

Student Behaviour Management Policy

1.0 PURPOSE

The Charter of Human Rights and Responsibilities Act (2006) outlines a vision of human rights for all Victorians. The Charter affirms that all people are born free and equal in dignity and rights. While the Charter demands equality for all, it also emphasises the value of difference. The Charter requires public authorities, including schools and their employees to act compatibly with human rights and to consider them when making decisions and delivering services. The Act (2006) prohibits the use of corporal punishment in any Victorian College.

It is our policy that corporal punishment is prohibited. The use of any corporal punishment by a staff member is strictly prohibited. Any staff member who breaches this rule will be subject to disciplinary proceedings which may include dismissal.

The Student Behaviour Management Policy aims to

- Provide a fair and consistent approach to behaviour management that acknowledges individual difference and the needs of each student
- Build a College environment based on positive behaviour, mutual respect and cooperation
- Manage poor behaviour in a positive and professional manner
- Establish well understood and logical consequences for student behaviour

2.0 SCOPE

This policy applies to all Youth2Industry College students and teachers. Positive and responsible student behavior is essential to the smooth running of the College as is the achievement of optimal learning opportunities and the development of a supportive and cooperative College environment. This policy will be available at reception, on SharePoint and in the staff and student handbooks.

3.0 IMPLEMENTATION

- The ethos of our College is to enhance positive behaviour and respect for others
- Students are encouraged to learn to accept responsibility for their own behavior
- Positive student behaviour and achievement will be appropriately recognised
- We will provide a wide range of positive extra-curricula activities for students including mentoring and community service
- All staff will undertake professional development on student behaviour and discipline management
- The College curriculum will integrate units on resilience, positive choices, bullying, conflict resolution and leadership
- Staff will teach and encourage students to communicate their needs and wishes to each other and their teachers and to negotiate these whenever possible
- Classroom and College rules (inclusive of assessment requirements) will be discussed at the commencement of the College year within the classroom
- Consequences for ongoing inappropriate behaviour will involve a graded series of sanctions including counselling, withdrawal, loss of privileges or suspension/expulsion

- Parents/carers will be kept informed and actively encouraged to assist in the development of their children's behavioural performance
- Parents/carers will be made aware of College rules
- Staff members will be kept abreast of current trends in discipline and welfare issues

It is the right of all members of the community to experience a safe, pleasant and supportive learning and teaching environment. Staff, students and parents/carers have a right to be treated with respect and enjoy an environment free from bullying (including cyber bullying), harassment, violence, discrimination or intimidation.

Students have a responsibility to contribute positively to the educational experience for themselves and other students, and to ensure that their behaviours demonstrate respect for themselves, their peers, their teachers and all other members of the school community.

Parents/carers have a responsibility to take an active interest in their child's educational progress, model and reinforce positive behaviours and ensure their child's regular attendance. They have a responsibility to support the College in maintaining a safe and respectful learning environment for all student and engage in regular and constructive communication with school staff regarding their child's learning.

Teachers have a responsibility to demonstrate the standards set by the Victorian Institute of Teaching. That is, to know how students learn and how to teach them effectively, know the content they teach, know their students, plan and assess for effective learning, create and maintain safe and challenging learning environments, and use a range of strategies to engage students in effective learning.

4.0 COLLEGE PROGRAM

- The Principal together with College staff will be responsible for drawing up a student code of conduct that outlines rights and responsibilities. Refer to **QMS: 400-44 Y2IC Code of Conduct**
- A coordinated program of discipline and welfare will be adopted that incorporates the principles of positive psychology and works within a strengths-based framework adopting a whole College approach that focuses on prevention and early intervention. This includes the principles of restorative practice.
- Where inappropriate behaviour occurs, the College will follow the procedure outlined in **QMS: 422 Y2IC Anti- bullying and Harassment Policy and Procedure** (refer to section 11.0).

5.0 THE PRINCIPAL'S ROLE

The Principal will:

- Be responsible for providing the financial and human resources for welfare and student management/discipline support
- Ensure details of College rules are published and well-circulated throughout the College community
- Ensure staff are encouraged to attend professional learning relevant to discipline and

welfare issues and report back to the whole staff

Student engagement, regular attendance and positive behaviours will be supported through relationship based whole-school classroom practices, including targeted and individualised support when required.

