

## **Behaviour Policy Addendum**

This addendum sets out expectations and procedures during the school's closure and phased return, and to minimise the risk of spreading coronavirus. This works alongside the school's existing Behaviour Policy, and seeks to clarify changes to school routines to ensure the safety and protection of students, staff and visitors to the school, with an emphasis on social distancing and good hygiene. It also clarifies expectations for students who continue to learn remotely at home.

In applying this policy, the school will take into account its duty under the Equality Act 2010, and take such steps as it is reasonable to take to avoid substantial disadvantage to any student, including those students with a disability and those with special educational needs. The school will make reasonable adjustments for students, anticipating these according to individual students, reviewing what adjustments might need to be made to prevent any disadvantage. These adjustments will be made in the context of ensuring all members of the school's community feel safe and are protected from the risks associated with coronavirus. Similarly, the Equality Act 2010 does not say what is 'reasonable', and therefore the school will be as flexible as it can be in the current context, acknowledging that what is reasonable for one student may not be reasonable for another. This process is likely to involve a range of staff at the school, including the SENCO and members of the school's Senior Leadership Team, as well as consultation with the student and their parent(s) or carer(s).

As detailed in the SEN Code of Practice 2015, the school also recognises that there may be a range of reasons why it may not always be possible to take reasonable steps when a student's behaviour is incompatible with the efficient education of others, where the student's 'behaviour systematically, persistently or significantly threatens the safety and/or impedes the learning of others'.

### **Admittance to the school site**

In order to ensure the health and safety of the school's community:

-Only those students who have been invited into school are allowed on the school site. This will have been clarified through written communication with the student's parent(s) or carer(s) in advance. This includes students who the school has identified as being vulnerable, the children of key workers, and those students in any year group as part of a phased return.

-Parent(s), carer(s) and other family members are not permitted on the school site unless they have been invited into the school by a member of staff. All visitors to the school (not students) are expected to use the school's intercom at the front of the school on Crown Dale, and wait to be permitted into the school's Reception. All visitors should remain behind any barriers that are in place.

### **Actions as a result of any breach to this addendum**

Every attempt will be made to ensure students, staff, parent(s) and carer(s) understand the changes made and the reasoning behind them. However, if a student's behaviour on their

way to and from school or in school is considered a risk to their health, safety and well-being, and/or the health, safety and well-being of another student, member of staff or member of public, the school will put into place all or some of the measures below:

1. The student will receive a verbal warning outlining the school's concerns. This will also be shared with their parent(s) or carer(s) on the telephone and recorded on BehaviourWatch.
2. The student will be isolated from others in school, completing their work outside the office of a senior member of staff. This will also be shared with their parent(s) or carer(s) on the telephone and recorded on BehaviourWatch.
3. The student will be asked to leave the school site. Parent(s) and carer(s) will be contacted and it will be determined as to whether the student should make their own way home or be collected by a member of their family from outside the front of the school building.
4. The student's contact time in school will be reviewed. Previous arrangements for their safe return to school might be affected with adjustments made to how much time is spent in school and how much time is focused on home learning. Parent(s) and/or carer(s) will be advised of these changes on the telephone and this will be recorded on BehaviourWatch. These new arrangements will be reviewed over time by the school's senior leadership team, in consultation with the student's parent(s) or carer(s).

### **Expectations for when students are on the school site**

#### **Parent(s) or carer(s) are expected to:**

- Support their child and the changes the school has made to ensure all members of the school's community feel safe and are protected
- Reinforce guidance on social distancing and good hygiene with their child
- Respect the school's procedure for inviting students onto the school site, ensuring their child only attends school following confirmation from a member of the school's staff
- Check their child's health each time they attend school, taking their child's temperature and keeping them at home if this is high or they display any signs or symptoms associated with coronavirus (as determined by Public Health England)
- Advise the school if their child has attended school and consequently shows any signs or symptoms of coronavirus (as determined by Public Health England)
- Ensure that clean clothing is worn when attending a session in school
- Supply their child with refreshments and a filled water bottle

#### **Teaching and Support Staff are expected to:**

- Support students and the changes the school has made to ensure all members of the school's community feel safe and are protected
- Model and display expectations for social distancing and good hygiene within classrooms and all shared areas across the school, establishing clear routines throughout the school day

- Promote positive behaviour for learning in all interactions with students, and follow the school's approach to recognising and rewarding student's positive behaviour
- Advise senior members of staff on duty of any breaches to the school's expectations

**In preparing to attend school, students are expected to:**

- Be mindful of how they are feeling and communicate this with their parent(s) or carer(s)
- Only attend school if they have been invited onto the school site
- Ensure they are wearing the adapted school uniform: clean black skirt/trousers and white school shirt, and black school shoes (blazers and ties do not need to be worn). They are also welcome to wear their own face mask and bring their own hand sanitiser.
- Bring their own refreshments and healthy snacks on site including filled water bottles
- Adhere to the staggered timings for arriving at school, and where possible walk or cycle to limit the use of public transport (students who choose to use public transport MUST wear facemasks)
- Limit personal possessions brought onto the school site to pens and pencils (these will remain on site in a named plastic bag issued by the school)

**When arriving at school, students are expected to:**

- Use the assigned entrance to the school as instructed by staff (Crown Lane or Elder Road)
- Follow instructions for safe arrival on the school site and cooperate with staff during health and safety briefing and assessment. This includes:
  - temperature check
  - phones off
  - allocation of plastic bag
  - outdoor garments removed and placed in plastic bags
  - hand wash
  - moving to assigned playground
  - FSM order for pre-prepared lunch pack

