

COVID 19 - Addendum to Behaviour Policy

Date of Policy updated: 5th June 2020

Addendum to behaviour Policy:

This should be viewed in relation to the SSA recovery plan

Summary of any key COVID-19 related changes.

In these very difficult and unprecedented times, behaviour and safeguarding of our students is still at the heart of our policy and practice at South Shore Academy. South Shore Academy fully recognises the contribution it can make to protect and support both students and staff amid the Coronavirus epidemic. 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 2 metre distancing guidance set out by the Government. Our Students' and staff welfare, visitors and the community's safety and health are a key priority while they are attending South Shore Academy.

At South Shore Academy despite the current challenges we face, it is still our policy to continue with our high standards and expectations of all students, 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:

[name] – [role] [date]

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Review date	By whom	Summary of changes made	Date Implemented
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1.1 Introduction

By attending South Shore Academy during the COVID – 19 pandemic you are agreeing to uphold and abide by this addendum to the Behaviour Policy. 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 during the COVID 19 pandemic. Please note that South Shore Academy 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 measures implemented by South Shore Academy

The role of South Shore Academy 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 continue to provide provision for our students during the COVID 19 pandemic. School staff, students and parents 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 during the COVID 19 pandemic phased return is to provide a safe and secure learning environment following social distancing and government guidance while in South Shore Academy

This will be twofold:

1. To vulnerable children and key worker children (not in Year 10) in school on a phased return.
2. To year groups (Year 10 initially) on a phased return to school until the guidance allows all children to return to normal full-time education. When students are not entitled to be in school, they will continue to learn remotely through home schooling, completing work set by school.

Provision for Key worker children and Y10 provision will mirror one another and will operate in the same manner. Students will be assigned to a pathway and will be allocated a time slot in which to arrive at South Shore Academy for their designated lessons.

In addition, our other key objectives below are still at the forefront of everything we do:

- ✓ We aim higher in all that we do
- ✓ We show respect to ourselves and our community
- ✓ We support each other, ask for help to overcome setbacks and to succeed

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 South Shore Academy 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 (to include alternative provision) 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. We will continue to use Place2Be (Angela Preston) and liaise closely with Tami Martin around these issues. A referral process will be in place through PN/AP.

Where a student is identified as having SEN, South Shore Academy 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 appendix 1 for a detailed breakdown of the South Shore Academy rules, a summary of which can be found below.

General Rules

All students and staff are expected to follow the general rules set out by South Shore Academy under the COVID19 and social distancing guidelines:

Dress code

Staff and students are to attend South Shore Academy wearing School PE Kit. School uniform is not to be worn as we do not want students having the need to get changed into their PE kit. Any concerns with this should be raised via a concern form to the nominated DSL.

Social distancing - The advice on social distancing measures applies to everyone. All stakeholders need to minimize opportunities for the virus to spread by maintaining 2 meters 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 or for their lunch etc. All staff and students will be reminded to wash their hands for 20 seconds and more frequently than normal.

- ✓ Students are to arrive on time for school. If you are late you will not be allowed immediate entry; discretion will be applied for vulnerable students. DSL has final say.
- ✓ Respect all social distancing measures implemented throughout the school;
- ✓ Wash your hands at every opportunity or when asked by staff and keep hands sanitised.
- ✓ Follow the expected dress code
- ✓ Remove all outdoor clothing when entering the building (coats, hats, gloves etc);
- ✓ Students are expected to behave in a respectful, polite, and courteous manner always.
- ✓ Eat at break and lunchtime only and only eat in permitted areas under the social distancing and COVID 19 measures;
- ✓ 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 sites.
- ✓ Students are expected to social distance on arriving and exiting the school.

Arriving at school

- ✓ Students are to arrive at the school under social distancing guidelines.
- ✓ There will only be 15 students arriving at the school at any one time. 10 in bubbles .
- ✓ Students will enter the school through one of 2 entry points to allow for social distancing measures to be in place.
- ✓ Students will queue at the designated entry points maintaining 2 meters.
- ✓ On entry students will be asked to take off any non-school uniform items and have their temperature taken. Students will wash their hands at the designated sinks adhering to the guidelines and will then be taken to their classroom 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:

- ✓ Students will work in the same classroom for the full day.
- ✓ Staff members will allocate students to a classroom once they have entered the building and followed the hand wash procedure.
- ✓ Students will be strategically placed to sit at least 2 meters apart in a classroom.
- ✓ There will be no more than 10 students in any classroom at any one time. .
- ✓ See recovery plan for logistical details of Year 10 bubbles and vulnerable groups
- ✓ Students are not permitted to use the toilet during lessons unless they have medical reasons. (Same procedures linked to hand washing applies)
- ✓ At regular points during the day students will sanitise and clean their work area.
- ✓ 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 can wear face masks during lessons to reduce the risk of spreading infection and to protect each other.
- ✓ 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.
- ✓ Tell an adult if you are experiencing symptoms of coronavirus.

