

COVID 19 - Addendum to Behaviour and Exclusion Policy

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 Pittville School. 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 Pittville

At Pittville 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 in this document. Our environment has needed to be radically altered to offer the safest operating procedures for pupils and staff which may not be those best designed for optimal learning or wellbeing but are in accordance with government guidance issued.

'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.'

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Addendum approved by:

Date addendum published and implemented: 24/5/2020

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1.1 Introduction

By attending Pittville 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 Pittville 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 by Pittville School.

The role of Pittville 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 phased return is to provide a safe and secure learning environment following social distancing and government guidance.

This will be twofold:

1. To key worker, EHCP and vulnerable children not in the year group in school on a phased return.
2. To year groups (Year 10 initially) on a phased return back to school until the guidance allows all children to return to normal full-time education. When students are not entitled to be in school they will continue to learn remotely through home schooling completing work set by their class teachers via show my homework.

Provision for both groups will mirror one another and will operate in the same manner. Students will be assigned to a group/bubble and will be allocated a time slot in which to arrive at the 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 Pittville 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 have a power to impose detention outside school hours.
- ✓ Teachers can confiscate students' property including mobile phones and headphones.

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 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 school will put effective special educational provision in place to support individual needs. This SEN 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:

- Teachers will explicitly teach the behaviours they want to see and the new routines that will support this.
- Students will be explicitly told the consequences for behaviour that threatens the safety of others such as malicious or deliberate acts of transmission (e.g spitting or coughing.)

Dress code

For reasons of hygiene we have temporarily relaxed the school rules on uniform. Students will be able to wear their own clothes enabling them to change into fresh items of clothing on a daily basis. Clothing that is worn should be appropriate for school. Items that are not permitted include:

Vests, Crop tops, short skirts or tight shorts, T shirts with offensive slogans, footwear with a heel, open toed footwear or sandals, shorts for boys may be worn but must be knee length. The school rules for jewellery and make up remain unaltered. The only permitted item of jewellery is one small earring/piercing per each ear. Make up should be discreet with no nail varnish allowed.

Social distancing - The advice on social distancing measures applies to everyone. All stakeholders 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 for their lunch etc. All staff and students will be reminded to wash their hands for 20 seconds and more frequently than normal.

- ✓ Students are to arrive on time for school. If you are late you will not be allowed entry;
- ✓ 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);
- ✓ 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.
- ✓ 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;
- ✓ There should be no physical contact between students such as hugging or 'bumping'.
- ✓ 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 sites.
- ✓ Students are expected to social distance on arriving and exiting the school.

Equipment

It is crucial that students come to school fully equipped and ready to learn. As it is no longer practical to ask to borrow equipment from friends or members of staff if an item is forgotten, students should bring to school two pens, two pencils a ruler and a calculator.

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.

Arriving at school

- ✓ Students are to arrive at the school under social distancing guidelines.
- ✓ There will be limited numbers of students arriving at the school at any one time, due to staggered start times.
- ✓ Students will enter the school through the designated entry points 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 wash their hands at the designated sinks adhering to the guidelines and will then be taken to their classroom for the day.

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 the same classroom for the full day.
- ✓ Staff members will allocate students to a classroom once they have entered the building and followed the hand wash procedure.
- ✓ Students will be strategically placed to sit at least 2 metres apart in a classroom.
- ✓ There will be no more than 10 students in any classroom at any one time.
- ✓ Students will have 4 or 5 lessons per day.
- ✓ Each lesson will last either 45 minutes or 60 minutes.
- ✓ Any work for students must be laid out on desks in advance of lessons to minimize contact. Please ask for sections of textbooks to be photocopied, rather than using the original.
- ✓ 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 are not permitted to use the toilet during lessons unless they have medical reasons. (Same procedures linked to hand washing applies)
- ✓ At regular points during the day students will sanitise and also clean their work area.
- ✓ 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.
- ✓ Not equipment or drinks bottles will be shared between students or staff as this could increase the risk.
- ✓ Tell an adult if you are experiencing symptoms of coronavirus.

Routine lesson rules:

- ✓ Complete task in a quiet and orderly manner in order to consolidate learning.
- ✓ Follow instructions – first time.
- ✓ Listen to the person who is meant to be talking;
- ✓ Speak appropriately at all times
- ✓ Have self-respect, respect for others and respect for the staff.
- ✓ Respect other people's views and their property;
- ✓ Stay focused on the learning in the lesson and complete an acceptable amount of work
- ✓ 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 2-metre social distancing in place. Students will only socialise with their group/bubble. Interaction with other groups/bubbles is prohibited.

