



Exmouth  
Community  
College  
Academy Trust

## Rewards and Behaviour Policy 2020 Covid-19 Addendum

| Policy Details             | Date                                 |
|----------------------------|--------------------------------------|
| Policy Addendum Written    | David Turner                         |
| Policy ratified by         | Curriculum and Full Governing Board  |
| Policy agreed by governors | 16.03.21 (Curriculum) 23.03.21 (FGB) |
| Review Cycle               | Every half term initially            |
| Policy Review date         | Autumn 2 2021                        |

## **Behaviour Policy 2021 Covid-19 Addendum – Exmouth Community College**

All students should continue to adhere to the principles outlined in the College Rewards and Behaviour Policy. In light of the Covid-19 pandemic, adjustments have been made to the policy through this Addendum to keep all members of the College community safe.

In particular, students should be aware and adopt the following behaviours **at all times**:

1. **Be safe, responsible and courteous** to all members of the College community.
2. **Be careful and considerate, respectful and kind** to all members of the College community and the authority of the College whether in person or online.
3. **Be polite and friendly** to peers and adults by following the behavioural rules of the College.

It is to be used in conjunction with, and read alongside, the Behaviour Policy, Anti-Bullying Policy, Pandemic Policy, Safeguarding Policy, Acceptable Use Policy and ICT/E-Safety Policy. These adjustments are set out below:

### **Arrivals, Departures and Moving round the College.**

Students will enter the College through their designated entrance at the agreed time. Students will go straight to their designated collection area, keeping up to a 2 metres distance where possible from any other individual and observing any one-way systems/out of bounds areas in place on the College site. There will be markers on the floors to support students with social distancing. Student will also be asked to wear face coverings whilst on site during the College day in communal areas.

At their designated home time, students will leave their classroom/building from their designated exit. They will leave one at a time, again keeping their distance using the markers on the floors as a guide.

Movement around the school will be limited as much as possible. When students leave their classroom to go outside, they will follow any markers on the floor to ensure they stay 2 metres from peers and adults where this is possible. Students will follow a member of staff to and from their classroom on their designated route when required.

Students are expected to tell a member of staff if they are unwell and are exhibiting signs of Coronavirus by raising their hand. A member of staff will then ensure the student is taken to the unwell area designed on the College site and this will be recorded as a central record.

Students must have a responsibility for their own equipment, for example writing equipment and water bottles and ensure that these and any similar items brought into College are not shared with other students. Equipment must be brought each day in a clean bag and students, parents and carers will be asked that clothes are washed regularly to Government guidance and that students remove clothes and shower immediately when arriving home and before contact with any other family members.

### **Hand washing and Hygiene**

Students will be expected to follow all hand washing and hygiene routines while in College. Students will wash hands /use antibacterial gel before each lesson, after returning from the outside, before and after eating and at regular intervals during the day. Sanitising stations have been set up around the College and should be used as regularly as possible in addition to hand washing. Parent/carers have been asked that students bring into College and carry their own hand sanitiser.

We ask students to follow the '**catch it, bin it, kill it**' mantra when in College. If they need to cough or sneeze, they should use a tissue or crook of their arm. Students will be reminded not to touch their face, mouth, nose or eyes while at College.

Handwashing is required by students in the following situations:

- after coughing or sneezing
- before and after filling a water bottle
- after using the toilet
- after accidental physical contact with others
- after returning from outside the classroom

For any student who refuses to follow these routines, the behavioural procedures and sanctions will be used as outlined below.

### **Social Distancing**

Students will be expected to socially distance where possible from their peers and adults whilst on the College sites **at all times**. Students must only use their designated chair indicated by the teacher. When students enter their classrooms, they will be expected to go straight to their table/chair and nowhere else in the room. Students will put their hand up if they need support from a teacher or member of staff and they will not get out of their seats unless instructed by a member of staff.

Teachers and all members of staff will ensure that students, wherever possible, adhere to social distancing measures. Where students are not complying, the usual behaviour procedures and sanctions will be used as outlined later in this addendum.

### **Toilets**

Each class will have a designated toilet to use. Students will be encouraged to use the toilet one at a time (this may not always be possible). The toilet will have instructions on it, which will need to be followed. When a student has finished in the toilet, they must wash their hands according to the 20-second handwashing guidance.

### **Break times**

Students will have a designated place during break times. Students will be expected where possible to remain socially distant from both peers and adults during break times.

### **Praise and reward**

The Class Charts system will continue to be used during Covid-19 for praise. Members of staff will encourage opportunities to praise individuals for good work, attitude or good behaviour, and show recognition, if these are brought to their attention through the Class Charts awards both in College and through online engagement by students. Above all, praise and encouragement should be used as much as possible.

## **Behaviour in College**

If a student's behaviour is deemed as 'high risk', the following sanctions and disciplinary procedures should be used in-line with the Ready to Learn principles outlined in our Rewards and Behaviour Policy:

Examples of high-risk behaviour or noncompliance with safety measures would be refusing to:

- wash hands
- socially distancing
- remaining in their designated classroom
- act in a responsible way by deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people.

The following sanctions and disciplinary procedures should be used in-line with the Ready to Learn principles outlined in our Rewards and Behaviour Policy:

### **Minor infringements**

These would include calling out, disruption of the lesson but **not putting others at risk**.

