



London  
**Design &  
Engineering**  
UTC

## **Behaviour for Learning Policy: COVID-19 Addendum**

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Acknowledgements	Gloria Gold, Vice Principal – Personal Development
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Policy Approved by	Board of Directors
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## Version Control Table

Version	Date	Amended by	Rationale
0.1	14/08/2020	Kenan Drugzani	First Draft
1.0	24/09/2020		Version approved by the Board of Directors

**Guidance on version Control:**

*The above is an example of how to complete the Version control table.*

*Versions are 0.1, 0.2 etc until such point as the document is approved. Then it becomes version 1.0.*

*Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0. Do not worry about the numbers going up and up its about getting the policy right – it's all fine.*

# BEHAVIOUR FOR LEARNING POLICY: COVID-19 ADDENDUM

## Policy Coverage

THE POLICY APPLIES OR COVERS THE FOLLOWING GROUPS			
Type of Learner	Tick (✓)	Type of Stakeholder	Tick (✓)
Key Stage 3 (KS3) Carousel	✓	Teaching Staff	✓
Key Stage 4 (KS4) GCSE	✓	Education Support Staff	✓
Key Stage 5 (KS5) Level 2	✓	Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3	✓	Directors	✓
Key Stage 5 (KS5) A Levels	✓	Employers	✓
Apprentices	✓	Visitors / Contractors	✓

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## 1. Addendum Aims

This addendum applies until further notice.

It sets out changes and exceptions to the LDE UTC's normal Behaviour for Learning Policy. Learners, parents and staff should continue to follow the normal Behaviour for Learning Policy with respect to anything not covered in this addendum.

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

## 2. Expectations for Learners in College

### 2.1 New rules/routines

When learners are in College, we expect them to follow all of the rules set out below to keep themselves and the rest of the College community safe. Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules as set out in our risk assessment plan and ensure that their children follow the new procedures that have been put in place. Parents should contact Gloria Gold, Vice Principal, at [Gloria.gold@ldeutc.co.uk](mailto:Gloria.gold@ldeutc.co.uk) and or Kenan Drugzani, Assistant Principal, at [kenan.drugzani@ldeutc.co.uk](mailto:kenan.drugzani@ldeutc.co.uk) 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.

### 2.2 Altered times for arriving or leaving the College

Upon arrival to College, learners must observe social distancing rules as set out by government guidance. Displayed signage and other indicative support measures such as entry points, one-way systems, amended classroom layouts must be followed.

The amended lesson times and entry points are outlined below for each Year Group.

### Year 9 – Learning Timetable

Year 9					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Breakfast club - arrive 8am using entrance E				
08:50 - 09:00	<b>Registration - arrive 08:45 via entrance D</b>				
09:00-09:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40-11:30	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:30 - 11:50	<b>Break - second floor</b>				
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40-13:30	Lesson 5	Lesson 5	Lesson 5	Lesson 5	End of day for learners. Staff training
13:30-13:50	<b>Lunch - Restaurant</b>				
13:50-14:40	Lesson 6	Fitness 13:50 - 15:00	Lesson 6	Lesson 6	
14:40-15:00	<b>Sector briefing and pastoral time.</b> Leave 15:00 via entrance D		<b>Sector briefing and pastoral time.</b> Leave 15:00 via entrance D		
15:10-17:00	Societies (Optional)	Staff training	Societies (Optional)	Societies (Optional)	

## Year 10 – Learning Timetable

Year 10					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Breakfast club - arrive 8am using entrance E				
08:40 - 09:00	<b>Registration and Pastoral time - arrive 08:35 via entrance C</b>				
09:00-9:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40-11:30	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:30 - 11:50	<b>Break - ground floor</b>				
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40-13:30	Lesson 5	Lesson 5	Lesson 5	Lesson 5	End of day for learners. Staff training
13:30-13:50	<b>Lunch - Hall</b>				
13:50-14:40	Lesson 6	Fitness 13:50 - 15:00	Lesson 6	Lesson 6	
14:40-14:50	<b>Sector briefing</b> Leave 15:00 via entrance C		<b>Sector briefing</b> Leave 15:00 via entrance C		
15:10-17:00	Societies (Optional)	Staff training	Societies (Optional)	Societies (Optional)	