Routine lesson rules:

- ✓ Walk on the left-NOT IN EFFECT
- ✓ Meet and greet-NOT IN EFFECT
- ✓ End and send -NOT IN EFFECT
- ✓ Hands up for silence
- ✓ Track the speaker

Social times – Break time and lunch time

Social times will be managed very carefully and with 2-meter social distancing in place. SLT will oversee break and lunch-time for vulnerable students

Break time;

Break times will allow students time for a snack a toilet break and exercise

Lunch time;

Only for vulnerable students , existing procedures apply here

Exiting the school

- ✓ Students will be dismissed by the class teacher one at a time to adhere to social distancing measures. On exiting the building students will be asked to wash their hands in accordance with the COVID 19 measures.
- ✓ Students will exit the building through the designated door instructed by a member of staff.
- ✓ Upon leaving the school and in the community on the way home students should remain 2 meters from their peers and go straight home.
- ✓ On arriving at home students should remove school clothing once in the house and these items should be placed into the washing machine immediately to be washed.
- ✓ Students should shower as soon as they have taken off all items of clothing worn during the school day.

3.1 Behaviour responsibilities

The Deputy Headteacher and Assistant Headteacher (behaviour) (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 applied. Support amongst all staff in the implementation of the policy is essential. Staff play a key role in advising the Deputy Headteacher and Assistant Headteacher (behaviour) on the effectiveness of the policy and procedures. Staff have a responsibility, with the support of the Headteacher, 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 pnaylor@ssa.bfet.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 Headteacher 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 SIMS 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 this 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 of 2 meters. Both actions will result in removal of the place within the school and the student will not be allowed to return to South Shore Academy for a fixed period as decided by SLT.

Role	Responsibilities
Form tutors	<ul style="list-style-type: none"> • Check the safety and well being of all students. Make phone calls weekly to all students not in school and record on safeguarding spreadsheets • A script has been provided to assist with this taking in online learning , free school meals and safeguarding issues . • Adhere to and consistently apply the COVID 19 measures • Be the first point of contact for parents • Consistently apply and adhere to the South Shore Academy behaviour policy and systems • Monitor and address behaviour concerns as appropriate • Promote positive behaviour through the rewards system • Escalate safeguarding concerns through channels documented in safeguarding policy.
Teaching and non-teaching Staff	<ul style="list-style-type: none"> • Check the safety and well being of all students • Adhere to and consistently apply the COVID 19 measures • Be visible during changeover and promote positive corridor conduct. • Consistently apply and adhere to the South Shore Academy behaviour policy and systems • Establish and maintain good relationships with students; exercise appropriate authority and act decisively when necessary • Ensure seating plans promote positive behaviour • Promote positive behaviour through the rewards system
Curriculum Leaders	<ul style="list-style-type: none"> • Check the safety and well being of all students • Quality assure staff within the faculty are following COVID 19 measures and applying them consistently. • Adhere to and consistently apply the COVID 19 measures • Communicate specific behaviour concerns to Pastoral Leaders and other key staff to develop coordinated support strategies • Communicate behaviour concerns and staff training needs via SLT link • Harness parental support by contacting parents when issues arise via email or telephone • Promote positive behaviour through the rewards system
Pastoral Leads	<ul style="list-style-type: none"> • Check the safety and well being of all students by monitoring form tutor contacts via shared safeguarding spreadsheet. • Quality assure staff within the pastoral team are following COVID 19 measures and applying them consistently. • Adhere to and consistently apply the COVID 19 measures • Set high standards and expectations for the Year group • Implement behaviour support strategies for individual students and develop proactive strategies that promote positive behaviour within a year group • Facilitate restorative conversations from 2 metres. • Organise and chair meetings with parents via Teams or telephone.

	<ul style="list-style-type: none"> • Provide appropriate documentation to support the Assistant Headteacher / Deputy Head Teacher in making decisions on exclusion • Monitor incidents of all natures including bullying, racist and homophobic incidents to allow them to be dealt with swiftly and appropriately. • Counsel, support, and mentor vulnerable students during the COVID 19 pandemic • Investigate behaviour incidents • Set targets with students to support their Behaviour for Learning • Communicate with home following key incidents • Support staff with behaviour incidents through on call system out and lesson changeover • Refer students with persistent behaviour concerns to SLT • Refer students not adhering to COVID 19 measures to SLT
SLT	<ul style="list-style-type: none"> • Check the safety and well being of all students • Quality assure staff within the school are following COVID 19 measures and applying them consistently. • Adhere to and consistently apply the COVID 19 measures • Support all staff and students through this pandemic • Counsel, support, and mentor vulnerable students/staff during the COVID 19 pandemic • Support middle leaders in ensuring positive behaviour is consistent • Support staff with serious incidents through on call system • Carry out reintegration meetings following fixed term exclusion through teams • Ensure staff are provided with continuing professional development to support positive behaviour • Support detention system and Internal Exclusion (when in effect) • Support and deliver lessons in the ACE provision (when in effect)
(Governors)	<ul style="list-style-type: none"> • Visit the school and lessons to see the quality of Teaching and Learning and behaviours of the students within the South Shore Academy • Attend the parent's forum and governors meeting to further develop the [school] • Monitor rewards and behaviour trends • Attend meetings for students who are issued final warnings/permanent exclusion due to their behaviour

