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## BEHAVIOUR POLICY ADDENDUM (KSMAT/STAT/044B)

<b>Committee Responsible:</b>	Directors of Keswick School Multi Academy Trust
<b>Lead Officer:</b>	Head teacher
<b>Date of Review:</b>	March 2021
<b>Date to be Reviewed:</b>	March 2022
<b>Signed:</b>	
<b>Date:</b>	

# BEHAVIOUR POLICY - ADDENDUM

## REVIEW SHEET

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate amendments which have been made to later versions.

Version Number	Version Description	Date of Revision
1	Original	May 2020
2	Amended prior to school reopening to all students in Sept 2020	Aug 2020
3	Additional information added about sanctions and link to Exclusion policy and addendum	Sept 2020
4	Addendum Review	March 2021

Ref:	Behaviour Policy & Procedures Addendum	Type:	Policy
Version:	04	Owner:	Deputy Head teacher
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# BEHAVIOUR POLICY AND PROCEDURES - ADDENDUM

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## 1.0 INTRODUCTION

1.1 This addendum has been created following DfE guidance [Actions for schools during the coronavirus outbreak](#) and [Planning Guide for Secondary Schools](#). It is an addendum to the School's Behaviour Policy which in turn meets the requirements of Part 3 of the Schedule to the Education (Independent School Standards) (England) Regulations 2014 (Academies) and must be read in conjunction with the Whole School Behaviour Policy and (for staff and other adults) the Code of Conduct.

1.2 The school's Behaviour Policy is published in the school website along with this Addendum and must be read and understood by all those individuals who come into contact with children and young people in the school.

1.3 This policy should be read in conjunction with:

- Behaviour (KSMAT/STAT/044)
- Bring Your Own Device (KS/CUR/065)
- Child Protection & Safeguarding (KSMAT/STAT/040)
- Code of Conduct (KSMAT/STAT/039)
- Complaints Procedure (KSMAT/STAT/021)
- Exclusions (KSMAT/STAT/096)
- Health and Safety (KSMAT/STAT/013)
- Home Learning (KS/CUR/067)
- General Data Protection Regulations (KS/MAT/STAT/023)
- Online Safety (KS/CUR/034)

## 2.0 CONTEXT

2.1 The Behaviour Policy is fundamentally the same with this addendum setting out some of the adjustments we are making following advice from government and local agencies during the coronavirus outbreak.

2.2 Unacceptable behaviour by adults in this school will not be tolerated and, where appropriate, legal or disciplinary action is likely to follow such behaviour. This addendum may be referred to in any disciplinary proceedings following unacceptable actions by staff or other adults.

## 3.0 RESPONSIBILITES

3.1 Staff are accountable for the way in which they exercise authority, manage risk, use resources and safeguard children.

3.2 All staff and other adults have a responsibility to keep students safe and protect them from abuse (sexual, physical and emotional) and neglect. Students have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure their safety and wellbeing. Failure to do so may be regarded as professional misconduct.

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3.3 In addition to the responsibilities of individuals in the school outlined in the school's Behaviour Policy, the following additional responsibilities apply during the COVID-19 outbreak.

#### 3.4 **Local Governing Body**

- 3.4.1 Will promote the use of this addendum throughout their discussions with staff and parents in order to ensure that it is accurately and consistently enforced throughout the COVID-19 pandemic;
- 3.4.2 Support the Head teacher and other staff in implementing this addendum.

