

**Appendix A – Temporary Trust modifications to the care, support, guidance and behaviour policy following the Covid-19 pandemic Updated March 2021**

**1). General information:**

It is important for our Academies to be calm and disciplined environments, where everyone follows the rules. The changes below support the new protective measures and new rules and routines being put in place in our academies for the duration of this pandemic to keep staff and students safe. Staff should ensure pupils understand them and should enforce them rigorously. The disciplinary powers we currently have, including exclusion/suspension, remain in place. It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. 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.

Some students will return to school having been exposed to a range of adversity including bereavement and long-term anxiety. This may lead to an increase in social, emotional and mental health (SEMH) concerns. Additionally, where children have special educational needs and disabilities (SEND), their provision may have been disrupted during partial school closure and there may be an impact on their behaviour, additional support for these students may be required. For children and young people with SEND, it will be especially important to teach new norms and routines around protective measures and personal hygiene clearly and accessibly.

**Exclusions/Suspensions:**

The normal arrangements and procedures that must follow a decision to exclude on disciplinary grounds are described in the 2017 statutory guidance ‘Exclusion from maintained schools, academies and pupil referral units in England’. They are unchanged, except the government appreciates that it may not be possible to meet the timeframes set out in regulations for review meetings and IRPs, due to the disruption caused by the coronavirus outbreak and the health risks of holding meetings. . These have been updated and should be checked against the timeframe and dates of the exclusion/suspension. <https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak#timescales-for-exclusions-between-1-june-and-24-september-2020> Wherever possible meetings and panel hearings must still go ahead even if the relevant deadline has been missed. It is for the AAB to assess the facts of the case and decide whether the statutory deadlines are achievable or whether, in the circumstances, the meeting has to be delayed. AAB and any arranging authorities should continue to take reasonable steps to ensure meetings are arranged for a time when all parties are able to attend.

**2). Generic policy difference:**

Policy	Policy wording	COVID Difference/Modification
Section 1.7 Page 3	...bring appropriate equipment such as: planner, pen, pencil, ruler, calculator, PE kit and any other necessary equipment, a suitable bag to carry books and any	Students will bring their own equipment to school in order to reduce transmission risk. Individual equipment provided to students will not be shared. Where equipment is used by more than one student, it must be cleaned between uses.  Normal Academy uniform expectations in place - Uniforms do not need to be cleaned any more often than usual, nor do

