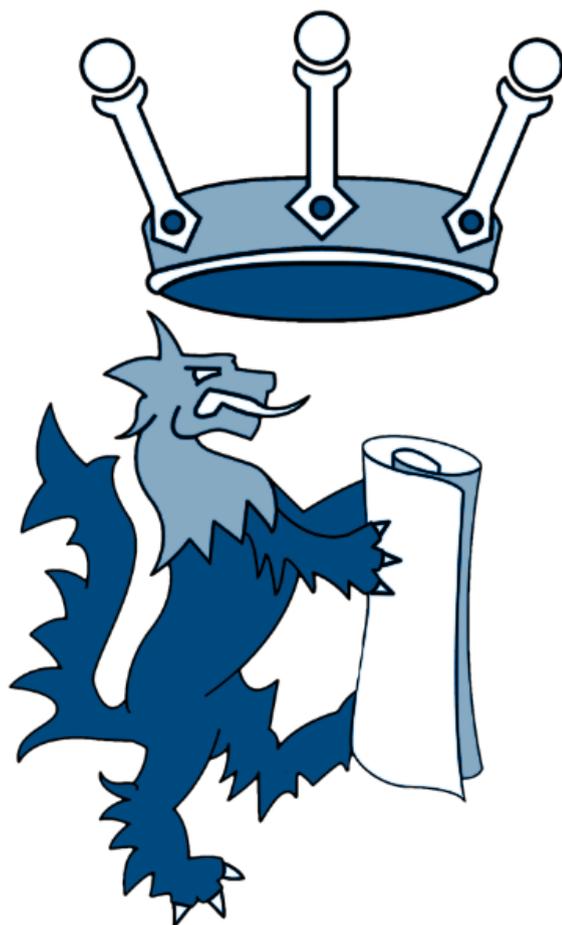


# Behaviour Policy: Covid 19 Amendment

The Sittingbourne School



**Approved by:** Lynn Lawrence

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**Last reviewed on:** June 2020

**Next review due by:** June 2021

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## 1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Students, 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 to make reasonable adjustments in line with the Equality Act of 2010 and the SEND code of practice. We will communicate any changes to staff, parents and students.

## 2. Covid-19 annex introduction

Purpose of this document:

- To build confidence in both staff and parents that The Sittingbourne School is taking all measures possible to mitigate the risk attached to the reopening of schools
- Students and staff will also require clear guidance on how to manage themselves in a changed environment

The school will work to re-establish positive relationships and behaviour, including the following:

- a. Remind students of the school's ethos and values
- b. Re-establish student and parents' acceptance of the authority of the school
- c. Re-establishment of daily routine
- d. Introduce Social Distancing
- e. Re-enforce hygiene messages

## 3. Student Behaviour

### 3.1 New rules

When students are in school, we expect them to follow all of the rules set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and ensure that they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact Mr Clarke, Senior Assistant Headteacher, 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 to integrate back into school life.

### **The Sittingbourne School Behaviour Policy – Covid-19 Breaches – September Amendment**

During this time of unprecedented change and difficulty, we have adapted our Behaviour Policy to allow staff, students and parents to understand the school's responses to students who fail to comply with school discipline at this time in relation to Covid-19 'breaches'.

This section is linked to the general guidance on Covid-19 offences available through central government and the College of Policing. It focuses on behavioural expectations of students during this unusual time of dealing with Covid-19, i.e. increased hygiene standards, as in the hand washing advice from PHE and adhering to instructions regarding social distancing. We would expect our usual school procedures and expectations to be

followed, with the exceptions listed below and with the rationale of 'support' as the main focus of our pastoral teams.

**We have taken the calm and supportive approach from the guidelines given by the National College of Policing and believe that the 4 steps shown below are much more realistic and positive than a zero-tolerance policy. Supporting students at this difficult time, we will follow these steps wherever reasonably practicable.**

- 1. Explain - Why we need Covid-19 changes in our setting.**
- 2. Engage - Try to engage the student and put across that we are all having to follow this guidance.**
- 3. Encourage - Encourage the student to follow the guidance or your advice upon it.**
- 4. Enforce – Sanction and taken out of setting or area.**

**Enforcement is a last resort and we welcome all our students back into our setting to gain some structure and routine, as well as support, into their lives. We are not looking to simply dis-engage from a student if they are struggling with the new systems and Covid-19 related guidance we have put into place.**

Students who are unable to follow the Covid-19 guidance and that of the staff supporting them, will be dealt with by the Community Teams and they will follow the '4 E' model above. This would apply to the normal breaches of the behaviour policy. The Community Teams will look at what extra support that student may need at this difficult time and signpost support services both internal and external, where needed.

If it is apparent that a student is continually not accepting the new Covid-19 guidance or is exhibiting poor behaviour that would normally be responded to by a community support call, then this will continue to happen. Students will be relocated to a central location which will be zoned to reflect the year group bubbles in place and to ensure they can do some meaningful work before returning to their lessons. If a student still gets things wrong, then they may need to spend some time in the Pupil Support Provision (we are happy that the physical layout of this provision and its natural distancing makes it as safe as reasonably possible). A period of re-integration will then be agreed with the Pastoral Team and the student will be encouraged to re-engage with the school's expectations. Parental contact will be through telephone calls and/or emails. We are unable to meet parents on the school site at this current time, unless it is an emergency and we have requested the meeting.

If it is clear that the student's behaviour exhibits a severe lack of respect to the adults and students within the school and they are also not adhering to the Covid-19 regulations, it may be necessary to use a Fixed Period Exclusion, at the Headteacher's discretion. If a student receives a Fixed Period Exclusion, they will, once the exclusion has been completed, follow the usual system of a day within the Pupil Support Provision, to reintegrate back into the school.

