Jubilee L.E.A.D. Academy
A L.E.A.D. Academy

COVID 19 Addendum to Behaviour Policy

Date of Policy: 1st June 2020
Review frequency: Version 1
Approval: Headteacher

This policy will be updated frequently in line with any changes to legislation and guidance

Policy Statement

Introduction

This Addendum to the Behaviour Policy must be read in conjunction with the main Behaviour Policy as this sets out the legal framework, the definitions and our policy expectations. This addendum must be used during the phased reopening of Jubilee L.E.A.D. Academy, due to the significant need for children to behave differently when they return to our school. As a result of this and the reduced capacity on site, Jubilee has introduced slightly new systems to support staff and provide the pupils with clear guidance and expectations, this will ensure that we work in line with Government guidelines in light of the COVID-19 pandemic.

This policy should be read in conjunction with:
Behaviour Policy
Acceptable Use Policy
Safeguarding Policy
Anti-bullying Policy
Use of reasonable force Policy
Allegations against staff Policy

The policy makes the expectations for behaviour management explicit in order to ensure Jubilee L.E.A.D. Academy is a calm and disciplined environment, where everyone follows the rules.
A small sample of the government guidance that has been used to inform the decisions made and adapted practices are highlighted below:

https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#behaviour-and-exclusions

https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-c-posters

Supporting Positive Behaviour at Jubilee L.E.A.D. Academy during the COVID 19 pandemic

At Jubilee L.E.A.D. Academy and during the phased reopening we aim to:

Create a safe and calm environment, in which pupils and staff feel safe, therefore allowing staff to be empowered to safely enable the transition for learning to take place.

Within the addendum policy consideration has been given to additional behaviours that may arise as a result of the Coronavirus pandemic. The following have been considered in line with the government guidance:

DfE guidance	Jubilee response
following any altered routines for arrival or departure	See appendix 3 See phased reopening risk assessment
following school instructions on hygiene, such as handwashing and sanitizing	See appendix 3 See phased reopening risk assessment
following instructions on who pupils can socialise with at school	See appendix 3 See phased reopening risk assessment
moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)	See appendix 3
expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands	See appendix 3
rules about sharing any equipment or other items including drinking bottles	See appendix 3
amended expectations about breaks or play times, including where children may or may not play	See appendix 3 As part of the phased return breaks and lunchtimes will be structured rather than allowing free play which may increase the transmission of infection
use of toilets	See whole school risk assessment
clear rules about coughing or spitting at or towards any other person	See appendix 3
clear rules for pupils at home about conduct in relation to remote education	See appendix 3
rewards and sanction system where appropriate	Read the entire behaviour policy
Identify any reasonable adjustments that need to be made for students with more challenging behaviour.	Individual pupils may be required to have an individual risk assessment before returning to school in an attempt to reduce the risk of transition of Coronavirus

This additional section of the behaviour policy does not supersede the original policy however is merely an addendum to support the day to day practices during this time period, that allows for simple processes that enables swift responses to behaviour so that staff can ensure pupils understand them and can enforce them rigorously.

The disciplinary powers that schools currently have, including exclusion, remain in place therefore the original policy remains active for this purpose. Permanent exclusion will only be used as a last resort at Jubilee L.E.A.D. Academy, in response to a serious breach, or persistent breaches of the school's behaviour policy, and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Jubilee L.E.A.D. Academy is aware that the current circumstances can adversely affect the mental health of pupils and their parents and such can impact on behaviour.
The DfE have provided additional guidance on supporting mental health in the preparing schools for wider opening document however there is documentation aimed at parents and carers supporting children and young people's mental health that may be beneficial for staff to review for their own practice:

https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak

Rewards and Sanctions

The day-to-day practice of managing pupil's behaviour is a simplified version of the main behaviour policy in an attempt to reduce confusion and ensure that systems already in place are used appropriately.

