

## Purpose

The St Patrick's Primary School Student Behaviour Policy reflects the school community's shared expectations in relation to student engagement, attendance and behaviour. This Policy sets out the clear processes to be followed in order to support students' behavioural, educational and emotional engagement.

This Policy provides an overview of how St Patrick's Primary School will:

- promote positive behaviour in the school community
- seek to prevent behavioural issues
- respond to challenging student behaviour occurring at school, at a school activity away from the school grounds or while travelling to or from school or a school activity.

This Policy should be read in conjunction with all School policies and the [CECV Positive Behaviour Guidelines 2018](#).

## School Profile

### About St Patrick's Primary School

St Patrick's Primary School has a long history in Lilydale since its establishment in 1864. The students at St Patrick's originate from a wide range of family backgrounds, ensuring we have a culturally diverse community. The School community has connections to early pioneer families of the local area, descendents of migrant families of the 1950's and 60's as well as families who have migrated more recently from a number of countries in Africa, Asia and Europe.

St Patrick's Primary School is committed to providing equitable access and opportunity for all. The School considers that awareness of, recognition of, and responsiveness to the needs and rights of all individuals are essential to human dignity. Inclusive practices embrace and celebrate diversity, invite belonging and provide opportunities for participation and achievement of appropriate learning outcomes.

Foundational to our work with students, families and the school community is the building of genuine, authentic relationships. The development and promotion of high-quality relationships are responsibilities shared by all members of the school community. All teachers, students, families, parishes and the wider community contribute to fostering life-affirming relationships that recognise and support the inherent dignity of each person.

### Rationale St Patrick's Primary School

All students enrolled at St. Patrick's School, Lilydale have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority. "We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the fullest without any concern for their safety" (*St. Patrick's (MACS) Child Safety Policy, 2021*). We believe that each child at St. Patrick's has the right to an environment in which they can feel safe and happy and fulfil their potential in a positive atmosphere.

At St Patrick's Primary School we strive to provide an inclusive education which values diversity and celebrates difference. Diversity is enacted through a pedagogy of inclusion and a commitment to uphold the rights of all to be welcomed, valued, acknowledged and actively engaged in education. Our learning community is committed to processes that support all students to make optimal progress and respect the rights of all students to learn in a positive and supportive environment. We seek to provide successful participation and to intervene as early as possible when students are not actively engaged in learning. Student behaviour is linked to the quality of the learning experiences. Purposeful, authentic, and relevant learning experiences that are of a sufficiently challenging yet achievable standard maximise positive behaviour.

## Vision

*With Christ before us; Aspiring to reach our full potential.*

*With Christ beside us; Encouraging a community of respect.*

*With Christ behind us; Celebrating our achievements.*

## Aims

Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. Our school community recognises that everyone has the right to be respected, to feel safe and be safe and, in turn, our school community acknowledges each member's own obligation to behave responsibly. This Policy is intended to guide our school's actions. It has been developed in consultation with the school community and seeks to prioritise respectful relationships and safety in response to the rights and needs of all members of the school community. A safe and supportive environment respects the rights of all students to learn, the rights of all teachers to teach and the rights of all members of the school community to be safe.

Every person at the school has a right to feel safe, to be happy and to learn. Therefore our school aims:

- to promote the values of honesty, fairness and respect for others
- to acknowledge the worth of all members of the community and their right to work and learn in a positive environment
- to maintain good order and harmony
- to affirm cooperation as well as responsible independence in learning
- to foster self-discipline and to develop responsibility for one's own behaviour.

## Guiding Principles

St Patrick's Primary School strives to build a safe and positive school environment that is guided by Gospel values and honours the dignity of the individual, the family and the school.

The development and promotion of high-quality relationships are responsibilities shared by all members of the school community. Teachers, students, families, parish members and the wider community contribute to and share in the responsibility to foster life-affirming relationships that recognise and support the inherent dignity and safety of each person. All members of the school community are expected to contribute to the mission and vision of the school and to understand their rights and acknowledge their obligation to behave responsibly.