#### 3.5 **Staff**

- 3.5.1 Will not to come to work if they have coronavirus symptoms, or go home as soon as these develop (informing the HR Officer/SLT) and access a test as soon as possible through NHS test and trace.
- 3.5.2 Follow the school's protocols and procedures to minimise contact and mixing and reinforce the arrangements for the start and end of the school day including staggered break, lunch and finishing times and the need for social distancing outside the school.
- 3.5.3 Ensure that students use alcohol based sanitiser on arrival to their Form rooms in the morning.
- 3.5.4 Clean their own hands more often than usual, avoid touching their mouth, nose and eyes and use and promote the 'catch it, bin it, kill it' approach.
- 3.5.5 Clean frequently touched surfaces on the front desk using the wipes that are provided in every classroom.
- 3.5.6 Think about ways to modify their teaching approach to keep a distance from children in their class/group as much as possible, particularly close face to face support (noting that this is not possible at all times, which is why good hygiene and hand cleaning is so important).
- 3.5.7 Avoid calling students to the front of the class or going to their desk to check on their work but use the visualisers that have been provided in each classroom.
- 3.5.8 Explicitly teach and supervise health and hygiene arrangements, helping their class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc.
- 3.5.9 Apply consistently any sanctions required to students who deliberately or intentionally disobey the new rules, whilst emphasising the importance of them in an age-appropriate manner.
- 3.5.10 Avoid the sharing of equipment and resources (like textbooks) with students from different year groups.
- 3.5.11 Keep their classroom door and windows open if possible for air flow.
- 3.5.12 Limit the number of children from their group using the toilet at any one time.
- 3.5.13 Limit their contact with other staff members, and not congregate in shared spaces, especially if they are small rooms.

#### 3.6 **Parents**

- 3.6.1 Not to come to school if they or any member of their household have coronavirus symptoms, not to send their child to school if they have symptoms, and access a test as soon as possible through NHS test and trace.
- 3.6.2 Contact the school immediately if your child tests positive for coronavirus and let us know what advice you have been given by NHS test and trace.
- 3.6.3 Reinforce the clear rules about coughing or spitting at or towards any other person and student conduct in relation to student rules and expectations (outlined in section 4 and on the Home-School contract addendum).
- 3.6.4 Not come into school unless strictly necessary (such as to collect a child who is ill) and by pre-arranged appointment only, ideally alone following strict social distancing rules.
- 3.6.5 Follow school instructions on hygiene such as hand washing and sanitising if they do need to enter the building.
- 3.6.6 Provide the school with at least two emergency contact details.
- 3.6.7 Follow the altered routines for arrival and departure.

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- 3.6.8 Reinforce good hand and respiratory hygiene with their child at home in relation to sneezing, coughing, tissues and disposal ('catch it, bin it, kill it', sneeze into the crook of your arm) and avoid touching their mouth, nose and eyes with hands.
- 3.6.9 Discourage their child from gathering in groups outside of school unless the group is made up of others who live in the same household.
- 3.6.10 Understand the rewards and sanctions system, particularly in relation to breaking the amended school rules.

#### 4.0 SCHOOL RULES FOR STUDENTS

4.1 In addition to the school rules set out in the Behaviour policy and the Home-School Agreement (Appendix 3 in the Behaviour policy) the following school rules will also apply:

##### 4.2 Illness

- 4.2.1 Do not come into school if they are experiencing symptoms of coronavirus. In this case please arrange a test at the earliest opportunity and notify the school if this is positive.
- 4.2.2 Notify a member of staff if they are experiencing symptoms of coronavirus or feeling unwell generally so we can get them to a safe place and contact a family member to collect them.

##### 4.3 Travel

- 4.3.1 Queue in a socially distanced way at bus stops.
- 4.3.2 Sanitize hands when boarding a bus.
- 4.3.3 Wear a face covering whilst on the bus (this does not apply to people who are exempt from wearing a face covering on public transport).
- 4.3.4 Sit on a designated seat in their 'year group bubble' on dedicated school transport (they will be dismissed from school to allow for this to take place).
- 4.3.5 Remain facing the front of the bus and avoiding face-to-face conversations where possible.
- 4.3.6 Remain socially distanced when walking or cycling to school.

##### 4.4 Hygiene

- 4.4.1 Follow all staff instructions on hygiene such as disposal of face masks or hand sanitising.
- 4.4.2 Hands must be cleaned for 20 seconds with soap or using an alcohol-based hand sanitizer:
  - on arrival,
  - after using the toilet facilities,
  - before and after eating,
  - when moving between classrooms, and
  - before boarding a bus.
- 4.4.3 Follow expectations in relation to sneezing, coughing, tissues and disposal ('catch it, bin it, kill it', sneeze into the crook of your arm).
- 4.4.4 Sanitise hands immediately after sneezing or coughing into them.
- 4.4.5 Avoid touching their mouth, nose and eyes.
- 4.4.6 Avoid touching another student at any time.
- 4.4.7 Only use your own equipment - there must be no sharing of stationary, devices, headphones, food or anything that might involve contact with another person;
- 4.4.8 Chewing gum is forbidden and must not be brought into school under any circumstances.
- 4.4.9 Never cough or spit at another individual. Any student who intentionally coughs or spits at or towards another person will be permanently excluded from Keswick School.
- 4.4.10 Never misuse the hand sanitizers provided outside entrances/exits, this includes using more than you require or filling bottles for personal use.

