



# **Behaviour & Discipline Policy**

**CoViD-19 Addendum**

**June 2020**

## **Context**

From 20th March 2020 parents/carers were asked to keep their children at home, wherever possible, and the Government instructed schools to remain open only for the following children:

- 1) Children of workers critical to the COVID-19 response - who cannot stay safely at home.
- 2) Children who are vulnerable including those with a social worker
- 3) Children with an ECHP

From June 15<sup>th</sup>, Schools will begin to extend their offer to ensure some face to face contact for Years 10 and 12 alongside the Keyworker and Vulnerable group offer that already exist.

Children, young people and families across the country have faced huge challenges over recent months and we understand that returning to school may cause additional anxieties for some young people. We believe that the best way for us to support those anxieties is to return to an environment that is safe, predictable and routine driven as quickly as possible. Where students do require additional support, this will be made available via school Pastoral systems.

This addendum of the New Horizon Community School Behaviour policy contains details of adjustments and additions to our behaviour policy which take into account the evolving context of schools in the following areas:

- 1) Uniform
- 2) Behaviour Expectations
- 3) Escalation of Concerns
- 4) Behaviour Recording
- 5) Risk management processes
- 6) Consequences

Please note, that this addendum compliments the schools Behaviour & Discipline Policy (here on in referred to as the Behaviour Policy) in order to reflect current ways of working, and should be read alongside it.

### **1) Uniform**

Students in attendance to school are required to wear full uniform. In line with Public Health England advice and local risk assessments, uniform must be cleaned after each day in school. As students are attending school once a week under current arrangements, this is perceived to be reasonable.

School uniform is as outlined in the schools Uniform Policy.

Keyworker School students are also expected to wear full uniform except for on their PE days, where they are permitted to wear their PE kit. PE will be timetabled to ensure students are not wearing full uniform two days running.

## 2) Behavioural Expectations

All rules and expectations around student conduct will remain the same as outlined in the Behaviour Policy.

Alongside these rules and expectations, students will be briefed daily around changes to routines and micro-routines in and around school that have been designed to uphold Public Health England guidance around how best to stay safe in public spaces during the CoViD-19 outbreak. These routines will be reinforced and upheld using school behaviour systems and incorporate the following areas:

- Arrival to school including queueing up, registration and punctuality (**Appendix 1**)
- 'Classroom' expectations including entry and exit to and from teaching spaces (**Appendix 2**)
- Hygiene requirements including hand washing and coughing / sneezing (**Appendix 3**)
- Social distance requirements including 2m distances, queueing and seating arrangements (**Appendix 4**)
- Social time and Exit from School (**Appendix 5**)

## 3) Escalation of Consequences:

Unacceptable behaviour as covered within the school behaviour policy, for example defiance, disruption or aggression, will be challenged directly by staff and students will be taken through a three step approach before being removed from the learning area:

- 1) Reminder of expectations
- 2) Verbal Warning
- 3) Removal from classroom

Following a removal, the student will be taken to a Removal Room (Rear of reception) and will complete the lesson under supervision.

If a student is removed from two lessons in the same day, they will be subject to a risk management process (see Section 5).

***We understand that many of the requests we are making of students are counter-intuitive when compared to previous schools experiences. Therefore, school staff will ensure they are vigilant for breaches of social distancing, students forgetting handwashing etc and will offer reminders to the students. Where a student accepts the reminder and corrects their behaviour, this will be acceptable.***

In the event a student responds poorly to the reminders, or refuses to correct their behaviour, they will be removed from the group and subject to a risk management process.

In the event it is not considered safe for the student to be in school, the student may receive a fixed term exclusion in order to remove them from school premises.

## 4) Behaviour Recording

Any incidents of removal will be recorded as a behaviour note and will be monitored by the SLT. These behaviour notes are considered as part of the risk management process.

## 5) Risk Management Processes

All schools are currently operating under significant risk management processes, the success of which is dependent on the choices and behaviours of individuals. Therefore, in the event a student shows themselves to be either unwilling, or incapable, of following the requirements of all students in school, they will be subject to a risk assessment.

The risk assessment will outline what risks the child is presenting and identify any barriers to them being able to remain on site safely. We will then identify specific control measures to mitigate the risk and in the event the child is either unwilling, or unable, to meet those control measures, they will not be able to access school until public health advice changes.

