



ADDENDUM TO BEHAVIOUR POLICY

With effect from: 15th June 2020

Review date: 1st September 2020

This addendum to the Behaviour Policy of Outwood Grange Academies Trust is for use during the arrangements for education of students in Academy during the **Covid-19** partial Academy closures, and during the period of 'wider opening'. It is to be used in conjunction with, and read alongside, the current Behaviour Management policy and other closely associated policies e.g. safeguarding ([DfE Covid-19 Guidance](#)), child protection, e-safety and anti-bullying.

Aims:

1. To provide a **safe learning environment** for students and staff during the Covid-19 pandemic
2. To help students to understand the importance of keeping themselves, their peers, staff and their families safe
3. To provide an environment for students where they understand the rules and staff explain new routines explicitly

All students will receive a **'safety briefing' when they first return to the academy, and may receive further briefings periodically as appropriate**. This will include rules around social distancing; hygiene routines; toilet visits; social times and lunch (where applicable); movement around the Academy; use and sharing of equipment; good conduct. There will also be posters and display boards around the academy which will reinforce the key messages and expectations regarding safety.

Keeping Pupils/Students Safe on Academy Site

From the **15th June**, following [DfE guidance on re-opening](#), we are welcoming back Year 10 students into the Academy, in a measured, safe and prescribed manner. Ensuring that all students have face to face contact with staff at stages throughout the summer term. Arrangements for other year groups and ongoing online/ distance learning for all has been communicated to all students and parents. Further information and a record of all correspondence can be easily accessed on our ['Trust Academy closure Covid-19 site'](#).

Also arrangements continue for those pupils/students who are deemed to be vulnerable (in accordance with the DfE guidance) to continue attending Academy. For those parents/carers who are key workers there is also provision at the Academy. However, where possible and safe to do so, parents and carers are encouraged to keep their children **at home**.

The **mental health and well being** of all of our students is paramount and we recognise that these are challenging times for many young people and their families. We have a robust system in place to ensure contact with all young people and families and are able to signpost help where required. The ['Green Button'](#) on our websites is a great place to look for support.

The Academy will work in line with DfE guidance '[Implementing Social Distancing in education and childcare settings](#)', supplemented by its own robust policies and risk assessment.

Basic guidance within this includes:-

- Encouraging regular hand-washing more often
- Reminders to avoid touching your eyes, nose, and mouth with unwashed hands
- Reminders to cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- Surfaces and equipment cleaned and disinfected frequently
- Reminding children to comply with social distancing where possible and appropriate
- Group sizes will be kept as small as possible creating separate **'bubbles'**
- Parents discouraged from gathering at Academy gates
- Parents should be clear about their child's current health before coming onto site.

Aspects of the policy that will not be implemented during the period this addendum is in place

Aspect	Reason
Use of the matrix room	This would not keep to the 'bubbles' created in the Academy as it would mean students going between bubbles.
Use of the reflection room	This room's layout would not adhere to social distancing measures and would not keep to the 'bubbles' created in the Academy as it would mean students going between bubbles.
Use of detention room / detentions	This would not keep to the 'bubbles' created in the Academy as it would mean students going between bubbles.

Aspects of the policy that will change during the period this addendum is in place

Aspect	Detail of change	Reason
Break times	Socially distanced break times in 'bubbles'	Maintaining 'bubbles' and reducing chances of

