**Hawkley Hall High school**

**Addendum to Whole School Positive Behaviour Policy during the 2020 Covid-19 Pandemic**

**For implementation from 15th June 2020**



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**Introduction**

Schools across England have been closed to the vast majority of students from 20th March 2020 in response to the government’s strategic response to COVID-19 in order to enforce social distancing and to contain the spread of the virus.

Now that the spread of the virus has seemingly slowed down somewhat, the government has announced that it will be safe to open schools to more students. In the context of Hawkley Hall High School, following government guidance the decision has been taken to allow small ‘pods’ of Year 10 students from Monday 15th June to have some ‘face-to-face’ contact with their teachers in school. This will be a staggered process and strict measures will be in place so that we can maintain safe social distancing and hygiene protocols.

With the nature of our current Year 10 cohort, we do not anticipate any extreme negative behaviours, however it is important that all staff, governors and students are aware of our expectations and their responsibilities to promote excellent behaviour and safety.

In addition, we must remember that from March 23rd 2020 there has been a growing number of students accessing school who fall in to the vulnerable student category, as well as those students who need to access school because their parents are returning to work and /or are Key workers. This number can on some days be as many as 20+ students and numbers will continue to rise towards the Summer break.

As a school community we have a responsibility to make a positive contribution to stop the spread of the virus. The purpose of this addendum Behaviour policy is to provide advice and guidance to school staff and governors so that students who are on site, travelling to and from school and who are working online to complete home learning tasks are safe, respectful and well behaved.

This addendum is underpinned by the new Hawkley COVID-19 School Risk Assessment / Phased re-opening plan (June 2020).

In addition, we must also refer to our usual Hawkley principles and procedures which are detailed in our full on our school website: <https://hhhs.net/> and these include:

Positive Behaviour Policy 2019-2020: <http://hhhs.net/wp-content/uploads/2020/01/2019-Positive-Behaviour-Policy-Sept-2019.pdf>

Anti-bullying policy 2020: <https://hhhs.net/wp-content/uploads/2020/04/HHHS-Anti-bullying-policy-2020-1.pdf>

Our monthly updated Covid -19 Safeguarding Policy 2020: <https://hhhs.net/wp-content/uploads/2020/05/UPDATED-HHHS-COVID-19-SG-and-CP-policy-May-2020.pdf>

The policy will also reference the continually updated guidance provided by the DfE: <https://www.gov.uk/coronavirus>

**Proactive behaviour management**

We know our students well and are able to foresee some of problems that could arise for some of the students who will have been at a disadvantage by not being able to attend school for this extended period of time. Through contact made with our families during the closure and careful planning of learning activities as well as whole school risk assessments and risk assessments for key individuals we are able to provide a safe learning environment.

The procedures outlined in this addendum policy will continue to evolve and change as government advice changes. On the gradual re-entry of more students key pastoral staff and SLT will be able to assess the impact that the school closure has had on specific students in relation to behaviour and wellbeing. They will then put in to place the necessary support and intervention. This will include additional provision for the students that are known to us already but it will also involve recognising students who did not require additional support before but may do now as a result of the virus and of the school closure.

More vulnerable students are now accessing school and this number will continue to rise as we want (where safe to do so) to ensure that these students are not further socially and academically disadvantaged.

**This policy applies to all students. Year 10 are the next group of students to have a phased return but we must continue to ensure that the group of key worker family and vulnerable children that have been attending school throughout the closure are well catered for and are also following expectations. Year 10 and the key worker/vulnerable students will be taught in separate blocks.**

**Code of Conduct and The Hawkley Way**

***This addendum policy builds on the key principles of The Hawkley Way to make it even more important than it is normally. If we do not adhere to it then lives of both adults and students are at risk.***

The school has been closed for over eleven weeks. It is therefore important that all students are reminded of our fundamental set of expectations that we expect them to follow.