Both students and parents will be consulted in the event of every risk management process being undertaken.

## 6) Consequences

The primary consequence for class based misbehaviours will be as described in Section 3:

- 1) Reminder of expectations
- 2) Verbal warning
- 3) Removal from classroom

However, it is also important to note that any intentional, or reckless, breaches of hygiene protocols or expectations will be managed through both the school behaviour system and risk management processes. A series of examples will follow, but this is a non-exhaustive list and school leaders and governors reserve the right to use the full extent of the Behaviour & Discipline Policy to respond to each case on its own merits.

- a) **Student a spits at another student:** This will result in both a Fixed Term Exclusion and a full risk assessment. The student will also be referred to our Safer Schools Officer for police action.
- b) **Student A pretends to cough / sneeze on another student:** Student A will be removed from other students and staff and will face a Fixed Term Exclusion for dangerous behaviour
- c) **Student A claims to have Covid-19 and threatens to cough / sneeze of another student or adult:** Student A will be removed from students and staff and will likely receive both a fixed term exclusion and a risk management process
- d) **Student A arrives at school shoulder to shoulder with student B:** Both students will receive a reminder from staff of the importance of social distancing
- e) **Student A leaves their 2m zone despite having received two reminders from a teacher already:** Student A will be removed by a member of pastoral team or a senior leader to emphasise the need for safer working practice. In the event there are further breaches, they will be subject to a risk management process.
- f) **Student A gets out of their seat and passes a drink to Student B:** Student A will receive a Verbal Warning and Student B will be chaperoned to the toilet to wash their hands.

## **Appendix 1: Journey to and Arrival to School**

Students are expected to travel to school meeting the following PHE guidance:

- Travel and arrive ***either*** on your own or in the smallest group possible
- Under no circumstance to travel in groups of more than six
- Ensure you are two metres apart from anyone within your group

Students arriving at school are required to:

- KS3 via the Front entrance
- KS4 students will arrive via the Back hall entrance
- Queue up in the appropriate space and ensure social distancing is observed
- Go directly to the allocated hand washing facility and wash or sanitise your hands (specific facilities will be designated depending on your teaching area)
- Enter the teaching space and sit in your desk without touching anybody else's desk

## **Appendix 2: Classroom Expectations**

While in the classroom, students are expect to:

- Sit and work silently, only speaking when the teachers asks them a question
- Remain seated at their desk unless given explicit permission to stand or move
- Raise their hand to ask (or answer) any questions
- Remain courteous to staff and students
- Arrive with their own equipment and do not swap equipment with anybody
- Complete all work to the best of their ability

Where students are not equipped, there will be a resource box in each classroom where they can access resources.

Although we understand that students may find work more difficult, particularly in the early weeks, and that they may have more questions, due to social distancing it will be difficult for staff to offer direct 1:1 support. We therefore recommend that where this is required, students either contact their regular teachers via Teams.

## **Appendix 3: Hygiene Requirements**

Upon arrival, and throughout the school day, students are required to:

- Sanitise or wash their hands **with warm water and soap** for 20 seconds upon arrival in school
- Wash their hands when leaving the classroom and at the end of social times
- Provide their own equipment throughout the day
- Ensure you remove your own food or drinks containers and dispose of them appropriately

- Catch coughs and sneezes in a tissue or in your elbow
- Where required, use hand sanitiser to cleanse hands without leaving classrooms i.e. if you have sneezed into your hand

#### **Appendix 4: Social Distancing Requirements**

In line with Public Health England guidance, students are required to:

- Maintain a distance of two metres between friends, other students and adults at all times
- Queue to enter both school and classrooms using the two metre markers that have been painted outside all muster points
- Do not hold doors open for other people as this will compromise the 2m distance
- Do not wait around school gates, classroom doors or similar for friends

#### **Appendix 5: Exit from School and social times**

In line with Public Health England advice and our School Risk Assessment, students:

- Must maintain social distancing and hygiene expectations during social times and on the journey home
- Must leave via the entrance they used to enter from
- Are not permitted to go to their lockers
- Are not permitted to wait at the school gates for friends
- Are discouraged from walking home in groups and under no circumstances are permitted to walk home in a group of more than six
- Must ensure they are two metres apart from anyone within your group at all times