



Behaviour and Safety Policy Addendum  
September 2020

This addendum is to be used in addition to the school behaviour and safeguarding policies from September 2020.

### **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 St Monica's. The aim of this addendum is to inform all stakeholders of the key changes to promote a positive and safe learning environment under the set out by the government.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Our Students' and staff welfare, safety and health are a key priority while they are attending the school.

At St Monica's, 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 always consider, what is in the best interests of the child.

## **1.1 Introduction**

By attending St Monica's 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 St Monica's 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 the school.

The role of our school 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 outstanding 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.

We recognise as a school that returning after such a long time at home presents a unique and challenging set of circumstances. We accept that students will take time to settle in and establish themselves in a routine and that it will feel strange for them to be back in school and in classrooms with their friends. Some students may feel anxious or nervous about their return to school and so extra pastoral care and support will be available on request.

### **Public Health Advice to minimise Covid-19 risks essential measures:**

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable (eg grouping children together, avoiding contact between groups as far as possible, arranging classrooms with forward facing desks, staff maintaining distance from pupils and other staff as much as possible)

The DFE is asking all schools to adopt a range of approaches and actions which can be seen as a system of controls that, when implemented, create an inherently safer environment, where the risk of transmission of infection is substantially reduced. This includes:

**Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

**Response to any infection:**

- 7) engage with the NHS Test and Trace process
  - 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
  - 9) contain any outbreak by following local health protection team advice
- Numbers 7 to 9 must be followed in every case where they are relevant.

At St Monica’s this means the following principles are in place:

1. Government advice on social distancing must always be followed
2. Pupils will be grouped in year group bubbles
3. Timetable alterations to reduce movement around building – pupils will receive three lessons per day
4. One-way system in place on both floors
5. Pupils will be escorted by staff around the building at movement times
6. Pupils will remain in designated outside space at break and lunch
7. Pupil movement times around the building are staggered to minimise pupil contact – (see day to day organisation guide)

**2.1 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.

Where a student is identified as having SEND, the school will put effective special educational provision in place to support individual needs. This SEND 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.

### **Social distancing measures within the classroom**

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.

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.
- Face coverings are to be worn by students and staff in all indoor covered communal areas (corridors, hall, canteen, toilets)
- Respect all social distancing measures implemented throughout the school;
- Wash your hands at every opportunity or when asked by staff and keep hands sanitised.
- Wear the correct uniform
- Students are expected to 'pack their bags' the night before and ensure they are equipped for their next day of learning with a pen, pencil, rubber, ruler, calculator, glue stick and highlighter as the minimum requirement. This is especially important as borrowing of equipment is prohibited due to hygiene reasons.
- Students are expected to behave in a respectful, polite and courteous manner at all times.
- Bring a bottle of water only to drink during lesson time;
- Students are expected to social distance on arriving and exiting the school.

### **Arriving at school**

- Students are to arrive at the school under current social distancing guidelines – this is parents' responsibility to ensure
- Year 7 and 8 go to their outside area and line up in designated line
- Year 9-11 go directly to classroom (Mon, Wed, Fri – form room) (Tues and Thurs – P1)
- School gates open at 08.20
- On entry to school pupils will use hand sanitiser and will then go straight to their classroom using the one way system and wearing a face covering

### **Lesson Rules**

All students are expected to follow the routine lesson rules as well as additional social COVID 19 measures for acceptable behaviour during lessons:

- Students are expected to behave in a respectful, polite and courteous manner at all times.
- Students will have 3 lessons per day.
- Students are not permitted to get up out of their seats during lessons as this will interfere with the social distancing measures.
- Staff will teach from the front and will support students safely from a 2-meter distance.
- No equipment or drinks bottles will be shared between students or staff as this could increase the risk.
- Students must tell an adult if they are experiencing symptoms of coronavirus.

**Uniform** – Pupils are expected to be in full school uniform. On days when pupils have PE they are to wear their PE kit with the school blazer

### **Equipment**

It is crucial that students come to school fully equipped and ready to learn. As it is no longer practical to ask to borrow equipment from friends or members of staff if an item is forgotten, students should bring to school a pen, pencil, rubber, ruler, glue stick, highlighter and a calculator.