4.1 Training of Staff

South Shore Academy 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 daily briefings on COVID 19 and reiterates social distancing measures with key standards and expectations linked to consistency. This will be led by the SLT lead on each day. All COVID 19 measures are evaluated to ensure the safety of both students and staff.

5.1 Behaviour, rewards, and sanctions

At South Shore Academy students are always expected to demonstrate positive behaviour , 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 students' parents/carers will be contacted, and the students place will be withdrawn from the school in line with the school's measures during the COVID 19 pandemic. As a result, the student will not be allowed to return to the school during the COVID – 19 pandemic period. The pupil will be removed from the site immediately.

On the next page are examples of unacceptable behaviour that will warrant a sanction. This is not an exhaustive list but outlines behaviours which are not acceptable or tolerated.

During the COVID – 19 pandemic rewards will be issued by the teacher electronically

Detentions

During the phased return to school during the COVID 19 pandemic detentions will not take place as students will be on a staggered school day.

Internal exclusion

As students will be taught in groups of a maximum of 10 students, we will not be operating Internal exclusion (IFTE) during the phased return. If this changes, in due course we will inform parents/carers to update you prior to the changes taking effect.

External exclusions

External exclusions during the pandemic will still be in operation. If South Shore Academy 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 epidemic 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.

<p style="text-align: center;">Lateness</p> <p>Arriving late for the start of the school day or late to lessons during the school day. If students arrive late during the COVID 19 pandemic they will not be allowed entry.</p> <p>Discretionary note- DSL will decide in the case of vulnerable students.</p>	<p style="text-align: center;">Disruption</p> <p>Examples: Talking or chatting. Not listening; Refusing to work / produce an inadequate work Shouting out; Inappropriate language; Making noises, tapping, throwing things, wandering around the room</p>	
<p style="text-align: center;">Non-compliance</p> <p>Talking over a teacher. Answering back Not following instructions; Being rude; Arguing with a teacher; Not wearing correct uniform; Walking out of lesson</p>	<p style="text-align: center;">Damage to Property</p> <p>Deliberate misuse or damage to the property of another student or a member of staff; Deliberate damage to school, buildings, fittings or equipment; Vandalism.</p>	<p style="text-align: center;">Jewellery</p> <p>Wearing jewellery other than that permitted as set out in the Uniform expectations. Higher rate of transmission and difficulty of washing correctly is the rationale here.</p>
<p style="text-align: center;">Litter</p> <p>Dropping litter within the building or anywhere on the school site.</p>	<p style="text-align: center;">Swearing</p> <p>Using unacceptable language particularly when directed at another student or staff member.</p>	<p style="text-align: center;">Bullying</p> <p>Cyber / online bullying; Physical bullying; Verbal bullying Threatening behaviour</p>
<p style="text-align: center;">Racist incident</p> <p>Using racially offensive language or gestures, particularly towards a student or staff member.</p>	<p style="text-align: center;">Theft</p> <p>Taking an item without permission from the owner.</p>	<p style="text-align: center;">Smoking</p> <p>Smoking or carrying materials on the school site, whilst travelling to or from school</p>
<p style="text-align: center;">Drinking</p> <p>Drinking or in possession of alcohol on the school site, whilst in school uniform, travelling to or from school or on a school visit or activity.</p>	<p style="text-align: center;">Drugs</p> <p>Possessing, using, distributing, supplying, or dealing in any illegal drugs on site, whilst in uniform, travelling to or from school/ on a visit. Any involvement in illegal drugs</p>	<p style="text-align: center;">Offensive Weapons</p> <p>Carrying any offensive weapon on the school site, whilst in school uniform, travelling to or form school or on a school visit or activity.</p>
<p style="text-align: center;">Verbal Assault</p> <p>Any outburst of aggressive, violent, or threatening language directed at a student or staff member.</p>	<p style="text-align: center;">Physical Assault</p> <p>Any physical, aggressive, or violent attack against another student or staff member; Fighting between students;</p>	<p style="text-align: center;">Any other extreme behaviours including inciting others to extreme behaviours.</p>

Any COVID 19 measures or behaviours that are not adhered to will result in further sanctions as they are putting the lives of students and staff at risk. As a result, a fixed term exclusion will be put in place.