Jubilee L.E.A.D. Academy will manage behaviour during the phased reopening on the principles of **Welcome, Reprimand** and **Remove.**

All staff will welcome back our pupils, they will teach them the new rules and the expectations that we have for them to ensure the safety of all the community. As this reopening will be an ongoing process with new pupils returning weekly it is vital that staff start by spending time acknowledging the unusual time we are living through and document staffs and pupils thoughts and feelings about this. We will also spend time finding out how they have been and ensuring emotional support is in place for those who need it.

All staff at Jubilee L.E.A.D. Academy will encourage pupils to follow the ethos of 'be kind' and will lavish rewards on those pupils making the right choices.

As a part of our welcome back teachers will ensure that, every pupil and parent has signed the home school agreement and they will sign these themselves too. This is to ensure that all stakeholders are actively contributing to the safe phased reopening of Jubilee L.E.A.D. Academy.

While the number of pupils are low, those who do not break the code/rules for a day, will be awarded with a dip in the box.

Staff are **encouraged** to continue to use the following positive strategies to promote good behaviour:

Marvelous Me
Reader of the week
Work of the week
Mathematician of the week
ACE Awards
Raffle tickets – these should only be handled by the class teacher and placed in the box for the weekly 'dip in the box'

All pupils will start the day on the **GREEN** traffic light symbol with their picture or their name.

If a pupil breaks one of our agreed rules (this is not only the additional behaviours in response to COVID-19 but all inappropriate and unacceptable behaviours), their picture/name will be moved by the member of staff from the **GREEN** traffic light to the **ORANGE**. They will be required to make a telephone call their parents/carers to explain their deliberate behaviour before returning to their class. This must be recorded on Sims as 'COVID Orange' and a comment must be made describing the events that took place.

If the behaviour is intentional and purposeful, the pupil must remain on orange. If the behaviour was accidental, or a mistake that has been corrected then the pupil may go back to green after a reflective consideration with a member of staff. Accidental or corrected behaviour does not need to be recorded on Sims.

Should behaviour issues persist, their picture/name will be moved to the **RED** traffic light.

Staff should contact a member of the SLT immediately who will request that the pupil be escorted to the main office area.

Contact will be made with home where they will be requested to collect their child.

The pupil will be escorted pupil to their parent/carer explaining the reason for removal.

This must be recorded on Sims as 'COVID Red' and a comment must be made describing the events that took place.

For extreme behaviours that are deemed unacceptable, a blue form must be completed and passed on to SLT who will then decide on the appropriate consequence.
Any breeches of the behaviour policy must be recorded on Sims even if a blue form has been completed.

SLT will only meet once per week to discuss if and when a pupils who have been removed from school site can return and only if it is deemed safe to do so. Considerations may be given at this time to individual risk assessments to establish the risk to the remainder of the bubble.

Counselling Service – Emotions
The school-based counselling service is dedicated to improving the emotional wellbeing of pupils, their families and our whole school community.
Counsellors give our children opportunities to explore their problems through talking, creative work and play. Sessions enable pupils to cope now and make better-informed decisions about their lives and help prevent emotional and behavioral issues. Counselling sessions also help pupils to develop more effective communication skills and the ability to develop better relationships. A counsellor will listen to pupils, offer advice and strategies reassure them and make a note of their concerns. If any child protection concerns are raised during a session Designated Safeguarding Leads Mrs. McIntyre, Mr Brooks, Miss Swan and Mrs O'Connor are informed and will take the necessary action.

