The Springfield Anglican College

Behaviour Management Procedure

Document Approval and Version Control			
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1 Overarching policy

Board Policy – Student Management Policy

2 Policy

The Springfield Anglican College Behaviour Management Policy applies to this procedure.

3 Procedure statement

This procedure outlines the behaviour management processes that apply at the College.

4 Special note

This procedure should be read together with the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures which deal with matters of harm, sexual abuse or inappropriate behaviour and must be kept at the forefront when considering and implementing the contents of this procedure. In the event that reasonable suspicions exist that harm, and/or sexual abuse has occurred or is likely to occur, the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures must be followed.

5 Scope

This procedure applies to all staff and students.

6 College approach to behaviour management

6.1   The College utilises a Restorative Practice approach in managing student behaviour.

6.2 The College upholds practices that support:

(a)   early intervention into wrongdoing and inappropriate behaviour;

(b)   time 'in' with students – relationship building; and

(c)   providing opportunities to make better choices.

6.3 The College values the opportunity to provide all its students with the opportunity to learn, grow and change through the support and encouragement of the College community.

7   Behaviour management – Primary Campus

7.1 Behaviour management in the classroom involves a range of different strategies. Those strategies include (but are not limited to):

(a)   Allowing a student calming time inside the classroom, under the supervision of the teacher, before meeting with the teacher to discuss appropriate choices and strategies.

(b)   Utilising an Education Support Officer to monitor the student's behaviour (if required).

(c)   Sending the student to a buddy teacher. Buddy teachers are usually in close proximity to the student's classroom and supervise the student engaging in an activity, quiet time or participation in the buddy teacher's classroom activities.

(d)   If unacceptable student behaviour persists, escorting the student to the office to see the Head of Primary or Deputy Head of Primary (or their delegate) for further appropriate action or intervention.

7.2 In the playground, playground duty staff monitor and deal with inappropriate behaviour using strategies appropriate to the setting and incident. Those strategies include (but are not limited to):

(a)   For minor playground issues, working with students through conflict resolution or asking a student to shadow the teacher on duty. A behaviour reflection sheet may also be completed and sent home to parents.

(b)   If a student displays persistently unacceptable or dangerous behaviour, staff will escort the student to the office to meet with the Head of Primary or Deputy Head of Primary (or their delegate) for further appropriate action or intervention.

7.3   The Principal will be consulted in respect of all serious offences.

7.4   For classroom incidents, the teacher involved is responsible for recording behavioural issues on the student data system and where applicable, notifying parents.

7.5   For playground incidents, the teacher on playground duty is responsible for recording behavioural issues on the student data system and where applicable completing the relevant report and forwarding it to the Head of Primary or Deputy Head of Primary. The classroom teacher is to be notified that a report has been added to the student data system.

8   Behaviour management – Secondary Campus

8.1   In the classroom, the teacher manages student behaviour using various behaviour management strategies. Those strategies include (but are not limited to):

(a)   Warning the student and describing how their actions are inappropriate.

(b)   Isolating the student within the classroom.

(c)   Sending the student to the classroom of the Head of Faculty to complete their work.

(d)   If unacceptable behaviour persists, the Head of Faculty's assistance will be sought. The student's parents may be contacted at this stage. The Head of Secondary or Deputy Head of Secondary may meet with relevant staff, parents and the student to implement an agreed behaviour plan.

8.2   In the playground, the duty staff member is responsible for managing student behaviour. That behaviour may be observed by the duty staff member or reported by a student or other staff member. The behaviour management strategies applied include (but are not limited to):

(a)   Intervention, including settling any displays of social agitation, breaking up conflict and redirecting students.

(b)   If a student fails to respond to intervention or repeatedly displays the same behaviour, then the student may be immediately referred to the lunchtime detention room or Student Reception to meet with Head of Secondary or Deputy Head of Secondary.

(c)   If the inappropriate behaviour causes harm or injury, a report will be made to the Head of Secondary or Deputy Head of Secondary and appropriate consequences implemented. An interview with the student and parents may be held.

8.3   For classroom incidents, the class teacher is responsible for recording behavioural issues on the student data system and where applicable, notifying parents. Repeated incidents will be referred to Head of Faculty and Head or Secondary or Deputy Head of Secondary.

