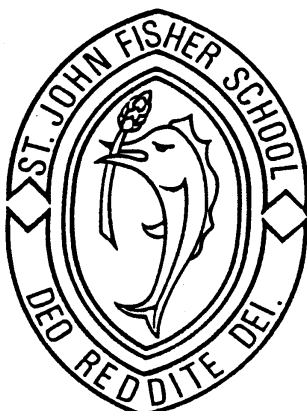


# St JOHN FISHER CATHOLIC COMPREHENSIVE SCHOOL



## Behaviour for Learning Policy Coronavirus Addendum

### The Mission statement:

“St. John Fisher Catholic Comprehensive School educates pupils spiritually and academically forming them through Faith so that they will achieve their aspirations and contribute to their community.”

Date of Policy: September 2020

Date of Ratification: November 9th 2020

Date of Next Review: November 9th 2022

**Owner: St John Fisher School**

**This policy should be used in conjunction with the school's:**

Anti- Bullying Policy

Attendance Policy

## **Behaviour for Learning Policy Mission Statement**

The behaviour for learning policy centres around the school ethos of 5 respects; respect for God, respect for yourself, respect for others, respect for learning and respect for the environment. Through this show of respect we adhere to the school's mission of developing a way of life modelled on Christ and his teachings.

### **Aims**

- To set out a code of conduct to be followed by all members of the school community that is centred around the ethos of respect.
- To use the code of conduct to support effective teaching and learning.

### **The Code of Conduct**

As members of the St John Fisher School community, students, staff and parents should always show respect both inside and outside of school. The code of conduct is run alongside and supported by the Behavue system. This allows staff to award positive points for students who are meeting expectations and performing well in lessons, around the school and in the community. The system also allows staff to log negative behaviours in lessons, around the building and in the community. This generates negative points and allows the school to put into place the appropriate sanctions.

### **Scope**

In light of the current situation which will affect the way students behave and follow specific rules on their return to school during Covid-19 epidemic, this amendment to the Behaviour Policy outlines specific changes to guidance that students and members of staff will have to follow. Our sole guiding principle when making any changes or adjustments to the policy is to be able to keep our students, families and members of staff safe and place their wellbeing at the forefront of everything we do.

This addendum applies until further notice. Unless covered in this addendum, our normal behaviour policy continues to apply. We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

### **Expectations for students in school**

#### **Effective infection protection and control**

There are important actions that the students, school and parents can take during the coronavirus (COVID-19) outbreak, to help prevent the spread of the virus.

Parents/Carers are asked to ensure they apply these strategies and that the actions are continued until further notice.

- 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.
- Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensure good respiratory hygiene. Cough or sneeze into a tissue, disposing of the tissue immediately (the 'catch it, bin it, kill it' approach) and avoid touching your mouth, nose and eyes with hands.
- moving around the school as per specific instructions (for example, bubble areas for each year group, out of bounds areas, queuing, allocated toilets areas)

## **New rules for attending school**

When students are in school, we expect them to follow all of the rules set out to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place.

## **Face Coverings**

Face coverings are compulsory in the corridors in school.

If students wear a face covering in school then the following rules apply:

- The face covering must be a disposable and single use covering.
- A new face covering must be used upon entering the school site.

## **In School**

Students are to arrive and depart from school premises at the agreed time and allocated entrance/exit areas. Students will be invited into the school in 'bubble' group areas and must use hand sanitizer upon entry and exit of school site. These groups are to be maintained throughout the school day, even during break and lunch times .

Each bubble will be assigned a toilet and the toilet will remain open throughout the school day.

Students are permitted to wear trainers to encourage walking to school. Ties and blazers are not compulsory to aid regularly cleaning of clothes.

Students are reminded to avoid sharing any equipment such as pens, pencils and other stationery. This also includes drinking bottles.

Students are not to cough or spit at or towards any other person. Students must sanitise their hands on entering and exit of each lesson.

Year 7 and 8 are to be taught in form groups and will remain in their rooms while the teachers will move around. Specialist subjects are to take their students to their specialist room(s) after 5 minutes of the lesson starting and bring them back five minutes before the end of the lesson to avoid contact with other year groups.

Students on upper site are to move around the rooms within their bubble area for their lessons and the teachers will join them. Students on upper site are taught in sets in some subjects. Specialist subjects are to take their students to their specialist room(s) after 5 minutes of the lesson starting and bring them back five minutes before the end of the lesson to avoid contact with other year groups.

