



# St Catherine's Catholic School

## COVID-19 Appendix to Behaviour Policy

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ST CATHERINE'S CATHOLIC SCHOOL  
MISSION STATEMENT



# COVID-19 Appendix to Behaviour Policy

COVID-19 (commonly known as Coronavirus) has presented a huge challenge nationally to the normal running of education and child care provision. This appendix has been prepared to explain key changes and interim measures being taken within our setting during these extraordinary times.

## Status of this document

- This addendum will be updated regularly during the coming months.
- The School's Behaviour Policy is comprehensive in outlining how we expect students to behave and the sanctions that may result when the school rules are broken.
- This addendum draws particular attention to elements of the Behaviour Policy in light of the impact that the Coronavirus may have already had on members of our community and as far as possible, to enable everyone to keep healthy and safe in school while the virus remains a threat.
- This document should be read in conjunction with the Behaviour Policy and is an appendix to the main body of the School's Behaviour Policy. It will be effective from 7 September 2020 until the setting returns to business as usual, following the COVID-19 pandemic.
- The measures that the school is taking to reduce the likelihood of infection will be outlined in detail in risk assessment documentation.

## Protocols in School: Ready, Respectful, Safe

- Following the guidance for safe arrival to and departure from school.
- Maintaining the social distance guidance, of 2m where possible or have other measures in place (as set out by the government and adopted by the school) and wear a face covering in while moving around the school site.
- Ensuring that they apply the strict guidance on sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands.
- Adhering to the strict instructions around their 'bubble' group who they may socialise with / be close to during their time in school.
- Use of the toilets.
- Following the additional hygiene methods in place (handwashing and use of hand sanitiser).
- Moving around the school as directed by staff, including following any arrows / markers, queuing systems in the canteen, only using the stairs as directed and not entering any areas which are currently identified as 'out of bounds'.
- Sharing any equipment or other items including drinking bottles is not allowed.

## **New systems**

- The school has implemented an increased number of duty points and a wider ranging On Call systems to support students and staff in lessons and during break and lunch.
- Any serious behavioural incidents are reviewed and moderated by multiple members of staff, including SLT, to ensure fair and consistent application of sanctions and interventions.
- Data on daily patterns of behaviour is reviewed by Heads of Year, and members of SLT, to pre-empt issues and introduce measures to reduce them.
- Class teachers will use a new protocol for informing students of stages of sanctions as listed on the last page.

## **Use of the Pastoral Centre**

- Students will still have use of the pastoral centre, but will be restricted. Bubbles will still apply, where possible.
- Wellbeing services and pastoral intervention will still be available for students with such needs.

## **Additional pastoral support**

- Additional pastoral support is still in place, including counselling, zoom and telephone sessions with behaviour specialists.
- A student voice email address has been set up so students can notify the school of problems as they arise.
- An updated safeguarding poster has been created so that it has more information and specific methods of accessing support during this challenging time.

## **Safety – Respecting the welfare of others**

Behaviour that is unbecoming of a student is dealt with appropriately under ‘normal’ circumstances, however since the following types of breach of the school rules may also result in the spread of infection, they may result in a student being excluded from school:

- Making physical contact with others, such as touching, hugging, linking arms etc.
- Fighting of any kind (will result in our most severe sanctions).
- Failure to follow the instructions of a member of staff.
- Deliberate failure to comply with social distancing or other infection-reducing measures.
- Students who choose to leave their bubble.
- Deliberately touching other people’s belongings.
- Chewing gum and disposing of it inappropriately.
- Any other instances of deliberately increasing the risk of infecting others.
- Causing disruption to teaching and learning through the misuse of facemasks.
- Using a facemask to conceal identity in order to deliberately break school rules.

- Using a facemask to conceal identity in order to behave poorly in the local community.
- Coughing or spitting at or towards any other person.

Serious sanctions still apply for serious misconduct, and while restrictions prevent detentions, isolation from lessons and exclusion from school will apply in their place.

### **Bullying**

Bullying, in all its forms is always dealt with, however, since many members of our school community may have been seriously affected by the pandemic, any bullying linked to it will be likely to have an even greater impact on the mental wellbeing of the victim. Hence the following forms of bullying may result in exclusion from school:

- Sharing insults linked to the pandemic.
- Accusing an individual of having the virus.
- 'Joking' about the effects of the virus.
- Deliberately increasing the risk of infection to a targeted individual in any way.

### **Achievement and Rewards**

It is important that students feel rewarded and recognised during this time. Therefore, School will follow the following procedures for this:

- Achievement Points will remain available where possible for positive attitude to learning and quality of work.
- Phone calls home will be made where praise is due.

