to be used on the site as can trigger breathing issues and will also trigger the alarms. Students should bring roll-on deodorants.

The wearing of other PE/sportswear is not permitted and all hoods must remain down whilst on the Academy site.

Outdoor jackets/tops must not be worn inside the building.

Procedure for 'on-call'

As usual, a senior member of staff will be on 'on-call' duty during all lesson times, in order to support teaching colleagues in dealing with any significant issues in the classroom.

Teachers will continue to access 'on-call' support by using the usual 'on-call' email addresses. Staff should not 'send' a student to a Chapter base or elsewhere without using the 'on-call' system as it is important that student movement is minimised and that the appropriate adult is managing the situation.

The 'on-call' system should therefore be used whenever a student needs to be supported or removed from the classroom for any reason, including to receive first aid, for wellbeing reasons, or if they need to be removed from class for behavioural reasons in line with our usual behaviour system. The student's needs will then be triaged by the person on duty and will be taken to the relevant support base, or may be later returned to class in cases where this is appropriate, for example after receiving first aid.

Any follow up on behaviour issues should be conducted by the classroom teacher in the usual manner.

Detentions

Detentions will run once a week for each year group on a designated evening.

On their designated night, the on-duty Chapter Leader and/or Curriculum Director is responsible for managing and running the 30 minute Academy Detention. It is recommended that at least two members of staff from the Chapter manage detentions each afternoon but this is not mandatory.

Students identified for SLT detention will remain for 60 minutes. The designated SLT member for that Chapter will take over the running of the detention for the second half hour.

The person leading the detention is responsible for logging the attendees on Arbor.

Teachers will check attendance at Academy detention and will refer any students who have failed to attend to their Curriculum Director (N.B Chapter Leaders will follow up on Personal Learning detentions).

In terms of communication with parents/carers, a SMS is sent to parents of students in SLT detention 24 hours before the detention takes place.

No automatic contact is made to parents for Academy detentions or informal detentions but it is expected that the member of staff setting the detention contacts home.

3. Expectations for pupils learning at home

3.1 Remote learning expectations

If pupils cannot be in school and are engaging with online learning, we expect them to meet the expectations set out below.

Parents and carers should also read these expectations and ensure their children follow them. Parents and carers should contact their child's Chapter Head if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

Students should:

- Be at home and contactable during school hours.
- Complete all work set online to the best of their ability.
- Meet the deadlines set by their teachers. If a student is unable to complete work within the expected timeframe, they should let their teacher know.
- Seek help if they need it, from teachers or from SEND/Chapter team members. This is really important as we want to help and support during this time as much as we possibly can.

Specifically in terms of participation in online learning activities, students must ensure that they are meeting the expectations laid out in our ICT Acceptable Use Policy and are not in breach of the guidance in our Child Protection and Safeguarding Policy during Covid-19 addendum.

This includes:

- Only using platforms and accounts provided by Woodard Academies Trust to communicate with each other
- Wearing suitable clothing
- Keeping language appropriate and professional, including in messages
- Only using devices in appropriate areas of the home
- Making sure that during any live learning sessions, students mute their microphones and switch off webcams unless asked to un-mute.

3.2 Dealing with problems

If there are any problems with pupils meeting expectations around remote learning, including if they don't engage with the remote learning set for them, we will follow this up by contacting parents/carers to see if there are any issues we can help address.

In the case of a serious disciplinary breach to protocol, this will be investigated and addressed in accordance with the Behaviour Policy and appropriate sanctions will be applied in line with the severity of the incident.

4. Monitoring arrangements

As long as the policy addendum is required, appropriate members of the Senior Leadership Team will review this policy as guidance from the Department for Education is updated, and as a minimum every 4 weeks.

Any updates will be reviewed by the appropriate member(s) of the Academy Council (governing body).

5. Links with other policies and procedures

This policy links to the following policies and procedures:

Behaviour Policy

Child Protection and Safeguarding Policy and relevant Covid-19 addendum

Health and Safety Policy

ICT Acceptable Use Policy

SRWA Protocols for full Reopening from September 2020

SRWA Behaviour Systems Handbook

SRWA Home/Academy Agreement

Fire Evacuation Procedure