Any action which compromises the health and safety of the staff and pupils in the bubble group (for example, if student(s) are found in other year group's bubble area) they will be excluded externally and placed on individual risk assessment for a period of time. If student(s) or member(s) of staff tests positive for covid-19, school will use seating plan for classes to identify student(s) and member(s) of staff who were within 2m of them and in contact for more than 15 minutes. Student(s) and member(s) of staff will then follow the latest government guidelines, which at present, state they would need to leave school immediately and then self-isolate for 14 days. These persons would not be allowed on site until the period of 14 days has passed.

## **If anyone displays symptoms of COVID-19**

If a pupil displays symptoms on the government's published list for COVID-19 before travelling to school or whilst at home, they should not attend school.

If a pupil displays any of these symptoms during the school day, the following process will take place. If Student(s) feels unwell, they will inform their classroom teacher and request for on call through Behaviour.

- Receptionist to alert on call or any member of staff who is first aid trained.
- On call to take student(s) out of lesson and placed in the meeting room by the reception. On call to call for first aider to access student and decide whether student should be sent home. DLE has given permission for First Aiders to send students home if they are showing symptoms.
- PCL to call home contacts on Sims and request for student(s) to be picked up or sent home.

- The room in which the student is isolated in, will be disinfected immediately after they leave.
- PCL to advise parents to book for testing to check if their child has coronavirus as soon as possible. PCL to encourage parents to update school about testing process.
- PCL/reception to email relevant members of staff with name of student, year group and whether parent will be testing their child using the Covid email address.
- PCL to organise a courtesy call the following day if parent has not communicated with school regarding when they will be tested. If parent informs you of significant barriers to accessing a test and would not otherwise get tested, please inform GMC and we may be able to send a home test kit.
- PCL may ask for test result and email relevant members of staff on Covid email address.

In the event of inappropriate behaviour such as spitting, coughing directly and intentional at students and members of staff which we are not expecting to see, this will be reported immediately to the relevant SLT lead for behaviour who will act immediately by removing the child to an isolated place and contacting parents with the intention of the child returning home whilst the situation is assessed. The behaviour policy would then apply.

## **24/7 Policy**

The St John Fisher code of conduct is applicable at all times of the day and night. Students are representative of St John Fisher School not only when in school but also when out in the local community. As such, students who display negative behaviours whilst out of school will still be subject to the same sanctions as they would be in school.

## **Hands Off**

St John Fisher operates a 'hands off' policy. This means that any form of fighting, physical bullying or violent response is unacceptable and will lead to serious sanction.

## **Offensive Weapons**

Any student found to be in possession of a sharp or bladed item or any item that could be classed as an offensive weapon whilst on school premises may be subject to a permanent exclusion.

## **Illegal Substances**

Any student found to be in possession of, or involved in bringing into school, harmful or illegal substances, including alcohol, may be subject to a permanent exclusion.

## Power to Search

School staff can search a pupil for any item if the pupil agrees. Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or
- to cause personal injury to, or damage to the property of, any person (including the pupil).

Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for, for example mobile phones.

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline. *(information taken from Department for Education guidelines)*

## Celebrating Success

The school will use a number of methods to ensure pupil successes are celebrated. These may include phone calls home, the awarding of Behavue points, certificates in rewards assemblies, trips and mentions in the school newsletter.

## Reprimands

The school employs a number of sanctions to address negative behaviours in school. They include negative Behavue points, after school detentions, periods of time in the internal exclusion unit, alternative provision and, when appropriate, fixed term exclusions. The school may also issue a permanent exclusion in extreme cases or where all other avenues have been explored.

## Use of the Internal Exclusion Unit

The use of the internal exclusion unit (IEU) is two fold:

1. As a holding room for students removed from lessons (see section below). In this instance, work will be provided by the IEU manager.
2. As an alternative to fixed term exclusion. In this instance work will be requested by the IEU manager from the class teachers of the student.

## Challenging Behaviour

The basic expectation for all students within the school community is to adhere to the 5 respects central to our ethos. The challenging behaviour strategy is designed to help our students achieve this.

Class teachers are responsible for behaviour management at the lowest level. They will use a range of strategies developed through continued professional development sessions to maintain a good standard of behaviour in their classrooms.

If the classroom strategies fail and the student is jeopardising teaching and learning, the class teacher will move to the “Are you challenging my instructions?” system.

If the student needs to be sent outside to address their behaviour, they will be given one final opportunity to address and rectify their behaviour.

If the student needs to be removed, they will spend the remainder of that lesson in the IEU before returning to their normal timetabled lessons.

