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### **Addendum to the Behaviour Policy during COVID-19**

At Willingdon Community school we aim to maintain a secure, safe and stimulating learning environment in which all students are encouraged to follow the 5 pillars of Personal Excellence: Ambition, Respect, Courtesy, Compassion and Honesty. Whilst expectations in our 'Behaviour for Learning Policy' remain pertinent, it is necessary, in light of the Covid 19 Pandemic, to make some adjustments for the health and safety of students and staff. This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Pupils, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils. A senior member of staff will always be present on site and staff are still contactable via our Talk to Us email. We aim to respond within 24 hours of a school day. [www.talktous@willingdonschool.org.uk](mailto:www.talktous@willingdonschool.org.uk)

In particular, students should be mindful of the following:

#### **Attending the School site**

##### **Arrivals, departures and moving round the school.**

Expectations will be explained to engage students via; one to one discussion, daily reminders at the start of each day, whole year group assemblies or face to face virtual meetings. Staff will continue to encourage pro social behaviours on site at all times, however students will be sanctioned and removed from the setting if they display anti-social behaviours. It is imperative that students remain in their Year group or allocated bubble. Enforcement is the last resort and we want to encourage students back into school to gain structure and routine, as well as support their education and well-being.

Students will enter school through their designated entrance at the agreed time. Students will enter the school site and go straight to their designated year group zone, they must stay within their zone unless it is agreed by a member of staff that they can leave their zone, such as for the use of the toilet or to leave for the end of their lesson. They must follow the instructions of all members of staff, at all times. Under current guidelines, all individuals should try to keep to a distance of 2 metres from any other person. We expect all students to wear their coloured lanyards at all times.

Students must have responsibility for their own equipment e.g. water bottles, stationery/well stocked pencil cases, calculators etc. and ensure that these are not shared with others. All students should have a reading book with them each day.

#### **Hand washing and Hygiene**

Students will be expected to follow all hand washing and hygiene routines while in school. Students will wash hands /use antibacterial gel before entering school, after returning from the outside, before and after eating and at regular intervals during the day. We ask students to follow the catch it, bin it, kill does mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm.

Students will be reminded not to touch their face, mouth, nose or eyes while at school.

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Should a student refuse to follow these routines, disciplinary procedures and sanctions will be used (see below).

### **Social Distancing**

Students will be expected to socially distance from their peers and adults in school and on the playground/field at all times, remaining in their designated year team zones. Students will be placed in a seating plan and should remain in their seat unless asked to move by a member of staff.

When students enter their zone, they will be expected to go straight to their classroom and their table/seat and nowhere else in the room.

Students will put their hand up if they need an adult's support, they will not get out of their seats. Members of staff will ensure that students, wherever possible, adhere to social distancing measures. Where students are not complying, the usual disciplinary procedures and sanctions will be used (see below).

### **Toilets**

Each year team will have suggested toilets to use, current guidelines does not require separate toilet blocks for individual year teams. Students will be supervised and encouraged to use the toilets one at a time. When a student has finished in the toilet, they must wash their hands for the recommended time of 20 seconds – information posters will be visible to ensure students understand how to wash their hands effectively.

### **Break times**

Students will have a designated zone and food outlet to use during break times. Students will be expected to remain socially distant from both peers and adults during break times. Students must stay in their designated area and use the correct food outlets at all times. Where students are not complying, the usual disciplinary procedures and sanctions will be used, see details below.

### **Mask Wearing**

Students are expected to wear masks to and from school when using the public transport. They are also expected to wear these in areas where they are not able to conform to the social distancing guidelines; corridors and any areas where seating plans would not allow us to safely track and trace students, following new Government recommendation February 2021. Students identified as exempt, will not be expected to wear masks.

### **Rewards**

Teachers will be encouraged to use the reward system where possible during Covid-19. Members of staff will seek opportunities to praise individuals for their displays of personal excellence, demonstrating excellent subject knowledge, engaging in their learning and questioning, challenging themselves to ensure they explore all opportunities to make progress every lesson. Above all, praise and encouragement should be used as much as possible.

### **Behaviour in school**

If a student's behaviour is deemed high risk, for example, refusing to adhere to safety measures such as, hand washing, social distancing, remaining in their zones or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people, the usual process of Warn/Move/Remove will not be adhered to by teachers. - The witnessing member of staff will have a private conversation with the student to explain why we are having to follow the COVID-19 guidelines.

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A member of staff will remove the student from the situation and again reiterate why we are having to follow COVID-19 guidelines. A discussion around the severity of the situation will be had and parents informed.

Should the anti-social behaviours warrant a protective consequence, students will be dealt with by a member of the Senior Leadership Team and parents will be contacted immediately for students to return home and continue in their remote learning environment. This level of enforcement will result in a fixed term exclusion in line with Exclusion guidance for severe breaches to health and safety. Protective consequences (Enforcement) are a last resort and we want to encourage pupils back into our setting to gain some structure and routine, as well as support their learning and well-being.