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#### 4.5 Toilets

- 4.5.1 Toilets must be flushed with the lids down – this avoids potentially infectious aerosols.
- 4.5.2 Never misuse toilets or sinks, this includes leaving taps on.
- 4.5.3 Only use the paper towels you require and then dispose of them in the bins provided.

#### 4.6 Social distancing

- 4.6.1 Maintain social distancing (2 meters) where possible when arriving/departing, at break and lunch times and when moving around the school.
- 4.6.2 Entering the school via their designated route, use the lockers/designated toilets if necessary and then go directly to Form rooms by the shortest route.
- 4.6.3 If moving between lessons, following the clearly signposted one-way system around the school.
- 4.6.4 Follow teachers' specific instructions in terms of queuing and maintaining year group bubbles.
- 4.6.5 When entering a classroom to go straight to their designated seat and put their hand up if they need an adult's support.
- 4.6.6 Follow the new break and lunch procedures, including where they can socialise.
- 4.6.7 Leave the school promptly at the end of the day.
- 4.6.8 Ensure that they do not socialise out of school with each other in large groups unless this is with members of their own household.

#### 4.7 Face coverings

- 4.7.1 Face coverings are permitted in school but must be worn correctly.
- 4.7.2 Face coverings must be removed without touching the mouth, nose or eyes – students are responsible for knowing the correct procedure to follow.
- 4.7.3 Disposable face masks must be placed into a bin for safe disposal. Non-disposable face coverings must be safely stored in a sealable bag/box and taken home.
- 4.7.4 The wearing of face coverings in communal spaces.

#### 4.8 Mobile phones and valuables

- 4.8.1 The usual school rules apply to mobile phones with the exception that they must not be left in pupil reception.
- 4.8.2 Mobile phones must be switched off during the school day and at no point should headphones be attached to a phone;
- 4.8.3 Mobile phones and other IT devices are brought in at their owners discretion and the school accepts no liability for their loss or damage.

#### 4.9 Other

- 4.9.1 Be respectful to other individuals (students and staff) at all times. We recognize this is an anxious time for everyone however this rule is particularly important for our cleaning staff who will be in full PPE cleaning the toilets on a regular basis throughout the day.
- 4.9.2 Do not approach any other associate staff in school unless it is an emergency and when you do remain socially distanced.
- 4.9.3 Ensure all litter is placed in the bins provided or taken home.

### 5.0 SCHOOL RULES FOR REMOTE LEARNING

#### 5.1 School rules for remote learning:

- 5.1.1 Keep your microphone muted until it is your turn to talk.
- 5.1.2 Do NOT save, record, screenshot, share or post anything from the meeting or use it for anything other than its intended purpose.
- 5.1.3 If your internet connection fails, try to rejoin the meeting through the Classroom code. Email your teacher if you are unable to attend.

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- 5.1.4 Remain in a public space in your home and let your family know you are in a meeting. Do not participate in video calls in private places like bedrooms and bathrooms.
  - 5.1.5 Be on time. Have all your equipment and something to make notes on. When the meeting is over, exit and close the browser window.
  - 5.1.6 Use the Chat function if you have a question.
  - 5.1.7 Do not provide your Google username or password to anyone else.
  - 5.1.8 Wear school appropriate clothing.
  - 5.1.9 Follow the school code of conduct at all times.
- 5.2 Students must not attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments about staff online will be considered as the most serious breach of the behaviour policy (level 3) and sanctions may include permanent exclusion and reporting the incident to the police. Students who deliberately provide their Google username and password to other individuals to sabotage live lessons will be permanently excluded from the school.
- 5.3 Any cases of online bullying towards other students or peer-on-peer abuse that is disclosed to the school will also be treated extremely seriously and action will be taken in line with the sanctions outlined in the Behaviour policy.