As a provider of Catholic education, the school Principal will take into account the need for the school community to represent and conform with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Pupils and families who are members of other faiths are warmly welcomed at our school. However, the school reserves its right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the MACS school community.

It is vitally important that the school is made fully aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

### **ST PATRICK'S PRIMARY SCHOOL GUIDELINES**

1. The Behaviour Management program will be implemented from Prep through to Year 6.
2. All members of the school community (children, staff and parents) have rights and responsibilities.  
In accordance with our vision statement, they have the right to:-
  - be safe and feel safe
  - be respected
  - learn and to teach

They have a responsibility to:-

- show respect for themselves
- show respect for others
- show respect for all property, either their own or others.
- show respect for a positive learning environment.

3. Each classroom is to display the school rules along with the consequences. The school rules are:

- Follow directions
- Keep hands, feet and objects to yourself
- Speak appropriately
- Listen to the speaker, without interruptions
- Move safely
- Look after all property.

A copy of these rules is also made available for parents. ( In the General Information Handbook)

4. Teachers will reinforce and encourage positive behaviour through individual and whole class reward systems.

5. Professional development will be maintained in this area, to continually inform and update staff and parents regarding expectations.

## Definitions

- Behaviour is defined as the way in which one acts or conducts oneself, especially towards others. In general terms, it can be considered to be anything we say or do.
- Appropriate behaviour is behaving in a manner that is suitable for a public gathering, respecting the other members of the forum (class, meeting, assembly, gathering) and treating others as you would wish to be treated. Members are encouraged to take responsibility for their actions and to show mutual respect, maturity, and common sense. In general, appropriate behaviour is any behaviour that contributes to the positive learning environment and aligns with our school rules, codes of conduct and behavioural expectations.
- Inappropriate behaviour or unacceptable behaviour (including bullying, harassment and victimisation), may involve actions, words or physical gestures that could reasonably be perceived to be the cause of another person's distress or discomfort. Unacceptable behaviour does not have to be face-to-face, and may take many forms such as gestures, written, telephone or e-mail communications or through social media.
- Discriminatory conduct is conduct whereby an individual is treated less favourably on the basis of a relevant attribute, including their sex, race, sexual orientation, age, disability, religion, physical appearance or belief or gender reassignment. Such action may constitute discriminatory conduct that is contrary to Commonwealth and Victorian anti-discrimination legislation.
- Bullying is a broad concept which may generally be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying generally involves a series or pattern of events in which one individual has demonstrated unacceptable behaviour towards another individual. Please refer to St Patrick's Primary School Anti Bullying Policy for further details.
- Challenging behaviour is behaviour that significantly challenges the day to day functioning of the school. The behaviour impacts on learning and interrupts students' and staff capacity to feel safe or function in a safe and orderly environment.
- At Risk behaviour is any behaviour that has the potential to cause harm or injury to self or other. This includes physical, emotional or psychological harm.
- Criminal offences refers to forms of unacceptable behaviour that may be serious enough to constitute a criminal offence. If St Patrick's Primary School becomes aware that an offence has been or may have been committed, these concerns will be reported to the police or other authorities, as appropriate.

## Legislative Context

The *Education Training and Reform Regulations 2017* (Vic.) (sch 4 cl 12) outlines the School's obligations to ensure that the care, safety and welfare of all students attending the School. In discharging its duty of care responsibilities, the School and teaching staff must exercise professional judgment to achieve a balance between ensuring that students do not face an unreasonable risk of harm and encouraging students' independence and maximising learning opportunities. Non-teaching staff, volunteers and external providers must exercise judgment appropriate in the circumstances. The school must also comply with legislation related to Occupational Health and Safety for staff.

This document is informed by relevant Australian and Victorian legislation including:

- *Education and Training Reform Act 2006* (Vic.)
- *Education and Training Reform Regulations 2017* (Vic.)
- *Disability Discrimination Act 1992* (Cth)
- *Disability Standards for Education 2005* (Cth)
- *Equal Opportunity Act 2010* (Vic.)
- *Occupational Health and Safety Act 2004* (Vic.).

