Behaviour and Discipline Policy COVID-19 appendix

1. Introduction

This updated appendix to the College's Behaviour and Discipline policy commences from 7th September 2020 and will be in place until the end of the period during which the College implements special arrangements in response to the Covid-19 pandemic.

It has been written to address the unique circumstances affecting student behaviour (both in school and online) in the College community at this time.

2. Aims

Students' and staff safety and wellbeing will remain priorities in our management of behaviour. We also retain a fundamental focus on students' learning and an approach that prizes respectful relationships. Staff members will foster these values in their interactions with students and parents/carers.

The Linton Learner attributes are central to our behaviour expectations and behaviour management: we expect students to be independent and ambitious in their behaviour for learning and responsible and caring in their application of the Student Code of Conduct.

3. Application of the policy

Given the exceptional circumstances, it is understood that students may be anxious or find the changes to their learning and school environment unsettling, especially after a prolonged period of time away from school. In response to this, all behaviour will be managed with empathy and students will be provided with additional support as necessary.

4. Behaviour expectations

A revised Student Code of Conduct and Covid-19 safety protocols have been shared with students, staff and parents/carers. They outline our expectations of safe and responsible student behaviour.

The following explanation of behavioural responsibilities build upon those set out in the College's Behaviour and Discipline Policy. They include Covid-19 conduct requirements in addition to the most relevant and pertinent aspects of behaviour for learning expectations in the current context.

Students must

- Not attend school if they feel unwell or are experiencing any Covid-19 symptoms; they must tell a member of staff if they feel unwell during the day.
- Wear a face covering on public transport and the school bus, adhere to the school transport Code of Conduct and remain in bus seating plans at all times.
- Be punctual and arrive on time to school, in line with the phased arrival times, and move directly to designated spaces.
- Follow the in-school protocol, remaining in their correct zones and using the correct entrances, exits and designated rooms.
- Be fully equipped with all essential items to access learning.
- Behave responsibly and safely, following the Student Code of Conduct for safe and responsible behaviour at all times (including during, between and outside of lessons).
- Behave responsibly and safely in corridors and in designated social spaces and facilities (including queuing at a distance to access stairs, rooms, toilets and catering).
- Regularly wash and sanitise their hands, in line with the in-school protocol, and use sanitising products sensibly and safely.
- Follow the 'catch it, bin it, kill it' approach to coughs and sneezes.
- Not share their equipment or other items, including food and drink; students must refrain from touching objects and surfaces, taking responsibility for sanitising when necessary.
- Retain a two metre distance from all members of staff at all times.
- Not touch other students or their belongings.
- Avoid close contact with peers, including face to face conversation.
- Follow the protocol for applying, handling and removing face coverings safely when wearing them in indoor communal social spaces.
- Behave responsibly and safely on their way to and from school, including keeping a safe distance from others.
- Follow staff instructions to keep themselves and others safe when learning online and in school.
- Be respectful and considerate to students and staff online and in school, enabling others to feel safe and learn effectively.

Staff will

- Arrive punctually to tutor time and duties to proactively ensure a safe and calm start to the College day.
- Regularly remind and support students with their understanding and implementation of safe, respectful and positive behaviour in school, online and outside of school.
- Use appropriate behaviour management strategies to enforce the Student Code of Conduct and behaviour protocol expectations.
- Intervene swiftly and effectively and address any unacceptable or unsafe conduct, in line with the College's behaviour policy and systems.
- Be vigilant in their supervision of students in school and online to ensure that students are safe, including being active on duties, recording online sessions and screenshotting any inappropriate conduct.
- Use praise and reward to acknowledge and celebrate students' behaviour for learning, logging all behaviour events on Go4Schools.
- Be proactive in monitoring and supporting students with their behaviour for learning in school and online, including tracking engagement and submission levels.
- Remain calm and professional when addressing inappropriate behaviour, using de-escalation approaches to manage any behaviour issues online or in school effectively.

- Make contact with home and liaise with parents/carers to share successes and address any behaviour concerns.
- Apply the College's behaviour policy and systems consistently, making use of support from senior staff when necessary.

Parents/carers should

- Not send their children into school if they are unwell or exhibiting any Covid-19 symptoms.
- Ensure that their child is equipped with a suitable face covering for use on school/public transport and in communal areas.
- Ensure that their children understand the safety and behaviour expectations.
- Support the College by ensuring that their children are in the correct uniform, fully equipped and ready to learn.
- Support the College with ensuring that behaviour expectations and health and safety protocol are followed by their children.
- Actively engage with Go4Schools behaviour events to reinforce praise or address concerns at home.
- Inform appropriate College staff of any information that may affect their child's conduct and engagement with their learning.

Praise and reward

There are a range of means of acknowledging and praising students' positive behaviour remotely, in addition to the regular use of Linton Learner stamps and physical postcards.
- Use Go4Schools to log excellent engagement with a student's learning online or in school which is worth one House point
- Share students' excellent learning outcomes via the Teams staffroom channel to be showcased on the Linton Learner twitter feed.
- Award a virtual Linton Learner stamp or postcard to celebrate excellent effort with their learning.
- Nominate a student for a Principal's commendation in recognition of exceptional learning effort/outcome.

Behaviour events logged on Go4Schools will also be shared in a weekly digest to parents/carers and students at 6pm every Friday.

