

**St Alban's Catholic High School**  
**COVID-19 Behaviour and Discipline Policy Addendum**



**Introduction**

This addendum will remain in place until COVID-19 is no longer seen as a threat by the Government. It will be subject to review and potential amendments if and when government DfE guidance changes. This update has been drafted following review of, and is informed by the following Government publications : Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (updated 12 May 2020) Opening schools for more children and young people: initial planning framework for schools in England (DfE 12 May 2020) Coronavirus (COVID-19): implementing protective measures in education and childcare settings (DfE 12 May 2020) Guidance for secondary school provision from 15 June 2020 (DfE 25 May 2020) Changes to school exclusion process during the coronavirus (COVID-19) outbreak (DfE 29 May 2020)

All students should continue to adhere to the principles outlined in the school behaviour policy whilst the school is at reduced capacity. This update to the behaviour policy reflects the advice and guidance in the above documents to ensure that during the period in which schools are opening more widely to children we keep our students and staff as safe as possible. Students will need to follow the additional rules below during this period, as far as is reasonably possible:

In particular, students should be mindful of the following:

1. You should be respectful and kind to all, and follow the instructions of those with authority
2. You should be safe, responsible and courteous at all times

**Online learning and online communications are increased during this time:**

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

Students should never attempt to contact staff via social media or make comments about staff on social media platforms. If you need to contact a member of staff please use your school email account.

Any inappropriate comments to staff online, via its learning, via email or any other platform will be taken very seriously and could result in a referral to the police. This is also the case of for any online bullying towards other students or peer-on-peer abuse that is disclosed to the school during this time.

If students are interacting with teachers via online lessons, they should be aware of the following:

- Students' behaviour and comments should be exemplary, reflecting how they would behave in a lesson setting in school
- Students should address teachers and refer to peers as they would do in a classroom setting
- If any student behaves inappropriately in what they say or write, they are likely to be referred to the Assistant Headteacher i/c Behaviour and banned from any future online lessons
- Any video interaction with staff via an online platform is not permitted, with the exception of meetings such as Student Voice on Microsoft Teams, where two members of staff will be in attendance and students are not shown on screen

### **Students in school:**

Students working in school during this time should adhere to the school Behaviour policy. Any changes allowed in regards to student conduct (for instance, use of mobile phones) will be explained clearly to students, after consultation with appropriate senior staff.

In school students should adhere to the following rules to maintain safety and minimise the risk of spreading Covid-19:

- Students will follow altered routines for arrival and departure to school and during the day
- Students will follow instructions and routines for hygiene, handwashing when asked by the teacher, sanitising on entry to the school
- Students must maintain social distancing of at least 2 metres between staff and their peers
- Students should regularly wash their hands or use hand sanitiser when entering and leaving a room
- Students must adhere to movement directions around the school such as one way systems in corridors and stairwells
- Students must follow the instructions of school staff to facilitate the safety of the entire school community
- Students will tell a member of staff if they think they may have symptoms of the COVID 19
- Students must ensure social distancing during break and lunchtimes, they will need to follow instructions regarding designated areas for year groups
- Students should not endanger staff or their peers by coughing, sneezing or spitting near other people. Always remember to "Catch it, Bin it, Kill it"

Students showing these behaviours will be praised in line with the normal behaviour system of the school to recognise their efforts.

If a student deliberately shows disrespect for another person's health and safety during this time by breaking any of these rules, they are putting others at risk. Any student who commits a serious, or persistent breach(es) of the new COVID-19 protection rules may be sanctioned by the Headteacher using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion, where such action would be in accordance with the School's general and legal powers to exclude children. The school does not anticipate having to use such powers during this time, however it does need to ensure the health and safety of its staff and students as far as possible.

A full risk assessment will be carried out in the event of a breach of this behaviour policy which warrants action, or the potential for such a breach. Students who put others at risk will be subject to risk mitigation control regarding their on-site attendance. Remote education continues to be available

to all children at this point. We appreciate that some students will find these rules difficult due to their needs and a risk assessment will consider if they and their peers can be kept safe at this time.

Due to these exceptional circumstances, and the need to ensure a safe environment for students and staff there may be behaviour issues which warrant immediate sanctions (where warnings, reflection and modification of behaviour time would otherwise normally be appropriate), where, following a risk assessment, such action is deemed necessary due to the immediate threat to the health of students, adults in the school and their families.

## Student Discipline Procedures

Category	Who deals with it	Concern	Action by staff
1	Teacher	Minor disrespect or inappropriateness. This could be lack of formality towards staff or rudeness towards other students on the platform/in school Not following social distancing measures	Email to student's parents/carers or directly to students via the learning platform. Head of Department informed.
2	Head of Department	Repeated instances of 1 or: <ul style="list-style-type: none"> <li>A single use of offensive language (not towards staff)</li> <li>Abruptness/rudeness towards staff</li> </ul>	Email to student's parents/carers or directly to students via the learning platform. Head of Year informed.
3	Head of Year/Pastoral Support	Repeated instances of 2 or: <ul style="list-style-type: none"> <li>A single use of offensive language towards staff</li> <li>Inappropriate or directly rude comment towards a member of staff</li> <li>Any racist, bullying or homophobic language towards anybody</li> <li>Any attempt to contact staff via social media</li> </ul>	Head of Year triages concern with their team and then carries out one/several of the following: <ul style="list-style-type: none"> <li>Email/phone call to parents/cares by Head of Year/Pastoral Support staff</li> <li>Temporary banning of student from learning platform or particular functions of platform</li> <li>Filling in bullying log</li> <li>Referral to Assistant Headteacher if: <ol style="list-style-type: none"> <li>Repeated incidents of 2</li> <li>If issue would normally result in fixed term exclusion</li> <li>If Heads of Year/Pastoral Support staff decide that police referral is appropriate</li> <li>Any comment towards a member of staff that could be construed as inappropriate or sexual, however minor it might appear</li> </ol> </li> </ul>
4	Assistant Headteacher (and Deputy Headteacher or Headteacher as appropriate)	Referral from Heads of Year (see above) or from Heads of Department or other members of staff if: <ul style="list-style-type: none"> <li>If issue would normally result in fixed term exclusion</li> <li>If teaching staff think that police referral could be appropriate</li> <li>Any comment towards a member of staff that could be construed as inappropriate or sexual, however minor it might appear</li> <li>Deliberately and repeatedly not following social distancing measures</li> <li>Deliberately coughing, spitting etc which could increase risk of spread of Covid-19</li> </ul>	Assistant Headteacher will carry out one/several of the following, in consultation with the Headteacher: <ul style="list-style-type: none"> <li>Email or phone call to student via parent/carer – this could come from the Headteacher or Deputy Headteacher depending on context and incident</li> <li>Parents/carers contacted and immediate removal of student from school site</li> <li>Temporary/longer term banning of student from learning platform or particular functions of platform/fixed term exclusion from school site</li> <li>Referral to the police</li> </ul>