## Year 11 – Learning Timetable

Year 11					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Breakfast club - arrive 8am using entrance E				
08:30 - 09:00	<b>Registration, Sector briefing and pastoral time - 08:25 via entrance A</b>				
09:00-9:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40-11:00	<b>Break - ground floor</b>				
11:00-11:50	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40-13:00	<b>Lunch - Hall</b>				
13:00-13:50	Lesson 5	Lesson 5	Lesson 5	Lesson 5	End of day for learners. Staff training
13:50-14:40	Lesson 6	Lesson 6	Lesson 6	Lesson 6	
14:40-14:50	<b>Leave 14:40 via entrance A</b>	Fitness 14:40 - 16:00	<b>Leave 14:40 via entrance A</b>		
15:10-17:00	Societies (Optional)	Staff training	Societies (Optional)	Societies (Optional)	

## Year 12 – Learning Timetable

Year 12					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Breakfast club - arrive 8am using entrance E				
08:55-09:00	Arrive 08:55 via entrance A				
09:00-9:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40 - 11:05	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:05-11:20	Break - ground floor				
11:20-11:50	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40-13:50	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5 12:40-13:40
13:50-14:10	Lunch - Restaurant				
14:10-15:00	Lesson 6	Lesson 6	Lesson 6	Lesson 6	End of day for learners. Leave 13:40 via entrance A Staff training
15:00-16:00	Lesson 7	End of day for learners - Leave 15:00 via entrance A staff training	Lesson 7	Lesson 7	
16:00-17:00	Leave 16:00 via entrance A		Leave 16:00 via entrance A		
16:00-17:00	Societies (Optional)	Societies (Optional)	Societies (Optional)		

## Year 13 – Learning Timetable

Year 13					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Breakfast club - arrive 8am using entrance E				
08:55-09:00	Arrive 08:55 via entrance B				
09:00-9:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40 - 11:05	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:05-11:20	Break - second floor				
11:20-11:50	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40-13:50	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5 12:40-13:30
13:50-14:10	Lunch - Hall				
14:10-15:00	Lesson 6	Lesson 6	Lesson 6	Lesson 6	End of day for learners. Leave 13:40 via entrance B Staff training
15:00-15:50	Lesson 7	End of day for learners - Leave 15:00 via entrance B staff training	Lesson 7	Lesson 7	
15:50-17:00	Leave 15:50 via entrance B		Leave 15:50 via entrance B		
16:00-17:00	Societies (Optional)	Societies (Optional)	Societies (Optional)		

## **2.3 Reasonable adjustments made for learners with more challenging behaviour**

Challenging, complex and unsafe behaviors (“behaviors of concern”) involve a very small proportion of our learners. As some of the strategies we currently use for de-escalation and to support positive behaviour cannot be used in the current circumstances (COVID -19), a risk assessment plan is completed for learners where the risk of complex, unsafe behaviour is likely.

Such unsafe behaviours include:

- Spitting, licking and biting
- Physical aggression involving skin to skin contact- pushing, showing
- Running/walking away from adults to areas that are out of bounds for the learner’s “allowed” space as per College Risk Assessment plan.
- Serious emotional distress caused by the need to maintain social distancing

This may include learners:

- who have an individual behaviour plan, known to have persistent poor behaviour, or SEN needs e.g. autism etc.
- where the College deems it to be necessary due to behaviour of the learner before the COVID- 19 pandemic.

The risk assessment will be discussed and agreed with parents of particular learners. Where it is deemed that a child is too high a risk to come into College and keep themselves and others safe, the College will work with the parents and learner to support a gradual transition into College at an appropriate time when routines have been established at College.

## **3. Reasonable Adjustments**

The following reasonable adjustments have been made in addition to our Behaviour for Learning Policy and will take effect from 1<sup>st</sup> September 2020 until the next 3-4 weekly review.

If learners display any of the following behaviors, parents/carers will be contacted by either the teacher or the HoY as laid out below, and the provision and approach discussed. Where we are unable to reduce the impact and risk of the behaviour the indicated below sanction will be used.

Behaviour/Challenges	Action(s)	Sanction(s)
<p>Spitting, licking and/or biting others.</p> <p>Physical aggression involving skin to skin contact.</p>	<p>Inform the HoY by email or by sending a responsible learner to convey the message.</p> <p>Remove other learner and adults to a safe distance.</p> <p>Parents informed and provision and approach discussed.</p> <p>Contact the parents of both learners: the perpetrator and the victim.</p>	<p>The learner will be sent home immediately and a ½ day fixed term exclusion will be added to their record.</p> <p>A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in College.</p>
<p>Deliberately coughing in the direction of other learners and/or adults.</p>	<p>Inform the HoY by email or by sending a responsible learner to convey the message.</p> <p>Remove other children and adults to a safe distance.</p> <p>Parents informed and provision and approach discussed</p> <p>Contact the parents of the child and the child who has been coughed at.</p>	<p>The learner will be sent home immediately and a ½ day fixed term exclusion will be added to their record.</p> <p>A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in College.</p>
<p>Running away from members of staff to access out of bounds areas, including those areas of College that will be temporarily prohibited in light of the current circumstances.</p>	<p>Inform the HoY by email or by sending a responsible learner to convey the message.</p> <p>Teachers/HoY to explain the reasoning and de-escalate using appropriate strategies.</p> <p>Parents informed and provision and approach discussed.</p>	<p>Should this become persistent, the learner will be sent home for the rest of the day and a warning letter issued.</p> <p>A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in College.</p>



