

COVID 19

This addendum was created in June 2020 and has, and will be updated as and when necessary, in line with both local and national guidance regarding the COVID 19 pandemic. This addendum aims to clarify practice around behaviour as we start to welcome back more pupils over the forthcoming weeks and months.

Introduction

Despite the on-going pandemic, we still expect and encourage all of our pupils to aspire to the highest levels of academic, social and physical achievements, so that they will develop independence, confidence and fulfil their true potential.

We understand that this global crisis will have, at some point, affected every member of our community. We acknowledge that many pupils, parents and staff will feel worried about returning to school. However, we are confident that if everyone follows the advice and guidance, and adheres to the new control measures, the risks will be minimal.

The health, safety and wellbeing of our entire community has, and always will be an important aspect of Archbishop Sentamu Academy, and this level of commitment will not falter during this period of uncertainty.

Arrival and Departures

The Principal will communicate, to pupils and parents, expectations on start / finish times, and drop-off / pick-up points. When pupils arrive, they should be moved swiftly into the designated area and welcomed by staff. To avoid overcrowding during this time, pupils have been given an allocated time slot, which we will ask parents/carers to follow, in an attempt to keep themselves safe, as well as other pupils, parents and staff.

To aid a smooth and safe arrival system, staff should not hold conversations with parents/carers during peak times. However, this does not mean that effective communication will not take place. At the end of the school day, pupils must vacate promptly and not linger on site. Any groups of more than two pupils will be dispersed by staff and reminded of the importance of social distancing.

Hygiene

The Government advice has constantly been that regular handwashing is key to help prevent the spread of the virus. It is, therefore, important that this continues to be maintained by both staff and pupils throughout the day, whilst at school.

On arrival, pupils must clean their hands with sanitiser or wash them for at least 20 seconds. This will be safely coordinated by staff. In addition, it is imperative that following anytime away from the allocated classroom, pupils sanitise / wash their hands before recommencing lessons. All classrooms will have a supply of hand sanitizer, tissues, disposable paper towels and lidded waste bins.

Pupils must be reminded about using tissues, for coughs and sneezes, plus how to safely dispose of used tissues - '**Catch it, Bin it, Kill it**'. To help contain infection, pupils must wash their hands with either soap and water or hand sanitizer, after disposing of used tissues. Any staff who are supporting children with hygiene must also ensure they follow the same routine and wash their hands thoroughly.

Restricted movement around the building

In order to operate a safe learning environment, children will remain in the same class, with their fellow pupils in their 'Class Bubble'. Pupils will learn and dine in the same 'Class Bubble' throughout the day, as access to other parts of the school site will be limited. Again, this measure is in place to protect each cohort of children accessing the site. If movement to other areas of the school building is necessary, the school has a planned one-way system, which all pupils and staff must follow. Only in the event of an emergency, would this be altered. Any pupil not following this system must be reminded, at an age appropriate level, of the reasons why these measures are in place, or be warned of possible sanctions if they continually break this rule.

We will stagger breaks and lunchtimes to allow as much space as possible in outdoor or communal areas. This process will help reduce interactions with other 'Class Bubbles', thus reducing the possibility of cross contamination.

In the short term, areas of the building will be out of bounds to both staff and pupils. These areas will be visually zoned off to restrict entry and anyone entering these areas without permission will be warned and/or a sanction imposed, in line with the existing Behaviour Policy.

