

DISCIPLINE, STUDENT (Overview) POLICY ***(including School Specific Content & Procedures)***

Latest DET Update: **07/07/2017**

First Developed: 2014

Updated: June **& August 2017**

Rationale

- At Bellbridge Primary School we believe that all students should be engaged in a safe, caring and positive environment. All discipline at Bellbridge Primary School follows the guidelines published in the **DET Student Engagement and Inclusion Guidance** at <https://education.edugate-cms.eduweb.vic.gov.au/school/principals/participation/Pages/studentengagementguidance.aspx> as well as the school's **Student Engagement Policy**.
- Schools develop engagement policies to document how they:
 - create and maintain a positive and engaging school culture
 - create and maintain environments that are safe and supportive
 - value diversity and promote pro-social behaviour
 - promote school attendance
 - adopt a staged approach to promote positive behaviours
 - apply disciplinary measures
- A school-level policy needs to be compliant with DET's policy requirements.
- Ministerial Order 625 (Procedures for Suspension and Expulsion) took effect on 1 March 2014. The Order defines the grounds and process for suspensions, expulsions and appeals relating to expulsions of children in government schools.

Purpose

- To ensure Bellbridge Primary School complies with DET policy and guidelines in regard to the student discipline.
- To build a school environment based on fairness, mutual respect and cooperation.
- To manage inappropriate behaviours in a professional manner.
- To establish clear and appropriate consequences for student behaviour.
- To provide appropriate support for students at risk.
- To ensure the school complies with Child Safe Standards 1, 2 and 6.
- To ensure the school only detains students as part of a staged approach, in accordance with the Department's Student Engagement Policy Guidelines.
- To ensure the school complies with legislative requirements including following the required procedures for suspension.

Definitions

Corporal punishment is a form of physical *punishment* that involves the deliberate infliction of pain as retribution for an offence, or for the purpose of disciplining or reforming a wrongdoer, or to deter attitudes or behaviour deemed unacceptable.

Physical *restraint* means the use of physical force to prevent, restrict or subdue movement of a child's body or part of their body.

Seclusion is the involuntary confinement of a child alone in a room or area from which the child is physically prevented from leaving. This includes situations where a door is locked as well as where the door is blocked by other objects or held closed by staff. It does not include timeout, which is a

behaviour management technique that is part of a Behaviour Support Plan, involves the monitored separation of the child in a non-locked setting, and is implemented for the purpose of calming.

Implementation

- The school will develop an Engagement Policy that contains all the elements required by DET.
- School rules will be kept to a minimum and relate largely to children's safety.
- The school will determine the standards of behaviour required and the consequences which may include:
 - graded in-school disciplinary measures
 - withdrawal of privileges
 - withdrawal from class
 - detention
 - exclusion from school
 - suspension
 - expulsion
- When determining consequences, **corporal punishment is expressly forbidden.**
- Physical restraint must only be used when it is immediately required to protect the safety of the child or any other person.
- In some limited circumstances, it may also be necessary to restrain a child from violent or dangerous behaviours by secluding them in an area where such action is immediately required to protect the safety of the child or any other person.
- Restraint and seclusion **must not** be included in a Behaviour Support Plan or be used as a routine behaviour management technique, to punish or discipline a child or to respond to:
 - a child's refusal to comply with a direction, unless that refusal to comply creates an imminent risk to the safety of the child or another person
 - a child leaving the classroom/school without permission, unless that conduct causes an imminent risk to the safety of the child or another person
 - verbal threats of harm from a child, except where there is a reasonable belief that the threat will be immediately enacted
 - property destruction caused by the child unless that destruction is placing any person at immediate risk of harm.
- The use of mechanical restraints, restraints that cover a child's mouth or exclusion rooms **are expressly prohibited.**

Detention

- The Principal will:
 - consider local circumstances when determining what a reasonable time and place for detention entails
 - ensure any special conditions relating to the imposition of detention are specified in the school's Student Engagement Policy.
- The school will ensure that:
 - no more than half the time allocated for any recess is used for detention
 - students undertake detention at a reasonable time and place
 - where students are detained after school to complete school work, or to undertake additional or new work or duties:
 - parents are informed at least the day before the detention
 - the time of detention should not exceed forty-five minutes
 - alternative measures are negotiated with parents whose family circumstances are such that the students completion of after-school work would create undue hardship (e.g. where students regularly supervise younger siblings in the absence of parents, or where limited travel alternatives for students are available).

Suspension

- Only the Principal has authority to make the final decision to suspend a student. This authority cannot be delegated.
- The school may use suspension, but only when all other measures have failed and only for the shortest possible time.