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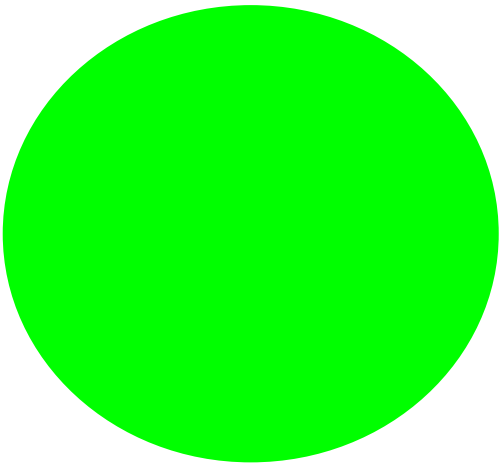
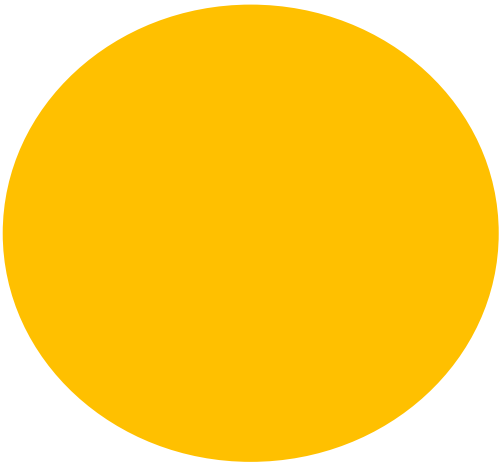
We have high expectations of your behaviour so that everyone can be involved in creating a safe and calm environment for pupils and staff.



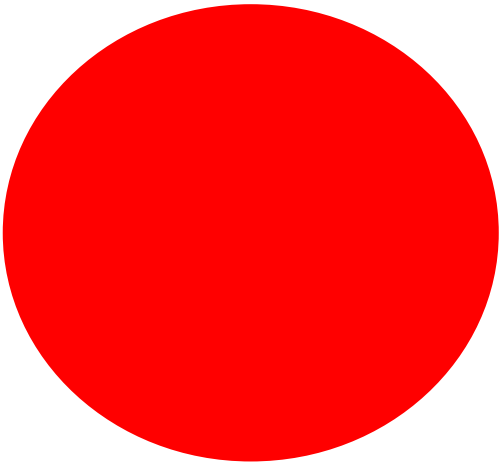
WELCOME

Pupils and staff are welcomed back into school. Pupils are taught the high expectations that we have for their behaviour and informed of the rewards they may receive upon rising to these standards



REPRIMAND

Pupils will receive a warning if their behaviour falls below the expectations.
These warnings will be recorded on Sims and pupils will make a phone call home to explain their actions to their parents



REMOVE

If a pupil chooses to not change their behaviour/choices their offer of a school place will be removed. Parents will be called and they will be escorted to the school gate for collection.
This pupil will not be invited to return to school until it is considered safe for them to do so.

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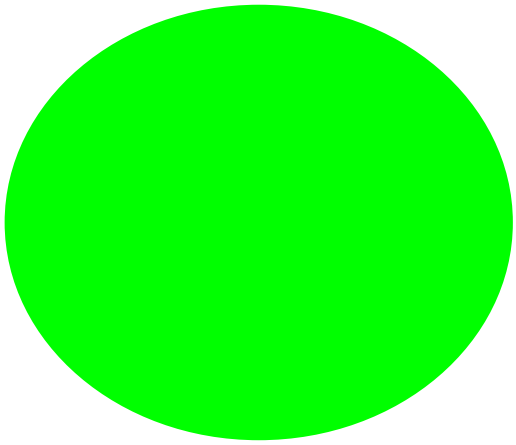
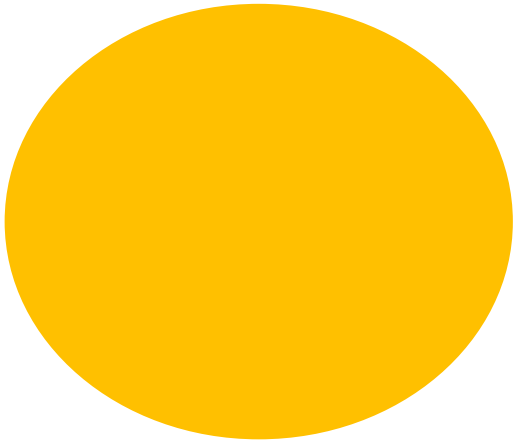
Processes and expectations for staff

We have high expectations of pupil's behaviour so that everyone can be involved in creating a safe and calm environment for pupils and staff.