Specific changes to the Academy Behaviour Policy due to the Covid-19 Pandemic

- Conduct Cards will not be in operation for the duration of the Covid-19 Pandemic.
- Students who reach a Phase 3 will not be sent to another classroom. The staff member will phone for a senior member of staff / member of the pastoral team to collect the student. The student will go to an isolation room. Staff should still log behaviour incidents on sims / edulink and phone home.
- A central removal / internal exclusion spaces will be created in an appropriate area e.g. the Sports Hall in which exam desks will be set up that are 2m apart. Only a senior leader or member of the behaviour team will place a student in the central removal space.
- If a student escalates an incident this should immediately be reported to the Principal or other member of the SLT.
- Fixed term exclusions will only apply to school days where the student is expected to attend, for example; where the student is not rota-ed to be in the academy on a day, this will not count as part of the sanction (analogous to a weekend day under normal circumstances). Leaders and staff are aware that the current circumstances can affect the mental health of pupils and their parents in a way that affects behaviour, and this will be considered in our approach to responding to behaviours of concern. Only the Principal can authorise a Fixed Term Exclusion.

Classroom activities

To ensure classrooms remain as sterile as possible throughout the day, the school will be taking steps to maintain high levels of cleansing on all hard surfaces. All soft furnishing and equipment will have been removed or placed out of bounds. It is extremely important that children and young people do not share any personal items

or school equipment (pens, pencils, rules etc) with any other member of their 'Class Bubble' or external to their 'Class Bubble' during lesson time, break or lunch. In the event of pupils passing items between themselves, staff should remind them of the expectations and ensure all parties wash their hands with either soap and water or hand sanitizer, as soon as possible.

We acknowledge that some of our younger population or pupils with special educational needs may not fully understand the importance of social distancing and therefore staff must educate and encourage pupils to stay at a safe distance from their peers both within the classroom environment and during outdoor activities. Older pupils should have a greater concept of social distancing and must adhere to this at all times. Any pupil/s who persistently flouts this measure will be warned and/or sanctioned accordingly, as per the existing Behaviour Policy.

Risk Assessments for Education, Health and Care Plan (EHCP)

All pupils with EHCP will have had a risk assessment to determine whether it is safe, or safer for them to return to school. Any member of staff working with a child, who is in receipt of an EHCP, will be given a copy of the risk assessment and briefed accordingly by the SENCo on how to safely support the child's needs.

There may be children who struggle to self-regulate their behaviour and the added stress or anxiety of returning to school may be difficult for them, which could lead to them displaying behaviours previously not seen. In these circumstances, the SENCo will modify the risk assessments to ensure any new triggers are recorded, plus appropriate actions to be taken to best protect the child and also the member of staff/s who will be supporting them.

If a child's behaviour is placing themselves or others at risk of harm, staff must consider the safest way to de-escalate the situation. This could include:

- Having a quiet word with the student and redirecting.
- Calling for a Senior member of staff / member of the pastoral team to speak to the child.
- Encouraging the child to leave the classroom with a member of staff and be taken to a calm/safe area.
- Safely removing other children from the classroom to a designated area and leaving the student with a support / senior member of staff

Positive care and handling

In the academy we use the Team-Teach framework approach to positive handling stresses that it is "a holistic approach involving policy, guidance, management of the environment and deployment of staff. It also involves personal behaviour, diversion, diffusion and de-escalation. Restraint is only a small part of the framework".

In accordance with academy policy, unless there is an emergency i.e. immediate risk of harm only TeamTeach trained staff will physically intervene with a student. Before using force staff should, wherever practicable, tell the student to stop misbehaving and communicate in a calm and measured manner throughout the incident. Staff should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary.

Restrictive physical intervention is only to be used to prevent serious harm and is consistent with the promotion of an individual's welfare. The application of restrictive physical intervention must always be an option of last resort and must always be the

minimum action necessary to manage the situation as safely as possible and taking account of any known health problems.

The types of force used could include:

- Passive physical contact resulting from standing between students or blocking a student's path;
- Active physical contact such as:-
- Leading a student by the hand or arm;
- Ushering a student away by placing a hand in the centre of the back/shoulders;
- In more extreme circumstances, using appropriate restrictive holds, which require specific expertise or training.