Behaviour/Challenges	Action(s)	Sanction(s)
<p>Not following designated routes around College.</p>	<p>Inform the HoY by email or by sending a responsible learner to convey the message.</p> <p>Members of staff to model correct movement around the College.</p> <p>Parents informed and provision and approach discussed</p>	<p>Should this become persistent, the learner will be sent home for the rest of the day and a warning letter issued.</p> <p>A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in College.</p>
<p>Not following College instructions on hygiene, such as handwashing and sanitising.</p>	<p>Members of staff to model and more closely supervise.</p> <p>Parents informed and provision and approach discussed.</p>	<p>Should this become persistent, the learner will be sent home for the rest of the day and a warning letter issued.</p> <p>A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in College.</p>
<p>Deliberately making any inappropriate and insensitive comments or displaying insensitive behaviours linked to the Covid-19 pandemic. For example, a learner saying, “Your mum has coronavirus.”</p>	<p>Explain to the learner why what they have done is inappropriate.</p> <p>Parents informed and provision and approach discussed.</p> <p>Speak to the child who has been affected.</p> <p>Contact their parents- teacher if happens in class.</p>	<p>Should this become persistent the learner will be sent home for rest of day and a warning letter issued.</p>
<p>Persistent low-level disruption</p>	<p>HoY of year to be informed by email.</p> <p>HoY to remove the learner into the provisional pastoral base.</p> <p>Teacher to call and inform the parents why the learner had to be relocated and add it on SIMS.</p>	<p>Should this become persistent, the learner will be sent home for the rest of the day and a warning letter issued.</p>

### **3.1 Hygiene, such as handwashing and sanitizing**

Learners to adhere to the rules as set out on the Risk Assessment plan. Hands to be washed before and after using of any of the toilets. Regularly to use the hand sanitizers. Sanctions to be applied as per above.

### **3.2 Who can you socialise with at College, including at lunch and break times**

Learners are encouraged to socialise during lunch and break times whilst maintaining social distancing rules.

### **3.3 Moving around the College**

Moving safely around the College whilst observing all of the indicators such as one-way systems, out of bounds areas, queuing is crucial to the minimizing of the spread of the Covid-19 and keeping everyone safe.

### **3.4 Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands**

Learners to follow the 'catch it, bin it, kill it' guidance at all times.

### **3.5 Telling a responsible adult if you are experiencing symptoms of coronavirus**

It is extremely important that we attempt, as much as we can, to monitor our own health given the current circumstances. That is if we are experiencing any of the covid-19 symptoms such as high temperature, new, continuous cough, loss or change to your sense of smell or taste we must inform a responsible adult in College. The responsible adult will then need to inform the parents and send the learner home. Parents/careers will then call the 111 NHS service. Learner is to remain home and act on the advice given by NHS health professionals.

### **3.6 Sharing any equipment or other items, including drinking bottles**

Sharing any equipment or other items is prohibited. This in order to minimize the spread of the virus. All learners to come prepare with minimum basic equipment pen, pencil, ruler, rubber etc.

### **3.7 Breaks and lunch including where learners may or may not spend time**

Learners are encouraged to socialise during lunch and break times whilst maintaining social distancing rules. Learners must adhere to all of the rules as per comprehensive risk assessment plan and guidance given during the first day back in College.

### **3.8 Use of toilets**

Washing hand before and after use must be applied.

### **3.9 Not to cough or spit at or towards any other person**

As laid out on the rules and routines “reasonable adjustments” section of this addendum- if you intentionally cough or spit towards any person this will result on a fixed term exclusion. If you need to cough and you don’t have a tissue, cough or sneeze into your elbow, not your hands.

### **3.10 Rewards and sanctions for following rules**

To help encourage learner to follow the above rules, we will:

Reward our learners through our current SIMS point systems, which is give positive behaviour points for right attitude and following instructions. For consistent positive approaches to new rules and routines and hard work, teachers and HoYs will be contacting parents commending the positive behaviours.