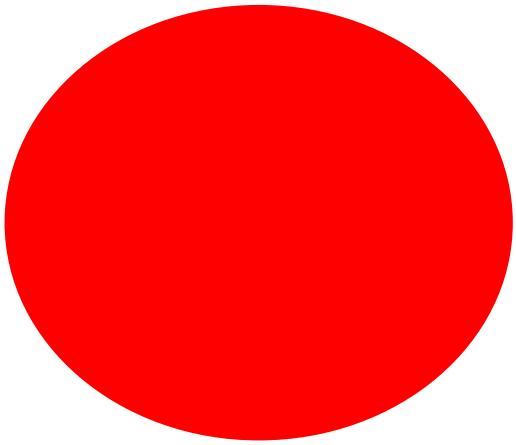
WELCOME

Please welcome back our pupils
Teach them the new rules and expectations
Ensure **EVERY** pupil and parent has signed the home school agreement
Encourage them to follow the ethos of 'be kind'
Reward pupils making the right choices



REPRIMAND

Move the pupils name to the orange light
Remind them of the 'be kind' ethos
Send pupil with a member of staff to call their parent
Clean the phone before and after the call
Remind them that the next deliberate refusal will result in them being removed from site
De-escalate and promote positive choices
Record the incident on Sims
Move names here back to green at the end of the day



REMOVE

Contact SLT immediately
Bring pupil to the office area
Contact home to collect
Escort pupil to their parent/carer explaining the reason for removal
SLT will meet once per week only to discuss if and when a pupils can return and only if it is safe to do so

Appendix 3 – Staff and pupil specific guidance

Behaviour	Staff	Possible actions
Deliberate failing to follow any altered routines for arrival or departure	Member of staff witnessing behaviour	Follow policy by moving name on traffic light system to orange Record on Sims
Deliberately failing to follow school instructions on hygiene, such as handwashing and sanitising OR Deliberate failing to follow instructions on who they can socialise with at school	All staff SLT	Follow policy by moving name on traffic light system to orange. Repeat behaviour will require the pupils name to be moved to red Record on Sims SLT discuss removed pupils during weekly meeting to decide if return to school is possible
Moving around the school without an adult and or following the one way system in place or being found in an area that is out of bounds to pupils OR Minor disrespect or inappropriate behaviour below the expectations of acceptable behaviour within school during normal operation.	All staff SLT	Follow policy by moving name on traffic light system to orange. Repeat behaviour will require the pupils name to be moved to red Record on Sims SLT discuss removed pupils during weekly meeting to decide if return to school is possible
Deliberate failing to follow the rules about sharing any equipment or other items including drinking bottles	All staff SLT	Follow policy by moving name on traffic light system to orange. Repeat behaviour will require the pupils name to be moved to red Record on Sims SLT discuss removed pupils during weekly meeting to decide if return to school is possible
Coughing or spitting at or towards any other person	All staff SLT	Name moved to red Record on Sims Complete Blue form Removed from site Place withdrawn
Inappropriate conduct in relation to remote education	Teacher SLT	Log on my concern Inform SLT Telephone call to parent
Unsafe behaviour during the phased reopening	All staff SLT	Name moved to red Record on Sims Complete Blue form Removed from site Place withdrawn

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Home / School Agreement

Creating a calm and safe environment for learning during the phased reopening of Jubilee L.E.A.D. Academy.