	<p>equipment needed during the Academy day; ...wear the Academy uniform correctly</p>	<p>they need to be cleaned using methods which are different from normal. Where academies are cooler due to increased ventilation an appropriate jumper or cardigan may temporarily supplement a students' normal uniform In addition to the normal academy uniform, students will be provided with reusable face masks. These face masks should be worn where the layout of the schools makes it difficult to maintain social distancing such as classrooms and when staff and pupils are moving around the premises, for example, corridors.</p> <p>Based on current evidence the wearing of face coverings in classrooms and during activities, unless social distancing can be maintained is expected.</p> <p>This is highlighted as an additional precautionary measure and uniform requirement for a limited time during a period of high prevalence in the community. This requirement is scheduled to be reviewed at Easter. Face visors or shields should not be worn as an alternative to face coverings. Students who are exempt will be issued a 'mask pass' by the Deep Support team in line with Government guidance</p> <p><u>Exemptions</u> Some individuals are exempt from wearing face coverings. This applies to those who: cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</p> <p>Students who meet this criterion will be provided with a 'mask pass'. This should be documented on CPOMS and coordinated through the SLT Deep Support Lead.</p> <p>Students will be actively encouraged and reminded to wear their mask appropriately at all times.</p> <p>No-one should be excluded from education on the grounds that they are not wearing a face covering.</p> <p>However, where a student persistently fails to follow the health and safety expectations of the academy, this may be in combination with other extrinsic factors grounds for exclusion/suspension see Section 2.2.1.5.</p> <p>We will take a mindful and considerate approach in relation to parents who may be experiencing financial pressures and therefore support positively pupil non-compliance by providing support through academy hardship funding to ensure uniform compliance.</p>
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<p>Section 1.8 Page 3</p>	<p>...ensure full attendance and punctuality ... ensure a student is appropriately presented, dressed and equipped for the Academy in accordance with Academy policy, procedures and requirements in the Prospectus and student planner</p>	<p>Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.</p> <p>Students will bring their own equipment to school in order to reduce transmission risk. Individual equipment provided to students will not be shared. Where equipment is used by more than one student, it must be cleaned between uses.</p> <p>Normal Academy uniform expectations in place - Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Where academies are cooler due to increased ventilation an appropriate jumper or cardigan may temporarily supplement a students’ normal uniform</p> <p>In addition to the normal academy uniform, students will be provided with 3 reusable face masks in colours specific to their year group. These face masks should be worn in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors. Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. The wearing of face coverings in classrooms and during activities unless social distancing can be maintained is expected.</p> <p>This is highlighted as an additional precautionary measure and uniform requirement for a limited time during a period of high prevalence in the community. Requirement to be reviewed at Easter. Face visors or shields should not be worn as an alternative to face coverings. Students who are exempt will be issued a ‘mask pass’ by the Deep Support team in line with Government guidance</p> <p><u>Exemptions</u> Some individuals are exempt from wearing face coverings. This applies to those who: cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</p> <p>Students who meet this criterion will be provided with a ‘mask pass’. This should be documented on CPOMS and coordinated through the SLT Deep Support Lead.</p>

		<p>Students will be actively encouraged and reminded to wear their mask appropriately at all times.</p> <p>No-one should be excluded from education on the grounds that they are not wearing a face covering.</p> <p>However, where a student persistently fails to follow the health and safety expectations of the academy, this may be in combination with other extrinsic factors grounds for exclusion/suspension see Section 2.2.1.5.</p> <p>From March 2021, the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> <li>• parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;</li> <li>• schools’ responsibilities to record attendance and follow up absence</li> <li>• the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct</li> </ul> <p>You should note however that:</p> <ul style="list-style-type: none"> <li>· No one with symptoms should attend a setting for any reason.</li> <li>· A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>· If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent</li> <li>· Where a pupil is unable to attend school because they are complying with clinical and/or public health advice</li> <li>· Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</li> </ul>
<p>Section 1.8 Page 4</p>	<p>... attend parent/carer interviews and appropriate meetings;</p>	<p>Face to face communication with parents will be conducted via telephone, email/written communication or video conference (safeguards in place) in order to reduce transmission risk at this time. In the rare and exceptional case where meetings must take place, social distancing measures will be rigorously enforced.</p> <p>IRP Meetings following FTE will be conducted by telephone or video conferencing (safeguards in place) in order to reduce transmission risk at this time. In the rare and exceptional case</p>