8.4   For playground incidents, the duty staff member is responsible for recording behavioural issues on the student data system and where applicable completing the relevant report and forwarding it to the Head of Secondary or Deputy Head of Secondary.

9   Behavioural expectations of students

The College has a high expectation of student behaviour. At all times students must abide by:

(a)   the Student Code of Conduct;

(b)   College policies and procedures; and

(c)   the directions of College staff.

10 Secondary Behaviour Response Model

The College responds to secondary student behaviour management issues by following the Secondary Behaviour Response Model.   Responses will consider individual circumstances. The Secondary Behaviour Response Model is set out in Appendix 1.

11 Consequences for inappropriate student behaviour

11.1 The consequences for a student's inappropriate behaviour will depend upon the nature, severity and circumstances surrounding the incident concerned. Possible consequences include (but are not limited to):

(a)   discussion with student;

(b)   email home;

(c)   meeting with student and parents;

(d)   restorative practice meeting with stakeholders;

(e)   written or verbal apology (if appropriate);

(f)   confiscation of item (if applicable);

(g)   morning tea, lunch time or after school detention;

(h)   reflective writing task;

(i)   community service (internal at the College e.g. litter pick up);

(j)   withdrawal of privileges (e.g. IT privileges, driving privileges);

(k)   suspension – internal or external;

(l)   probation (student's enrolment is subject to no further repeat offending within a nominated period);

(m)   show cause meeting (resulting in enrolment termination or readmission to College on agreed terms);

(n)   expulsion – termination of enrolment; and

(o)   report to external authorities (e.g. police).

12 Procedural fairness and natural justice

12.1 The College's disciplinary process is based upon the principles of procedural fairness (including the absence of victimisation, discrimination or retribution) and natural justice.

12.2 The Principal, Head of Secondary, Head of Primary (or their delegate) will ensure allegations of inappropriate behaviour have been put to the student and the student allowed to respond to those allegations before College sanctions, including suspension or expulsion are implemented. A student may be withdrawn for classes whilst an investigation is taking place. Individual circumstances will be considered.

13 Property searches and removal of property

13.1 College staff may at any time search school property such as lockers, desks or laptops that are supplied to students by the College.

13.2 College staff may remove any property in a student's possession (including any ICT device) if they believe such action is necessary to protect the caring, safe and supportive learning environment of the College.

13.3 College staff may seize a student's school bag where there is a reasonable suspicion that the student has a dangerous item (e.g. a knife) in their school bag, prior to seeking consent from the student or their parent to search the school bag or calling the police.

13.4 College staff will immediately confiscate prohibited items found in a student's possession. Prohibited items include (but are not limited to):

(a)   illegal items or weapons (e.g. guns, knives, throwing stars, brass knuckles, chains etc.);

(b)   imitation guns or weapons;

(c)   potentially dangerous items (e.g. blades, rope);

(d)   drugs (including tobacco and vapes);

(e)   alcohol;

(f)   aerosol cans (including deodorants or spray paint);

(g)   explosives (e.g. fireworks, flares, sparklers);

(h)   flammable solids or liquids (e.g. fire starters, mothballs, lighters);

(i)   poisons (e.g. weed killer, insecticides); and

(j)   inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda).

13.5   College staff may remove any Information and Communication Technology (**ICT**) device (e.g. mobile phone, laptop, smart watch etc.) from a student, if the student breaches the College's Student Acceptable Use of ICT Procedure or Student Mobile Device Procedure.

13.6   The Principal or authorised representative may only search a student's privately owned property (e.g. mobile phone, bag etc.) with the prior consent of the student concerned or the consent of their parent (if the student is too young to give consent) and in circumstances where consent is requested and not given, the College may decide to refer the matter to the Police for further investigation.

13.7   The Principal or authorised representative may search a student's property without prior consent in an emergency situation – e.g. to access an EpiPen for an anaphylactic emergency.

13.8   The Principal will determine when any confiscated or temporarily removed student property can be returned, unless the property has been handed to the Police.

14 Procedure administration

This procedure will be reviewed 3 years from the date of the approval shown herein unless circumstances require that an earlier review be conducted.