### **Guidance for Students Hand Washing and Good Respiratory Hygiene**

All pupils **MUST** follow the school's expectations for hand washing and good respiratory hygiene. Pupils must:

- Wash their hands thoroughly for 20 seconds, with running water and soap, and dry them thoroughly.
- Use alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered, regularly throughout the school day.
- Wipe down any computing equipment at the start and end of the school day.
- Wash their hands before lessons, before and after eating morning snack, before and after lunch, after all break times and before and after any lesson.
- Wash or clean hands on arrival at any new setting, before and after eating, and after sneezing or coughing
- Make every effort **NOT** to touch their mouth, eyes and nose.
- Ensure they practice good respiratory hygiene and follow the 'catch it, bin it, kill it' approach.
- Wash hands immediately after sneezing or coughing, having previously disposed of any paper tissues in a lidded rubbish bin.
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Inform a member of staff if presenting with a persistent cough. Any concerns with medical needs and the Covid- 19 procedure will be followed.

## **Social Distancing**

### **Parental Engagement**

Parents will no longer be invited on site, so phone calls and remote video meetings will be utilised to ensure parents remain engaged.

### **Academic Lessons, Break and Lunch Times**

All pupils **MUST** follow the school's expectations on social grouping in academic lessons **AND** during lunch and break times.

Pupils must:

- Only socialise with your own 'bubble' group to ensure that the contact you have is with a limited number of children and that the group remains constant.
- Follow school guidelines on designated play areas, lunchtimes, enrichment areas, and academic teaching areas.
- Understand where designated areas are during break and lunch and follow the expectations set out by staff on duty.

### **Moving Around the School**

When moving around the school pupils **MUST** follow teacher direction and should take notice of social distancing rules pupils must:

- Enter and leave classrooms in the order set out by classroom teachers to allow for social distancing.
- Follow signage for direction of travel around the school (if in place) and in relation to hand washing, 'catch it, bin it, kill it' etc.
- Enter and leave buildings at the designated entry and exit points to maintain social distancing.
- Maintain social distances when lining up for any break by following the signage in place.
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### **Feeling Unwell or Displaying Symptoms**

If a pupil feels unwell or experiencing symptoms of coronavirus, either in school or at home, they must do the following:

- Tell parents before leaving for school and not leave the home.
- At school, tell any supervising adult if experiencing symptoms. · Immediately go to the main office if instructed to.

### **Use of Equipment**

The sharing of equipment such as stationery, textbooks or exercise books will not be permitted. Pupils must not:

- Share equipment with peers - this includes pens, pencils etc.
- Borrow or use other people's personal items, such as water bottles or clothing.
- Share keyboards, mice, headphones or any other technical equipment.

## Using the Toilets

Pupils must:

- Practise good hygiene and wash your hands thoroughly for 20 seconds with running water and soap, drying them thoroughly after using the toilet
- Follow social distancing in toilet areas and on entry and exit to the bathrooms, giving way to those exiting
- Always seek consent from a member of staff during lessons before using the toilet
- Lower toilet lids prior to flushing

Any student found to be deliberately/intentionally/without due consideration breaking the rules of social distancing either in school or travelling to / from school, spitting or coughing at or towards any other person, deliberately touching another person's belongings or using the pandemic to bully others will be dealt with in accordance to level 4 or above of the school's Behaviour Policy. This is because it will be considered a deliberate action that puts the health and safety of the school community in jeopardy or wilfully upsets another student.

## Review

This appendix is under constant review, with Heads of Year, staff, and student voice providing feedback to improve systems.

# Ready - Respectful - Safe

## Rewards:

### 1 point

Ready each week with equipment

### 3 points

Effort and contributions to lessons and form time, good examples of work and progress

### 5 points

Achievement in meeting academic targets, making progress, contributing to prayer time, courtesy and manners, displaying strong habits of learning

### 10 points

Service to the school community, being a role model, showing leadership, being a student of the week, participation in events, 100% attendance or punctuality over a half term, contributing to the Catholic Life of the School.



**Classroom Culture & Climate**

## Sanctions:

### 1. Informal Verbal Warning

If inappropriate behaviour is displayed by a student, the teacher will inform the student that they are being issued an Informal Verbal Warning and advise them about what they need to do to rectify the situation.

### 2. Formal Verbal Warning

If the unacceptable behaviour continues, the teacher will inform the student that they are being issued a Formal Verbal Warning and advise them about what they need to do to rectify the situation. The parents/carers of the students will be informed by email/text that their daughter has repeatedly refused to follow instructions in the lesson. This is recorded on the permanent school record of the student.

### 3. Removal from Lesson(s)

If the poor behaviour persists OR if a serious breach of the behaviour policy is demonstrated, the teacher will use On Call and a senior member of staff will remove the student from the lesson. The senior member of staff will investigate the serious matter and liaise with parents/carers in order to agree the next steps. The Headteacher or Executive Headteacher will consider whether an external exclusion is appropriate.

### 4. Exclusion from school

The Headteacher or Executive Headteacher will consider whether external exclusions from school are appropriate on a case-by-case basis.