The school will continue to support the community and Kent Police in tackling anti-social behaviour on the journeys to and from the school site. The School reserves the right to enforce punishment on those who are antisocial or difficult with members of our local community, whilst working with the Kent Youth Engagement Team and other agencies, to educate students.

The school will also enforce the uniform policy for students attending. The school's policy on jewellery, piercings and inappropriate clothing will continue.

All other school procedures, where appropriate, will be followed to ensure consistency. Again, staff will look to follow the '4E' model to support the students as much as possible, rather than to instantly highlight their misdemeanours.

This amendment has been created in line with guidance from KCC, National College of Policing and Swale Academies Trust and in conjunction with the Equality Act of 2010, respecting the safeguarding and support of students with Special Educational needs and vulnerable students.

[https://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0006/108969/Return-to-School-Guidance.pdf](https://www.kelsi.org.uk/_data/assets/pdf_file/0006/108969/Return-to-School-Guidance.pdf)

<https://www.college.police.uk/What-we-do/COVID-19/understanding-the-law/Pages/default.aspx>

### **New Covid 19 related routines**

All students will still be expected to arrive before 8.35am, but no earlier than 8.10am. Students will be directed into specific entrances. These will be well signed and parents will be aware in advance. Also staff will be on hand to direct students. This will help ensure our year group bubbles interact as little as possible when on site.

Once on site, they will be directed to their specific zones on the playground and will be kept there until lessons start. At break and lunchtimes, year groups will stay together in their individual zones and lunch will be available for all students to preorder in the morning.

When lessons start, students will be directed into their entrances and supported by staff to their year group zones and classrooms. Students will remain in their year group teaching zones for the majority of the school day, with the only exception being for subjects which require specialist equipment. They need to follow the direct route to their areas, following key signage and staff direction. Hygiene, such as handwashing and sanitising will be necessary. All students will have to either wash or clean their hands with sanitiser on entering the site, during and at the end of the school day. This will be the same every time they enter classrooms or smaller spaces.

Students should follow the 'catch it, bin it, kill it' routine. Students should avoid touching their mouth, nose and eyes with their hands, where possible. Tissues and bins will be in every classroom for those students needing to sneeze or blow their nose. Any student directing sneezes or seen spitting towards other students or staff will immediately be removed and placed in the Pupil Support Provision until further discussion on a punishment with the Headteacher.

Students should use their own equipment and are not allowed to share.

If students feel ill, with symptoms of coronavirus, they need to inform a staff member and they will be supported to the specific area for Covid 19 cases, whilst parents are called to promptly collect them and take them for a test. That student will have to self-isolate for a minimum of 7 days, unless they receive a negative test. Parents and carers must keep the school informed. The school will liaise with Public Health England and KCC Health board for further advice and next steps.

### **3.2 Rewards and sanctions for following rules**

To help encourage students to follow the above rules, we will ask communities to support them. Those students being excellent role models by helping both the school and their peers, will be rewarded with: phone calls, messages home and achievement points, where appropriate. Ambassadors will also support staff in helping to praise and guide their peers. The usual system of rewards and achievement points will continue to run and staff will be able to reward students as normal.

To support students in their new routines, their year specific community team will be based in their zones to help them. If students do break the new routines that are in place for their safety, we will of course have to follow this up. Where accidental mistakes of going the wrong way or getting confused occur, the students will be supported by the Community. However, if students fail to follow these rules, and intentionally break the bubbles, or refuse to stick to the routines and are challenging to staff, then we will follow the **4Es** system. After **Explaining, Engaging** with and **Encouraging** the student to no effect, we will then have to **Enforce**. We will follow our normal routines of using Behaviour Support. If students continue to disrupt the routines of the school put in place for everyone's safety, then they may have to spend time in the Pupil Support Provision and their parents will be contacted, to discuss a way forward. For extreme flouting of the routines and poor behaviour, the Headteacher may authorise a period of flexible learning to regulate the student's behaviour, whilst continuing small group teaching and support from their community. The Headteacher may also decide on a Fixed Period Exclusion, if the nature of the behaviour is both dangerous and defiant. This would be in accordance with KCC's exclusion policy, adapted for Covid 19 re-opening.

[https://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0006/108969/Return-to-School-Guidance.pdf](https://www.kelsi.org.uk/_data/assets/pdf_file/0006/108969/Return-to-School-Guidance.pdf)

### **3.3 Changed rules**

**Until further notice, we will alter the following school rules:**

#### **Expectations for attendance**

The [latest government guidance](#) says attendance will be mandatory from September. We are encouraging all students to return in September to full time education. We will be reverting back to our normal expectations for attendance, as stated in the school's attendance policy. We also want to support students and parents who are struggling with this return. We have asked both the school's welfare team and our SEAAS member of staff, to make home visits in support of those struggling to return. We want parents, students and school to be working together to get students back into school and for parents to feel comfortable and supported in doing so.

## **Expectations for uniform**

The government is encouraging schools to revert to normal uniform policy from September. All students must wear uniform to school and follow normal school rules on uniform as set out in the uniform section of our Behaviour Policy. If uniform is a concern, we ask parents to contact their child's year group community. It is important that parents contact us first before their child arrives with uniform infringements. We still reserve the right to make changes to their education, until the uniform is corrected.

## **Expectations for behaviour**

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 or in general
- 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

Students deliberately causing distress and upset to fellow students and staff may be dealt with by exclusion, with each incident being considered on a case by case basis. It will be parents' responsibility to collect the child within a 30-minute period if any serious offence occurs.