Break time;

Break times will be 20 minutes and will allow students time for a snack and a toilet break. Students will be allocated an area where their group/bubble is to use. Staff will supervise this at all times.

Lunch time;

Lunch times will be 40 minutes and will allow students time for a snack and a toilet break. Students will be allocated an area where their group/bubble is to use. Staff will supervise this at all times.

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 door and gate 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.
- ✓ On arriving at home students should remove school clothing once in the house and these items should be placed into the washing machine immediately to be washed.
- ✓ Students should shower as soon as they have taken off all items of clothing worn during the school day.

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 email at achieve@pittville.gloucs.sch.uk

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 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. An example of this is coughing or spitting deliberately or not following social distancing rules of 2 metres. Both actions may result in removal of the place within the school and the student will not be allowed to return to the school during the COVID – 19 pandemic period. The student will be expected to complete home learning online as per other students who are not permitted to attend school at present. Alternatively home learning packs will be printed off and delivered to the home address weekly.

Behaviour and Positive Physical Intervention

If a student does not comply with staff requests and the situation could potentially lead to a physical intervention, they will be sent home on health and safety grounds. If the situation leads to any form of physical intervention being needed, this may result in fixed term exclusion.

At this time, we cannot allow pupils to put themselves and staff at risk through behaviour that results in staff having to break social distancing rules. This response to inappropriate behaviour will remain until government guidelines withdraw the social distancing regulations.

Role	Responsibilities
Teaching and non teaching Staff	<ul style="list-style-type: none"> • Check the safety and well being of all students • Adhere to and consistently apply the COVID 19 measures • Be visible during the school day and promote positive corridor conduct • Consistently apply and adhere to the school behaviour policy and systems • Establish and maintain good relationships with students; exercise appropriate authority and act decisively when necessary • Ensure seating plans promote positive behaviour • Promote positive behaviour through the rewards system • Regular contact with parents to create a positive partnership with the school
Curriculum Leaders	<ul style="list-style-type: none"> • Check the safety and well being of all students • Quality assure staff within the faculty are following COVID 19 measures and applying them consistently. • Adhere to and consistently apply the COVID 19 measures • Be visible and promote positive corridor conduct. • Support the faculty to deal with any behavioural issues • Monitor behaviour incidents that take place within the faculty and follow up as appropriate • Communicate specific behaviour concerns to Pastoral Leaders and other key staff to develop coordinated support strategies • Communicate behaviour concerns and staff training needs via SLT link • Harness parental support by contacting parents when issues arise via email or telephone • Promote positive behaviour through the rewards system
Pastoral Leads	<ul style="list-style-type: none"> • Check the safety and well being of all students • Quality assure staff within the pastoral team are following COVID 19 measures and applying them consistently. • Adhere to and consistently apply the COVID 19 measures • Set high standards and expectations • Implement behaviour support strategies for individual students and develop proactive strategies that promote positive behaviour • Facilitate restorative conversations • Organise and chair meetings with parents via zoom or telephone. • Provide appropriate documentation to support the Head Teacher / Deputy Head Teacher in making decisions on exclusion • Monitor incidents of all natures including bullying, racist and homophobic incidents to allow them to be dealt with swiftly and appropriately. • Counsel, support and mentor vulnerable students during the COVID 19 pandemic • Investigate behaviour incidents • Set targets with students to support their behaviour and learning • Communicate with home following key incidents • Support staff with behaviour incidents. • Refer students with persistent behaviour concerns to SLT • Refer students not adhering to COVID 19 measures to SLT
SLT	<ul style="list-style-type: none"> • Check the safety and well being of all students • Quality assure staff within the school are following COVID 19 measures and applying them consistently. • Adhere to and consistently apply the COVID 19 measures • Support all staff and students through this difficult pandemic

	<ul style="list-style-type: none"> • Counsel, support and mentor vulnerable students/staff during the COVID 19 pandemic • Support middle leaders in ensuring positive behaviour is consistent • Support staff with serious incidents • Carry out reintegration meetings following fixed term exclusion through zoom • Ensure staff are provided with continuing professional development to support positive behaviour • Support detention system and Internal Exclusion (when in effect)
(Governors)	<ul style="list-style-type: none"> • Visit the school and lessons to see the quality of Teaching and Learning and behaviours of the students within the school. • Attend governors meeting to further develop the school • Monitor rewards and behaviour trends • Attend meetings for students who are issued final warnings/permanent exclusion due to their behaviour

4.1 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 regular updates 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.