		<p>where meetings must take place, social distancing measures will be rigorously enforced.</p>
<p>Section 2.2 Page 5</p>	<p>...Warning – Rule Reminder; conduct conducive to learning 2.2.1 A reminder of expectations can be given to an individual and also a group/class.</p> <p>Blanket conduct reminders can be given for...</p>	<p>Additional category: 2.2.1.5 Health and safety – which may include the following but is not exhaustive:</p> <ul style="list-style-type: none"> <li>• Breaching social distancing</li> <li>• Failing to follow one way system</li> <li>• Failing to use allocated toilets</li> <li>• Using another students equipment or resources</li> <li>• Failing to enter/exit the academy/classroom by the appropriate entrance/exit</li> <li>• Failing to wear a face mask appropriately (Rule reminder only: No-one should be excluded from education on the grounds that they are not wearing a face covering. However where a student persistently fails to follow the health and safety expectations of the academy, This may be considered in combination with other extrinsic factors grounds for exclusion/suspension see Section 2.2.1.5.)</li> </ul>
	<p>...Conduct C4 - Fourth negative attitude to learning or <b>immediate C4 for Health &amp; Safety</b> (removal from lesson and detention issued)</p>	<p>Where students do not respond appropriately to rule reminders as outlined in 2.2.1.1 – 2.2.1.5</p> <p><b>An immediate C4 can be issued for Health and Safety – first offence</b></p> <p>Students should then remain in their bubble until collected by a senior member of staff or Learning Manager and not take themselves to Matrix. Staff should use an appropriate alert system as outlined by the academy e.g. radio, SIMS.</p> <p>Any student repeatedly breaching expectations in a live lesson should be removed and behaviours appropriately logged (see academy online learning protocol).</p> <p>Any student breaching expectations using ‘chat’ should be reported and dealt with in line with academy policy (see academy online learning protocol).</p> <p>Matrix will be an allocated room in the academy for each bubble which will be part of the daily cleaning rota.</p> <p><b>More serious or repeated breaches of Health and safety may warrant a C5 or equally C6/FTE.</b></p> <p>This response is a continuum and is determined by the Principal/Identified Senior staff member in bubble.</p> <p>Any sanction must be proportionate, <b>consistent</b>, reasonable and fair.</p>

		<p>C4 or C5 Detentions will be conducted in year group bubbles</p> <p>No-one should be excluded from education on the grounds that they are not wearing a face covering. However where a student persistently fails to follow the health and safety expectations of the academy., this may be in combination with other extrinsic factors grounds for exclusion/suspension see Section 2.2.1.5.</p>
	Issue of C7 – isolation to another academy	<p>Use of internal Trust wide C7 and Isolation to another academy are not available for the duration of the Covid-19 Pandemic</p> <p>Any planned managed moves should allow for a 48-hour gap between transfer between schools in order to mitigate Covid risk</p>
Section 10 Page 12	... 10.2 All members of Academy staff have a legal power to use reasonable force. This power applies to any member of staff at the Academy	<p>Any student who is accessing the academy who may be at risk of requiring positive handling due to previous behaviours of concern should have a positive handling plan completed.</p> <p>If a student should require positive handling – the appropriate level of risk should be assessed in situ and wherever possible this should be avoided in order to mitigate transmission risk.</p>
Page 13 Section 11.3	... For health and safety reasons, very high standards of behaviour are expected on Academy residential and day trips...	All trips and visits are currently suspended until further notice
Page 13 Section 11.4	...Where poor behaviour occurs when a student is travelling to and from the Academy, the Academy reserves the right to issue a sanction, or a fixed term (suspension) or permanent exclusion (expulsion), particularly in relation to violent conduct e.g. a physical assault or bullying incidents.	<p>This may include but is not exhaustive of the following additional categories:</p> <ul style="list-style-type: none"> <li>• Breach of social distancing rules</li> <li>• Placing members of the academy community or wider public at risk of significant harm</li> <li>• Breach of health and safety expectations</li> </ul>
Page 13 Section 11.5	...Students are encouraged to wear their Academy uniform correctly when travelling to and from the Academy and must not be involved in behaviour that could adversely affect the reputation of the Academy.	<p>Students are expected to behave in a manner that does not place themselves, members of the academy community or wider public at risk of significant harm. Students who breach these expectations will be dealt with in line with academy policy.</p> <p>Normal Academy uniform expectations in place - Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different</p>

