

**Lincoln Castle Academy Conduct Policy
Covid-19 Appendix**

This appendix to Lincoln Castle Academy Conduct policy was adopted on 3rd June 2020 in response to delivering Face-to-Face sessions following Covid-19 Schools Closures. Updated on the 28th August 2020 and again on the 18th September 2020.

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1. Introduction

1.1 This policy appendix is guided by the Department for Education Guidance released throughout May - September 2020 regarding the re-opening of schools and other education establishments for the academic year September 2020 – July 2021.

1.2 This policy appendix is specifically intended to:

- ensure the safety of every member of staff and student during this time
- encourage young people to take responsibility for their behaviour during this time
- tackle incidents/instances of poor behaviour effectively and fairly during this time
- allow staff to feel safe and supported during this time
- foster an environment where all members of the school community respect and adhere to the social distancing guidance during this time

1.3 The information in this policy will be communicated:

- to students – in the letter sent home on 10th June 2020, in the first session held on the students' first day of face-to-face sessions and in the relevant section of the Academy's website. During tutor time in the first tutor time of the new school year. Updated on the 16th September during tutor time.
- to staff – in the SLT briefing document and in the relevant section of the Academy's website. During various staff briefings. Updated on the 16th September through an email and staff briefing
- To parents/carers – in the letter sent home on 10th June 2020 and in the relevant section of the Academy's website. During various home communication through letter, email and text message including updates on the school website. Updated on the 16th September by email/text, with a follow-up letter by the Headteacher on the 18th September 2020.

2. What we expect students to do during this time

2.1 Students must only use the entrance they have been assigned to enter the school building.

2.2 Students must sanitise their hands and wear a mask on entering the school building.

2.3 Students must wear a mask when in the school buildings unless they are in their classroom. This includes along the corridor within their zone whilst walking from one classroom to another or to the toilet facilities.

2.4 Students must walk directly to the classroom they have been assigned using the one-way system. Students are not permitted to move around the building freely or open any closed door.

2.5 Students must sanitise their hands on entering the classroom.

2.6 Students must walk directly to their assigned desk. Students must only sit at their assigned desk. Students must not touch any desk assigned to another student or any equipment on a desk assigned to another student. Students must seek permission from the adult in the room to move from their desk.

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2.7 Students must meet our expected behaviour in our school community which is set out in our Code of Conduct

2.8 Students must not attempt to make physical contact with any person.

2.9 Students must not attempt to deliberately move within 1 metre of another student and 2 meters of a member of staff. (or any future social distancing rules that might be applied)

2.10 Students must not deliberately and unnecessarily perform actions associated with symptoms of Covid-19, for example but not limited to, coughing and/or sneezing.

2.11 Students must follow the government guidance when needing to cough or sneeze by covering their mouth and nose with a tissue or coughing or sneezing into their arm. They must dispose of that appropriately.

2.12 Due to the movement of staff, rather than students, between classrooms, there will be short periods of time where students will be unaccompanied. Students must continue to meet the expectations that have been detailed and explained to them during these times.

3. What we expect our staff to do during this time

3.1 We expect all our staff to address any behaviour that is unacceptable, who breaks our school rules or who does not follow a reasonable instruction.

3.2 Staff will address poor behaviour by speaking to the student and giving them an instruction to stop the witnessed behaviour before informing a member of the Senior Leadership Team / Support teacher is available, of the poor behaviour witnessed.

3.3 Where the behaviour of a student makes us worried that they are suffering, or are likely to suffer, significant harm, we expect our staff to follow our safeguarding policy.

4. The actions we may take when a student misbehaves during this time

4.1 Any student that displays behaviours that demonstrate they are not willing to cooperate with us in maintaining a safe environment will be deemed to have committed a serious breach of the Academy's conduct policy and therefore an additional sanction, detailed in the Academy's Conduct policy may be considered.

4.2 The following are some examples of what we consider to be unacceptable behaviour (additional to the Conduct Policy) specific to the context of the phased return delivery of face-to-face sessions, though the list is not exhaustive:

- refusing to sanitise hands
- refusing to wear a mask within our published guidelines
- not moving directly to the allocated classroom
- deliberately making contact, or attempting to make contact, with another person deliberately moving within 1 metre of another student, or attempting to move within 2 metres of a member of staff, (or any future social distancing rules that might be applied)
- deliberately and unnecessarily performing actions associated with symptoms of Covid-19, for example but not limited to, coughing and/or sneezing
- not attempting to cover the nose and mouth with a tissue or arm when coughing and/or sneezing

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5. Behaviour outside the school during this time

5.1 Students must not congregate in groups with others beyond their household before or after school.

5.2 Students must leave the school site when directed and once through the gate make their way directly to their home.

5.3 Failure to follow these instructions outside of school during this time will result in the student being directed to complete home-learning until further notice and not return for face-to-face sessions.