If students are not meeting the required standards of behaviour in social times, then the same system of behaviour management will apply. The student will be given a clear instruction. If they fail to follow this, they will be asked “Are you challenging my instructions?” Should they continue to fall short of expectations after this point then they will be logged on the Behavue system and the year team will address the concerns.

The next level of intervention involves the middle leaders of the school.

The Curriculum Leaders should first check that all interventions at class teacher level have been tried and logged appropriately. Curriculum Leaders then have the following strategies and sanctions available:

- Parental meetings.
- Assessment of whether the setting is appropriate to the student (core subjects).
- Departmental reports.
- Requests for learning assessments via the SENCO where a need is identified.
- Utilising the whole school detention system.

All issues and sanctions should be logged appropriately on Behavue.

If the issues for a student run across 3 or more subjects, the Year Team intervene. They should first check that class teachers and Curriculum Leaders have applied all appropriate interventions and sanctions. Heads of Year then work through the following strategies and sanctions as appropriate:

- Parental meetings.
- Reports- positive reports, target based reports etc.
- Exit cards
- Meetings with class teachers and Curriculum Leaders to identify strategies that are effective with the student and can be shared across subjects.
- Use of the whole school detention system (detention suspended due to Covid-19).
- Requests via the SENCO for learning assessments where a need is identified.
- Requests to the Assistant Headteacher responsible for behaviour for time in the Internal Exclusion Unit (IEU) to address behaviour.
- Referrals to the Inclusion Steering Group (ISG).

Pastoral Care Leaders should be used to support the Year Group Progress Leader where appropriate.

All issues and sanctions should be logged appropriately on Behavue.

If all the steps identified above have been tried and have failed to have the desired effect, the Inclusion Steering Group will take over.

Students will be discussed at weekly meetings of the ISG, and bespoke plans of support implemented utilising internal and external resources.

All paperwork relating to the above will be logged on Behavue as appropriate.

### **Use of Reasonable Force**

There are circumstances when it is appropriate for staff in schools and colleges to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a student by the arm out of the classroom.

We acknowledge that staff should only use physical intervention as a last resort.

Further information can be found in the DfE guidance on Use of Reasonable Force:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)



## Responsibilities

### School Leadership

- To ensure that all staff, students and parents adhere to the behavior policy.
- To offer support where the policy is not being followed.
- To ensure that an ethos of celebration is fostered.
- To ensure that reprimands issued for non-compliance are appropriate and proportionate.

### Staff

- Treat all students with dignity and fairness, modelling the school ethos of respect.
- Provide a safe and stimulating learning environment.
- Provide high quality lessons and support for learning.
- Provide time for reflection in every lesson and attend school services and masses with their classes.
- Recognise and celebrate success.
- Have high expectations and challenge students to reach their full potential.
- Ensure all students feel safe and supported.
- Keep parents/ carers fully informed about their child's progress, achievements and behaviour.
- Log all behaviour concerns on Behavue and ensure parents are contacted to discuss concerns.
- Ensure positive points are awarded on Behavue regularly for students achieving well.

### Students

- Behaviour in and around school should reflect the core ethos and culture of the 5 respects.
- Arrive to school and lessons on time, ready to learn and dressed in the correct uniform (respect for themselves).
- Remain in school all day, attend all lessons and work to the best of their ability.
- Take part in all reflections in lessons, attend all school services and masses and behave in a respectful manner throughout.
- Complete all homework.
- Keep the school free of litter and graffiti.
- Talk to an adult if they think they, or someone they know, is being bullied\*.
- Always speak to staff and other students with respect.
- Adhere to our 'hands off' policy- swearing at or fighting with others is unacceptable.
- Respect the opinions of others.

\*Bullying is where a person is subject to physical or verbal abuse by others which is persistent and over a prolonged period of time. This may take place face to face or via social media.

Please refer to our Anti- Bullying policy for further details.

## Parents

- Take responsibility for their child attending school regularly, on time and in the correct uniform.
- Inform the school on the first day when their child is absent.
- Support the school in ensuring that their child attends, and is respectful of, all religious services.
- Attend parent's evenings and other meetings about the progress of their child.
- Inform the school about anything which might affect his/her work, behaviour or progress.
- Work with, and show respect for, the professionals supporting their child.
- Support all school policies and help enforce our whole school detention system.
- Acknowledge receipt of written communications from the school as and when required.
- Encourage their child to attend enrichment activities and other out of classroom opportunities for learning.
- Actively engage with the school to help their child progress and be happy there.