

The Helena Romanes School & Sixth Form Centre

BEHAVIOUR POLICY APPENDIX

September 2020

Ratified by the Governing Body on:	
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1. Scope

This appendix applies until further notice.

It sets out changes and exceptions to our normal Behaviour Policy. Students, parents and staff should continue to follow our normal Behaviour Policy with respect to anything not covered in this appendix.

We may need to amend or add to this appendix as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

2 Rationale

1.1 Given the current situation, it is essential that the Behaviour Policy reflects the need for increased safety, vigilance and hygiene in the community. We are conscious of the shared challenges following the lengthy school closure, and as such are committed to ensuring that all of our students and staff return to a safe and secure environment, in which they can continue learning and developing.

1.2 This policy addendum is specifically intended to:

- Ensure the safety of every member of staff and student
- Encourage young people to take responsibility for their behaviour
- Tackle incidents/instances of poor behaviour effectively and fairly
- Allow teachers and students to feel safe and supported
- Foster an environment where all members of the school community respect and adhere to the health and safety guidance, take responsibility for their behaviour and actions and are ready to maximise learning opportunities.

3 Expectations at The Helena Romanes School

3.1 Expectations of the school and its staff

The Helena Romanes School will endeavour to:

- Ensure that the health and safety of all stakeholders is paramount within any decision making process
- Ensure that all decisions regarding the return to school are communicated in a clear and timely manner with all stakeholders.
- Promote the importance and routine of good hand and respiratory hygiene.
- Apply carefully thought-through measures to amend practices where required, carrying out adequate risk assessments.
- Create and uphold the consistent expectations that encourage safety and security for all within the school community.
- Apply appropriate measures regarding management of the school site
- Ensure that staff support students in a way that is in line with guidance and health expectations.
- Further amend practices as or when required through the further advice of government or health organisations.

3.2 Expectations of students

Helena Romanes has a number of routines, behaviour principles, and expectations in place already which can be strengthened and adapted to further enhance student safety and behaviour whilst on site. Our students are used to a routine way of working, and engaging in the school day, and as such are well placed to engage with the additional routines and expectations placed upon them.

All students should continue to adhere to the principles outlined in the general behaviour policy, but be particularly mindful of the updated Home School Agreement.

In addition to these items, students need to respect the revised day to day expectations of class and year group 'bubbles' and the wider school interactions that will take place.

When students return to school, we expect them to follow all of the expectations set out below to keep themselves and the rest of the school community safe. These expectations, in addition to our normal behaviour principles, are:

3.2.1 Respect

All students are expected to hold a healthy respect for their role in a safe environment by:

- Understanding the requirement and potential sensitivities around personal space, social distancing and following instructions/requests at all times.
- Ensuring no physical contact of any kind is made with other members of the school community.
- Moving sensibly around the school site, following all one way systems, avoiding areas that are out of bounds/not accessible for their Year Group and amending their behaviours when queuing, as instructed.
- Ensuring good respiratory hygiene with regard to coughing and sneezing, applying the logic of 'Catch it, Bin it, Kill it' for the security of others.
- Avoiding the touching of eyes, nose and mouth to limit risk of transmission.
- Ensuring that any instances of coughing or sneezing do not occur in the direction of anyone else. Spitting or deliberately coughing over another person will not be tolerated at all.
- Avoiding the use of public transport where possible and adhering to the safety guidance, such as wearing a face covering on public transport.
- Avoiding congregating in groups outside of the school gates or in the wider community.
- Maintaining a sensible and respectful behaviour when travelling to and from school in the local community.

3.2.2 Responsibility

All students are expected to take responsibility for their role in a safe environment by:

- Immediately notifying an adult if they are experiencing symptoms of coronavirus
- Complying fully with requests that are made of them regarding potential symptoms or concerns, such as self-isolation
- Ensuring personal equipment is not shared nor interfered with.
- Upholding proper hygiene at all times, including the sanitisation of hands whilst entering classrooms and other areas of the school.
- Accepting that unhygienic behaviour will not be tolerated or excused at any point, including instances of a jovial or light-hearted nature. Potential incidents include, but are not limited to:
 - Spitting
 - Fake coughing
 - Throwing tissues on the floor
 - Purposefully going against social distancing guidelines
 - Chewing gum
 - Deliberately touching other people's belongings
 - Inappropriate use of face masks
 - Any act which may increase the chances of transmission of the virus.
- Using toilets safely and sensibly, in the manner advised at all times.