Secondary Behaviour Response Model

At The Springfield Anglican College we value:

Respect	Integrity	Courage
Process of honouring someone/thing by exhibiting care, consideration and concern for their needs or feelings. *This builds feelings of trust, safety and wellbeing.*	*Demonstrating honesty, trust, being self-aware, accountable, responsible, and truthful.* *Take responsibility for their actions and consistently stand for strong moral principles.*	*Face challenges or difficulties with a sense of purpose.* *Valuing a goal and acting upon it.* *Developing resilience, effort and determination to succeed.*
Communicate with others respectfully Respect other students' right to learn Take care of personal property Look after the environment Appropriate use of technology	Be on time and prepared for class Follow teacher instructions Take responsibility for your own learning Demonstrate self-awareness and self-control Wear College uniform correctly	Ask questions when you don't understand something Try things a different way Stand up for others Support a community member in need Be prepared to have a go

Level 1 Behaviours		Response
Respect	Disrespectful behaviour and communication towards other students Disrupting the learning environment Inappropriate use of digital technology in the College Use of mobile phone without permission Littering	<u>People:</u> Class teacher, Form teacher, Duty staff, Head of Faculty <u>Consequences may include:</u> - Verbal reprimand - Confiscation of offending item - Apology if appropriate - Teacher issued detention / consequence - Lunch detentions (1-2 lunch times) - No blame conference (peer to peer) - Restorative practice conference (teacher to student) <u>Actions:</u> - Behaviour and consequence noted in TASS Teacher Kiosk student notes by teacher or Head of Faculty
Integrity	Incorrect uniform and standard of appearance including jewellery and hair Being unprepared Late to class or school without reason Non-completion of classwork Non-compliant with staff instruction	
Courage	Unwillingness to try Lack of ownership or self-control including swearing Failure to support a community member in need	

Level 2 Behaviours (including repeated level 1 behaviours)		Response
Respect	Aggressive and/or disrespectful behaviour towards staff Verbal or physical aggression (not causing injury) Vandalism	People: Head of Department, Head of Clan, Deputy Head of Secondary, Head of Secondary and parental involvement - Teacher/HOD issued detention / consequence if curriculum related - Deputy Head of Secondary for all other infringements Consequences may include: - Apology (written and verbal) - Community service (eg. Litter pick-up) - Supervised/withdrawal from break times - Reflective writing task (at home) - Withdrawal / time out (1-2 hours) - Withdrawal from College activities at the discretion of key stakeholders Actions: - Behaviour and consequence noted in NEXUS/TASS student notes by Head of Department or Deputy Head of Secondary - Parent notified of behaviour in writing (by email) - Phone call home to parents by Head of Department or Deputy Head of Secondary to discuss behaviours and action plan
Integrity	Truancy Failure to follow staff instructions after classroom management process has been implemented Failure to submit due work Consistently displaying incorrect uniform and poor standard of appearance including jewellery and hair	
Courage	Plagiarism Lack of ownership or self-control including swearing at another person	

Level 3 Behaviours (including repeated level 2 behaviours)		Response
Respect	Intentional behaviour to cause significant harm or disruption Verbal or physical aggression causing injury Deliberate vandalism Extreme/prolonged use of inappropriate language including swearing at another person	People: Deputy Head of Secondary, Head of Secondary, Principal and parental involvement Consequences may include: - Internal suspension (72 hours) - Community service (minimum 4 hours) - Special report (6 weeks) - Reduced IT privileges - Withdrawal of driving privileges Actions: - Behaviour and consequence noted in NEXUS/TASS student notes by teacher - Financial costs passed on to parents - Parent meeting
Integrity	Non-compliance with a staff member Unsafe driving practice Irresponsible use of ICT	
Courage	Bullying including cyber bullying	

Level 4 Behaviours (including repeated level 3 behaviours)		Response
Respect	Illegal behaviour Possession of drugs Reckless behaviour endangering self or others Violence causing major injury	<u>People:</u> Deputy Head of Secondary, Head of Secondary, Principal and parental involvement <u>Consequences may include:</u> - External suspension

Integrity	Irresponsible use of ICT	- Expulsion / termination of enrolment
		  - Probation
		  - Community service (10 hours)
		  - Report to external bodies

Courage	Non-inclusive behaviour including racism	<u>Actions:</u>
		  - Behaviour and consequence noted in NEXUS/TASS student notes by Deputy Head of Secondary
		  - Show cause meeting (resulting in termination or agreed readmission to College under special provision)
		  - Parent contacted immediately and asked to collect child