

Behaviour Management Policy



THE KING'S COLLEGE
Be exceptional.



Compliance and Review

The King's College is committed to the continuous improvement of its Child Protection Programme and adhering to the WA child protection laws, regulation and standards.

The King's College Behaviour Management Policy

Reviewed by: The Principal
Endorsed by: The School Board

Updated: AUGUST 2023
Next review: AUGUST 2025

BEHAVIOUR MANAGEMENT POLICY

Version Management			
Version	Date Published	Changes Made	Author of Changes
2022	26/5/2022	Main changes are to the Infringement System, the introduction of Good Standing and the Rollback Procedure.	Kyle Baggaley, Deputy Principal of Student Services
2022v2	29/9/2022	Changes to Primary behaviour management systems and clear separation of Primary and Secondary behaviour management systems	Yvette Clifton, Head of Primary and Kyle Baggaley, Deputy Principal Student Services
2022v3	27/3/2022	Changes to Secondary Behaviour Infringement procedures	Kyle Baggaley, Deputy Principal Student Services
2023	18/5/2023	Inclusion of after-school detention	Rebecca Servina, Deputy Principal Student Services
2023v2	3/8/2023	Minor changes to the wording for removals, severe breaches and the rollback procedure	Rebecca Servina, Deputy Principal Student Services
2023v3	15/11/2023	Minor changes to Primary Behaviour Management System - Addition of possible suspension/exclusion for server rules breach in Primary	Kyle Baggaley, Principal

Contents

1. Overview	3
2. Definitions.....	4
Child abuse:.....	4
Corporal punishment:.....	4
Degrading punishment:	4
3. Behaviour Management System.....	5
3.1 Primary Behaviour Management System	5
3.2 Secondary Behaviour Management System	6
Infringements:	6
Afterschool Detention:	7
Good Standing:	7
Removals:.....	7
Severe Breaches:.....	10
4. Bullying	11
5. Related Policies and Information.....	12
6. APPENDIX A - Rollback Procedure	13
8. APPENDIX B - Good Standing	15

1. OVERVIEW

All students at The King's College have the right to a quality education and to feel safe within the College community and on College activities. A safe and caring College environment exists with the expectation that all members of the College community will maintain that environment. The College promotes the quality of behaviour and relationships that foster this positive atmosphere and ensure that every member of the College community takes responsibility for the continued support of the College values, behaviour and positive culture.

The National Principals for Child Safe Organisations and The King's College Child Safety Framework are the central focus of discipline and self-discipline for each student at the College.

The King's College is a child-safe organisation and makes use of the IRS (I'm Really Safe) behaviour management system to ensure all students have the opportunity to learn in a safe and positive environment.

As part of Child Safety, we believe every student and teacher has a right to:

- Learn or teach free from disruption;
- Be treated courteously;
- Be free from any form of discrimination, including verbal or physical abuse; and
- Work in a clean, safe and healthy environment.

There are many ways in which students are encouraged in normal College life to be well disciplined. These include:

- Teachers showing genuine interest in each student in their care;
- Praise and encouragement;
- Awards, e.g., Certificates, Prizes and Trophies; and
- Acknowledgment to peers in class and at assemblies.

The end result is that students are being trained to be self-disciplined. They are taking responsibility for their own actions in a caring community.

However, if a student is disruptive in a class, they need to realise that not only are they disadvantaging themselves, but they are disadvantaging everyone else in the class.

Every student has the right to the best possible education they can obtain at The King's College.

In all situations, and in particular regard to managing students' behaviour, the school explicitly forbids any form of child abuse, corporal punishment or other degrading punishment.

2. DEFINITIONS

Child abuse:

Four forms of child abuse are covered by WA law and are defined by the Department of Communities:

Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or a child's caregiver.

Sexual abuse, in relation to a child, occurs when a child is exposed to, or involved in, sexual activity that is inappropriate to the child's age and developmental level, and includes sexual behaviour in circumstances where:

- the child is the subject of bribery, coercion, a threat, exploitation or violence;
- the child has less power than another person involved in the behaviour;
- there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

Emotional abuse includes:

- psychological abuse; and
- being exposed to an act of family and domestic violence.

Neglect is when children do not receive adequate food or shelter, medical treatment, supervision, care or nurturance to such an extent that their development is damaged, or they are injured. Neglect may be acute, episodic or chronic.