Parent's agreement

I agree to help Jubilee L.E.A.D. Academy to create a calm and safe environment for my child and others to learn in by:

- Ensuring my child arrives to school at the correct time and observing social distancing measures.
- Ensuring my child arrives in clean and fresh clothes each day in order to help suppress the Coronavirus
- Supporting the school's addendum behaviour policy
- Ensuring that I am contactable or have named another responsible adult who can be available to discuss any issues that arise during the time my child is in school
- Support my child to complete their home learning activities
- Understanding that if your child does not meet the expectations at school they will be sent home and the school place withdrawn until it is felt that my child is safe to return and not compromise the safety of other children.

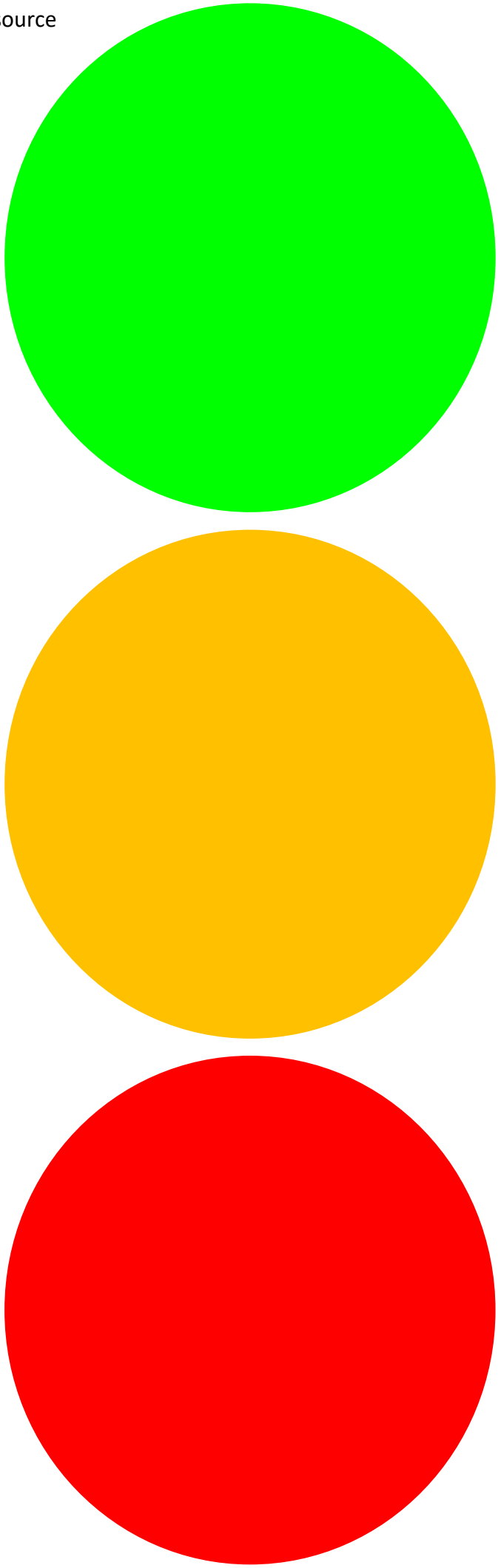
Student's agreement

I agree to helping to create a calm and safe environment for myself and others to learn in by:

- Following all instructions at the first time of asking.
- Observe all safety and social distancing measures in place on the way to and from school
- Observe all safety and social distancing measures in place at school
- Following the addendum behaviour policy
- Ensuring that my actions cannot be interpreted as intentionally spreading Coronavirus

School's agreement

We agree to helping to create a calm and safe environment for your child and others to learn in by:

- Complying with the latest guidance from the government to ensure school is as safe as possible whilst the UK experiences the threat of Coronavirus spreading, including the maintenance and cleaning of the site.
- Providing a meaningful method of teaching and learning of your child and others.
- Providing materials and resources to support learning from home.
- Enforcing the addendum behaviour policy rigorously to ensure the safety of your child, other students and staff
- Communicate regularly with you
- Recognise that your child is an individual and respond to their individual needs

Parent's signature:_____ Date:_____
Child's name:_____ Date:_____
Teacher's signature:_____ Date:_____