



ACADEMY COLLEGE POLICY

A Ministry of Mercy Education ABN 69 154 531 870

STUDENT BEHAVIOUR MANAGEMENT POLICY

The Academy of Mary Immaculate 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 the Academy of Mary Immaculate 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 The Academy of Mary Immaculate

The Academy of Mary Immaculate is a Catholic College in the Mercy Tradition united by our six Mercy values – Respect, Compassion, Justice, Service, Hospitality and Courage. These values underpin all our endeavours and are expressed in deed and word. We are a strong and united community, a place where students are known and feel safe and connected. We are a College of learning excellence and innovation and educate our students to be strong, resilient women. We strongly believe that the education students receive here provides them with the skills, confidence and heart to shape the future, to make a difference. We understand the intrinsic link between learning and wellbeing and ensure that our students are guided and supported in their learning, that they strive to excel and that challenges are met with grit, grace and determination. We educate the whole person.

The Academy of Mary Immaculate 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

At the Academy of Mary Immaculate we strive to provide an inclusive education which values equity and diversity and celebrates difference. Equity and diversity are 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

At the Academy of Mary Immaculate we aspire to be a premier learning community recognised for developing young women of integrity and purpose who are empowered by the values of Mercy, creativity, and social justice in pursuit of academic and personal success. We aspire to be valued as an authentic and inclusive community faithful to the teachings of Jesus, the mission of the Catholic Church, and the spiritual tradition of the Sisters of Mercy.

Mission

Through our contemporary educational philosophy, at the Academy of Mary Immaculate we provide ambitious learning programs and co-curricular opportunities that use the rich resources of the City of Melbourne. These programs build on the legacy of our founder, Ursula Frayne, and our Catholic identity to enrich our students' spirituality and their capacity for positive change. Our emphasis on student wellbeing develops confident contributors and strengthens engaged learning. The Academy of Mary Immaculate is committed to providing educational opportunities that actively welcome, engage, inspire and challenge all students to learn in a safe and enlivening Catholic environment.

Aims

The Academy of Mary Immaculate 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

The Academy of Mary Immaculate 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 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.

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 the Academy of Mary Immaculate's 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 the Academy of Mary Immaculate 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
- CECV Intervention Framework 2015 www.cecv.catholic.edu.au/publications/CECV-Intervention-Framework.pdf
- Diocesan policy and regulations
- CECV Safe and Sound Practice Guidelines

Shared Behaviour Expectations

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

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 Behaviour Management Policy sets the framework through which the Academy of Mary Immaculate manages student discipline.

The Academy of Mary Immaculate 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

Behaviour Management

- 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.

The Academy of Mary Immaculate has developed a policy which is consistent with the MACS Policy Pastoral Care of Students which encompasses the above strategies.

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

Procedural Fairness

- 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).

The Academy of Mary Immaculate 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 our College rules.

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

Students are expected to:	Parents/Guardians/Carers are expected to:	Principals/Teachers and 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,	5. plan for the professional development needs of all staff to enable them to develop and maintain positive relationships with their students, to

	appearance and behaviour, in accordance with the terms of your child's enrolment at the School.	understand the diverse circumstances of students and provide support to those who are vulnerable or who have special needs.
	6. acknowledge and understand that unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian/carer and school, may result in suspension or termination of the child's enrolment.	6. recognise that for some students (including vulnerable students or students with disabilities) additional support may be needed in the form of staged responses and staff are committed to working with families to reintegrate students in an educational setting after exclusion

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.

Students are expected to:	Parents/Guardians/Carers are expected to:	Principals/Teachers and Staff will:
1. attend and be punctual for all timetabled classes every day that the school is open to students	1. ensure that their child's enrolment details are correct	1. proactively promote regular attendance
2. be prepared to participate fully in lessons	2. ensure their child attends school regularly and punctually	2. mark rolls accurately each learning session
3. bring a note from their parents/carer explaining an absence/lateness if not advised by parents through the established school processes	3. advise the school as soon as possible when a child is absent	3. follow up on any unexplained absences promptly and consistently
4. remain on the school premises during school time unless they have permission to leave from the School and parents	4. account for all student absences	4. identify trends via data analysis
5. work with their teachers to	5. keep family holidays within	5. report attendance data in