- Ensuring behaviour during social times complies with expectations regarding no contact, spacing/distancing and designation of areas.
- Arriving and leaving school in an appropriate manner that contributes towards the wider well-being of the school community.

3.2.3 Being ready to learn

Students are expected to be prepared for their return to school by:

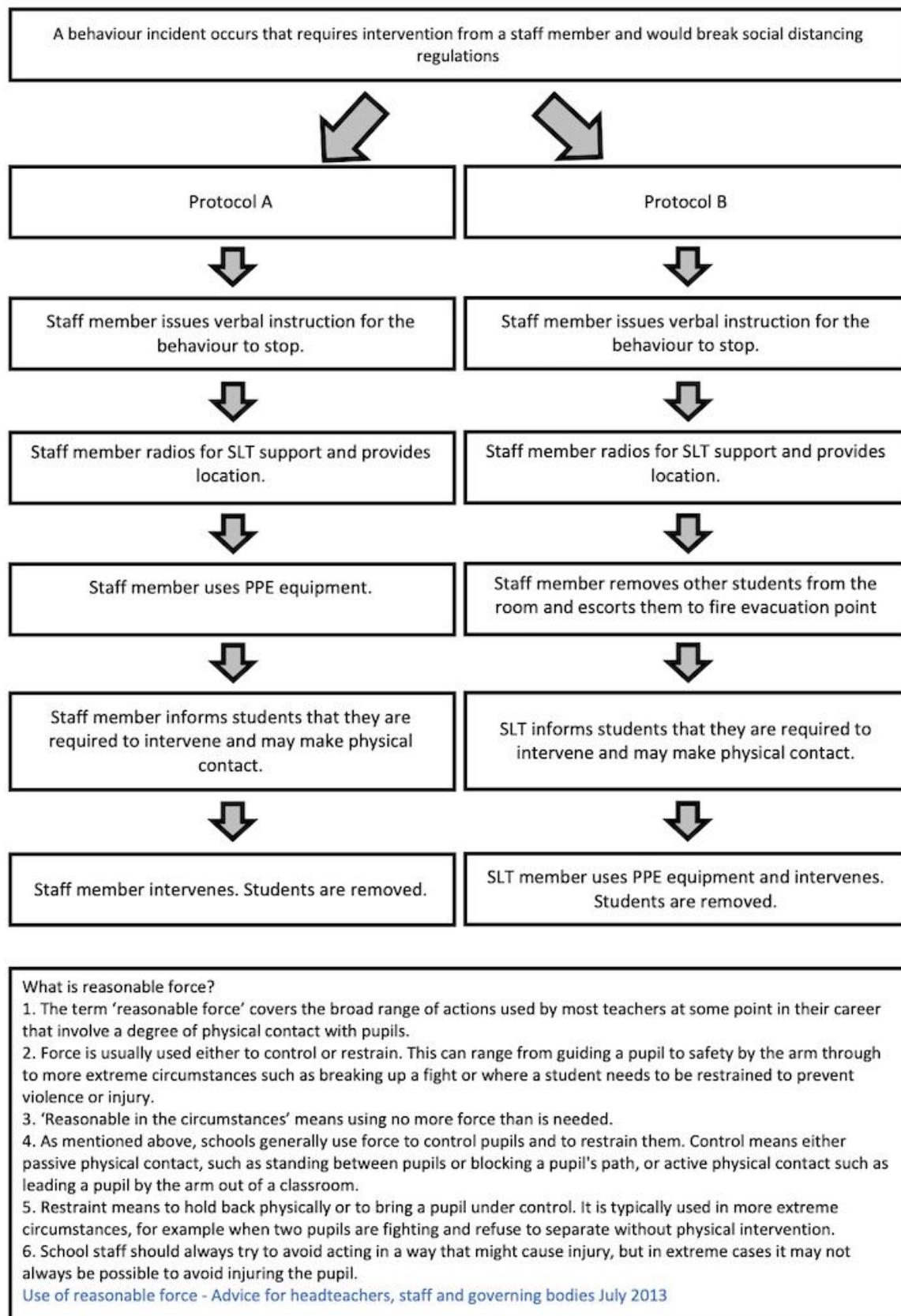
- Upholding maximum attendance, in line with the school's usual Attendance Policy, unless medically advised otherwise.
- Following uniform expectations as communicated and available via the school's usual uniform policy.
 - Ensuring the correct equipment is available and not sharing or asking to loan any equipment.
 - All students should carry:
 - Pens (2 minimum)
 - Pencils (2 minimum)
 - Highlighter Pen
 - Glue Stick
 - Ruler
 - Eraser
 - Pencil Sharpener
 - Compass
 - Protractor
 - Calculator
 - Reading Book
 - DT Apron if required
 - PE kit if required
 - Any other new equipment safely allocated by the school for personal use (eg Mini Whiteboard and pen)
- Having tissues as a means of ensuring hygiene and etiquette.
- Using personal hand sanitiser in line with school expectations.
- Being equipped with a personal water bottle. This should be pre-filled to avoid the use of water dispensers in school, although they will be available to students if required.
- Time out cards will still be in use, but will only allow a student a short respite immediately outside the room
- In lessons students must walk directly to their assigned desk. Students must only sit at their assigned desk. Students must not touch any desk assigned to another student or any equipment on a desk assigned to another student