6.0 COLLEGE ACTIONS AND CONSEQUENCES

Whole College practices include:

- Predictable and fair classroom management and College environment established on democratic principles
- Ensuring student participation in the development of classroom and whole College expectations
- Providing personalised learning programs where appropriate for individual students
- Empowering students by creating multiple opportunities to take responsibility and be involved in decision-making
- Providing physical environments conducive to positive behaviours and effective engagement in learning
- Inappropriate behaviours, including irregular attendance, will be supported through a staged response, including:
 - Understanding individual student's background and needs
 - Ensuring a clear understanding of expectations by both students and teachers providing consistent school and classroom environments

Broader support strategies will include:

- Involving and supporting the parent/carer
- Involving Student Services where appropriate
- Mentoring and /or counselling
- Convening student support group meetings
- Developing individualised learning, behaviour or attendance plans
- Providing broader educational programs and/or involving community support agencies

If a student does not comply with any reasonably and clearly communicated instruction of the staff or infringes College rules, then sanctions will be applied. On such occasions where inappropriate behaviour occurs, staff work with students through a staged response of interventions as required. In the first instance the classroom teacher will be responsible for determining the nature of the intervention required. If the behaviour is either serious or ongoing, the teacher will involve the Wellbeing team, Leader of Senior School and/or the Principal as appropriate.

Email communication or a phone call home will be used as appropriate.

A student whose behaviour or attitude to learning is deteriorating may be monitored by being placed on a Behaviour or Student Support Plan and/or the Individual Pathway Plan will be reviewed.

7.0 WHEN INAPPROPRIATE BEHAVIOUR OCCURS

7.1 When initial Inappropriate Behaviour Occurs

Teachers will respond in a calm and positive manner when inappropriate behaviour occurs. Strategies to be employed by teachers may include:

- Using effective language and body language to encourage positive behaviour
- Discussion with the student away from the class/group
- Moving a student to another seat in class, on bus etc.
- Giving students clear choices about behaviour and implementing logical consequences
- Keeping a student in during recess or lunch to complete work, if time in class has not been used appropriately
- A restorative chat after class
- A restorative meeting between students as outlined in the if the issue occurs between students
- Emailing parents/carers

7.2 Continuing Inappropriate Choices Regarding Behaviour

If a student continues to behave inappropriately regarding their responsibilities or the rights of others, and the teacher has used a variety of preventative and responsive strategies, the following guidelines are to be used:

- A restorative conversation about the impact of the student's behaviour on the relationships within the classroom and/or College community should be arranged.
- Implementation of consequences which are relevant and appropriate, such as:
 - Convening a restorative meeting between the teacher, student and a facilitator
 - Requesting an apology to teacher/class
 - Being kept back by the teacher at recess or lunch to complete unfinished work
 - Making a phone call to parents/carers
 - Establishing email communication with parents/carers regarding issues such as behaviour or work output/authentication issues
 - Arranging a meeting with parents/carers
 - Removal of logical privileges

Consequences which may be used prior to suspension include:

- Withdrawal of privileges
- Use of behaviour and attendance contracts to monitor behaviour
- Withdrawal from class activities for a specified period. Where appropriate, parents/carers will be informed of such withdrawals
- Restorative discussions between student and teacher

- Parent contact
- Time Out
- Conditional enrolment contract
- Convening of a College support group

7.3 Probation

If a student has not demonstrated improvement in behaviour after the above student behaviour management process has been followed, parents/carers will be informed by the Student Services Leader in an interview that any further incidents of inappropriate behaviour within a prescribed period may result in the student being referred to the Principal to consider their enrolment. After this probationary period, the Student Services Leader, in consultation with other relevant staff, will determine if any further action is required. As a general principle, the student, having demonstrated a suitable improvement, will be given a fresh start.

7.4 Serious Behaviour Issues In and Out of Class

This includes any serious behaviours such as actions which:

- Wilfully hurt another student
- Wilfully damage College property
- Display gross disrespect towards a member of staff
- Display gross disrespect towards another student, including online behaviours
- Repeated and serious incidents of bullying

In the case of serious misbehaviour, the College will take a restorative approach to managing the issue. In the case of serious misbehaviour, a student will be removed from the class/activity and sent to the Student Services Leader.

The student will be supervised until the teacher can be in attendance as soon as possible after the incident. The student will complete a reflection based on the restorative interview questions. An account of the incident, which may be based on interviews from a number of students and/or staff will be made clear. The student will be suspended from class by a member of the College Executive until they are able to determine the actions to be taken. This decision will be made in conjunction with relevant staff. This will include a restorative meeting but may also include:

- A student being sent home until an interview is arranged with a member of the College Executive to determine consequences in addition to a restorative meeting
- Suspension in College until a restorative meeting or as a consequence for behaviours is determined. Parents/carers will be notified of any exit incident and the restorative consequences.