		infection.
Toilet visits	Strict routine en route to the toilet block, only using designated areas. Limited numbers observing social distancing guidelines. Strict adherence to hygiene routines.	Maintaining 'bubbles' and reducing chances of infection.
Uniform	Students will not be expected to wear uniform, only clothing that is suitable and comfortable for the learning environment. It should be sensible and appropriate. The decision as to what is deemed sensible and appropriate rests with the Principal and Executive Principal	Making it easier for clothing to be washed. In addition there will be students who now have ill-fitting uniform and we do not want them to purchase more at this stage.
Sanctions	<p>A change to the policy on formal sanction system in the Academy i.e C4 detentions; uniform; lateness; reflection room</p> <p>NB Use of formal suspensions may be implemented where appropriate. In this event reintegration meetings will take place remotely (Covid-19 Exclusion process DfE).</p> <p>An internal 'removal' from lessons may be used by Principals and Senior Leaders as an alternative to formal suspension but only where social distancing and 'bubbles' can be adhered to.</p>	It will be impossible to run this system without ensuring the safety of staff and students. Timings of the day will not be structured to facilitate this. Focus must be on intervention by interaction and actions 'prior to formal consequences' as stated in the policy.
Positive behaviour	<p>As ever, we want to keep rewarding positive behaviour in the Academy with an accumulation of praise points and commendations leading to specific rewards may need to happen in different ways eg.</p> <ul style="list-style-type: none"> ● Commendation certificates ● Online vouchers ● 'Friday night takeaway'! ● Cultural Capital credits 	We want to continue to praise and reward our students and we will use methods which enable us to do so whilst adhering to social distancing measures and other necessary guidance.

	<ul style="list-style-type: none"> • 'Graduation tokens' 	
Additional provision	Support via The Bridge and the Personalised Learning Centre (PLC) will operate as separate 'bubbles' over this period.	Ensuring social distancing is protected and continuing provision for SEND/ Vulnerable

Additional aspects to the policy that will be implemented during the period this addendum is in place

Aspect	Reason
Students must adhere to social distancing	This is for health reasons and to ensure the safety of staff and students.
Social distancing and practicing good respiratory hygiene are considered 'reasonable requests'	This is for health reasons and to ensure the safety of staff and students.
Not adhering to measures put in place as part of the COVID-19 response is unacceptable and will jeopardise your place in the Academy.	This is for health reasons and to ensure the safety of staff and students.
Deliberately coughing on students or staff, 'faking' COVID symptoms and using COVID to name-call or bully students are all unacceptable behaviours.	This is for health reasons and to ensure the safety of staff and students.
When travelling to and from the academy, students must not congregate with others and should ensure the national guidelines on social distancing are followed.	This is for health reasons and to ensure the safety of staff and students and not to cause concern in the community.

Revised Academy Rules during the period of partial Academy opening

Strand	In class	Around the Academy
Be safe	<ul style="list-style-type: none"> ● We follow adult direction ● We wash our hands before entering Academy, after social times, beforehand after eating and before we go home ● We use hand sanitiser in the classroom whenever the adult asks ● We keep our hands away from our mouth, nose and eyes ● We use a tissue or an elbow to cover our mouths when we cough or sneeze ● Tissues go in the bin (catch it, bin it, kill it) ● We carefully consider our own social distance and that of others, reminding others of the expectation, politely, when necessary 	<ul style="list-style-type: none"> ● We follow adult direction ● We keep our hands and feet to ourselves ● We line up keeping 2 metres from our peers ● We only use the equipment that has been provided outside the classroom ● We use equipment safely and do not share it ● We move calmly around the Academy with an adult
Be respectful	<ul style="list-style-type: none"> ● We speak kindly and respectfully to each other ● We listen to the teacher and follow instructions, using S.T.A.R/ STEPS and remembering our safety CHOICES and basics for learning ABCDE ● We use good manners ● We are honest 	<ul style="list-style-type: none"> ● We do not push or pull or touch each other in any way ● We are focussed in the classroom using our precious time well ● We are kind and respectful during social times. ● We talk to each other and try to work problems out
Be responsible	<ul style="list-style-type: none"> ● We do not move around the classroom without permission from the adult ● We keep a distance from others when we line up in the classroom ● We sit at our allocated desks and don't share equipment ● We never leave the classroom without permission ● We must speak to an adult if we are feeling unwell 	<ul style="list-style-type: none"> ● We are not allowed to move around the Academy without an adult ● We remain in our designated outside area (we cannot move between groups) ● We play non-contact, socially distanced games within our bubble ● We follow the safety expectations when visiting the toilet

'Be safe, respectful and responsible'