**The Hawkley Way**

**“Right to Teach, Right to Learn”**

**At all times**

* Do not discriminate and respect individuality
* Treat others as you would like to be treated
* Always try your best – have pride in yourself and in your achievements
* Take pride in your appearance and wear uniform correctly at ALL times
* Respect the environment, recycle whenever possible and put all litter in the bins
* Have all your equipment for the day including your planner in your school bag
* Move around school in a calm, quiet, orderly manner

**Expectations in the Classroom**

* Be punctual
* Enter the classroom in a calm, orderly way
* Don’t shout out during the lesson – Voice opinion respectfully
* Do not jeopardise the learning of others
* Be supportive of others
* Listen carefully and follow instructions – Don’t answer back!
* Respect equipment, each other’s and school’s
* Complete tasks set to the best of your ability – have pride in your work
* Maintain high standards at all times

**Expectations in the Dining Room**

* Arrive at the correct sitting time for your year
* Queue in an orderly manner and don’t keep places for friends
* Sit down to eat
* Eat properly using correct table manners and do not talk with food in your mouth
* Don’t push in the queue if you return to buy more food

**Expectations for movement around school**

* Go straight to the lesson, do not stop to chat with friends
* Keep to the left on stairs and corridors
* Do not drop litter
* Treat others as you would like to be treated

**Expectations when travelling to/from school**

* Wear the correct uniform and wear it properly
* Respect and do not disturb your local community – Be polite – Be sensible
* Walk on the pavement and don’t interfere with other people’s property
* Do not obstruct traffic by walking or cycling in the middle of the road
* Cross the road safely

**How will the Hawkey Way be adapted to fit our expectations in light of COVID-19?**

Perhaps the only section of The Hawkley Way that will **not** apply currently is the section on ‘Expectations in the Dining Room’. We have taken the decision not to open the canteen and provide meals so that we can avoid the dangers of students and staff having to queue and eat together which would further increase risk of the spread of the disease. Year 10 students will be timetabled in school for half day periods with a later start time than usual so that it will not be necessary for them to have lunch in school. Those entitled to free school meals will continue to receive their vouchers from Edenred so that their parents and carers can purchase food for them to consume at home. Each Year 10 student will only come to school once a week.

The group of vulnerable/Key worker students will continue to bring their own packed lunch and drink as they have been doing over the last two months. They are already in a routine of hand washing and socially distancing at break times and lunch times.

Applying The Hawkley Way during partial re-opening for Year 10

Before any group of Year 10 students settle in to their learning, they will be given an Induction session by members of SLT in order to re-establish routines and protocols for behaviour, safety and hygiene. They will be organised in to small groups or ‘pods’ and will be taught in these groups for the remainder of the Summer term. Routines will be rehearsed and modelled by staff. More detail of this can be found in the school Risk assessment and phased re-opening plan.

The policy will now highlight how students will be expected to conduct themselves by taking each section of The Hawkley Way in turn:

**Expectations when travelling to/from school**

* Wear the correct uniform and wear it properly
* Respect and do not disturb your local community – Be polite – Be sensible
* Walk on the pavement and don’t interfere with other people’s property
* Do not obstruct traffic by walking or cycling in the middle of the road
* Cross the road safely
* We expect students to follow social distancing rules outlined by the government when they are travelling to and from school. Whilst we cannot be there to ‘police’ this we would hope that parents will still encourage their child to stick to the guidelines. Staff will be present at the school gates as students arrive and as they depart. Groups of students will have staggered starts to avoid a ‘bottle neck’ situation.
* The usual school buses will not be running and so student will need to walk, cycle or be brought to school by car. Some pre-arranged taxis for some of our vulnerable students will still arrive.
* If a student is walking to school, they should walk in groups of no more than two and stay a safe, 2 metre distance from their peers.
* They should not congregate at the shops or on the corners- they should come straight to school and leave school in the same orderly fashion. They should not wait for friends.
* If any student or group of students is found to be flouting this rule on more than one occasion then as was previously mentioned, we will have no choice but to consider requesting that parents keep their child at home for the next timetabled session.
* On arrival to school for the first time, students will have an ‘orientation’ session with SLT to establish protocols around behaviour expectations and safety/hygiene. Students will need to remember not to ‘greet’ their friends as they usually do. There must be absolutely no physical contact.
* There are specific entry and exit points to blocks that will be used throughout the day(s).
* We will encourage parents who are dropping off and collecting students to maintain their distance and only park in the permitted areas.