This document should be read in combination with the CECV Positive Behaviour Guidelines 2018 and is also informed by the following resources:

- Victorian Registration and Qualifications Authority (VRQA) policy requirements
- National Safe Schools Framework <http://www.education.gov.au/national-safe-schools-framework-0>
- Excel: Wellbeing for Learning in Catholic School Communities
- Health Promoting Schools Framework [www.ahpsa.org.au](http://www.ahpsa.org.au)
- CECV Intervention Framework 2015 [www.cecv.catholic.edu.au/publications/CECV-Intervention-Framework.pdf](http://www.cecv.catholic.edu.au/publications/CECV-Intervention-Framework.pdf)
- Diocesan policy and regulations
- [CECV Safe and Sound Practice Guidelines](#)

## Shared Behaviour Expectations

The School recognises the importance of providing clear guidance and expectations which are applicable to all members of the school community.

The St Patrick's School Rules are:



**School Rules**

1. Follow directions.
2. Keep hands, feet and objects to yourself.
3. Speak appropriately.
4. Listen to the speaker, without interruptions.
5. Move safely.
6. Look after all property.

The table below sets out the School's expectations for its students, parents and staff.

Students are expected to:	Parents/Carers are expected to:	Principals/Teachers & Staff will:
1. take responsibility for their learning and have high expectations in themselves that they can learn	1. have high expectations of their child's behaviour, understand and support the implementation of the School's behavioural expectations	1. promote positive reinforcement and enhance student self-esteem by having a planned approach for recognising and responding to appropriate behaviour
2. model the School's core values of respect, endeavour, communication, trust and teamwork	2. openly communicate with the School in regard to their child's circumstances	2. deliver an inclusive and comprehensive curriculum which promotes positive behaviours and emphasises the well-being of every child focusing on pro-social behaviours
3. take responsibility for their own behaviour and the impact of their behaviour on others	3. cooperate with the School by assisting in the development and enforcement of strategies to address individual needs	3. employ whole school and classroom practices to establish a climate in which appropriate behaviour is the norm for all students and focus on the implementation of preventative and early intervention strategies to deal with attendance and behavioural issues
4. comply with this Policy and work with teachers and parents in developing strategies to improve outcomes to: a) obey all reasonable requests of staff b) respect the rights of others to be safe and learn c) respect the property of others.	4. provide complete, accurate and up to date information when completing an enrolment form and supply the School, prior to and during the course of enrolment, with any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements	4. consistently apply this Policy through a shared collegiate understanding and only exclude students in extreme circumstances
	5. comply with the school's behaviour aims and the school's Code of Conduct and to support the school in upholding prescribed standards of dress, appearance and behaviour, in accordance with the terms of your child's enrolment at the School.	5. plan for the professional development needs of all staff to enable them to develop and maintain positive relationships with their students
	6. acknowledge and understand that unacceptable behaviour by a child,	6. recognise that for some students additional support may be needed

	<p>or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.</p>	<p>in the form of staged responses and staff are committed to working with families to reintegrate students in an educational setting after exclusion</p>
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## Attendance Expectations

Ensuring that students attend school each day is a legal requirement. It is also a shared expectation of all students, parents and the wider school community, focusing on positive and pro-social behaviours together with prevention and early intervention.

The school recognises the importance of providing clear guidance on student attendance that is applicable to all members of the school community.

Full details on attendance, expectations to promote attendance, and attendance/absence procedures are set out in the school's Attendance Policy and associated Department of Education and Training [School attendance guidelines](#).