All staff deserve the upmost respect during these challenging times and all students should respond to the requests made by any adult. This should be without challenge and all students should accept that an adults' decision is final. The following sanctions and enforcement procedures will be used if students interrupt their own and other student's learning:

- For lesson interruptions (such as tapping/calling out/speaking/verbal interruptions to the lesson and interrupting learning of others), conversation(s) with students(s) will receive a verbal warning (Warn). We will be unable to adhere to the Move system as students must remain at their designated table at all times. This will be logged as B1 on the behaviour log by the supervising teacher.
- For repeated issues the student may be removed within the year group zone. 'Call out' will be used to resolve the issues and carry out swift restorative conversations. This will be logged as B2 on the behaviour log (a remove) and students will be issued with an after school sanction, which will be inputted by the class teacher.
- If the situation escalates, 'call out' can then be used for Senior Leadership support and parents will be contacted to remove the student from the year zone to a reflection room. This will be logged as B3 Reflection and a meeting will be expected with the teaching staff and pastoral team, depending on the issues. Continued escalation will result in a Fixed Term exclusion and parents contacted immediately to collect the student or seek permission for them to leave site.
- For any B2 behaviours such as verbal abuse, violence, defiance, damage to property, racial/homophobic abuse or any hatred displayed, parent/carers will be contacted, and the situation could escalate, and this will be recorded as a Fixed Term Exclusion.
- For antisocial behaviours that affect the health and safety of students and staff, a fixed term exclusion may be used.

### **Remote learning rules**

If pupils are not in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact their child's Director of Student Progress 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 and support them with their learning.

Expectations:

- Be contactable during the school day between 8:30am and 2:50pm
- Complete work and tasks to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants

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- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages

When interacting with other students and staff online, students should always be kind, respectful and courteous to each other and obedient to staff, remembering at all times that they are teachers and that teachers are not 'friends' with, or peers to, students. Expectations have been made explicitly to educate and engage students in pro social behaviours. Students and parents have been contacted via email and the expectations explained via whole year group assemblies and at the start of every lesson. Staff will continue to encourage pro social behaviours however sanctions can and will be enforced if expectations are not met and anti-social behaviours need to be addressed.

Students should never attempt to contact staff via social media or make comments about staff on social media platforms. School email and recognised platforms e.g. Edulink, Google classroom, Google Meets should only be used to contact staff. Any inappropriate comments to staff online, will be taken very seriously and could result in a referral to the police. All comments will be recorded on student behaviour log. This is also the case of for any online bullying towards other students or peer-on-peer abuse that is disclosed to the school during this time.

Students should be aware of the following:

- Students' behaviour and comments should be exemplary, reflecting how they would behave in a school-based lesson.
- Students should address teachers and refer to peers as they would do in a classroom setting.
- If any student behaves inappropriately, the student will be referred to Middle/Senior leadership teams and removed from the online lesson until the incident is reviewed and resolved.
- Students are prohibited from taking screenshots, recording lessons or engaging in private chats during online lessons. Lessons are recorded and the chat function is monitored by an additional member of staff.
- All cameras should be switched off.
- Students should not use class codes to access remote teaching for another person's lesson. Only those issued by their teacher leading their learning should be used.
- All supplementary work should be submitted by the deadline set on Edulink.

### **Protocols for small groups sessions.**

This covers all sessions where there may be an opportunity for students to engage using the microphone and camera. Examples of such sessions include tutor group meetings, student council meetings, break out rooms, enrichment, intervention or homework support sessions and parental meetings

Students should regard these sessions in the same manner as classroom learning; displaying the same courtesies and respect we expect from all in our community and in- school sessions. Where teachers promote that cameras and microphones are permitted, students should follow the following guidelines.

- Students should conduct video learning in an open space at home – e.g. a living room etc. Student bedrooms are **not** regarded as appropriate.
- Students are expected to be dressed appropriately for learning in home clothes (e.g. no pyjamas, no vest tops, hats, or hoods etc.).
- Students should ensure they work in an area that displays a plain background or use background filters.

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- Students should respect other people's decision and not pressurise or make comment on any other member of the community selecting to not use the camera and microphone.

Students may be given the opportunity to use break out rooms. Staff will assign the groups and students need to ensure they are meeting the same behaviour expectations. Staff will supervise these sessions remotely and drop in frequently. There will be a time restriction of no more than 10 minutes. Any issues reported during these sessions will lead to behaviour points, removal from such opportunities for the student themselves and ultimately the removal of this opportunity for all. Where teachers decided to use break out rooms, students should follow the following guidelines.

- Students should give their peers the opportunity to discuss the subject that has been assigned, treating classmates with respect at all times. One person only should speak at any one time.
- If cameras and microphones are permitted, students should follow the same guidelines listed above.
- Students should abide by the time constraints set by the teacher and return promptly.
- Disable the camera and microphone when arriving back to the main virtual classroom.

