Covid-19 Addendum to the Positive Behaviour Policy

Owning Policy: Positive Behaviour Policy
Designated Owning Department: Behaviour for Learning

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POLICY - PROCEDURES - GUIDELINES - RELATED DOCUMENTS

1.   Introduction

Whilst measures are still in place nationally and internationally to protect individuals and prevent further spread of the novel coronavirus, Covid-19, it is important that we adapt our practices in College to meet these goals.

Within this document, we outline, from a behavioural perspective, what measures and actions are being taken to keep people safe and combat the spread of Covid-19.

It is an addendum to the **Positive Behaviour Policy**.

2. Definitions

"Bubble" refers to groupings of people who have regular and sustained (in regard to time) contact with one another, such as those in the same household or in a "support bubble". Contact should be limited between bubbles. At College, students are grouped into buildings bubbles and class bubbles. Students should still remain socially distanced from others within their College and class bubbles and should have no contact with students from other College bubbles unless they are from the same household or "support bubble".

"Support Bubble" refers to when members of different households or bubbles *group* in order to support one another. This is limited to two households and should be limited to 6 individuals, as per the rule of 6.

"Online" refers to the use of websites, email and social media available to DCG and DCG employees.

"Remote learning" refers to teaching and learning practices delivered, recorded and/or made available on digital platforms, such as MS Teams and or Moodle.

"Social Distancing" refers to the measures introduced to control the spread of infection including maintaining a 2m distance from and limiting the time spent with those not living in the same household, particularly in enclosed spaces.

"Self- isolation" refers to employees and students staying at home if they or any member of their household displays any symptoms of Covid-19 i.e. high temperature , persistent coughing and/or loss of sense of taste and/or smell.

"Hygiene Practices" refers to regularly handwashing, sneezing into a hanky or armpit, regular hand-washing, wiping of surfaces and objects with anti-bacterial products before and after use and, wherever possible, not touching the face.

"Face coverings" refers to any face/mouth covering whether this be a clinical mask, home-made mask, bandana, scarf or any other material that covers the mouth. This mask must not cover the whole face, unless already agreed to be worn for religious reasons.

"Searching and Screening" refers to the appropriate practices conducted to find prohibited items in an individual's or group's possession.

3. Procedures

3.1 Communicating expectations and positive behaviour practices related to Covid-19

3.1.1 Digital/Electronic

All updates, instructions and information related to Covid-19 (including this Addendum) will be communicated and made available online. Students will be encouraged to **STAY in touch**.

3.1.2 Physical resources

Relevant information regarding **STAYING safe** during the Covid-19 pandemic will also be displayed consistently and succinctly throughout all our sites with an enhanced focus on classrooms and communal areas.

3.1.3 Guidance resources for employees

Interactive and accessible electronic resources and communication regarding the DCG approach to Covid-19 will be made available for all employees to follow to ensure the message we provide to students is consistent and clear.

3.2 Onsite Behaviour

DCG does not supply face coverings to employees, students or visitors , however it is mandatory for students and employees to wear face coverings whilst on site apart from in classrooms, learning spaces and workshops .

Students are expected to follow all onsite guidance regarding entering and exiting and movement around sites/buildings. Students will remain in their bubbles at all times whilst in College.

All other expectations of conduct and behaviour remain the same.

3.2.1   Entering and exiting sites

Students wishing to access College sites may do so in order to :

- attend a timetabled onsite class
- attend a remote learning session using onsite facilities
- attend a careers appointment
- access supervised "study time" in a College facility
- Attend pre-arranged appointments with an employee of DCG

Students will be expected to arrive onsite 10 minutes prior to their lesson, appointment or meeting and will be required to leave site within 10 minutes of the end of their lesson, appointment or meeting.

Based on the structure and logistics of the site, specific procedures and instructions will be in place to ensure social distancing and the safety of all whilst entering and exiting sites.

The number of people onsite will be restricted to manageable levels to ensure that all practices and procedures can be implemented consistently and effectively.

3.2.2   In classrooms

Students and employees will be expected to maintain social distancing in all learning spaces and movement around these spaces will need to be organised and restricted to a minimum. Teachers and employees will be expected to remain vigilant of social distancing practices at all times and to instruct students as and when necessary. If students, or employees, are not maintaining social distancing or appropriate hygiene practices and/or are not following reasonable instructions, this will need to be challenged, support introduced where appropriate and disciplinary process invoked (only when necessary).

3.2.3   Travelling between lessons and entering and leaving site

As 3.2.2, but extra vigilance and challenge will be required of all employees around site at all times.

Employees and students will be required to move around site following the instructions given on posters signage and by employees.

3.2.4   Unstructured time (supervised)

As 3.2.2, in libraries and open learning spaces other than classrooms and workshops.

3.2.5   Unstructured time (unsupervised)

This time on site will be minimised and any students remaining onsite without purpose (untimetabled and without appointment) will be asked to leave.

3.3 Digital/Remote Learning

3.3.1   Digital Code of Conduct (DCOC)

The College has produced a **<Digital Code of Conduct>** which details and explains the expected conduct in a remote online (digital) learning space.

3.4 Mentoring and Coaching during Social Distancing (Purpose Driven Interventions)

Coaching and mentoring will still be available for those students who require support to meet the expectations of College (**the 5Ps**), the **<Code of Conduct>**, the **<Digital Code of Conduct>** and reasonable instructions related to Covid-19 (this document).

Wherever possible, this coaching and mentoring will take place remotely/online, however face-to-face coaching and mentoring will be available where remote/online practices are not appropriate, or not conducive, to the purpose of the support. These will need to be booked in advance and social distancing and good hygiene practices will need to be followed at all times.

3.5 Disciplinary Process during pandemic measures are in place

3.5.1 Time Outs

Time Outs can be implemented by Team Managers and above, based on an individual's or group's non-adherence to Health and Safety instructions and guidance, causing a possible, probable or actual risk to the health of themselves and/or others.

This is already stated in the <Disciplinary Procedure>, however it is important to clarify that non-adherence to the measures introduced to protect the further spread of Covid-19 are included under Health and Safety.

3.5.2 Formal Disciplinary Sanctions (including Exclusion)

Within the <Disciplinary Procedure> it is stated that formal sanctions may be used when an individual or group do not adhere to Health and Safety. Not following instructions, guidance and procedures related to Covid-19 are included in this.

To clarify:

- A <u>Written Warning</u> can be given for causing a hazard leading to possible harm via negligence,
- A <u>Final Written Warning</u> can be given for causing a hazard leading to possible harm via will,
- <u>Exclusion</u> can be recommended for executive review for causing probable or actual harm in a pre-meditated way

3.6 Searching and Screening

All searching and screening processes are still active as per <Searching and Screening guidelines> however, during this time where this addendum is necessary, all searching, and screening will be "non-contact".

Any student, employee or visitor believed to be in possession of a prohibited or stolen item will be requested to empty their pockets, bags and/or any other receptacle under the supervision of an appropriate individual and a witness. Any prohibited items found will be confiscated as per the procedure.

Hand-held metal detectors (HHMD) may be used on items, clothing and/or bags etc, however it is not advised to use HHMD for a person-screening due to the close-proximity needed to conduct this effectively.

If an individual refuses to follow these instructions, it will be at the discretion of the appropriate person (with guidance from Team Manager Student Engagement if necessary) whether, in the circumstances, the individual being searched is asked to leave site, timed out, allowed back to class or the Police called.

All other processes and guidance are as the stated in the Searching and Screening guidelines.