**At all times**

* Do not discriminate and respect individuality
* Treat others as you would like to be treated
* Always try your best – have pride in yourself and in your achievements
* Take pride in your appearance and wear uniform correctly at ALL times
* Respect the environment, recycle whenever possible and put all litter in the bins
* Have all your equipment for the day including your planner in your school bag
* Move around school in a calm, quiet, orderly manner

**Expectations in the Classroom**

* Be punctual
* Enter the classroom in a calm, orderly way
* Don’t shout out during the lesson – Voice opinion respectfully
* Do not jeopardise the learning of others
* Be supportive of others
* Listen carefully and follow instructions – Don’t answer back!
* Respect equipment, each other’s and school’s
* Complete tasks set to the best of your ability – have pride in your work
* Maintain high standards at all times
* In terms of discrimination and respect of individuality and treating others as we would want to be treated, we must remember the school Anti-bullying procedures and policy (<https://hhhs.net/wp-content/uploads/2020/04/HHHS-Anti-bullying-policy-2020-1.pdf>). Bullying and discrimination will not be tolerated. This includes racial and homophobic abuse. If an instance of this should occur, staff should follow procedure of investigation outlined in detail in the above policy. A member of SLT will then take over the lead in the investigation and issue sanction as necessary once detailed statements have been gathered. Further detail of how incidents are investigated in can be found in our full behaviour policy <http://hhhs.net/wp-content/uploads/2020/01/2019-Positive-Behaviour-Policy-Sept-2019.pdf>
* Any intentional spitting or coughing directed towards another person will be considered as failing to follow The Hawkley Way by not treating others as you would wish to be treated. These sorts of actions will be dealt with seriously and on an individual basis by a member of SLT. In the first instance, a student would be isolated and their parents/ carer contacted. Once investigated, the student may receive a fixed-term exclusion as they will have potentially put others at serious risk. Please see the exclusions section of this policy for further guidance.
* The usual pride in appearance and uniform expectations will not be relaxed because of COVID-19. Uniform should be worn correctly and with pride at all times. Haircuts should be sensible and no shorter that a ‘number two’, trainers must not be worn and makeup and false nails are prohibited as normal. Parents and carers need to ensure that school uniform is regularly washed.
* Students will also be expected to put 100% effort in to lessons. The nature of the sessions for Year 10 will be shorter time frames (45 minute slots) so that staff can provide quality learning opportunities for core subjects in the first instance rather than overwhelming students which could be at a detriment to student wellbeing and mental health.
* Key worker family students and the vulnerable students are already following a timetable of activities but the same expectations for behaviour and safety remain.
* STUDENTS WILL NOT NEED TO BRING EQUIPMENT OR A BAGTO SCHOOL. We do not want to compromise hygiene and therefore equipment will be provided at school. Students may bring a labelled water bottle.
* In terms of movement around school, students will be expected to behave in a mature and sensible way. Movement around school will be minimised, with students being taught in the same classroom, at the same socially distanced desk. Class sizes will be kept to a maximum of 9 students, thus reducing the likelihood of behavioural issues. There will be adequate staff-student ratio, including SLT. Expectations in relation to safe social distancing will be constantly reinforced by staff as well as being sign-posted through the use of posters. A one-way system and system for staggered hand-washing has been established as well as areas that are out of bounds. Since there will be no break or lunch times, there will be no opportunity to informally socialise on the school site.
* In the unlikely event that any student compromises the safety of others by failing to follow the guidelines for movement around school, they will be removed and be spoken to by a member of SLT on site and given a warning. Parents will be contacted and the student will be at risk of not being able to attend school the following week as we must ensure that staff and students are not being put at risk. We will not be issuing detentions at this time as this cannot be facilitated safely.
* A student may be isolated due to poor behaviour at a safe distance with a member of SLT in a neighbouring classroom for a period of time if the learning of others is jeopardised.
* Home-learning behaviour in an ‘on-line’ context will also have to be excellent. Teachers will now start to deliver on-line learning sessions for Year 10 via Microsoft Teams. Safeguarding has been considered (see updated Safeguarding addendum) and students will not be able to see staff or communicate with other students. They will however be able to send questions that others will be able to see. For this reason, students must follow the protocols below:

*Microsoft Teams online Learning Behaviour Guidance*

*Students are held responsible for their behaviour. Disruptive or abusive behaviour will not be tolerated at any level. On the extremely rare occasion, that disruptive behaviour becomes regular parents/carers will receive a call from school about the pupil accessing lessons in the future. All lessons will start with the expectations of the lesson outlined by the teacher leading the lesson.*

 *All students must behave in a respectful, considerate and kind manner when they are accessing the online learning. They must listen to and take direction from their teacher when on the lesson.*

* *If a child demonstrates behaviour that the teacher deems to be unacceptable or inappropriate the teacher will follow the steps*
* *Warn the student that their behaviour is unacceptable and that they will be removed from the lesson if any other inappropriate comments are made, they will be removed from the lesson.*
* *Remove/Delete the comment.*
* *If the same pupil posts another comment/image that is deemed inappropriate then this student will be removed (this is the consequence) the parent must be contacted and informed that their child was removed from the online lesson and why. It must be agreed with the teacher that the student is allowed back into the online lessons and rules agreed with parent, student and teacher.*
* *Students are expected to participate actively in lessons and complete tasks to the best of their ability. Teachers will provide encouragement and we expect pupils to try their very best. Positive points will awarded on ClassCharts for those engaging well.*

**How will excellent behaviour and engagement be dealt with?**

The usual rewards system of Class Charts will be used as a way of rewarding students. We will look to providing additional rewards to those who have earned the most points whilst in school and whilst learning at home.

Some students have already been praised and rewarded via parental contact, certificates and vouchers.

**How will severe behaviour be dealt with?**

In the event that the behaviour of a particular student or student(s) seriously inhibits the learning of others, or the ability of teachers to teach, or where behaviour is dangerous, highly offensive/discriminatory, or potentially puts others at risk of harm, the Headteacher may have to consider a fixed-term exclusion or in extreme cases, permanent exclusion.

The new regulations change some of the procedures that must be followed in relation to an exclusion, to give greater flexibility to schools, parents and local authorities during the coronavirus (COVID-19) outbreak. They apply to all maintained schools, academies (including alternative provision academies but excluding 16 to 19 academies) and pupil referral units (PRUs). These regulations are in force from June 1st 2020 to September 24th 2020.

 As well as referring to our full behaviour policy on the school website at <http://hhhs.net/wp-content/uploads/2020/01/2019-Positive-Behaviour-Policy-Sept-2019.pdf>, the updated guidance on exclusions during the COVID-19 pandemic can be found using the link below:

<https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak>

**Managed moves , respite placements and alternative provision.**

New managed moves, respite placements and newly arranged alternative provisions will not be arranged during the period between now and the end of the academic year. This will be reviewed as the current situation evolves. Our Year 10 students who access AP such as CAST and Bike Mech will not be attending these placements at this time.

**Use of reasonable force**

This should not be used unless there is immediate danger of injury. Specified staff in school are trained in Team Teach and it is recommended that these staff members are called upon to assist where needed. We may need to make ‘contact’ with a student in order to ensure that we have maintained our duty of care towards a student to prevent a student causing harm to themselves or others.