### **Rewards**

Students should ensure they submit their work regularly via google classroom or email directly to the teacher and inform their teachers of their progress so that teachers can reward effort for 'Independent learning'.

### **Students with Special Educational Needs**

The school acknowledges that children will have had a range of different experiences during the lockdown period which may have an impact on their behaviour presentation upon return to school. Some may present with frustration as a result of being isolated from friends or having missed a significant event or experience; e.g. exams, school trip, etc. Others may have experienced bereavement or loss or another, real or perceived, traumatic episode. For many, the process of re-engagement with learning and the school community, under unusual circumstances, may require some additional input and encouragement.

As a result of these varied experiences students may present with behaviour that is not usual, this may include;

- Anxiety; lack of confidence
- Challenging behaviour; fight or flight response
- Anger; shouting, crying
- Hyperactivity and difficulties maintaining attention

For some students, including those with attachment concerns or SEN, and especially those with autism, the change in routines and lack of familiarity will require additional adjustment. The school recognises that behaviour could be a sign that for some individual students, there is an unfulfilled need and that the behaviour is communicating that there is a problem. The school will undertake an individual risk assessment for the student and use reasonable endeavours to make the necessary adjustments to reduce the stimulus that may trigger a behavioural response. Students with SEN are recognised as being particularly vulnerable and therefore have an urgent need to be re-integrated back into school as soon as reasonably possible. The school will work closely with parents to implement supportive strategies that will inform an appropriate response. If necessary, the school will seek external support from other agencies such as Educational Psychologists or Early Help.

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#### Appendix A; Behaviour during live learning sessions

- Inappropriate behaviour (single lesson) For example: Inappropriate comment on chat or inappropriate content submitted. Warning issued and logged by teacher on behaviour log as a WARN.
- Repeated inappropriate behaviour (single lesson) for example: Inappropriate comment on chat or inappropriate content submitted. Inform the student that they are being removed from the learning environment, remove the student and notify Director of Learning and Director of Student Progress (DOSP), logged by the teacher on behaviour log as B2 REMOVED LIVE LEARNING. If the student persists in attending the lesson, staff to contact IT and have the user ID blocked.
- Repeated inappropriate behaviour across a series of lessons. Inform the student, that they are being removed, remove the student and notify Director of Learning(DOL). DOL to contact home to discuss with parent, logged by the (DOL) as B3 LIVE LEARNING WITHDRAWN. DOL communicates with DOSP. If the student persists in attending the lesson, staff to contact IT and have the user ID blocked.
- Repeated inappropriate behaviour after DOL intervention. Inform the student, that they are being removed permanently, remove the student, DOL to notify DOSP and to contact home to discuss with parent. Senior Leadership Team notified. Restorative meeting with parent and student arranged. Student will be expected to complete digital work issued and this will continue to be monitored.

#### Failure to follow health and safety instructions

- Failure to follow staff's instructions and behaviours putting staff and other students at risk, for example refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their bubbles or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people.
- Parent/carers contacted immediately, and permission sought to send a student home or parent collect. Teaching staff to record on behaviour log and inform Director of Learning and Director of Student Progress. DOSP to contact home. This will be regarded as a Fixed term exclusion. Enforcement of such sanctions will always be a last resort.

#### Appendix C; Behaviour during in school provision

- Inappropriate behaviour (single lesson) for example: Inappropriate comment/calling out/talking when requested not too or refusal to engage in work. WARN issued and logged by the supervising member of staff on behaviour log.
- Repeated inappropriate behaviour (single lesson) for example: Inappropriate comment/calling out/talking when requested not too or any repeated interruptions to learning. Inform the student that they are being removed to another lesson within the year zone. Staff may use 'Call out' to support as required. Pastoral team to liaise with teaching staff and carry out restorative conversation, apply an after school sanction.
- Repeated inappropriate behaviour (for example: Inappropriate comment/calling out/talking when requested not too or any repeated interruptions to learning in the relocated room, use 'Call Out' and remove to reflection. Inform the student that they are being logged on 'Call Out as B3 Reflection', logged by the supervising member of staff on behaviour log. Continued

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escalation may result using Senior Leadership Team to support. This could lead to a fixed term exclusion. Enforcement of such sanctions will always be a last resort.

- For any B2 behaviours such as verbal abuse, violence, defiance, damage to property, racial/homophobic abuse or any hatred displayed, parent/carers will be contacted immediately, and an after-school sanction given. A WARN will not be used in such circumstances. This will be logged by supervising member of staff. These behaviours can lead to a fixed term exclusion. Enforcement of such sanctions will always be a last resort.

**STUDENTS SHOULD NOT CHALLENGE THE DECISION/REQUESTS OF ANY ADULTS ADDRESSING ANTISOCIAL BEHAVIOUR THAT IS PREVENTING THE LEARNING OF ANY STUDENT OR KEEPING STUDENTS AND ADULTS SAFE.**