## School Actions and Consequences

Student engagement, regular attendance and positive behaviours will be supported through relationship based whole-school practices, as well as targeted and individualised support when required. Effective student behaviour change and student behaviour support is enhanced through internally-based school support structures, and externally-based family, education, community and interagency partnerships. The School will apply a range of supports and measures to address inappropriate student behaviour. Where a student acts in breach of the behaviour standards of our school community, the School will institute a staged response, in accordance with the [CECV Positive Behaviour Guidelines 2018](#). Where applicable, an incident report will be completed and provided to the Principal or relevant staff member noting the templates provided in the CECV Positive Behaviour Guidelines

### Positive reinforcement of appropriate behaviour

St Patrick's Primary School will implement culturally inclusive strategies to reinforce appropriate behaviour which may include verbal recognition, individual or class rewards, communication with parents/wider school community, as appropriate.

#### Classroom Strategies

Class teachers, together with their students, select a strategy appropriate for the students age and interest. These can include but are not restricted to; Class Dojos, Reward Charts, Table Points, etc. In consultation with the students and in alignment with their level team, teachers collate potential 'rewards' for students to work towards throughout the day, week and term.

Student of the Week awards are given to students from each class at the weekly assembly. These awards recognise positive behaviours and effective learning throughout the previous week.

#### Playground Strategies

Raffle tickets are awarded to students demonstrating our school values and positive behaviours on the playground. These are entered into a raffle that is drawn out at the weekly assembly for a prize and promoted in that week's school newsletter.

## Whole School Strategies

Teachers and student leaders can nominate students for the school Community Spirit award for outstanding positive behaviours throughout the week. These awards are presented at the weekly assembly and promoted in that week's school newsletter.

### Tier 1: School-wide supports

St Patrick's Primary School implements culturally inclusive, school-wide preventative and early intervention strategies and practices for all its students to support positive behaviours, including:

- establishing predictable, fair and democratic classrooms and school environments
- providing physical environments that are conducive to positive behaviours and effective engagement in learning
- ensuring student participation in the development and implementation of whole school expectations
- empowering students by creating opportunities to take responsibility and be involved in decision making
- monitoring attendance and academic progress of students with the view to recognising students at risk and intervening early
- developing Personalised Learning Plans (PLP) in consultation with the Program Support Group (PSG) where appropriate for individual students
- explicitly teaching prosocial behaviours through the Social and Emotional Learning programs

### Tier 2: Targeted supports

In addition to Tier 1 supports, some students may require targeted support or interventions to meet behavioural standards, including regular attendance. Support and intervention will be developed following the [Student Referral process](#) (Student Learning Team). These students will be supported through a culturally appropriate staged response, including:

- understanding the student's background and needs
- ensuring a clear understanding of expectations by both students and teachers
- providing consistent school and classroom environments
- scaffolding the student's learning program
- data collection and documentation of incidents relating to the management of student behaviours to inform decision making through records of incidents in the Playground Behaviour tracking, Classroom Behaviour tracking and inappropriate language tracking
- revision of the Personalised Learning Plan (PLP) and creation of a Behaviour support Plan (BSP) or Attendance Maximisation Plan (AMP) as appropriate
- parent consultation via phone, videoconference or interview
- the Design and Implementation of support strategies that assist the student to self-calm such as a quiet space or designated alternative area that they can go to if they are feeling overwhelmed
- case conference with specialist providers or MACS consultants (this may include Aboriginal and Torres Strait Islander or EAL/New Arrival/Refugee Learning Consultants where culturally appropriate).

### Tier 3: Intensive intervention

When Tier 1 and Tier 2 systems are in place, the foundation for implementing Tier 3 supports is established. Complex behaviours are targeted to remediate and prevent further escalations. Support provided to students at St Patrick's Primary School will be aligned directly with the goals and targets set out in the students' Personalised Learning Plan (PLP), Behaviour Support Plan (BSP) and Student Safety Plan. Data systems provide school personnel with accurate, timely and practical information for making decisions about the fidelity and impact of individualised interventions that:

- value the student and support positive interaction
- have a clear data-informed strategy focused on preventing the occurrence of an identified behaviour by avoiding or adapting the circumstances that usually trigger this behaviour
- focus on building skills and developing alternative preferred behaviours
- consider the motivation for or functions of behaviours

- use the student's strengths and interests to increase success.