**Whilst in school, students are expected to:**

- Alert a member of staff if they feel unwell or notice any changes in their health, and where assigned to a medical zone, remain there and follow instructions
- Follow guidance detailed in notices around the school that promote good hygiene and follow Public Health England's guidelines. This includes taking care when sneezing and coughing, using tissues and disposing of these in bins ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with their hands
- Use hand sanitisers regularly through the school day
- Be mindful of the 2m social distancing rule, respecting other people's personal spaces. Students MUST NOT cough or spit at or towards any other person
- Follow guidance and instructions for the safe use of the school building across the five zones, staying within the designated zone for the duration of their time on site:

**Zone 1** Maths Corridor S41/S42 (opened up) and S43 for Year 10 students. Students should only use the Second Floor toilets, access the building via the back playground, and use the back playground during break times.

**Zone 2** English Corridor F42/F43 (opened up) and F39 for Year 10 students. Students should only use the Ground Floor toilets, access the building via the central staircase, and use the upper playground via the lower corridor doors during break times.

**Zone 3** MFL Breakout Space and F26 for Year 10 students. Students should only use the First Floor Toilets, access the building via the stairwell on the outside of the building from the car park, and use the basketball court during break times.

**Zone 4** Library and Atrium for Key Worker children and Vulnerable Students. Students should only use the Ground Floor toilets towards the front of the building, access the building via the Atrium doors and use the lower playground during break times.

**Zone 5** Visual and Performing Arts areas for Year 12 students. Small groups of Year 12 students will be onsite at any time and will access the building via the Year 11 outside space by the downstairs Dance Studio, and will use the toilets outside Mr Cole's office.

**Only teachers will move across the five zones.**

- Follow floor markings in place in classrooms and on corridors
- Sit one student per desk
- Ensure that desks are left clear of any objects in order for designated cleaners to sanitise zones
- Avoid the use of toilets during lessons and adhere to one in one out queuing systems for toilets. Follow clear handwashing guidance in toilets, including the use of soap, paper towels and pedal bins

**When leaving the school building, students are expected to:**

- Leave their plastic bag with their books in the zone where they were learning
- Go straight home, taking the most direct route home and avoiding public transport where possible. Students must not loiter outside the school building, or in local areas, including Crown Point, Norwood Park, West Norwood and Crystal Palace, and avoid shops and take away restaurants on their journeys home.

### **Expectations for Home Learning**

Whilst learning at home, we would expect students to continue to behave with integrity and demonstrate courtesy at all times, as detailed in our Student Handbook. 'Integrity' means adhering to ethical principles and expectations. It means being honest and behaving in a correct manner at all times, particularly when a student is expected to manage their own behaviour in the absence of a teacher. Likewise, 'courtesy' simply means demonstrating

polite behaviour, excellent manners and social conduct. We expect our students to be courteous to all other members of the school community both in school and outside school. Therefore, when interacting with other students and staff online, students should always be kind and respectful to each other, and to members of staff.

**Whilst learning at home, students are expected to:**

- Follow guidance and instructions communicated by staff, meeting deadlines and expectations
- Respond to welfare checks made by members of staff; we expect parents and carers to respond to communication from the school either through phone calls, emails or written correspondence
- Communicate in an appropriate way to members of staff. Any inappropriate comments made towards staff online, via ShowMyHomework, Google Classroom, email or any other platform will be taken very seriously, and could result in being removed from all school online platforms and a referral to the police. This includes any conversations that might take place on the telephone, or any comments made about staff on social media platforms
- Communicate in an appropriate way to other students. Any inappropriate comments made towards other students, online bullying towards other students or peer-on-peer abuse that is disclosed to the school during this time will be reported to the police.
- Ensure their behaviour and comments are respectful and appropriate during any online lessons, reflecting how they should behave in a lesson, addressing members of staff and other students as they would normally do in a classroom setting. If a student is not able to use online learning appropriately, they will be removed from the school's platforms and paper copies of work will be sent home instead.

**Use of live audio visual software in lessons (including Zoom and Google Hangouts)**

This is currently only permitted for Year 12 students following staff training and individual teacher agreement of rules and expectations for safe use, as well as student agreement to rules and expectations (in addition to the school's E-Safety Advice and Rules for Responsible ICT and Data Use and Mobile Phones, which students have already agreed to).

To ensure the safety of all users the following must take place for all 'live' learning:

- Access to the platform must be password protected. Students are invited to lessons through their email, ensuring an 'invitation only' policy
- Teachers must use their salutation and surname as their display name, and students must use their first name only as their display name
- Waiting rooms should be enabled to ensure the teacher can see who is in the waiting room. Teachers will use this facility to give permission to students to join the 'meeting'. Anyone who is not supposed to be there or whose name is not recognised will not be admitted
- Meetings must be locked once all expected students have arrived
- Only teachers can share their screen to prevent any of the other participants in the meetings to share their screens or broadcast anything but their own video stream

- All sessions are automatically recorded, having asked the students consent to do this before they enter the meeting, and stored securely on the cloud
- Private chat between participants is disabled
- If there is only one student present, the session should end (teachers should wait until most students are in the waiting room)
- Parent(s) or carer(s) are encouraged to monitor the content of online lessons and their child's participation wherever possible