3.2.4 Deliberate attempts at unsafe behaviour

Students who are unable to meet the safe and appropriate expectations outlined in the above section will be subject to sanction, including removal from communal learning spaces. Deliberate acts of unsafe behaviour of an unhygienic nature will result in removal until reintegration processes have occurred, as per the Behaviour Policy. In these instances, parents will be notified and in serious/persistent cases, this may result in Fixed Term Exclusion.

3.2.5 Staff behaviour intervention guidance

- We expect all staff to address any behaviour that is unacceptable, for example, student behaviour that is contrary to the school rules or when a student doesn't follow a reasonable instruction.
- Staff will address poor behaviour in a staged approach similar to the existing procedures in the school behaviour expectations guidelines:
 - Stage 1: **Verbal warning.** Staff give a quick, calm reminder of expectations.
 - Stage 2: **Time out.** If a student continues to not meet expectations, there will be a short time outside the classroom (no longer than 5 minutes) followed by a conversation with the teacher. The student will then be reintroduced.
 - Stage 3: **Faculty referral** If a student continues to disrupt the learning of the group, the staff member will call for Pastoral manager/SLT support and the student will be removed from the classroom, and placed into another classroom within the faculty. Any stage 3 referral will result in an automatic detention at lunchtime on the same or following day.
 - Stage 4: **SLT referral** If a student continues to disrupt the learning of the group, the staff member will call for Pastoral manager/SLT support and the student will be removed from the classroom, and placed into isolation.
- Where a student demonstrates behaviour which deliberately contravenes Covid 19 social distancing regulations, firm and decisive action will be taken in line with Stage 4, above.
- If a student demonstrates behaviour that requires a staff member to use intervention that would break social distancing regulations, such as a physical altercation with another student, staff can follow either of the two protocols described in the following diagram:



3.3 Expectations of parents

In order to support the school community, and the safe return of students to school, parents should be clear on all expectations. Parents must play a leading role in ensuring students understand the importance of new expectations and that they are followed rigorously. Parents should contact their child's Head of Year or form tutor if they think their child might not be able to comply with some or all

of the expectations following this prolonged period of closure. In these cases, a risk assessment and measures to mitigate risk will be agreed.

4 Recognition for positive conduct

To help encourage students to follow the outlined expectations, and adopt a mindset and approach that continues to meet school values, students will return to school under a climate which intends to celebrate success. This includes recognising those students who are exemplary in their daily conduct and intrinsically motivated to make the correct decisions or whose achievements need to be recognised.

We will continue to reward students who make a focused effort to engage with their learning and the new ways of working in our school.