develop learning activities to be included in any Student Absence Learning Plan and to be completed during a prolonged absence from school	scheduled school holidays	the student report and school's Annual Report
6. work cooperatively with the School to develop personal attendance improvement goals and strategies when their attendance has been inconsistent	6. support their child's learning during absences and work with the school to reintegrate students or arrange distance education after prolonged absences	6. support students whose attendance is problematic by developing 'Return to School' plans and working with families to implement individualised strategies
	7. work cooperatively and collaboratively with the School to develop and implement improvement strategies when attendance has been inconsistent due to	7. report lengthy or unexplained absences to the Regional Manager
	8. reasons deemed unsatisfactory by the school	8. work collaboratively with parents and students to develop an agreed Student Absence Learning
		9. Plan when a student will be absent from school for an extended period of time
		10. convene a Program Support Group meeting which is attendance focused with parents and students when a student's attendance pattern is of concern to the school
		11. provide ongoing intensive support for students if communication with parents has not been possible or if the student's attendance pattern continues to be irregular after the initial Program Support Group meeting

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.

Positive reinforcement of appropriate behaviour

The Academy of Mary Immaculate 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. The Academy of Mary Immaculate uses a combination of Restorative Practices and Positive Behaviour for Learning (PBL) a whole school systems approach that provides a framework for the school and its community to collectively support the wellbeing of every student.

All staff are responsible for teaching the behaviour expectations, providing consistent positive feedback to students, and delivering consistent corrective feedback and consequences when expectations are not followed. The entire school, including the classrooms, corridors, canteen and school gates is considered part of the total learning environment.

Tier 1: School-wide supports

The Academy of Mary Immaculate 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.

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. 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
- 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 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 the Academy of Mary Immaculate will be aligned directly with the goals and targets set out in the students' Personalised Learning Plan (PLP), Behaviour Support Plan (BSP), Attendance Maximisation Plan (AMP) 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.

The Academy of Mary Immaculate 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.

The Academy of Mary Immaculate 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

The Academy of Mary Immaculate 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
- student re-entry meeting.

When concerns arise about a student's on-going behaviour or when a student is displaying chronic patterns of problem behaviour, The Academy of Mary Immaculate 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/guardians/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 MACS or external Health or Allied Health providers
- consultation with external professionals, paediatrician, psychologist specialist practitioner
- contact with the MACS Regional 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 reoccurrence 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/guardians/carers will be informed of such withdrawals
- detention
- 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 relocated/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/guardians/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/guardians/carers 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 MACS Pastoral Care Policies regarding suspension, negotiated transfer and expulsion.

Corporal punishment

The use of corporal punishment is expressly prohibited at The Academy of Mary Immaculate and under the Education and Training Reform Act 2006 (Vic). Any staff member who breaches this rule will be subject to disciplinary proceedings which may include dismissal.

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/carers 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.
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Restraint and Seclusion

The Academy of Mary Immaculate 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 the Academy of Mary Immaculate acknowledges that 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, the Academy of Mary Immaculate 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 the Academy of Mary Immaculate'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.
- 4.

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. The Academy of Mary Immaculate'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/guardians/carers 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.

Identifying, Assessing and Mitigating Risk

To assist the school to discharge its safety responsibilities, the Academy of Mary Immaculate 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. The Academy of Mary Immaculate will refer to MACS publications and may engage the services of the MACS for the purpose of assessing student safety risks and determining how best to minimise those risks and 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 and promoting 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

Identifying, Assessing and Mitigating Risk

General Information relating to disciplinary measures

Withdrawing privileges –The Academy of Mary Immaculate can withdraw student privileges as a consequence of breaching classroom or school behavioural standards. The Academy of Mary Immaculate 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/guardians/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 parents/guardians/carers/relevant person. The Academy of Mary Immaculate’s enrolment agreement explicitly records at the time of acceptance of the enrolment of a student that unacceptable behaviour by a child, or parent/guardian/carer/relevant person may result in suspension or termination of the child's enrolment.

Suspension, Negotiated Transfer 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. A decision to suspend or expel a student may only be made by the Deputy Principal or the Principal. The Academy of Mary Immaculate has developed specific procedures that must be followed when considering the suspension, negotiated transfer or expulsion of a student. Refer to our Suspension, Negotiated Transfer and Expulsion Policy below (Appendix 1).

Further to this, The Academy of Mary Immaculate will ensure that policies and processes associated with negotiated transfer, suspension and expulsion align with Melbourne Archdiocese Catholic Schools Pastoral Care of Students Policy.