5.1 Behaviour, rewards and sanctions

At Pittville students are expected to demonstrate positive behaviour at all times, this is achieved through the high standards and expectations set by the school fostering mutual respect between all stakeholders.

During the COVID 19 pandemic the health and safety of students and staff is paramount. Pittville School will not tolerate any conduct or poor behaviour where students are not adhering the school behaviour policy or to the social distancing or COVID measures.

As a result the student's parents/carers will be contacted and the students place will be withdrawn from the school in line with the schools measures during the COVID 19 pandemic. As a result the student may not be allowed to return to the school during the COVID – 19 pandemic period.

On the next page are examples of unacceptable behaviour that will warrant a sanction. This is not an exhaustive list but outlines behaviours which are not acceptable or tolerated in the school.

During the COVID – 19 pandemic rewards will be issued by the teacher electronically and NO praise postcards or praise stamps will be issued to the transfer of the postcard between the teacher and students which could involve the transfer of germs.

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 10 students we will not be operating. Internal exclusion during the phased return. If this changes, in due course we will inform parents/carers to update you prior to the changes taking effect.

External exclusions

External exclusions during the pandemic will still be in operation. If the school deems the behaviour appropriate a fixed term exclusion will be implemented. IF A STUDENT CONTINUES TO BREAK THE SOCIAL DISTANCING RULES AND COVID MEASURES THE SCHOOL MAY HAVE NO OTHER OPTION THAN TO EXCLUDE THE STUDENT FROM THE PREMISES AS PROTECTING STUDENTS AND STAFF IS PARAMOUNT.

Power to search, use of reasonable force and confiscation

If we believe During the COVID 19 epidemic 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.

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 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

Lateness Arriving late for the start of the school day or late to lessons during the school day. If students arrive late during the COVID 19 pandemic they will not be allowed entry.	Disruption Examples: Talking or chatting. Not listening; Refusing to work / producing an inadequate work Shouting out; Inappropriate language; Making noises, tapping, throwing things, wandering around the room	Lack of Equipment All student should have basic equipment as follows: ✓ A strong sensible bag ✓ Pen, pencil and a ruler, No equipment during the COVID 19 pandemic will be shared.
Non-compliance	Damage to Property	Uniform / Jewellery

Talking over a teacher; Answering back Not following instructions; Being rude; Arguing with a teacher; Not wearing correct uniform; Walking out of lesson	Deliberate misuse or damage to the property of another student or a member of staff; Deliberate damage to school buildings, fittings or equipment; Vandalism.	Failure to wear the correct uniform. Wearing jewellery other than that permitted as set out in the Student Uniform Expectations booklet.
Litter Dropping litter within the building or anywhere on the school site.	Swearing Using unacceptable language particularly when directed at another student or staff member.	Bullying Cyber / online bullying; Physical bullying; Verbal bullying Threatening behaviour
Racist or Prejudiced incident Using racially offensive language or gestures, particularly towards a student or staff member.	Theft Taking an item without permission from the owner.	Smoking Smoking or carrying materials on the school site, whilst in school uniform, travelling to or from school/on visit
Drinking Drinking or in possession of alcohol on the school site, whilst in school uniform, travelling to or from school or on an school visit or activity.	Drugs Possessing, using, distributing, supplying or dealing in any illegal drugs on site, whilst in uniform, travelling to or from school/ on a visit. Any involvement in illegal drugs	Offensive Weapons Carrying any offensive weapon on the school site, whilst in school uniform, travelling to or form school or on an school visit or activity.
Verbal Assault Any outburst of aggressive, violent or threatening language directed at a student or staff member.	Physical Assault Any physical, aggressive or violent attack against another student or staff member; Fighting between students;	Any other extreme behaviours including inciting others to extreme behaviours.
<p>Any COVID 19 measures or behaviours that are not adhered to will result in further sanctions as they are putting the lives of students and staff at risk. As a result, a fixed term exclusion may be put in place and/or the students place at Pittville School will be removed and they will be requested to learn online from home.</p>		