Where there is a high and immediate risk of death or serious injury, any member of staff would be justified in taking any necessary action (consistent with the principle of seeking to use the minimum force required to achieve the desired result). Such situations could include preventing a student running off the pavement onto a busy road or preventing a student from hitting someone with a dangerous object.

During the Covid-19 Pandemic any staff member who has to physically intervene with a student will ensure they are fully protected using the appropriate level of Personal Protective Equipment (PPE). Following any incident, where physical intervention has been used, the normal procedures will be followed, as per the Care and Control policy, plus review the risk assessment.

Unacceptable behaviour related to COVID 19

Now more than ever it is important that we unite and show high levels of respect to one another. The school will not, and cannot, tolerate behaviours that may place members of our community at risk of contracting Coronavirus. Any child or young person who spits or coughs at or towards others, or even threatening to carry out this act may be at risk of fixed or permanent exclusion. Furthermore, if any other extreme behaviours are displayed, including hitting, kicking, punching etc. which places pupils or staff at risk, a conversation will take place with parents / carers to stress the utmost seriousness of these matters,

Remote learning

If we go into a second lockdown or tier two lockdown our school will ensure that pupils continue to receive a good level of education 'beyond the classroom' by providing a range of resources via our Google classrooms. We expect pupils to follow the same principles, as outlined in the school's Acceptable User policy, whilst learning at home. We will increase the amount of Google lessons which take place.

Any significant behavioural issues occurring in a Google classroom must be recorded and reported. For all minor behavioural incidents, these should be addressed using the normal restorative approaches.

Staff should be mindful that when dealing with any behavioural incidents, online, opportunities to discuss and repair harm will not be the same as if the child or young

person was in school. Therefore, it may be necessary to have a discussion with the parents, regardless how minor the incident, to ensure the child is emotionally well supported.

General Note for incidents in school or online

- At every stage the child should be involved in or informed of the action taken
- Urgent or serious incidents should be referred straight to the Principal, or a member of the Senior Team and specifically the DSL.
- If necessary, refer to the other related internal policies eg Anti-Bullying, Child Protection, E-Safety etc
- Normal recording systems on CPOMS should continue. Entries should be factual and action/follow up recorded also.

Mental Health

Pupils and staff mental wellbeing may have been severely affected during the Coronavirus outbreak due to various reasons. In times of uncertainty, it is vital that we support, encourage and guide one another, plus look out and care for everyone in our school community. We have dedicated staff to support children, and staff, if needed.

As children and staff return to our settings, it is important that they are provided the opportunity to talk openly about how they feel, or are feeling as we adjust, plus offer strategies of how to manage any worries or anxieties.

The Department for Education (DfE) have suggested additional ways of how we can support mental wellbeing, which include:

- opportunities for children to talk about their experiences of the past few weeks
- opportunities for one-to-one conversations with trusted adults where this may be supportive
- some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe
- pastoral activity, such as positive opportunities to renew and develop friendships and peer groups
- other enriching developmental activities

If staff have concerns for the wellbeing of any child, they must inform a member of the pastoral team, or Designated Safeguarding Lead, if they believe that the child is a significant risk.

Monitoring and review

This policy has been issued to provide advice and guidance on managing behaviour effectively, as our school commences re-opening. It is not possible to provide guidance on every eventuality and therefore, staff should be encouraged to use their professional judgements and/or seek advice from a member of senior leadership or other designated member of pastoral staff, if required. The Local Governing Committee have agreed that any future changes to this can be made and authorised by the Academy Principal.

This policy will remain under constant review until such times where it is no longer required.

Other related policies

This addendum is for use during the Covid-19 partial school closure, and should be used and read in conjunction with policies such as: the Anti-Bullying, Behaviour, Bereavement, Child Protection/Safeguarding, Health and Safety, Positive Handling and Special Educational Needs.

Updated section: September 25th 2020

The wearing of masks is to be treated as a uniform infraction from Monday 28th September, however we have to follow DfE guidance in that we cannot send a student home if they are not wearing a mask.