St Patrick's Primary School will implement more intensive intervention strategies for students presenting with complex and ongoing difficulties or extended school refusal. Development of plans will require support from parents/carers and will often require consent to access specialised services.

St Patrick's Primary School will support students with complex behaviours of concern through a culturally appropriate staged response which will generally include:

- ongoing implementation of universal and Tier 2 strategies
- use of data to inform and monitor the implementation of evidence-based interventions
- regular Program Support Group meetings to review PLP, BSP, safety plans and/or Attendance Maximisation Plans
- consultations with mutually agreed specialised support services
- implementation of explicit, data informed strategies designed to support the student to display safe behaviours. The design of the individualised support will be informed by the identified function of the behaviour and the explicit teaching of skills and desired behaviours.

### **Consequences for student misbehaviour**

St Patrick's Primary School adopts a staged response to challenging behaviour and appropriate reinforcement of appropriate behaviour noting that an effective Behaviour Support Plan (BSP) is developed to support the student in learning skills required for positive social interaction, along with the ability to become a more effective and successful learner. Consequences for misbehaviour are also implemented which may take the form of:

- non-verbal warning – e.g. eye contact / hand movement / shake of head / teacher positioning to stand near misbehaving student(s)
- verbal warning which identifies the misbehaviour and gives student the opportunity to change his/her behaviour
- moving student in the room to a less disrupting situation
- separating student from the class for a short period of time to provide an opportunity for the student to settle
- readmission to class activity based on student being de-escalated
- student required to stay in after class for set period of time
- student required to complete work during recess / lunchtime
- student engaged in restorative actions supervised by classroom teacher

## **ST PATRICK'S PRIMARY SCHOOL MANAGEMENT PROCEDURES/CONSEQUENCES**

### **WITHIN THE CLASSROOM:**

*When inappropriate behaviour is shown the following process will be followed:*

Step 1: Warning.

Step 2: Movement away from the group.

Step 3: Time out in designated area. (Junior - 5 mins, Middle / Seniors - 10 mins)

Step 4: Exit from the room.10 minutes

Completion of Behaviour management sheet.

Step 5: Principal's office.

Parents informed.

Unsafe, physical behaviour or verbal abuse will result in being sent straight to the Principal's Office.

Classroom teachers are expected to track these incidents, to assist in looking for repeated behaviours and patterns, so that teachers may be better informed to support the student's behaviour.

This 5-step process may be shortened according to the pattern of behaviour shown by individual children in consultation with the Learning Diversity Leader/Student Wellbeing Leader and the parents.

### **IN THE PLAYGROUND:**

*When inappropriate behaviour is shown the following process will be followed:*

1. The teacher who finds the behaviour, deals with the situation.
2. Children are sent to time out for the following:
  - disrespectful behaviour
  - harming another person
  - breaking a school rule

The student's name, the rule breached, the location of the incident and the names of any other students involved are recorded in the Playground Incident Book. Students who have a 10 minute time out, will undertake this in the time out location nearest to where the event occurred, with the teacher who recorded the incident supervising the time out. (Incidents in the Quadrangle and Netball Court will be sent to the Quadrangle bench and incidents in the Basketball Court, Grassed Area or Junior and Senior Playgrounds will be sent to the curved green bench near the basketball court)

The teacher on duty will support students in dealing with smaller incidents such as the settling of disagreements. These will also be recorded in the Playground Incident Book.

This information will be collected and converted to a spreadsheet each week by the Student Wellbeing Leader.

3. If a child's name appears in the Playground Incident book three times in one school term, they will incur an additional time out supervised by the Deputy Principal. This entails the student completing a community oriented task on the playground allowing the Deputy Principal to talk to the child regarding his/her behaviour.
4. If the incident is deemed to be physical, aggressive or dangerous, the student will be removed from the playground and sent to the Principal. If the student refuses to move to the office area, the teacher on duty will alert the Principal/Deputy Principal he/she needs support with a student's behaviour. The student's parent will be informed.

