Behaviour Support Policy: COVID-19 Addendum

Yewstock School

Date reviewed by CC	15.11.2021	Policy Type	School
Date adopted by FGB	29.11.2021	Review Cycle	Annually
Date of next Review	14.11.2022	Signed by Chair of Governors	

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1. Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour support policy to limit the transmission of the COVID-19 virus. Pupils, parents and staff should continue to follow our normal behaviour support policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Expectations for pupils in school

2.1 New routines

When pupils are in school, we expect them to follow all of the expectations set out in the Yewstock School - Dorset Council – COVID-19 School Risk Assessment to keep themselves and the rest of the school community safe. https://yewstock.dorset.sch.uk/wp-content/uploads/2021/01/Yewstock-School-Covid-19-Risk-Assessment-110121.pdf

Staff will be familiar with these new routines and expectations and will make sure they are followed consistently.

Parents should also read and ensure that their children follow the new procedures that have been put in place. Parents should contact their child/young person's class teacher if they think their child might not be able to comply with some or all of the expectations, so we can consider alternative arrangements with them and support them to integrate back into school life.

2.2 Supporting our pupils to follow new routines

Our pupils will be supported with their behaviour as described in the behaviour support policy. Staff will use the same principles to help pupils follow all existing and new health and safety expectations.

Staff will use a variety of communication and teaching methods to educate pupils on new routines and procedures, ensuring they differentiate accordingly and revisit all learning in a positive way.

Pupils whose behaviour poses a health and safety risk which is higher than the risk of them not being in school will be educated remotely. Any pupil working remotely will be monitored by the class teacher and DSL team.

All pupils will be supported by an individual risk assessment which will identify the risk of need not met in school. This will be regularly updated by the class teacher in consultation with parents and carers.

3. Expectations for pupils at home

3.1 Remote learning expectations

If pupils are not in school, we expect them to be learning remotely and therefore adhere to the following guidance: https://yewstock.dorset.sch.uk/wp-content/uploads/2021/01/Remote-Learning-Letter-to-parents-and-carers-January-2021.pdf

This guidance is designed to support learning and to safeguard pupils, parents and staff.

Parents should read the guidance and ensure their children follow it. Parents should contact the class teacher if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them with their learning.

Staff will follow the Remote Teaching and Learning Policy and will be guided by 'Staff safeguarding advice for remote teaching and learning' (appendix 1) as additional safeguarding measures during remote teaching and learning.

Staff leading remote learning sessions will monitor all behaviour and will support all pupils to meet expectations. Any pupil unable to meet expectations will be removed from the remote lesson and parent/carer of that pupil contacted directly, by the class teacher, to discuss the behaviour and work to find a solution in line with the school behaviour support policy. If pupil's behaviour during remote learning continues to fall outside the expectations set, the class teacher will refer to the Head of Department, who will contact the parent/carer to offer guidance to support the pupil effectively in line with the behaviour support policy. If pupil's behaviour during remote learning still continues to fall outside the expectations set, the Head of Department will consider if separate remote learning sessions should be arranged or if the pupil should be educated in school, if it is safe to do so.

If anyone, pupils, parents, staff or other have any safeguarding concerns about online/remote learning they should contact the school safeguarding team, the DSL is Christine Chadwick: c.chadwick@yewstock.dorset.sch.uk

3.2 Pupils not engaging in remote learning

We understand that our pupils have a range of learning and communication difficulties so engaging in remote learning can be very difficult or confusing. Staff will consider the best approach to maximise engagement and progress of all learners not in school. Staff will contact parents/carers of any pupils not engaging in remote learning to discuss and implement the best methods for maximum engagement, in line with the behaviour support policy. Any pupils continuing to not engage in remote learning will be referred to the Head of Department, who will contact parent/carer to offer guidance to support the pupil effectively, in line with the behaviour support policy. Class staff will work to provide an engaging remote learning offer, differentiating learning where necessary to include all, however if the pupil still continues to be disengaged, the Head of Department will consider if the pupil should be educated in school, if it is safe to do so.

4. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 4 weeks (during term-time) by Oliver Turner, Assistant Head Teacher. At every review, it will be approved by the full governing board.

5. Links with other policies

This policy links to the following policies and procedures:

> Behaviour support policy

> Child protection policy & Child protection policy addendum during COVID-19

> Safeguarding policy

> Health and safety policy

> Remote teaching & learning policy

> E-Safety policy

Staff safeguarding advice for remote teaching and learning

These safeguarding measures are to be used alongside Yewstock's Safeguarding, Child Protection, Health and Safety, GDPR and E-Safety policies.

If using live links to pupils at home

- Staff will adhere to Acceptable Use Agreement and should use school equipment wherever possible.
- Ensure a clear timetable of each online session is communicated with pupils and their parents/carers.
- The room used to deliver these learning sessions should be accessible, i.e. staff should be able to be heard and seen and if teaching from home, blank out or distort your background.
- Report and record any safeguarding issues that arise.
- The senior Leadership team will ensure online lessons are appropriate by;
  1. Being aware of the content

  2. Dropping into the classes throughout the week (unannounced)

  3. Gather feedback from staff or parents/carers and child

If pupils are learning from home

Parents/Carers will be sent information regarding remote learning to include:

Before the session begins, please ensure that:

- The pupil is in a public area of their house (*Ideally the pupil is not on their own in a bedroom).
- *Ideally you (parent/carer) or another appropriate adult is present in the room/in close proximity to the room for the duration of the session to monitor and ensure they are safe and using it appropriately.
- The pupil is appropriately dressed (in clothing that covers the top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background.
- Screenshots, photos or recordings of Teams meetings must not be made and the links must not be shared with others.
- Where possible, pupils wear headsets during calls to improve their listening experience and also engagement with remote learning sessions.
- If you have teachers working at home and offering lessons can we advise that they do so via school websites as this will allow you to ensure the lessons are appropriate.

If staff are phoning pupils

- Do this through parents'/carers' phones only (unless this itself poses a safeguarding risk).
- Make sure someone else at school is aware, and keep a record of the date and time of each call (see separate email from Bryan Trim about recording phone calls home on SIMS) or if staff cannot access SIMS, use phone call recording template.
- Have a parent/carer there at the child's end, and have the phone on speaker phone.
- Use a school phone or if not possible, use an app like <u>3CX</u> that will route calls through the school's number rather than your own, or block your number so parents/carers don't see it. (Give parents/carers a heads-up of what time you'll be calling if you're blocking numbers, so they're more likely to pick up).
- Do not share your personal phone numbers with parents/carers or pupils.
- If possible, have another member of staff on the call.

If using video calling, take the same steps as above.

If using Microsoft Teams

- Sit against a neutral background or blank out or distort your background.
- Avoid recording in a bedroom where possible (if that's not possible, use a neutral background).
- Dress like you would for school – no pyjamas!
- Double check that any other tabs you have open in their browser would be appropriate for a child to see, if you're sharing your screen.
- Use professional language.
- Pupils and parents/carers should follow guidance provided to them.

Parents/Carers will be informed that:

- No staff member will contact you or your child using Teams outside of any pre-arranged times.
- School staff will ensure appropriate security settings are in place for the meeting.
- Pupils' audio or video may be muted until appropriate and they may be removed from the session if rules are not followed.
- Two school staff will be present throughout the video call to help safeguard all participants and monitor appropriate use, although one staff member may be on mute or off camera.
- School staff will stay in the meeting until everyone else has 'logged' off.
- School staff and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

- Members of the Leadership Management Team may drop unannounced into the classes to view the content. Feedback will also be sought from the parent/carer and pupil.
- If for any reason you would prefer your child not to participate in live learning sessions offered by the school, please discuss this with your child's Tutor.