However, if learners fail to follow these rules, we will:

Dependent on the severity of the issue apply the sanctions as set out on the “reasonable adjustments” section.

1. For low level disruptions- verbal warning, informing the HoY, removal from lesson, sent to provisional pastoral base and informing parents by the teacher and/or HoY in that order.
2. For more severe challenges- verbal warning, informing the HoY, removal from lesson, informing parents/careers by the HoY/teacher and then sending home (fixed term exclusion). The fixed term exclusion is set by the Principal and/or an authorised person from the Principal.

Accidental rule breaking will be dealt differently to that of purposeful rule breaking. Accidental rule breaking will mean a learner sanctions will be less severe.

### **3.11 Changed rules**

As long as this addendum applies, we will alter the following College rules.

### **3.12 Is attendance compulsory?**

It is mandatory once again for learners to attend LDE UTC full time from September 2020. Therefore, we will be reverting to normal expectation for attendance as outlined in our attendance policy. It is the parents’ duty to ensure good attendance and the College will once again be recording attendance and follow up absence. Where learners are unable to attend because they are complying with clinical / public health advice, learners will need to engage with remote education as detailed in this document. Remote learning will be monitored by teaching staff and the relevant head of year.

### **3.13 Uniform Expectations-**

From September 2020, all learners must wear uniform to College and follow normal College rules on uniform as set out in our behaviour policy. If learners cannot wear their full uniform, parents should contact relevant Head of Year.

## 4. Expectations for learners at home

### 4.1 Remote learning rules

If learners are not in College, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact the Head of Year 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.

Learners must be:

- Be contactable during required times – although it is to be taken into account that learner may not always be in front of a device the entire time
- Completing work to the deadline set by teachers
- Seek help if they need it from teachers
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages
- Cover any reasonable adjustments that you'll make for learners with more challenging behaviour.

### 4.2 Dealing with problems

If there are any problems with learners adhering to rules around remote learning, including if they don't engage with the remote learning set for them:

The teachers will be adding their comments into our "follow up spreadsheets" which then the HoY will use when making their weekly wellbeing calls.

## 5. Monitoring Arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum 3 to 4 weeks by Kenan Drugzani, Assistant Principal. At every review, it will be approved by the Board of Directors.

## 6. Links with Other Policies

This policy links to the following policies and procedures:

- Child protection policy
- Health and safety policy
- Antibullying
- Remote learning,
- Attendance and uniform.

## 7. Parent/Carer Agreement

In returning your child to College Parents/Carers are confirming that:

- You understand this amendment to our current behaviour policy.

- you understand that if your child displays the behaviours detailed in the amendment that they will be contacted and that where the College is unable to reduce the impact and risk of the behaviour the indicated sanction will be used
- you will be fully supportive of these reasonable adjustments which have been made to protect the learners and staff at the College.

## 8. College Agreement

We will:

- contact parents/carers should their child become unwell or is displaying Covid-19 symptoms- in scenarios where parents are not contactable learner will make his/her way home on their own.
- make decisions about what children will learn and how to help children to adapt to new College routines and restrictions
- keep in regular contact with parents/carers and ensure you are updated.

## 9. What Parents Need to do

- Please communicate with us if your child cannot attend College due to any illness OR you choose to keep your child at home at any time during this phase of re-opening by emailing [absence@ldeutc.co.uk](mailto:absence@ldeutc.co.uk) by 9:00 am on the first day of absence.
- Provide your emergency contact details. This is so that we have the most accurate information should there be a need to contact you.
- Recognise and support the College in any adaptations or modifications which we have made to the College's behaviour management policy.
- Understand that these are challenging times and accept circumstances for providing education in College may vary and change quickly. Your child may not be taught by their usual subject teacher because of smaller class sizes and staff availability each day.
- Follow all hygiene regulations put in place by College leaders. You must carefully follow all the instructions for the staggered starting times. You must also follow the distancing arrangements in place if you are dropping off and collecting your child at the start and end of the day.
- You should be aware of the recommendations on using transport to and from College. If you can, avoid and reduce any unnecessary travel on public transport.

It is **essential** that you must inform College leaders if your child or anyone in the household develops COVID-19 symptoms. Please follow government advice regarding isolating measures to reduce the risk of transmission.

If you have any concerns about your child/ren or they are displaying symptoms of stress or anxiety, please contact the College and follow Public Health England (PHE) advice.