## INAPPROPRIATE LANGUAGE

St. Patrick's School students and teachers are expected to communicate with each other in a way that is positive and supports all members of its community to feel safe and valued. We believe that swearing and the use of inappropriate language is unacceptable.

**Students will be given a red card for the use of inappropriate language at the teacher's discretion or following a discussion with the Principal/Deputy Principal.**

Inappropriate language includes:

- known 'swear words'
- Incidents that include phrases and/or words intended to be used in an offensive manner or closely resemble/mimic "swear" words

*(NOTE: put downs, name calling, shouting, etc. break the school rule of 'speak appropriately' and will be managed following the process for breach of school rules as mentioned previously)*

### In the classroom:

1. The student will be sent to the office with a red card.
2. A Senior Leader will discuss the situation with the student and explain what happens after receiving a red card.
3. The student returns to their class after this discussion.
4. A Senior Leader will record the incident in the Inappropriate Language Folder.
5. The student will spend the next playtime period (up to a maximum of 30 minutes) outside the staff room supervised by a Senior Leader.
6. Written notification will be sent home with the student for parents to read and sign.
7. The signed letter must be returned to the classroom teacher the following day for filing in the student's file.
8. If the notification is not returned, follow up with a phone call from a Senior Leader and the student will spend the next play period outside the staffroom (to a maximum of 30 minutes)

If the student repeats the offence on the same day, he/she will be sent to the office and parents will be notified via a phone call and letter.

**On the playground:**

1. The student will be sent to the staffroom with a red card.
2. Spend the remainder of play seated outside the staffroom.
3. The staff member who receives the red card is responsible for writing the child's name into the Inappropriate Language book, following up the time out process and alerting the classroom teacher.
4. Written notification will be sent home with the student for parents to read and sign.
5. The signed letter must be returned to the classroom teacher the following day for filing in the student's file.
6. If the notification is not returned, a follow up phone call from a Senior Leader will be made and the student will spend the next play period outside the staffroom (to a maximum of 30 minutes).

*\*NB. If offence occurs at lunchtime, student spends the remainder of the day's play off the playground, if at recess, student spends the remainder of the recess and the following day's lunchtime off the playground.*

When concerns arise about a student's on-going behaviour or when a student is displaying chronic patterns of problem behaviour, St Patrick's Primary School will implement a targeted response to identify and address the presenting issues and reinforce replacement behaviours. This may involve the following support strategies:

- convening a Program Support Group (PSG) meeting involving parents/carers/Learning Diversity/Wellbeing coordinator and the student where appropriate.
- developing/Revising a Personalised Learning Plan (PLP) or attendance plan
- development/Revision of a Behaviour Support Plan (BSP) and/or Safety Plan where appropriate for individual students
- referral to Catholic Education or external Health or Allied Health providers
- consultation with external professionals, paediatrician, psychologist specialist practitioner
- contact with the Regional/Diocesan Office.

Disciplinary measures may be used as part of a staged response to challenging behaviour in combination with other engagement and support strategies to address the range of factors that may have contributed to the student's behaviour. Measures should always be proportionate to the nature of the behaviour, and are best used with support measures to identify and address causes of the behaviour and implementation of strategies to limit recurrence of inappropriate behaviour. Supportive actions and any disciplinary measures will be implemented in accordance with the CECV Positive Support Guidelines 2018 and may include:

- review of Behaviour Support and Safety Plans with specialised support
- restorative practice
- withdrawal of privileges
- withdrawal from class activities for a specified period. Where appropriate, parents/carers will be informed of such withdrawals
- withdrawal from class if a student's behaviour significantly interferes with the rights of other students to learn or the capacity of a teacher to teach a class. In situations where the student is not able to comply with the instruction to relocate, the class (all other students) will be re-located/evacuated. The student may be temporarily isolated from regular classroom activities to provide an opportunity to de-escalate or for a specified period of time. Parents/carers should be informed of such withdrawals.
- in circumstances where the student is unable to calm, remains in a heightened state of anxiety or is a danger to self or others, the parents will be asked to take the student home for the remainder of the school day.
- contracts for conduct/attendance/bullying
- suspension (in-school and out of school)
- negotiated Transfer
- expulsion
- referral to police, DHHS, emergency service or appropriate agency.