7.5 Continued Serious Breaches

To be used when there are repeated serious breaches of the student management behaviour policy. When repeated serious behaviours such as actions which:

- Wilfully hurt another student

- Wilfully damage College property
- Display gross disrespect towards a member of staff
- Display gross disrespect towards another student, including online behaviours
- Further repeated and serious incidents of bullying

Students will be suspended from College (either at home or in College) and referred to the Principal who will determine the conditions under which, if any, the student is permitted to remain at the College. This will be determined in a meeting with parent/guardians.

7.6 Suspension

A student may be excluded from the College in situations where there is serious misbehaviour, violence, persistent disruption, illegal activities or the possession of an illegal substance or when all other measures have been implemented without success, or where an immediate suspension is the only appropriate course of action in response to the student's behaviour which may put the health, safety and well-being of other students, staff or themselves at significant risk.

Suspension, either in College or at home will be used when serious incidents occur, such as those outlined above, in addition to theft or drug possession. Details of the suspension will include an agreed strategy for the return of the student and/or arrangements to meet the Principal to discuss the conditions under which, if any, the student is permitted to remain at the College. Suspension will be approved by any member of the College Executive.

7.7 Expulsion

Expulsion from Youth2Industry College will be determined at the discretion of the Principal and where possible, after discussion with the College Board.

At the discretion of the Principal and/or where all other measures have been implemented without success, students will be provided with assisted referral to a more appropriate education or training setting.

Records of behavioural incidents along with any interviews and other documentation relating to an issue are kept at the College (where dealt with at College level) in a separate file and with the student's file. If there are considered to be serious ongoing management or care issues relating to a student, then there will be a cross-reference to a restricted file on the student. Disciplinary outcomes and a suspension register will be recorded on Compass.

8.0 STUDENT GRIEVANCE PROCEDURE

To be read in conjunction with the **QMS:439 Y2IC Grievance Policy (Student)**. Students who report inappropriate behaviour can rely on staff to investigate their complaint promptly and in a thorough and confidential manner. Staff will respond to any acts of inappropriate behaviour immediately and positively:

- Any student complaint will be immediately investigated by the Student Services Leader

- All parties involved, including bystanders where possible, will be interviewed by the Student Services Leader or the Principal unless they are the subject of the complaint in which case the matter will be referred to the Chair of the College Board and a mutually agreed to person will be appointed.
- A course of action will be determined in consultation with the student's parents/carers, teachers and Student Services Leader.
- Counselling and support will be offered to both parties if appropriate.
- A restorative practise approach will be used to address the harm caused and to ensure that a respectful agreement is made between all parties and that this is put into action.
- A report on action taken will be communicated to all parties involved within 24 hours of the complaint being presented.
- All notes and reports of the complaints process and its outcomes will be recorded and filed securely.

9.0 ASSOCIATED DOCUMENTS

- QMS: 200 Y2IC Attendance Policy and Procedures
- QMS: 301 Y2IC Assessment, Monitoring, Reporting
- QMS: 304 Y2IC Cheating and Plagiarism Policy and Procedure
- QMS: 400-44 Y2IC Code of Conduct for the College, Parents/Carers, Students
- QMS: 401 Y2IC Student Safety and Wellbeing Policy
- QMS: 404 Y2IC Student Safety and Wellbeing - Responding to Student Safety Concerns Policy
- QMS: 418 Y2IC Digital Technologies Policy and Procedures (Internet, social media and digital devices)
- QMS: 419 Y2IC Mobile Phones – Student Use
- QMS: 422 Y2IC Anti- bullying and Harassment Policy and Procedure
- QMS: 423 Y2IC Student Wellbeing and Engagement Policy
- QMS: 425 Y2IC Diversity and Equal Opportunity Policy
- QMS 430 Y2IC Student Welfare, Inclusion, Care and Safety Policy
- QMS: 433 Y2IC Hands Off Policy
- QMS: 434 Y2IC Restrictive Interventions Policy
- QMS: 438 Y2IC Grievance Policy (Staff)
- QMS: 437 Y2IC Grievance Policy (Community)
- QMS: 439 Y2IC Grievance Policy (Student)
- QMS: 504 Y2IC Performance Management Policy
- QMS: 400-45 Y2IC Disciplinary Register

VERSION CONTROL DETAILS

Revision History

Date	Version	Author	Change Reference
25/5/2020	1.0	P. Vakakis	Initial Policy
23/02/2024	2.0	P. Vakakis	Updates
31/5/2024	3.0	P. Vakakis	Updated reference to Compass
11/04/2025	4.0	T. Witenden	Review of Policy by Considered Compliance Services Pty Ltd

Reviewers

Date	Version	Approved By	Next Review Date
25/9/2020	1.0	Y2IC Board	September, 2023
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