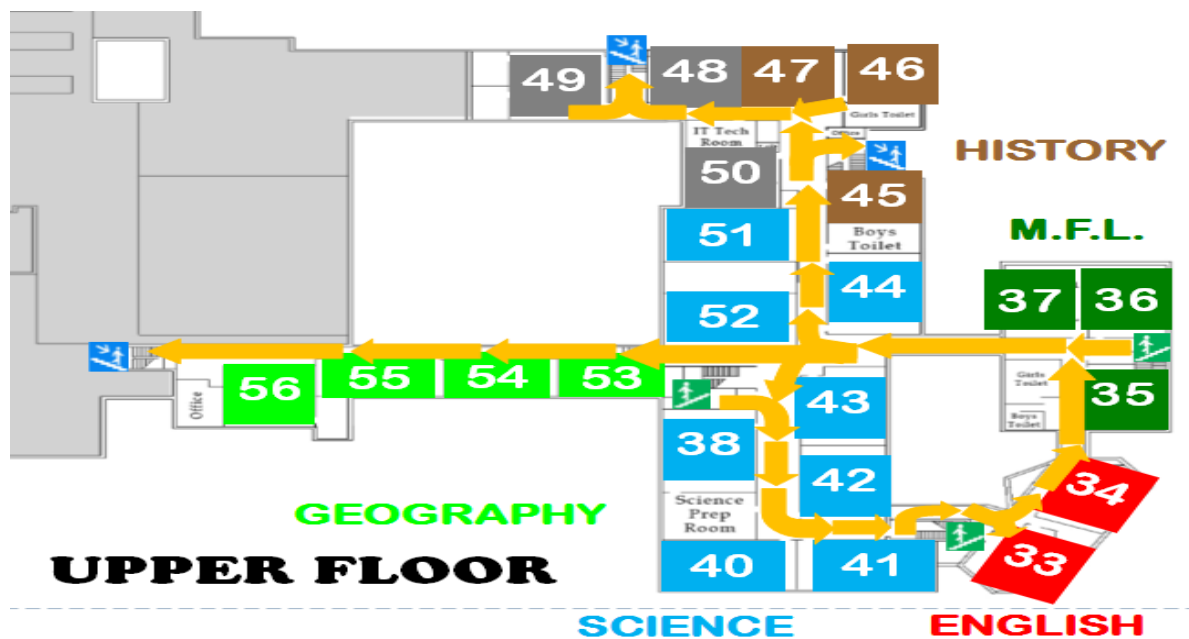
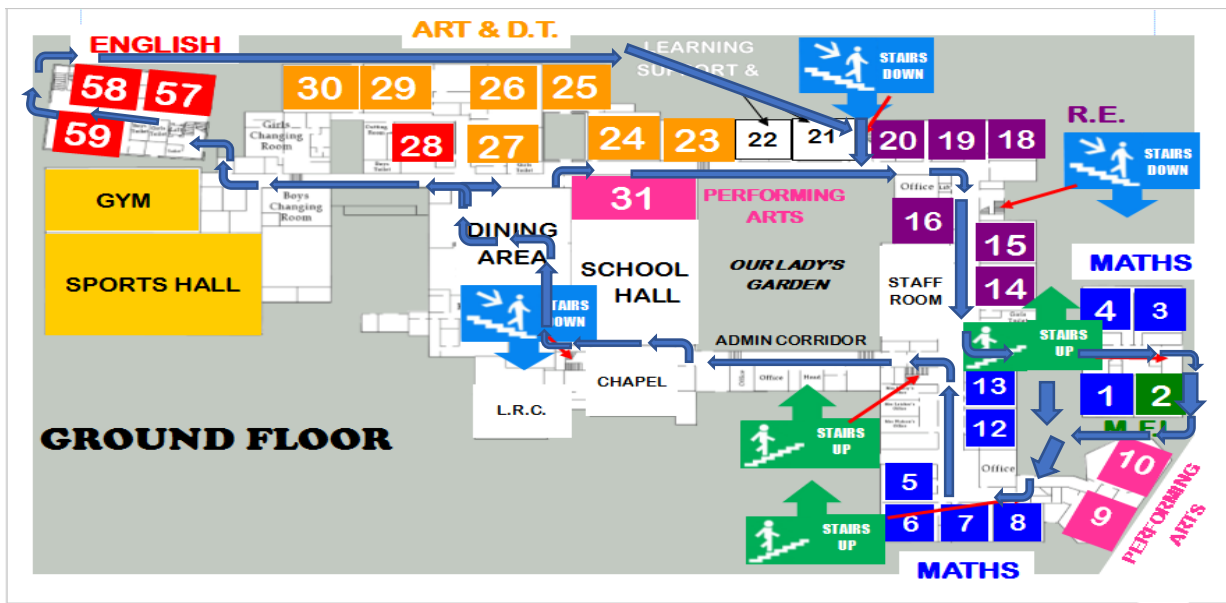
We would also ask students to bring tissues to school so they can cover their mouth if they cough or sneeze. If students have sanitiser, they will be allowed to apply it at regular intervals although students will also have the facility to wash their hands with soap and water in the toilets. Hand sanitiser is available throughout the school and in every classroom.