A student may be excluded from school in situations where 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 or where actions require reporting to police or appropriate agencies.

If other strategies are unsuccessful in modifying student behaviour, the School will follow the Melbourne Archdiocese Pastoral Care Policies regarding suspension, negotiated transfer and expulsion.

### **Corporal punishment**

The use of corporal punishment is expressly prohibited at St Patrick's Primary School and under the *Education and Training Reform Act 2006 (Vic)*. Staff are to follow the above procedure so that fairness is ensured. Corporal Punishment is prohibited in all Victorian schools. Corporal punishment must NOT be used at the school under any circumstances.

### **Consultation**

As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess:

- whether the additional assistance remains necessary and/or appropriate to the child's needs
- whether the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
- whether additional specialised assistance is required
- whether it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

### **Restraint and Seclusion**

St Patrick's Primary School will undertake actions to prevent the need for the use of restraint or seclusion in accord with the CECV Positive Behaviour Guidelines 2018.

In alignment with the CECV Positive Behaviour Guidelines 2018

**Physical restraint** is defined as the use of force to prevent, restrict or subdue the movement of a student's body or part of their body where the student is not free to move away. Restraint does not include 'protective physical interventions', which involve physical contact to block, deflect or redirect a student's actions, or disengage from a student's grip.

**Seclusion** is the solitary confinement of a person in a room or area from which their exit is prevented by a barrier or another person. Seclusion includes situations where a person is left alone in a room or area and reasonably believes they cannot leave that room or area even if they may physically be able to (e.g. the door is not locked). In extreme circumstances, e.g. in response to behaviours that cause harm to self or others, teachers will respond by exiting the other students from the learning space to ensure their safety. Where the student continues to display threatening and dangerous behaviour (e.g. wielding a bat), staff will seek to limit harm to others by isolating the student for the minimum amount of time required for the student to calm. Seclusion does not include the use of a safe place, time out or chill out rooms, being conditions that are set up to support the student and often included in Behaviour Support Plans.

If a student is placed in a separate room as a means of seclusion, staff will maintain appropriate supervision of the student.

Whilst St Patrick's Primary School acknowledges that prevention is the best strategy, there are limited circumstances in which restraint or seclusion may be deemed appropriate. In making a decision to implement any form of restraint or seclusion, St Patrick's Primary School staff are aware that their actions may directly increase the risk of injury and trauma, both for the student and for the staff member themselves. Such decisions are usually required to be made in times of high stress. Actions that may be considered reasonable will be made by staff present and will depend on the individual circumstances of each case as a matter of professional judgment.

The use of restraint or seclusion does not form part of any of St Patrick's Primary School's Behaviour Support Plans or Student Safety Plan. Restraint and seclusion will only be used in limited emergency situations, as outlined below.

1. The student's behaviour poses an imminent threat of physical harm or danger.
2. The action is reasonable in all the circumstances.
3. There is no less restrictive means of responding in the circumstances.

In the event that restraint or seclusion is used, the least restrictive form of restraint/seclusion will be used for the minimum time possible. The restraint/seclusion will cease as soon as the immediate danger for the student or others is averted.

The clear priority when managing such an incident will be the safety of all concerned. St Patrick's Primary School's staff involved in an incident of restraint or seclusion will immediately notify the principal and provide for the immediate care and safety of those concerned. The student's parents will be contacted. A post incident evaluation and report will be completed in accord with the templates and processes outlined in the CECV Positive Behaviour Guidelines 2018.

