



## Student Behaviour Management Policy

### Source of Obligation

The Victorian Registration Standards (s 4.3.1(6)) (CECV Guidelines ref 4.5) require that our policies relating to the discipline of students are based on principles of procedural fairness and must not permit corporal punishment.

### Rationale

Students are often in breach of College rules, guidelines or expectations and this policy provides pertinent information for when this happens. As CBC St Kilda is a contemporary Catholic secondary school in the Edmund Rice tradition, Gospel values are central to our daily actions and must live in all that we do. In the management of the students at the College, it is vital that we show compassion, love and justice in our dealings with students under these circumstances.

As an educational institution, we acknowledge the presence of a learning opportunity in every interaction, reflected in the College's 'Learning Always' approach. This extends to management of students who have transgressed; it is vital that the consequence of their actions is not only natural, but allows them to reflect on their situation and work to ensure that specific behaviours are not repeated. They must learn from the incident. Restorative practices play a crucial part in this process.

At CBC, we recognise the inherent dignity of each human being. This sits at the core of our management of students and their behaviour, ensuring that all interactions with students are respectful and model expected behaviours.

This policy forms part of the Child Safe Standards, particularly in meeting standard 2, which requires us to provide a clear commitment to child safety through the documentation of how the organisation will meet its duty of care and responsibilities.

### Discipline Policy

Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They also have the right to be treated fairly and with dignity.

Discipline is necessary to ensure the safety and welfare of all our students, teachers and staff and to provide a conducive learning environment.

This Student Discipline Policy sets the framework through which CBC St Kilda manages student discipline.

It is understood that some students will breach rules and guidelines that have been set by the College. It is also understood that in working with students to correct such behaviours, emphasis is placed on the behaviour not defining who the person is, but rather it presents an opportunity for growth and change. Any approach to dealing with such matters must be hopeful, optimistic and forward focused. All staff working at CBC must apply natural justice in the event of a transgression. Supporting the student is of the utmost importance and should be a collaborative approach between students, staff and parents/guardians.

As such, when managing students, staff must:

- Ensure that all details of the incident have been gathered from as many sources as possible.
- All steps are taken to understand what is happening in the life of the student/s concerned and how this may have contributed to the incident.
- Any discussions about the incident take place in a calm and safe environment.
- All notes pertaining to the incident are recorded. If initially taken on paper, these should be transcribed. Staff are encouraged to keep their own copy of detailed notes.
- The details of the incident are entered onto SIMON, the College portal, under a 'Behaviour Incident' by the teacher who witnessed the incident.
- Conversations with students about incidents and potential outcomes are open and investigative. Decision-making about consequences should consider, where possible, the impact on the victim.
- A restorative meeting should occur when the breach involves conflict between two parties, be that staff and student or two students.
- Repeated numbers of events require escalation, which may involve involving staff of a higher level (ie. Program Leader, Deputy Principal or Principal) and/or increasing seriousness of consequences.
- If there is a conflict between a staff member and a student, the staff member should be a part of the process and solution/consequence where possible/reasonable.
- It must be recognised that parents/guardians are the primary educators of their children/charges and are often required to support students in their learning. As such, they must be informed and kept abreast of dealings related to such situations. The role of the parent/guardian, as well as being the primary educator, is to advocate for their child/charge; as such, any concerns that they raise must be listened to and acted upon if required. Parents/guardians are asked to have a solution-focused approach and work with the school for the benefit of their child/charge.

- At all times, students are to be treated in a manner that respects them as a human. It is not acceptable to raise voices, intimidate, demean or intentionally make a student feel unsafe.

This Student Discipline Policy is communicated to staff, students, parents/guardians and the College community:

- in the **staff policy portal**
- on the **CBC St Kilda website**.

### **Prohibition of Corporal Punishment**

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.

### **Behaviour Management**

CBC St Kilda seeks to develop a culture of positive discipline by setting clear expectations of students and encouraging positive behaviour. Strategies for developing this culture include:

- clearly setting expectations with respect to student behaviour
- establishing specific teaching and learning programs
- communicating expectations with the wider college community
- acknowledging positive behaviours in a range of ways from informal verbal acknowledgement through to structured merit awards
- maintaining records with respect to student behaviour.

CBC St Kilda has developed a policy which is consistent with the CEM Policy **Pastoral Care of Students** which encompasses the above strategies.

### **Procedural Fairness**

Students have a right to procedural fairness in dealings that involve their interests. This includes disciplinary decisions.

The principles of procedural fairness include the right to:

- know what the rules are, and what behaviour is expected of students
- have decisions determined by a reasonable and unbiased person
- know the allegations that have been made, and to respond to them
- be heard before a decision is made
- to have a decision reviewed (but not so as to delay an immediate punishment).

CBC St Kilda is committed to ensuring procedural fairness when disciplining a student.

### **The Rules and the Expected Standard of Behaviour**

Students are expected to abide by the rules of the College, and the directions of teachers and staff.

Examples of written rules that students are expected to follow are dealt with in:

**Alcohol (Student Use Of)**  
**Assault (Student Against Student)**  
**Bullying Prevention & Intervention**  
**Cyber Safety**  
**Drugs - Illicit (Student Use Of)**  
**Information & Communication Technology**  
**Mobile Phones (Student Use Of)**  
**Truancy**  
**Student Statement of Commitment**  
**College Handbook (for Parents/Guardians & Students)**  
**Uniform Policy**

### **Consequences**

There are a range of consequences that students will face if they breach College rules. These include:

- warnings or reprimands (verbal and written)
- time outs
- clean up duties
- cancellation of privileges
- withdrawal from college activities
- lunch time detentions

- after school detentions
- suspension
- expulsion
- exclusion.

A decision to suspend or expel a student may only be made by the Deputy Principal or the Principal.

**Procedures for Suspension, Expulsion and Exclusion**

CBC St Kilda has developed specific procedures that must be followed when considering the suspension or expulsion of a student. Refer to our **Suspension and Expulsion Policy**.

**Individual Behaviour Management Plan**

Individual behaviour management plans may be made in certain circumstances.

Behaviour Management Plans will be negotiated between college staff, students and parents/guardians, and will consider the student's:

- age
- developmental needs
- behavioural context.

Desired behaviour/goals of the student will be clearly described. The plan will outline changes required to the learning environment to support the student to modify their behaviour.

The College will refer the student to other support available and review, assess, change and modify the plan as needed.

**Implementation**

This Policy is implemented by:

- staff training and professional development opportunities in behaviour management
- communicating this policy to the College community
- monitoring the effectiveness of the policy
- reviewing and evaluating the policy.

This Policy and other behaviour management policies and procedures including steps for managing suspensions and expulsions are communicated to staff, students, parents/guardians and the College community through:

- the CBC St Kilda website
- Staff Manual
- College Handbook (for parents/guardians and students)
- announcements in the College newsletter.

CBC St Kilda has set up a series of compliance tasks in **CompliSpace Assurance**, to ensure that key obligations under the Victorian Registration Standards and CECV Guidelines are managed effectively.

**Related Policies**

**Suspension and Expulsion Policy**  
**College Handbook (for parents/guardians and students)**  
**Bullying Prevention & Intervention**  
**Drugs - Illicit (Student Use Of)**  
**Uniform Policy**