5 Home-learning expectations

Whilst The Helena Romanes School will implement the above measures to ensure the safety of students on site, it also acknowledges the need to respond to any Government guidelines that indicate a return to lockdown conditions. In such an event it is important to recognise that the majority of learning over such a period will be completed online. As such we have the following expectations:

All students working remotely will:

- Engage with the resources prepared for them by the school. This will involve the same level of effort as is expected of them in school.
- Stay at home as much as is possible, apart from when engaging in daily exercise.
- Follow the weekly remote learning timetable, accessed via Show my homework and Google Classroom.
- Read regularly.
- Be contactable, and ask questions of their tutor or Head of Year during regular well-being checks, or of their teachers via email/Show my homework or Google Classroom when stuck.
- Be considerate of family members who are working at home, and notify their Head of Year about any challenges in accessing technology.
- Submit completed work, in line with the deadlines set, in order to receive feedback, recognition and support.

6 Policy monitoring

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum review the provision prior to September 2020. At every review, it will be approved by the Governing Body.

7 Related policies

This policy works in conjunction with, but is not limited to, the policies identified below:

- Behaviour Policy
- Attendance Policy
- Keeping Children Safe in Education
- Safeguarding Policy

Appendix 1: Wearing and disposing of face coverings

The Department of Education has stated that:

The World Health Organisation (WHO) published a new statement on the 21 August on when children should wear face coverings. They now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.

As a result, the government is revising its guidance on face coverings for staff and children in Year 7 or above in England. Nationwide, while the government is not recommending face coverings are necessary, schools will have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances.

In addition, and consistent with WHO’s new advice, the government will advise additional measures are taken in areas where the transmission of the virus is high. In these areas, defined as areas of national government intervention as listed on gov.uk, the government’s guidance will state face coverings should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning.

From 1 September 2020, students are permitted to wear face masks during the school day. In addition, there is a requirement to wear face masks on public transport. Many of our students will therefore travel to school wearing them. Students who wish to wear a mask travelling to and from school (but not during the school day) should dispose of their mask on arrival (if it is disposable) or place it in a sealed bag (if it is reusable).

We have four main expectations of any students who chose to wear face masks at school:

1. face masks must be purpose made (not face coverings, such as scarves) and they must be plain in colour (navy, black or white) They should not have logos, emblems or decorations. Any student who wears an inappropriate face mask/covering will be instructed to remove it;
2. those students who choose to wear a face mask must do so sensibly and must use it only for its intended purpose;
3. face masks must be put-on, worn and taken-off following the latest guidance, as failure to do so may inadvertently increase the risk of transmission;
4. it is the student’s individual responsibility to wear their face mask (if they/their parents make this choice).

Face masks are not fashion items, but are worn as a personal choice, to help reduce the spread of COVID19 and respect the health and well-being of others. Wearers should not make an issue of wearing them, pressurise others to wear them, or, in any way, trivialise the wearing of them. You may be required to remove the mask by members of staff for specific reasons and refusal to do so will lead to a sanction being applied. Face masks are not required to be worn in school and we reserve the right, in some cases, to confiscate them.

Unless face masks are managed properly they can increase the risk of the wearer contracting the virus. The following guidance is provided for members of the Helena Romanes community and it is informed by guidance from the government and from the World Health Organisation:

- A cloth face covering should cover your mouth, nose and chin while allowing you to breathe comfortably.
- If you choose to wear a mask you must adhere to the following guidance;
 - Ensure the covering is not damaged or dirty.
 - Wash your hands or use hand sanitiser before and after putting it on and taking it off..
 - Avoid touching your eyes, nose, or mouth at all times and store used face coverings in

a resealable bag until you have an opportunity to wash them.

- Do not touch the face covering, or the part of the face covering that has been in contact with your mouth and nose.
- Remove the covering by the straps (or from the back of the head) and pull the covering away from the face.
- Once removed, make sure you clean any surfaces the face covering has touched.
- You should wash a face covering regularly (ie. at least once a day). It can go in with other laundry, using your normal detergent. In the meantime, keep it in a resealable bag.
- When wearing a face covering, take care to tuck away any loose ends.

Video clip on safe use of face coverings from the WHO <https://youtu.be/ciUniZGD4tY>