



WILLIAM CLARKE COLLEGE

Management Policy

STUDENT BEHAVIOUR MANAGEMENT POLICY

<p>Policy</p>	<p>The purpose of discipline is to support the development of character, and in so doing, shape behaviour and restore relationships. Discipline is a way of protecting the rights and safety of all students and staff at the College.</p> <p>Students are required to abide by the College rules and follow the directions of teachers and other people with authority delegated by the College.</p> <p>The College uses the principles of procedural fairness when making a decision that may lead to suspension or expulsion or in handling a complaint in accordance with the Complaints Handling Policy.</p> <p>Corporal punishment is prohibited in the disciplining of students. The College does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline of students.</p>
<p>Purpose</p>	<p>To support the Education Act which requires that discipline processes must be fair. A well-considered approach to managing student behaviour also provides learning opportunities for students.</p>
<p>Relevant Compliance Legislation or Referenced Document</p>	<p>Relevant Legislation Education Act, 1990 Work Health and Safety Act 2011 Work Health and Safety Regulations 2012 NESR Registration and Accreditation Manual</p> <p>Reference Documents Staff Code of Conduct Parent Code of Conduct Complaints Handling (Parents and Students) Policy Student Anti-Bullying Policy Primary College Diary Secondary College Diary Discipline Processes in the Diary and on Connect</p>
<p>Scope</p>	<p>This policy and its procedures relate to all staff and students at the College and is to be supported by parents.</p>
<p>Definitions</p>	<p>Corporal punishment is defined as the use of physical force towards a child for the purpose of control and/or correction, and as a disciplinary penalty inflicted on the body with the intention of causing some degree of pain or discomfort, however mild.</p> <p>Exclusion is the act of preventing a student's admission to a number of schools or systems.</p> <p>Expulsion is the permanent removal of a student from the College.</p> <p>Procedural fairness is the basic right of all when dealing with authorities. It involves the right to be heard and the right to an unbiased decision.</p> <p><i>The right to be heard</i> includes the right of the person against whom an allegation has</p>

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	<p>been made to:</p> <ul style="list-style-type: none"> - know the allegations related to a specific matter and any other information which will be taken into account in considering the matter - know the process by which the matter will be considered - know how to seek a review of the decision made in response to the allegations <p><i>The right to an unbiased decision</i> includes the right to:</p> <ul style="list-style-type: none"> - impartiality in an investigation and decision making - an absence of bias by a decision maker <p>Suspension is a temporary removal of a student from all of the classes that a student would normally attend at the College for a set period of time.</p>
<p>Procedures</p>	<p>Student Behaviour expectations are outlined in full in the College Diary for each sub-school. Student behaviour is first managed through the Student Behaviour system as outlined in the relevant sub-school diary. Any matter involving behaviour requirements should first work through those published processes.</p> <p>Students and parents are required to sign the College Diary to acknowledge that they understand and support the behaviour expectations of the College.</p> <p>Parents are also required to follow the expectations contained within the Parent Code of Conduct.</p> <p>Details of the College rules and consequences for disobeying these rules are found on the College Intranet and in the College Diary. (In the event of discrepancies, the Intranet will precede the diary).</p> <p>Students are responsible for adhering to these rules.</p> <p>Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the College, staff or other students, the student may be subject to disciplinary action in accordance with the College's discipline information outlined in the College Diary.</p> <p>The discipline system covers two areas of student conduct:</p> <ol style="list-style-type: none"> 1. Behaviour 2. Uniform <p>Within each area, students are given opportunities to modify their behaviour and make positive choices before consequences are issued. The discipline system has trigger points within each area to escalate consequences commensurate with the actions of students.</p> <p>Three infringements on each level triggers movement to the next level. However, there may be times for more serious misdemeanours when a student's behaviour results in an immediate escalation to the next level without several warnings.</p> <p>Students receive regular instruction on the consequences for various types of inappropriate behaviour and what behaviour falls into each category. They are also</p>



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expected to base their conduct on the virtues of the College and the broader community. ***Judgement of actions and consequences will be at the discretion of the College, not the students or parents.***

Details regarding the infringement levels, examples and action can be found in the College diary or on Connect.