## 6.0 SANCTIONS

- 6.1 All the actions and sanctions set out in the Behaviour policy and the Online Safety policy continue to apply.
- 6.2 Students will be reminded about the school rules, expectations and safety measures (outlined in section 4 and the Home-School contract addendum) at the start of term. This is essential for the health, safety and wellbeing of all the students, the staff and the wider community.
- 6.3 If a student fails to follow a school rule and it is clear that this is not a deliberate act they will be politely reminded of them and why it is important that everyone adhere to them.
- 6.4 If a student fails to follow a school rule for a second time they will be given a warning about their conduct and the risk this poses.
- 6.5 If a student repeatedly fails to follow the school rules this will be deemed as high risk. The student will be removed from lessons and their parents will be asked to collect them immediately from school. This will result in a fixed term exclusion and parents will be expected to attend a meeting with a member of the senior leadership team before the student returns to lessons.
- 6.6 If a student refuses to adhere to any of the safety measures outlined in section 4 they will be excluded from school for up to 15 school days.
- 6.7 If a student's behaviour deliberately puts themselves or others at risk this will be considered as the most serious breach of the behaviour policy (level 3) and sanctions may include permanent exclusion and reporting the incident to the police.
- 6.8 If there are any other disruptions that happen during a lesson then other behaviour management strategies in line with the Behaviour policy will apply. This might include verbal warnings, moving to a separate desk, sent to withdrawal or removal by a senior member of staff.

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- 6.9 Supervised homework will happen during Form time whilst the requirement for social distancing applies. This is a supportive measure and does not count as a behaviour point. For a repeated lack of homework students will be issued with behaviour points and these will count towards after school detentions.
- 6.10 Students are issued with a behaviour point every time they fail to follow the school rules. These are categorised as either academic or pastoral. Once three behaviour points have been reached a Pastoral Assistant for the relevant Key Stage will contact parents. When a 4th point is issued the student will then be put into either a Tuesday or Thursday after-school detention in Queen's Hall. After school detentions last for one hour from 3.15 - 4.15pm.
- 6.11 Students who are caught either chewing gum or eating sweets will be immediately asked to place the chewing gum/sweets into a bin as well as any other chewing gum or sweets they may have with them in school. They must then sanitize their hands thoroughly before touching any surfaces. This is a serious breach of school rules and will be dealt with as follows:
- First occasion: The Head will speak to the student and the Head of Year will phone parents
  - Second occasion: The student will be given an after school detention
  - Third occasion: The student will receive a fixed term exclusion
- 6.12 Where the school rules for remote face-to-face learning are not adhered to the staff organiser has the ability to mute a student's microphone and disable the video feed. The student will then not be given access to any further remote face-to-face support sessions.
- 6.13 Depending on the nature of the breach of school rules when engaged with remote face-to-face learning the school reserves the right to apply any of the sanctions outlined in the Behaviour policy and this includes contacting other agencies if necessary.
- 6.14 Remote face-to-face support will be recorded and an age appropriate consent will be required before this commences. Therefore if any poor conduct is evident this will be recorded. If action is required a copy of the recording will be kept on the student's record in school.

## 7.0 EXCLUSIONS

- 7.1 Head teachers retain the power to exclude students on disciplinary grounds as indicated in the Exclusion policy (KSMAT/STAT/096) and the Exclusion policy COVID-19 Addendum (KSMAT/STAT/096B).
- 7.2 Any decision to exclude will be lawful (with respect to the legislation relating directly to exclusions and a school's wider legal duties, including the European Convention on Human Rights and the Equality Act 2010); rational; reasonable; fair; and proportionate.
- 7.3 Permanent exclusion will only be used as a last resort, in response to a serious breach, or persistent breaches of the school's Behaviour Policy and the rules outlined in this addendum, and where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

## 8.0 STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

- 8.1 For some children, including those with attachment concerns or SEND, and especially those with autism, the change in routines and lack of familiarity will require additional support. This will be

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provided through our Learning Support department and, in particular, through contact with the SENDCO and Teaching assistants.

8.2 As a result of these varied experiences children 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.

8.3 We will work closely with parents to implement supportive strategies that will inform an appropriate response. Some children will need additional support and access to external services such as Educational Psychologists, Social Workers, Counsellors and Early Help.

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