**Lunch**

Pupils may bring a snack for break time. Pupils are asked to bring a packed lunch where possible and the canteen will provide grab bag lunches should students require them. Pupils who receive free school meals will be provided with a grab bag if they would like one.

**Movement around the building**

To aid the careful movement around the building there is a one way system in place on the ground floor. Pupils must familiarise themselves with the new system.



### **3.1 Behaviour responsibilities**

The Head teacher and 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 fairly applied. Support amongst all staff in the implementation of the policy is essential. Staff play a key role in advising the Headteacher and Senior Leadership Team 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 a 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 [stmonicas@bury.gov.uk](mailto:stmonicas@bury.gov.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 this addendum. 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 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 measures.

#### **Attendance**

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- If parents/carers wish to discuss attendance they are to contact the attendance officer Mrs Towers by phone or email [attendance@stmonicas.co.uk](mailto:attendance@stmonicas.co.uk)

**Child absence procedures:**

1. Parents/carers have a duty to notify the attendance officer if their child is not attending with the reason why. If the reason is Covid-19 related parents/carers will not be penalised for non-attendance of their child.
2. **If the student is experiencing symptoms of Covid-19 they must not attend school. They will be required to get a test using the NHS testing system and notify the attendance officer of the result.**
3. The attendance officer will follow usual in school procedures where a pupil is absent, and no notification is received.

Role	Responsibilities
<b>Teaching and non teaching Staff</b>	<ul style="list-style-type: none"> <li>• Check the safety and wellbeing of all students</li> <li>• Adhere to and consistently apply the COVID 19 measures</li> <li>• Be visible during changeover and promote positive corridor conduct.</li> <li>• Check uniform and equipment everyday</li> <li>• Consistently apply and adhere to the school behaviour policy and systems</li> <li>• Establish and maintain good relationships with students; exercise appropriate authority and act decisively when necessary</li> <li>• Ensure seating plans promote positive behaviour</li> <li>• Promote positive behaviour</li> <li>• Communicate specific behaviour concerns to Pastoral Leaders and other key staff to develop coordinated support strategies</li> </ul>
<b>Pastoral Staff</b>	<ul style="list-style-type: none"> <li>• Check the safety and wellbeing of all students</li> <li>• Adhere to and consistently apply the COVID 19 measures</li> <li>• Set high standards and expectations for all pupils</li> <li>• Implement behaviour support strategies for individual students and develop proactive strategies that promote positive behaviour</li> <li>• Facilitate restorative conversations</li> <li>• Organise and chair meetings with parents via teams or telephone.</li> <li>• Provide appropriate documentation to support the Head Teacher / Deputy Head Teacher in making decisions on exclusion</li> <li>• Monitor incidents of all natures including bullying, racist and homophobic incidents to allow them to be dealt with swiftly and appropriately.</li> <li>• Counsel, support and mentor vulnerable students during the COVID 19 pandemic</li> <li>• Investigate behaviour incidents</li> <li>• Set targets with students to support their Behaviour for Learning</li> <li>• Communicate with home following key incidents</li> <li>• Support staff with behaviour incidents through on call system out and lesson changeover</li> <li>• Refer students with persistent behaviour concerns to SLT</li> <li>• Refer students not adhering to COVID 19 measures to SLT</li> </ul>
<b>SLT</b>	<ul style="list-style-type: none"> <li>• Check the safety and wellbeing of all students</li> <li>• Quality assure staff within the school are following COVID 19 measures and applying them consistently.</li> <li>• Adhere to and consistently apply the COVID 19 measures</li> <li>• Support all staff and students through this difficult pandemic</li> <li>• Counsel, support and mentor vulnerable students/staff during the COVID 19 pandemic</li> <li>• Support all staff in ensuring positive behaviour is consistent</li> <li>• Support staff with serious incidents through on call system</li> <li>• Carry out reintegration meetings following fixed term exclusion through teams/phone call</li> <li>• Ensure staff are provided with continuing professional development to support positive behaviour</li> </ul>
<b>Local Governing Board</b>	<ul style="list-style-type: none"> <li>• Monitor rewards and behaviour trends</li> <li>• Attend meetings for students who are issued final warnings/permanent exclusion due to their behaviour</li> </ul>