The cash-in rewards will be reviewed with students and parents in light of current restrictions to the existing system.

Addressing behaviour concerns

Staff will address unacceptable behaviour through using their professional skills as outlined within the expectations above.

Modifications to sanctions and interventions
The Covid-19 systems of controls require us to make a number of adjustments to our behaviour management systems. Any changes to our existing approaches are outlined in the explanations below and will be reviewed and revised regularly.

- **A warning system** will be used by staff to communicate behaviour expectations and address any unacceptable conduct. Students are expected to heed warnings and modify their behaviour in line with the student code of conduct. Second warnings will be logged on Go4Schools.
- **Behaviour reporting** will be conducted through reviewing behaviours logged on Go4Schools instead of completing physical report cards. Students that are placed on a behaviour report will be monitored closely and relevant members of staff will communicate regularly with parents/carers. Meetings with parent/carers to support improvements in behaviour will take place after school to minimise visitors on site during the College day.
- The **on-call referral system** is in place to manage any student that fails to modify their behaviour following a second warning or is behaving in a way that is dangerous or defiant. A member of the College's leadership team will collect the student and they will either be placed in another classroom within the same Year group or outside of an office for the remainder of the lesson. This event will be logged on Go4Schools and an after school detention will be issued. More serious or persistent behaviour breaches will be addressed accordingly.
- **Lunchtime detentions** take place daily for separate Year groups, aligned to their staggered timetables. Lunchtime detentions will be held in Year group IT bases and will last for 30 minutes (Year 7: Room 5; Year 8: Library; Year 9: IT1; Year 10: Business Suite; Year 11: IT2). Computer access enables students to use the time purposefully to complete learning tasks. Students may be issued a lunchtime detention for curriculum issues (e.g. for incomplete or sub-standard classwork or homework) or pastoral issues (not meeting expectations in form time or at social times).
- **After school detentions** take place three times a week in the school hall (Monday, Wednesday and Friday). Desks are socially distant to create separation between Year groups. A standard after school detention will last for an hour. Students are required to complete a reflection task during the detention as well as come equipped to complete purposeful learning activities e.g. homework or reading. Students will be placed in an after school detention following an on-call referral for failing to respond to behaviour warnings in a lesson. They may also be placed in an after school detention as a consequence for anti-social behaviour outside of lessons. If a student fails to attend a lunchtime detention without good reason this will be escalated to a Principal's detention.
- **The Principal's detention** lasts for 90 minutes. It is issued as a consequence for failing to attend a standard after school detention or as a sanction for more significant behaviour infringements. The detention will usually take place outside of the Principal's Office. Arrangements will be made for the student and parents/carers to meet with a member of the Senior Leadership Team following the issue of a Principal's detention.
- The use of **internal isolation** has been paused. This is because of the implications of needing to potentially supervise students from different Year groups within the isolation room. Depending on the nature of the behaviour, after school detentions may be used as an alternative consequence. Bespoke, individual internal isolation arrangements will be arranged by members of the Senior Leadership Team if necessary. Behaviour that would have previously resulted in an internal isolation may be deemed more serious in the current Covid-19 context (e.g. provoked physical assault) warranting a more significant sanction.
- **Readmission meetings** involving parents/carers following a serious behaviour event or a fixed term exclusion will take place after school to avoid visitors on site during the College day. It may be appropriate to conduct these meetings remotely to secure everyone's attendance and safety.

Reports and support plans
In instances where there are concerns about unsafe or disruptive behaviour that cannot be resolved through proactive behaviour management and intervention, as a result of persistent, unsafe or extreme breaches in behaviour expectations, then a risk assessment will be conducted and a management plan will be put in place by the student's Head of House and/or member of SLT. The Director of Inclusion will be involved in these plans for any students on the SEND register.

This plan will be shared with students, parents/carers and relevant staff members so that expectations are clear and consistently applied and support is in place to enable students to successfully meet the College's expectations.

Risk assessment and exclusion
If the risk assessment shows that with all reasonable endeavours implemented as required, a student's behaviour cannot be supported in a way that maintains the health and safety and/or safeguarding of the student, staff or other students, it may mean that the student will not be able to attend school. In the event of partial or full school closure unsafe behaviour may result in a student not being permitted to engage with live online sessions. This will be until such time as a phased return enables the pupil to meet the safety/safeguarding and conduct requirements. Decisions will be made in line with government guidance and the College's Exclusion Policy.

Addressing unsafe behaviour
Any deliberate, unsafe behaviour will not be tolerated. Malicious unhygienic behaviours may include, but are not limited to:
- Spitting;
- Fake coughing;
- Throwing tissues or face masks;
- Purposely going against social distancing protocols;
- Deliberately touching other people or their property;
- Any deliberate act which threatens to increase the risk of transmission.

Any such behaviour may result in students being sent home and excluded and will be formally logged as a serious incident. As with all behaviour events, the College will base decision making on the balance of probability.

Covid-19 Privacy Notice

Our Covid-19 Privacy Notice can be found here.

Useful reference sources
DfE guidance for behaviour and discipline in schools

Date: _____

Signed: _____

Shared with Local Governing Body   Date: _____

Linton Village College   C-19 Behaviour policy appendix   Version 2 September 2020 (HM)