

# Full School Reopening - Addendum to Behaviour Policy

**Date of Policy update: August 2020**

## **Addendum to Behaviour Policy**

### **Summary of key COVID-19 related changes in preparation for full reopening.**

Behaviour and safeguarding of our students remains at the heart of our policy and practice at IES Breckland. The school fully recognises the contribution it can make to protect and support both students and staff amid the Coronavirus pandemic. 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 guidance set out by the government. The welfare, safety and health of our students and staff are a key priority while they are attending the school.

At IES Breckland, despite the current challenges we face, it is still our policy to insist upon high standards and expectations for all students, to 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 below.

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:

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### **1.1 Introduction**

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. Please note that IES Breckland 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 and hygiene measures implemented by the school.

The role of our 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 provide high quality provision for our students during the COVID-19 pandemic. School staff, students and parents/carers 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 is to provide a safe and secure learning environment following social distancing and government guidance while in the school.

In addition, our IES Breckland principles below are still at the forefront of everything we do.

We aim to:

- provide a caring, secure and orderly community in which the boundaries of acceptable behaviour are clear, shared and consistent
- ensure that staff are aware of the available rewards and sanctions to manage behaviour, therefore increasing capacity for teachers to teach and students to learn
- ensure that students and parents are fully aware of the school's expectations via the Home/School agreement, associated documents (school prospectus, Student Planner), visible displays in school and assemblies
- ensure that students are made aware of these expectations
- ensure that students and staff are familiar with the rewards and sanctions systems for managing student behaviour

- ensure rewards and sanctions are applied consistently; and that these are regularly monitored by Mentors and the Senior Leadership Team
- ensure that students understand how positive behaviour contributes to the overall learning environment of the school
- ensure Equality of Opportunity for all students
- consider the impact of everyone's behaviour on the school community as a whole and take necessary action if the behaviour impedes on the learning and safety of other students
- work as part of a multi-agency network to help students achieve more
- promote clear values and a clear moral code
- enforce fair, consistent and appropriate sanctions when necessary
- provide mentoring support to reshape behaviour when necessary
- maintain close communication with parents/carers

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 IES Breckland 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 headteacher 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.
- The proprietors of Academies have a duty under paragraph 7 of Schedule 1 to the Education (Independent School Standards) (England) Regulations 2010. They must ensure that arrangements are made to safeguard and promote the welfare of students.
- 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

**Please refer to the main Behaviour Policy for a detailed breakdown of the school rules.**

### General Rules

All students and staff are expected to follow the general rules set out by the school under the COVID-19 and social distancing guidelines:

### Uniform

- Students will be expected to attend school in full and correct uniform in September.
- The guidance from the Department for Education states '*Uniforms do not need to be cleaned any more often than usual, or in any different way to normal due to coronavirus (COVID-19).*'
- Please pay close attention to all elements of our uniform policy so that students are correctly dressed upon their return to school.

### Social distancing

The advice on social distancing measures applies to everyone. All stakeholders need to minimise 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. Where this is not possible, 1m+ additional precautions should be adopted (PPE, facing away, brief contact etc). Students within a year group are their own bubble so this does not apply, but they must still remain sensible and vigilant. All staff and students will be reminded to wash their hands for 20 seconds and more frequently than normal.

- Respect all social distancing measures implemented throughout the school;
- Wash your hands / clean your hands at every opportunity or when asked by staff and keep hands sanitised.
- Adhere to 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 unless otherwise instructed.
- Students are expected to behave in a respectful, polite and courteous manner at all times.
- Drink only water during lesson time;
- 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 site.
- Students are expected to socially distance on arriving and exiting the school.