Expulsion

- Expulsion is a measure of last resort and DET guidelines must be followed to ensure ongoing schooling is provided. The right of appeal by parents/carers is acknowledged.
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- If the expulsion of a student is being considered, please refer to the Guidance where expulsion considerations (including grounds for expulsion) and the expulsion process is detailed. A range of templates, forms and support materials are also provided. For more information see:
[Student Engagement and Inclusion Guidance - Expulsion Considerations](#)
[Student Engagement and Inclusion Guidance - Expulsion Process](#)
- If a child has challenging behaviour or attendance issues, a Support Group will be formed. The role of the SSG will be to better understand and provide for the child's needs including an Individual Learning Plan which may state behavioural goals.
- Please refer also to the school's *Responding to Violent & Dangerous Student Behaviour of Concern Policy*, *Student Engagement Policy*, the *Wellbeing & Learning Policy*, the *Bullying & Harassment Policy* and the Child Safe Standards.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update **early July 2017**).

This policy was ratified by School Council in

References:

www.education.vic.gov.au/school/principals/spag/participation/pages/engagement.aspx
www.education.vic.gov.au/school/principals/spag/participation/Pages/suspensions.aspx
www.education.vic.gov.au/school/principals/spag/participation/Pages/supportgroups.aspx
www.education.vic.gov.au/school/principals/spag/participation/Pages/detention.aspx
www.education.vic.gov.au/school/principals/spag/participation/Pages/expulsions.aspx

School Specific Procedures

Implementation:

- All teachers are required to establish appropriate behaviours in the classroom.
- Classroom rules are to be developed at the beginning of the school year but these may vary between classes to suit the teacher's mode of operating.
- All staff and students will model and reinforce the school's expectations related to School Wide Positive Behaviours.
- All staff are required to deal with class issues and minor misdemeanours and only in exceptional circumstances will a student be sent to the office from the classroom.
- Individual Behaviour Management Plans will be developed for students whose behaviour is a serious concern.
- The school administration will generally deal with unacceptable/extreme misbehaviours.
- Each case is treated individually as circumstances create unique situations.
- Consequences for inappropriate behaviours should be reasonable and appropriate for the misbehaviour.

The following procedures may be used as a guide:

1. Discipline by the classroom teacher according to classroom rules and consequences
2. Discipline by the Grade Leader
3. Classroom teachers sends the student to 'time out' in a selected classroom by the classroom teacher as pre-arranged in teams

4. Classroom teacher sends the student to the Office (with an explanation about why the student has been sent to the office) to a member of the Leadership Team
5. Student sent to the office where they will be counselled and appropriate consequences will be administered. These may include: time out, restricted play, internal detention, behaviour contract, after school detention and parent contacted.

Bellbridge Primary School forbids the use of Corporal Punishment.

Detention:

The following serious behaviours will incur an after school detention:

- Repeated non-compliance
 - Assault
 - Verbal abuse
 - Harassment/bullying
 - throwing objects
 - unlawful behaviour
 - improper/indecent behaviour
 - vandalism
- All students who have violated school rules will be counselled and have the reason for their detention clearly explained to them.
 - During detention, appropriate consequences will be given, e.g. students write about what they have done and explaining why it was wrong, complete work, write a letter of apology.
 - Families will be notified prior to any after school detention.
 - The school leadership team will manage after school detention.
 - A record will be kept of the after school detentions.
 - After school detentions will be 30 minutes (2:45 – 3:15pm) and parents are responsible for making appropriate arrangements for students to go home.

Suspensions:

- Student suspension will be at the discretion of the Principal.
- Procedures for student suspension will be conducted according to the **DET Student Engagement and Inclusion Guidance** and the school's **Student Engagement Policy**.
- Generally, suspension will occur when serious or continued and deliberate misbehaviour occurs and all other intervention strategies have been implemented.
- In all suspension cases, the school will endeavour to supply work for the student and the parent will keep the child at home to complete the set work.
- Suspended students should not be allowed to treat the suspension as a holiday as this can encourage misbehaviour.
- Parents also need to assume responsibility in encouraging correct behaviours.

Parent Contact:

Parents will be contacted directly in the following circumstances:

- When detention or suspension is required
- When outside authorities (e.g. Police) need to be involved
- When cigarettes, matches, theft, drugs or similar situations occur
- When students have continually behaved inappropriately
- When it is deemed the parents would appreciate or have requested to be notified

It is crucial that parents are kept informed about students' inappropriate behaviour.

All class teachers are responsible for informing parents of student misbehaviour.

Yard Duty Responsibilities:

- All staff are encouraged to deal with and solve issues immediately.
- Teachers on duty will encourage appropriate yard behaviour and issue warnings when needed for inappropriate behaviour.

- Issues should be referred to the Leadership Team if they are deemed impractical to deal with in the yard.
- In cases of dangerous /extreme behaviours, yard duty teachers will send a student to the office with an '**urgent assistance card**', or contact the Office by phone, if available
- Teachers on Yard Duty will record incidents of unacceptable behaviour in the Playground Incident Report and pass it on to member of the Leadership Team
- All yard duty teachers will carry a first aid kit, which will contain basic necessities to reduce 'crowding' in the first aid room.
- Children who need to go to the first aid room will be given a 'pass'.
- At all times, student dignity will be recognised and truthfulness will be encouraged.