General Procedures

- Where an allegation of inappropriate conduct has been made against a student, staff should seek to investigate the veracity of the allegation through:
 - o Clearly documenting the details of the allegation
 - o Providing an opportunity for the student who has been accused of inappropriate conduct to be heard
 - o Meeting with other students, teachers, parents and other external agencies who may be able to provide information regarding the particular situation.
 - o Collecting available information whether digital, photographic, audio or other forms of documented communication that may be relevant to the allegation
 - o Making factual notes gleaned from all information gathered to ensure a full record is available
- Once all available information has been collected, depending on the severity of the allegation, staff will first confer with the relevant Assistant Head of Primary or Head of Year to determine the assessment of the nature of the conduct:
 - o where inappropriate conduct is of a minor nature, in keeping with our desire to be restorative, staff are to issue an infringement so that students are held accountable for poor behaviour.
 - o Where a timeout/detention is issued, the length of time will be determined by the nature and severity of the incident. Parents should be informed via email from the Head of Year or Assistant Head of Primary when a timeout or detention has occurred.
 - o Where inappropriate conduct has been found to be of a significant nature, the Head of College in consultation with key staff involved in the investigation will make a decision and enact one of the following options:
 - ***Suspension***
 - ***Expulsion***

Expulsion and Suspension

Consequences relating to higher level infringements could include:

- in school/at home suspension
- community service
- booklet
- probationary enrolment
- expulsion

Parents are involved in a meeting with senior members of staff when a student is involved in behaviour that results in higher level disciplinary consequences.

In this initial meeting, the student and parent/carer will be:

- informed of the alleged infringement;
- informed as to who will make the decision on the consequence;



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	<p>In a follow on meeting, the student and parent/carer will be:</p> <ul style="list-style-type: none"> - informed of the discipline measures issued; - informed of appropriate support strategies to be implemented; and - afforded a right to appeal. <p>The consequences imposed vary according to the behaviour and the prior record of the student.</p> <p>Where student behaviour is such that it warrants a potential suspension, Heads of Sub-school must consult with the Deputy prior to any decision.</p> <p>Disputes regarding discipline Parents are required to faithfully follow the Parent Code of Conduct.</p> <p>If a student or parent/carer disputes the reason for discipline, the severity of the disciplinary consequences, the part the student played in the infringement, witness statements, or details of an allegation, they are to refer to the Complaints Handling Policy (Parents and Students) which is available on Connect or the appeals process below.</p> <p>Appeals Process</p> <ol style="list-style-type: none"> 1. The student or parent/carer must lodge their appeal in writing by emailing the relevant Head of Sub School. 2. The Head of Sub School will confirm receipt of the appeal and may request further details from the individual(s) within 10 working days of the lodgement of the appeal. 3. If the appeal relates to a decision made by the Head of Sub School, the appeal can be directed to the Deputy. Likewise, if the appeal relates to a decision by the Deputy, then the appeal is to be directed to the Head and if the decision was made by the Head, then it is appealed to the Chair of College. 4. Once all details are received, the appeal will be reviewed by the relevant person. 5. Once the recipient has come to a decision regarding the appeal, the individual(s) will be informed in writing of the outcome and the reasons for the outcome.
Delegation & Responsibilities	<p>Responsibilities:</p> <ul style="list-style-type: none"> - All staff are responsible for adhering to the above procedures. - All staff are responsible for following the Staff Code of Conduct. - The Deputy is responsible for approving all suspensions. - Parents /Carers are required to read the College Diary and to sign an acknowledgement that they support the College in enforcing appropriate behaviour. - All students and parents are required to sign that they comply with the College's rules as detailed in the College Diary. - Parents are required to follow the expectations as outlined in the Parent Code of Conduct - Parents are required to follow the expectations as outlined in the Conditions of Enrolment



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	Period of Delegation	indefinite
	Accountability	As listed above Reporting The College reports relevant extracts of this document within the Annual Report.

DOCUMENT STATUS

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Document Author	Executive
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PREVIOUS VERSION HISTORY – Previously known as Discipline – Suspension, Expulsion, exclusion and other, Student Behaviour and Discipline.

Version 1	8 May 2008
Version 2	February 2014
Version 3	August 2017
Version 4	22 November 2021