Category	Lead staff	Behavioural concern examples	Possible action(s)
1	Teacher/ Support staff	<ul style="list-style-type: none"> · Minor discretions or inappropriate behaviour below the expectations of acceptable behaviour within the Academy during normal operation (ACE). · This could include rudeness, disrespect or not following reasonable instructions (actions prior to formal consequences in effect) 	<ul style="list-style-type: none"> ● Conversation with student(s) which could include a verbal warning, moving seats and other behaviour management strategies. ● Contact with parents/carers. ● Concern logged on OCloud ● Revision of expectations around classroom routines STAR; STEPS, Safety Choices and Basics for Learning.
2	Middle Leaders	<p>Repeated instances of “1” or:</p> <ul style="list-style-type: none"> · A single use of offensive/ inappropriate language (not towards staff). · Defiance/ rudeness towards staff. · Unsafe behaviour during the partial closure (this could include not following expectations around social distancing e.g. break time/ use of toilet facilities – see separate guidelines (individual academies will have different routines for this procedure)) 	<p>Conversation(s) with student(s) which could include a verbal warning, moving seats (where possible in relation to social distancing guidelines) and other behaviour management strategies felt appropriate by the lead member of staff</p> <ul style="list-style-type: none"> ● Moving to other spaces ● Contact with the student's parents/carers (if necessary). ● Concern logged on OCloud. ● On site SLT informed* (radio support rota).
3	Learning Managers	<p>Repeated instances of “2” or:</p> <ul style="list-style-type: none"> · A single use of offensive behaviour/ language towards staff/ students. · Inappropriate comment about staff/ students in Academy. · Any use of racist, homophobic, bullying, discriminatory language/behaviour. 	<p>If a LM is in Academy, they may adopt one or more of the following actions:</p> <ul style="list-style-type: none"> ● Phone call home. ● Moving to other spaces ● Temporary suspension of student, access learning platforms (if it is relevant to e-safety). ● Logging of incidents on to OCloud as applicable. ● Logging of incidents on CPOMS as applicable. ● Implementation of a Risk Assessment where necessary. ● Referral to SLT if: <p>I) A LM is not on the Academy site.</p>

			<p>2) The issue would usually result in a fixed term exclusion.</p> <p>3) If the LM/Deep Support lead believes that a referral to a support service, inc. the police are necessary.</p> <p>4) Any comments towards a member of staff that could be construed as highly inappropriate/offensive.</p> <p>5) A continuation of problematic behaviour after LM/ Middle Leader intervention.</p>
4	SLT	<p>Referral to SLT if:</p> <ul style="list-style-type: none"> ● Issue would normally result in a fixed term exclusion. ● Persistent or serious breach of safety expectations around social distancing/ hygiene (coughing/ spitting). ● If staff have indicated that there is a safeguarding concern ● Any comment towards staff that could be construed as inappropriate or sexualised – no matter how minor it may seem. 	<p>SLT will carry out one/several of the following, in consultation with the Principal (Lead DSL).</p> <ul style="list-style-type: none"> ● Phone call home to discuss the issue with the parent/carer and arrange for the student to be sent home. ● Temporary/longer term suspension from google classroom/ online learning. ● Log incident on OCloud. ● Log incident on CPOMS if applicable. ● Implementation of Risk Assessment Plan where appropriate. ● Referral to key agencies such as social services/ police. ● If a student is deemed as ‘a risk’ studying in the Academy (and cannot be mitigated by a risk assessment), a temporary suspension from attending the Academy may be considered. This would be carried out in liaison with the Principal/ Head of Deep Support.
<p>If referrals need to happen during a lesson, teachers may use a radio or telephone if available to contact the relevant person. If there is an online system (eg SIMS), this may also be used to call a member of staff. It is likely that SLT and Learning Managers will be visiting lessons regularly and this will give teachers the opportunity to have a discussion regarding any issues and make a referral in person. If there is no other option, the teacher may ask a student to stand outside the classroom door and wait for the SLT or Learning Manager to arrive.</p>			