If an alternative method of control than restraint is possible, then this method will be used first. If physical contact is the only suitable method, then this is permitted during this period.

A risk assessment has been undertaken for all students with an EHCP. This will allow the school to determine risks and decide if it is safe for pupils requiring physical intervention to be safely accommodated in school. As a mainstream secondary school, there are no students amongst those currently accessing school or those in Year 10 known to us who we deem to be too much of a risk to be allowed access to school because of their poor behaviour. This can be reviewed if we feel that a student becomes too high risk to be on site at a later date.

Should it be deemed reasonable, proportionate and necessary to physically intervene during an incident then staff have a duty of care to intervene. When doing so they will:

· be able to change clothing immediately after the incident

· take a shower immediately, at home if necessary.

 Following the physical intervention, the pupil will be isolated and parents/carers will be informed of the incident and advised to collect their child. Following a risk assessment and a discussion with pupil and parents/carers, the pupil should return to school unless it is deemed unsafe to do so.

These incidents occur at speed. It might not be feasible to wear personal protective equipment (PPE), but if possible then this is encouraged.

Serious incidents involving the use of force will be recorded and reported to parents/carers. In deciding what constitutes a serious incident, the Headteacher (or Deputy) will use their professional judgement and consider the following:

· pupil’s behaviour and level of risk presented at the time of the incident

· degree of force used

· effect on the pupil or member of staff

· the pupil’s age

**Confiscation of inappropriate items and ground to search.**

Staff have the right to ask students to allow them to search them for any item not allowed under the school rules and then to search them and their possessions. Staff carrying out a search will wear PPE.

Members of SLT, Heads of Year and subject teachers have the statutory right to search students for their possessions without consent where they suspect a learner has prohibited items e.g. knives, alcohol, illegal drugs, stolen items, weapons and any other item which has been or is likely to be used to commit an offence, cause personal injury or damage to property. School staff can confiscate any item found as a result of the search which they may consider harmful or detrimental to school discipline. This is a personal search and not an intimate search.

There must always be reasonable grounds to carry out a search. When searching a student two members of staff must be present and the one carrying out the search must be the same gender as the student being searched. When searching student possessions the student must be present and must be informed why the search is being carried out. A search may take place on the school premises or where the member of staff has lawful control of the learner e.g. on an educational visit. Parents / Carers must be informed that a search has been carried out.

If a student refuses to allow a member of staff to carry out the search of their person or possessions they will be isolated and supervised until parents have been contacted and come to the school. The parent/carer then will be asked to carry out or witness the search. No student will be allowed to attend his/her lesson until the search has been carried out.

A member of staff may confiscate or retain student property as and when reasonable to do so. Parents/carers will be informed when items are to be confiscated. Weapons, stolen goods and controlled drugs must be passed to the police. Alcohol will be disposed of. Goods brought in for trading (eg energy drinks) will be returned at the end of the academic year.

Complaints about searches will be dealt with through the schools complaints procedure.

E-cigarettes, cigarettes and lighters may only be collected by parents/carers from reception and will not be given back to the child.

If a student has been using their mobile phone during learning time, they must put then switch it off and put it on their personal desk. Staff should not be handling personal student mobiles at this time due to the virus. The phone will be returned to the child as they leave. In terms of jewellery, the items must be removed by the student and stored in their blazer pocket. Students will not be permitted to used mobile phones in the playground as usual and will be asked to switch them off until they have left the school site.

**Review and adaptation**

SLT will keep the arrangements detailed in this addendum under review. Risk assessments for individual pupils will be monitored and updated by relevant pastoral and Inclusion staff. Amendments to operational procedures will be made as required and will be clearly communicated to all staff and pupils. A thorough review of the addendum will be undertaken at each phase of reopening, as the numbers of students admitted to school alters.