Policy Implementation, Evaluation and Review

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

- the Academy of Mary Immaculate website
- Knowledge Banks in the Staff Portal (SIMON)
- announcements in the College News.

The Principal and Leadership Team are responsible for the effective implementation of this Policy.

This Policy will be reviewed in line the School’s Review cycle or as required.

Version	Author	Description of Changes	Release Date	Review Date
1	Sam di Camillo	Policy creation	April 2022	April 2024

Appendix 1 - Suspension, Negotiated Transfer and Expulsion Procedures

Suspension, Negotiated Transfer or Expulsion may occur as a consequence of a serious breach of the College's rules, or serious disobedience.

A suspension is a temporary removal of a student from all classes that a student would normally attend at school for a set period of time.

Negotiated Transfer and Expulsion are the permanent removal of a student from one particular school. It is our policy that our procedures for the suspension, negotiated transfer or expulsion of a student are based on the principles of procedural fairness.

The procedures to be followed when making a decision about the suspension, negotiated transfer or expulsion of a student are outlined below:

Who May Make a Decision to Suspend or Expel a Student?

Where any teacher or staff member decides that an act or the behaviour of a student may warrant suspension or expulsion the teacher or staff member must refer the matter to the Principal or Deputy Principal or an alternative, independent and objective member of the Leadership Team who can make a reasonable and unbiased decision.

In serious circumstances, a student may be summarily suspended, pending a final decision under this policy. In this case, a meeting with the student and the student's parents to review the suspension must be convened as soon as is practicable.

The Academy of Mary Immaculate is committed to ensuring procedural fairness when disciplining a student. All decisions about the discipline of a student will be conducted in accordance with our Student Behaviour Management Policy.

Where a decision is being considered to suspend, arrange a negotiated transfer or expel a student, the Principal or Deputy Principal will communicate this to the student and the student's parents/carers in writing stating:

- the reasons that the student is under consideration for being suspended or expelled
- Procedural Fairness - Procedures
- the relevant rules, policies, standards of behaviour alleged to be breached
- the relevant allegations said to warrant suspension or expulsion
- allow the student and/or the student's parents/carers to give a response, either in writing or verbally
- allow the student to have a support person of the student's choosing
- arrange a meeting with the student, and the student's parents/carers
- arrange for an interpreter, if one is required
- meet with the student and the student's parents/carers and/or support person
- ensure that such a meeting is recorded in writing.

Suspension, Negotiated Transfer and Expulsion - Consideration

The Principal or Deputy Principal after following the procedures set out in this Policy, will make a decision about the facts of the allegations against the student. The Principal or Deputy Principal will then decide whether to suspend, arrange a negotiated transfer or expel a student based on the following considerations:

- the safety of all students, staff and visitors
- the seriousness of the student's acts
- the response or remorse of the student, if applicable
- the pastoral care and welfare of the student
- the student's prospects for rehabilitation.

Alternatives to Suspension, Negotiated Transfer or Expulsion

Despite the fact that a student has been referred for suspension, negotiated transfer or expulsion, other consequences may be imposed. These are outlined in the Student Behaviour Management Policy

A decision may result in the following consequences:

A **short suspension** may be imposed as a consequence of things such as continued disobedience, or aggressive behaviour. The student may be suspended from attending school for a period of three (3) school days or less or may be suspended internally for the same amount of time.

A **long suspension** may be imposed as a consequence of things such as physical violence, possession of a weapon, possession of a suspected illegal substance or serious criminal behaviour. The student may be suspended from attending school for a period of between four (4) to twenty (20) school days.

A student **may be expelled from The Academy of Mary Immaculate or a Negotiated Transfer sought**. This should be considered as a last resort.

An expelled student or negotiated transfer student will be unenrolled from the Academy of Mary Immaculate and will not be allowed to re-enrol without the permission of the Principal.

A decision under this category may only be made after consultation with the Principal.

Notification of Decision

The decision made to suspend, arrange a negotiated transfer or expel will be communicated in writing to the student and the student's parents/carers. The Principal will also attempt to communicate this decision verbally. The student, and the student's parents/carers must abide by the terms and conditions of the decision. The College maintains a register of suspensions and expulsions. This is maintained by the Principal.

Appeal

A student may seek a review of a decision made under this policy. All appeals must be made in writing, setting out the grounds of appeal and must be made to the Principal.

Implementation of this procedure:

This procedure is implemented by:

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