Policy Name: KWS Behaviour Management Policy
Approved on: 25 January 2011
Updated and approved 21 February 2013
Approved by: Senior Management Team
Related documents: Behaviour Management Flowchart, SAS Model, Harassment/Disability, Behaviour Benchmarks, Acknowledgment Plan, Restitution Plan, Classroom Management Record, Reflection/Buddy Class Referral, Student Referral to Head of Department, Detention/Reward Slips, Yellow Tracking Sheets

Preamble
Kinross Wolaroi School is a Uniting Church school providing high quality, co-educational opportunities for young people of diverse backgrounds, enabling them to become well-rounded students who make a positive contribution to society. The provision of a safe and supportive environment is an essential element to ensure that each student entrusted to the care of KWS is affirmed in his or her dignity and worth as a person.

Rationale
The provision of a behaviour management system that is understood by parents, staff and students, and which is based on principles of procedural fairness, is both a legal requirement and a means of ensuring that teaching and learning can take place in the best way possible. Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the school, staff members or other students, the student may be subjected to disciplinary action.
Policy

1. The Behaviour Management program at KWS is based on the principles of Safety, Effort, Respect and Self-Responsibility. These key principles are displayed in every classroom and in prominent places around the school. In all dealings with students concerning issues of behaviour, reference is to be made to these principles. Any behaviour which compromises another person’s Safety, Effort or Respect is unacceptable.

2. Students of KWS are required to abide by the school’s behaviour guidelines as outlined in the Student Diary and to follow the directions of teachers and other people with authority delegated by the school.

3. In order to operate as a Registered and Accredited Non-Government School, KWS must ensure that the risk of harm is minimised and students feel secure. Harm relates not only to dangers in the physical environment but also refers to violence, physical threats, verbal abuse, threatening gestures, sexual harassment, discrimination and racial vilification. Students must be treated with respect and fairness by teachers, other staff and other students. The use of any sort of physical or corporal punishment is explicitly forbidden.

4. Procedural fairness is a basic right of all when dealing with those in authority. It refers to what are sometimes described as the ‘hearing rule’ and the right to an unbiased decision. This means that students who are ‘in trouble’ with staff have the right to know what the alleged misbehaviour is, what process will be used to consider the matter and have the opportunity to respond to those allegations. They are also entitled to an impartial investigation and decision-making process, as well as a review of the procedures as they were carried out in relation to the particular matter, should the question of suspension arise.

5. Procedural fairness includes making available to students and parents or caregivers, policies and procedures under which disciplinary action is taken. For this reason, it is essential that all behaviour management issues between students and staff are clearly documented; it is not possible to be fair to either party if this documentation is not completed. Staff should use the Classroom Management Record for individual students, and follow the flow chart of procedures in order to ensure they and the students are following KWS policy requirements. All documentation in regard to behaviour management matters, and individual students, is held by the Head Tutor of that student. Individual plans for students with disabilities may include a Behaviour Management IP.
6. The Principal, or his delegated agent, is the only person who can authorise the suspension of a student. To be procedurally fair, the Principal must act justly and be seen to act justly. In order to ensure fairness, investigations will normally be carried out by a person other than the Principal, in most cases the Head of Senior School or Director of Boarding. This person will seek information and documentation from the student’s Head Tutor and any other relevant people; this is then collated and taken to the Principal who makes the final decision about suspension. It is at this point that the student, or his/her parent or caregiver, can seek a review of the procedures followed.

7. In matters where a suspension is contemplated, the gravity of the circumstances requires particular emphasis to be given to procedural fairness. This includes the offer of having a parent or guardian attend formal interviews; a record of the interview or discussion is to be taken in writing.

Procedure

1. Procedures to be followed by staff in Behaviour Management matters are set out in the Behaviour Management Flowchart. All documents associated with the flowchart are contained in the Document Control system and completed documents and all communication concerning students are to be forwarded to the student’s Head Tutor for oversight and collation.