## Arriving at school

- Students should arrive by 8:10am, using one of the three gates located at the front of the school

Students	Gates
Year 7	Gate 3 - pedestrian gate leading from SABRES court to Woodlands Rise
Year 8	Gate 1 - pedestrian gate to the right of the vehicle gate when facing towards the school
Year 9	Gate 1 - pedestrian gate to the right of the vehicle gate when facing towards the school
Year 10	Gate 3 - pedestrian gate leading from SABRES court to Woodlands Rise
Year 11	Gate 2 - pedestrian gate to the left of the vehicle gate when facing towards the school

- Students should be encouraged to remain socially distanced from other students as they approach the school
- Upon arrival at their designated gate, students will be instructed to follow a specific route from the gate to a designated entrance for their year group 'bubble'

Y7 meet on SABRES and enter main building via emergency exit

Y8 meet on picnic area and enter main building via back door – one group is taken to N1 external entrance

Y9 meet outside science block - one group is taken to Lab 4 external entrance (Lab 4 was the IT Suite)

Y10 meet outside new building

Y11 meet at front of school and enter the main building through reception

The government advice is that you do not need to wear a mask in school. Single use masks must be disposed of in the covered bins on arrival. Fabric masks should be put in a plastic bag (you provide) and kept in your school bag 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:

- Sanitise hands with hand sanitiser on entering and leaving the classroom throughout the day. Wash hands with soap and water regularly during the day.
- Always avoid physical contact. No hugs, no shouting, no shaking hands etc.
- Always sit in the designated place. Do not move the table or chair.
- Maintain a safe distance from others between and during lessons.
- At regular points during the day students will sanitise and also clean their work area with wipes provided by school.
- 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.
- No equipment or drinks bottles will be shared between students or staff as this could increase the risk of transmission.
- Tell an adult if you are experiencing symptoms of coronavirus.

#### **Routine lesson rules:**

- Have the correct equipment
- No phones allowed
- Be actively involved in learning
- Don't talk when the teacher is talking

#### **Social times – Break time and lunch time**

- Students will receive two 30-minute breaks during the school day, one during an extended lesson 2 (from 60 to 90 minutes) and another during an extended lesson 4 (from 60 to 90 minutes). Students will be escorted to their designated social spaces during these breaks, using a designated route.

#### **Exiting the school**

- On exiting the building students will be asked to sanitise their hands in accordance with the COVID-19 measures.
- Students will leave the site using the same route as they followed upon arrival in the morning
- Lesson 5 will finish slightly early for some students -
  - 2:55pm - Y8 & Y10
  - 3:00pm - Y11 & Y7 & Y9
  - Leave the school site promptly

### **3.1 Behaviour responsibilities**

The Principal 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 Principal and Senior Leadership Team on the effectiveness of the policy and procedures. Staff have a responsibility, with the support of the Principal, 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 [office@breckland.iesschools.co.uk](mailto:office@breckland.iesschools.co.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 Principal 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 Go4Schools 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 the school's Behaviour 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 in the face of a student/staff member face or not following social distancing rules.

#### **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 IES Breckland 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 safety of students and staff is paramount. The school will not tolerate any conduct or poor behaviour where students are not adhering the school's behaviour policy or to the social distancing or COVID measures.

As a result, the student's parents/carers will be contacted, and appropriate sanctions will be applied.

#### **Lesson removals**

Our lesson removal system will still be in operation during the phased return. The system is as follows:

- students are given one warning in respect to their behaviour (B), attitude to learning (L), uniform (U) or equipment (E)
- if a student receives a warning for behaviour or attitude to learning and either their behaviour or attitude to learning continues to hinder the capacity for the teacher to teach or the students to learn, then the student is removed from the lesson

## **Detentions**

- Home learning detentions will take place after school only. A one-hour detention will be issued following non-submission of three pieces of work in one week. The detention will take place in the existing isolation room on a rota basis (Monday Y7 / Tuesday Y8 / Wednesday Y9 / Thursday Y10 / Friday Y11). Students exceeding non-submission of three pieces of work in one week will be dealt with on an individual basis, and may be issued with an additional after-school behaviour detention.
- After-school detentions will continue as normal (in the gym). We believe the behaviour system of the school must be consistent upon reopening to ensure students continue to follow expectations and routines.

## **Internal exclusion**

Internal exclusions will operate as normal and will take place in the gym.

## **External exclusions**

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 pandemic 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.