## Assessing and Mitigating Risk

To assist the school to discharge its safety responsibilities, St Patrick's Primary School will adhere to an Occupational Health & Safety Program through which potential safety hazards are identified and analysed in terms of the likelihood of an event occurring, and the potential consequences if the event was to occur. A similar risk based approach is taken with respect to Student Duty of Care, with the definitions of likelihood and consequences. St Patrick's Primary School will refer to CECV publications and may engage the services of the Catholic Education Office for the purpose of assessing student safety risks and determining how best to support the needs of the students, staff and broader community.

It is important that all staff consistently enforce school rules and safety policies, and actively engage in ensuring the physical and emotional wellbeing of students.

References:

- CECV Positive Behaviour Guidelines 2018 – Templates
- Behaviour Support Template
- Student Safety Plan Template (A&B)
- Record of Restraint and Seclusion
- Post Incident Checklist for Principals
- Risk Assessment Tool
- Diocesan policy and regulations
- CECV Safe and Sound Practice Guidelines

## Assessing and Mitigating Risk

*This Policy is an evolving document that should be adapted and updated regularly, in consultation with the school community. It is important to ensure that the Policy and its application are regularly monitored and evaluated for effectiveness and, where required, adjustments are made. This process also ensures that the Policy is reflective of emerging issues and takes into account new data about a school's performance.*

*This Policy will be reviewed annually.*

St Patrick's Primary School's will ensure that policies and processes associated with negotiated transfer, suspension and expulsion align with [Melbourne Archdiocese Catholic Schools Policy 2.26 Pastoral Care of Students](#).

## General Information relating to disciplinary measures

- **Withdrawing privileges** – St Patrick's Primary School can withdraw student privileges as a consequence of breaching classroom or school behavioural standards. St Patrick's Primary School notes that the specific privileges withdrawn may vary between students based on the individual student's support plan, however they may include things such as representing the school at inter-school sports or attendance at a school event. This must be time-limited and the risk to the student's engagement should be taken into account. The student must be told why privileges are withdrawn, and how they should behave for privileges to be reinstated.
- **Withdrawal from class** – If a student's behaviour significantly interferes with the rights of other students to learn or the capacity of a teacher to teach a class or where there is possibility of harm to others, that student may be temporarily removed from regular classroom activities. In more serious cases the student may be required to leave the classroom for a specified period of time. Schools have a duty of care to ensure that students are supervised at all times, including when they are removed from a class. Where appropriate, parents and carers will be informed of such withdrawals.

Withdrawal from class does not constitute formal school exclusion such as suspension (including in-school suspension) or expulsion.

- **Suspension, Negotiated Transfer or Expulsion.** In some instances it may be appropriate to suspend or expel a student who consistently compromises the safety and order of the school in order to protect the learning environment for remaining students and continue with effective teaching.

Suspension and expulsion are serious disciplinary measures and are for when other measures have not produced a satisfactory response, or where there is a threat to another person and immediate action is required.

- **Suspension** occurs when a student's attendance at school has been temporarily withdrawn on the authority of the principal, for a set period of time.

Suspension allows the parties involved to reflect on and enter into dialogue about the behaviour and circumstances that have led to the suspension, and to plan and/or review learning and behaviour supports to assist a student to engage positively with school and learning.

- **Negotiated transfer** means a documented and mutually agreed move to another school is arranged. Negotiated transfer occurs when all other pastoral and discipline measures, including suspension, have failed to resolve an issue of serious inappropriate student behaviour. A negotiated transfer ends the enrolment agreement with the first school and requires an enrolment in another school.
- **Expulsion** – Expulsion involves the termination of the contract entered into at the time of the enrolment by the parent(s)/carer(s)/relevant person. St Patrick's Primary School's enrolment agreement explicitly records at the time of acceptance of the enrolment of a student that unacceptable behaviour by a child, or parent may result in suspension or termination of the child's enrolment.

St Patrick's Primary School will ensure that policies and processes associated with negotiated transfer, suspension and expulsion align with [Melbourne Archdiocese Catholic Schools Policy 2.26 Pastoral Care of Students](#).