- Initial verbal warning for minor infringements, which do not put other students at risk, moving seats if logistically possible and other behaviour management strategies in line with our current behaviour policy to deescalate behaviour.
- If a second minor infringement occurs, a final Ready to Learn verbal warning given.
- On the third occasion there is a minor infringement, the teacher will use Class Charts to message the Ready to Learn room and issue an RTL negative point on Class Charts. The student (observing social distancing) will be sent by the teacher to the Ready to Learn room for the remainder of that lesson or day depending on risk assessing the potential impact on others and will serve a lunchtime detention the following day – see the revised RTL process accompanying this addendum.

Teaching staff will continue to use RTL Class Chart points.

### **Major infringements**

These would include deliberate high-risk behaviours, which puts others at risk.

- The teacher would immediately use Class Charts to message the Ready to Learn room and issue an RTL negative point on Class Charts. They will arrange for a member of staff to go to the classroom and escort the student (observing social distancing where possible) to the Ready to Learn room. If the student not adhering to safety measures puts the health and safety of other students and staff members at risk, the student will be either be:

1. Internally excluded for the remainder of the College day (either in the Ready to Learn room or with a senior member of staff)

**or**

2. The parent/carer will be contacted and expected to collect the student and a fixed term exclusion will be applied in line with the Department of exclusion guidance.

## **Students with Special Educational Needs**

School acknowledges that students will have had a range of different experiences during the lockdown period, which may have an impact on their behaviour presentation upon return to College. Some may present with frustration because of being isolated from friends or having missed a significant event or experience; e.g. exams, College trip, etc. Others may have experienced bereavement, loss, or another real or perceived traumatic episode. For many, the process of re-engagement with learning and the College community, under unusual circumstances, may require some additional input and encouragement.

Because of these varied experiences, students may present with behaviour that is not usual. This may include:

- Anxiety; lack of confidence
- Challenging behaviour; fight or flight response
- Anger; shouting, crying
- Hyperactivity and difficulties maintaining attention

For some children, including those with attachment concerns or SEN, and especially those with autism, the change in routines and lack of familiarity will require additional adjustment.

College recognises that behaviour could be a sign that for some individual students there is an unfulfilled need and that the behaviour is communicating that there is a problem. The College will undertake an individual risk assessment for a student if required and use reasonable endeavours to make the necessary adjustments to reduce the stimulus that may be triggering the challenging response.

Students with SEN are recognised as being particularly vulnerable and therefore have an urgent need to be re-integrated back into College as soon as reasonably possible. College will endeavour to work closely with parents/carers to implement supportive strategies that will inform an appropriate response. If necessary, College will seek external support from other agencies such as the Educational Psychologist or Early Help.

## **Students' working from home.**

If interacting with other students or staff online, students should always be kind and respectful to each other and respectful and obedient to staff, remembering at all times that members of staff are not 'friends' with, or peers to, students.

In the event of either partial or full closure due to Covid, meetings in Microsoft Teams will be scheduled by teachers during normal College hours, at the times of timetabled lessons. Students should view these sessions in the same way as a classroom experience. This means they should only attend sessions they are invited to; they should follow the protocols and safeguarding guidance issued by the teacher, and they must leave the meeting when asked to do so. If a student fails to follow these protocols the teacher will follow the procedure outlined in Appendix A. Where appropriate teachers should equate the online experience to a classroom setting to help student understand online behaviour. For example, to a student who is finding it hard to remain mute, the teacher may say 'When we are in class you are not allowed to call out whenever you want. That is what you are doing now, so I need you to remain on mute'

Students should never attempt to contact members of College staff via social media or make comments about staff on social media platforms. Students may not record any online meetings in any format on any device, nor may they publish recordings/photos of online meetings on social media. Any inappropriate comments to staff online, via Class Charts,

Microsoft Teams, email, or any other platform will be taken very seriously (process outlined below in Appendix A). This will also be the case for any online bullying towards other students or if peer-on-peer abuse is disclosed to the College during this time.

In setting up a Microsoft Teams lesson, staff should ensure they students are not able to join the lesson without their authorisation, requiring them to wait in the lobby should they join the lesson before the teacher.

## **Appendix A – Dealing with incidents of poor behaviour online using Microsoft Teams or other online platforms**

*NB As working online continues to be a new experience for staff and students the College recognises that there will be occasions where students make genuine mistakes as they explore the platform. In these cases a swift apology should suffice.*

| <b>STEP 1</b>  |
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| <p><b>Inappropriate behaviour during each individual lesson</b><br/><i>Examples: failure to mute when asked, inappropriate comments on chat, inappropriate behaviour onscreen.</i></p> <p>Issue an initial warning with a reminder that students have signed the Acceptable Use Policy. Remind student that if they choose to break this they can be removed from the session.</p> <p>Teacher can choose to mute the student</p> |



| <b>Step 2</b>   |
|---|
| <p><b>Continued disruption</b><br/><i>Examples: consistent refusal to mute, constant interruptions, deliberate interfering with another student's settings</i></p> <ul style="list-style-type: none"><li>• Inform the student they will be removed from the session (go to 'more actions' on the control panel, select show participants) to remove a student.</li><li>• Resume the lesson with the rest of the class.</li></ul> <p>After the lesson, issue an 'Online Negative point' on Class Charts, adding brief details in the Notes section</p> <p>After the lesson, inform the Head of Year and Subject Leader. Contact home and assess whether the student is able to join future online lessons.</p> |

If a student re-joins a session after having been removed, end the lesson for all students (making sure all students have left), go to the calendar appointment and remove the whole appointment. Report the incident as in Step 2 above.

In this event, as additional protection staff may inform students they are now recording the session so there is documented evidence of the student's behaviour.

In cases of extreme defiance and rudeness, teachers may mute themselves/turn off video feed and use a phone to call a senior colleague for assistance.