		<p>from normal. Where academies are cooler due to increased ventilation an appropriate jumper or cardigan may temporarily supplement a students’ normal uniform</p> <p>In addition to the normal academy uniform, students will be provided with 3 reusable face masks in colours specific to their year group (See statement above). Where students travel on public transport or school vehicle with multiple passengers, students should wear a face covering in line with current government guidance.</p>
<p>Page 13 Section 12.1</p>	<p>...A meeting of the Behaviour Committee will be convened by the Academy Advisory Body Behaviour Committee Clerk when:</p> <ul style="list-style-type: none"> <li>• a student has received over 15 days’ exclusion (suspension) in one term;</li> <li>• a student receives 8 C5s in an academic year;</li> <li>• recommendation of permanent exclusion (expulsion) made by the Principal for a one-off incident, or through the care, support, guidance and behaviour system</li> </ul>	<p>The normal arrangements and procedures that must follow a decision to exclude on disciplinary grounds are described in the 2017 statutory guidance ‘Exclusion from maintained schools, academies and pupil referral units in England’. Other guidance, remains unchanged, except the government appreciates that it may not be possible to meet the timeframes set out in regulations for review meetings and IRPs, due to the disruption caused by the coronavirus outbreak and the health risks of holding meetings.</p> <p>Wherever possible meetings and panel hearings must still go ahead even if the relevant deadline has been missed. It is for the AAB to assess the facts of the case and decide whether the statutory deadlines are achievable or whether, in the circumstances, the meeting has to be delayed. AAB and any arranging authorities should continue to take reasonable steps to ensure meetings are arranged for a time when all parties are able to attend. The timeframe and dates of the exclusion/suspension/expulsion should be checked against the relevant guidance</p> <p><a href="https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak#timescales-for-exclusions-between-1-june-and-24-september-2020">https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak#timescales-for-exclusions-between-1-june-and-24-september-2020</a></p> <p>Meetings could be conducted by video conferencing (safeguards in place) in order to reduce transmission risk at this time. In the rare and exceptional case where meetings must take place, social distancing measures will be rigorously enforced.</p>

### 3). Specific policy difference:

Policy Wording	Modification	Reason
After school detentions	C4 or C5 Detentions will be conducted in year group bubbles	This is due to staggered start and finish times and restricting face to face time. As well as reducing opportunity for escalated behaviours of concern that might increase risk of transmission.
<b>Double lessons</b> - if lessons are joined together then the C4 Matrix time lasts the length of the session.	Students are returned to the lesson at the end of the first period and the conduct board is wiped clean. Where concerns continue to be raised appropriate interventions may be used as a reasonable adjustment	Allows students to maximise learning opportunities within the classroom. Where concerns continue to be raised appropriate interventions may be used as a reasonable adjustment to support their learning
<b>C4 Other</b>	C4 or C5 Detentions will be conducted in year group bubbles	Detentions are to be conducted in accordance with the control measures outlined in the Academy site risk assessment. Where students are in breach of academy expectations (Page 19). The academy should inform home and seek to resolve these matters with the parents/carers.  This Principal/Identified Senior staff member in bubble may choose to issue a consequence. Any sanction must be proportionate, reasonable and fair.
<b>C5 Truancy</b>	This should be dealt with as breach of health and safety	Breach of Health and safety will be C5 or equally C6/FTE.  Repeated incidences of C5 Truancy - appropriate interventions may be used as a reasonable adjustment.
<b>FTE ...</b> For both C6 and fixed term work should be set for the student.	Work is provided through the VLE, Teams and internet based learning such as hegarty, gcse pod, languagenut and social media platforms for students	Sufficient home learning is in place – no statutory additional work is required. Staff may choose to provide additional materials to students at their discretion.
<b>Safer Partnerships Officer</b>	Work of SPO to be conducted in accordance with the control measures outlined in the Academy site risk assessment.	Work of SPO to be conducted in accordance with the control measures outlined in the Academy site risk assessment.



References:

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

This policy should be read in conjunction with the following policies and procedures:

Care, Support, Guidance and Behaviour Policy

Guidance on supporting children with SEN

Child Protection and Safeguarding Policy

Exclusion from maintained schools, academies and pupil referral units in England Statutory guidance for those with legal responsibilities in relation to exclusion, September 2017

Positive Handling Plan

Remote learning handbook

Remote learning Protocol