<b>Parents</b>	<ul style="list-style-type: none"> <li>• Prepare the students for the changes described in this document</li> <li>• Discuss with their child the importance of following the Covid-19 measures in place in school</li> <li>• Ensure pupil travel to school following government covid-19 public transport requirements</li> <li>• Be prepared to collect pupils should they not follow the rules</li> </ul>
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#### 4.1 Behaviour, rewards and sanctions

At St Monica's 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 to the school behaviour policy or to the social distancing or COVID measures.

**Failure to follow behaviour rules** (both additional Covid-19 and those in full behaviour policy):

Amendments have been made to the school consequence system that are temporary due to Covid-19 measures in place. This will be reviewed weekly in line with government guidance.

Level	Behaviour examples (not exhaustive)	Consequence
C1	Low Level Disruption <ul style="list-style-type: none"> <li>• Shouting out/talking at inappropriate time</li> <li>• moving out of seat without permission</li> <li>• failing to follow instructions</li> <li>• missing subject specific equipment</li> <li>• incorrect Uniform</li> </ul>	Restorative conversation between teacher and pupil
C2	Persistent disruption <ul style="list-style-type: none"> <li>• Repeated C1 behaviours</li> <li>• Homework failure</li> <li>• Poor behaviour towards a pupil</li> </ul>	Break/Lunch DT + restorative conversation between teacher and pupil Class teacher to speak to parent
C3	Non-Compliance <ul style="list-style-type: none"> <li>• Persistent C1/C2 behaviours</li> <li>• Name calling/hurtful comments</li> </ul>	Break/Lunch DT + restorative conversation between teacher and pupil Class teacher/HOD to contact parent Removal from lesson for short period of time
C4	Gross Defiance <ul style="list-style-type: none"> <li>• Repeated C3</li> <li>• Racist/sexist/homophobic/anti-semitic language/behaviour</li> <li>• Swearing</li> <li>• Using phone in school</li> </ul>	Break/Lunch DT HOD to contact parent Removal from lesson
C5	Severe Incident/Behaviour <ul style="list-style-type: none"> <li>• Breach of Covid-19 measures</li> <li>• Persistent disruptive behaviour</li> <li>• Repeated C4</li> <li>• Fighting/physical/sexual assault</li> <li>• Drugs</li> <li>• Smoking/vaping</li> <li>• Repeated bullying</li> <li>• Verbal abuse to a member of staff</li> </ul>	Range of HOY/SLT sanctions including Isolation, FTE and PEX

Pupils will be monitored for repeated incidents by HOD/HOY and further support/consequences will be put in place as appropriate to the circumstance.



If the pupil's actions are deemed to be in serious breach of Covid-19 procedures and therefore increase risk to other pupils and staff a fixed term or permanent exclusion may be issued.

**Removal from Lesson (replacement for on-call)**

Where a pupil is persistently disrupting the learning of others or there is a severe incident (including breaching covid-19 measures) the pupil will be removed from the room by a member of staff from student services or SLT. Further consequences will then be issued as appropriate.

**Rewards**

During the COVID – 19 pandemic achievement points will continue to be issued by the teacher electronically.

**Detentions**

During the initial stages of the full school reopening during the COVID 19 pandemic after school detentions will not take place as students will be on a staggered exit and bubbles must be maintained.

**Internal exclusion**

This will continue to be part of the behaviour sanctions and students in isolation will remain in school until 15.45pm.

**External exclusions**

External exclusions during the pandemic will still be in operation. If the school 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**

We will continue to follow the government guidelines regarding use of reasonable force, searching, screening and confiscation of prohibited items.