Corporal punishment:

Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm: from UN Committee on the Rights of the Child, General Comment No. 8 (2006), paragraphs 11 and 15: CRC/C/GC/8, 2 March 2007.

Degrading punishment:

Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child (from UN Committee on the Rights of the Child, General Comment No. 8 (2006), paragraphs 11 and 16: CRC/C/GC/8, 2 March 2007).

3. BEHAVIOUR MANAGEMENT SYSTEM

Teachers are expected to manage the behaviour of the students in their class(es). If a student does not behave appropriately for a teacher, they will be managed according to the following behaviour management systems. There are different behaviour management systems in place for Primary and secondary students, to account for their different stages of development.

Both behaviour management systems apply to the behaviour of students not only when they are in class but includes all times when the student is a representative of the College: travelling to school, before school, during lessons, at break times, after school, at school extracurricular activities, travelling home from school, at all school events including excursions and camps, and even at the shopping centre if the College uniform is worn.

3.1 Primary Behaviour Management System

In Primary classes, students will be managed with a 1,2,3 warning system. This will reset at each break (recess, lunch and at the end of the day).

- For inappropriate behaviours (outlined below), teachers will give a '1' for the first offence. This will be written on the board or on a chart visible to the student.
- For their second breach in that time period, they will get a '2'.
- If they get to a '3', the student will be sent to student services at the next break (recess, lunch or recess the next day), and remain there for the whole recess or lunch time and complete a Behaviour Reflection Sheet.

For serious behaviours, a staff member may wish to forgo warnings, and the child will go 'straight to a 3', meaning they will get automatic lunchtime time out.

In Primary, Removals will only occur with the permission of a member of the leadership team, and only in cases where there is a threat to the safety of students.

Children from Kindy to Year 2 may have additional chances and allowed to do a time out in class before being sent to student services. However repeated time outs in class will result in a recess or lunchtime time out also. Parents will be contacted to inform them their child has received a lunchtime/recess time out.

When they return after recess or lunch, their number of warnings will reset, and they will start again at 1 for their first offence.

If a student continues to have recess or lunchtime detentions (more than 3 in one term), parents will be called in for a meeting, and the student will be placed on an individual behaviour contract. That behaviour contract will stipulate that if the behaviour does not improve, the student will be asked to leave the College.

Inappropriate Behaviours:

- Disrespecting other people or property in language or actions
- Disrupting the class or preventing other children from learning
- Causing other people to feel unsafe
- Risky behaviour towards themselves (eg running away, being in out-of-bounds areas or not being in class when they should be, or other dangerous behaviours)
- Noncompliance to staff requests

Students will receive EPS (Exceptional Point System) points on the playground and in the classroom for positive behaviours that demonstrate the College values of Integrity, Leadership, Service, Honour and Generosity.

In the case of a serious breach of school rules, such as stealing, physical aggression or other acts that put the student or others at risk of emotional or physical harm, the Head of Primary may suspend a student and/or a meeting with the College Principal may be called to discuss exclusion from the College.

3.2 Secondary Behaviour Management System

IRS = I'M REALLY SAFE!

The IRS behaviour management system is founded on the principle that every student has the right to feel safe and to learn free from distractions.

For inappropriate behaviour in Secondary, students can receive the following consequences:

- **Infringement:** See infringement section for details
- **Removal:** Five (5) removals in Secondary will result in exclusion from the College
- **Severe Breach:** One (1), two (2), or three (3) severe breaches will result in exclusion from the College

Infringements are cleared from a student's record each new semester, and removals are cleared from a student's record at the start of each academic year. Severe breaches reset at the start of each academic year, with the exception of repeat breaches of the same type, which accumulate over the period of the student's time at the College, although they are reset when a student enters secondary school.

The Deputy Principal Student Services and Principal reserve the right to modify the application of the system, dependent upon specific circumstances, particularly in relation to offences that threaten the safety of others in the school community.

Infringements:

Infringements are given for lower-level offences. Every fifth infringement a student is issued with will result in a consequence (outlined below). Examples of offences resulting in an Infringement include:

- Arriving late to class
- Chewing gum
- Out of bounds
- Incorrect uniform or jewellery
- Not wearing the College blazer when required
- Not wearing the College hat, except when in the designated hat-free zone.
- Littering
- Disregarding a staff instruction
- Swearing

For infringements, the teacher will communicate with the Student Services team confirming that they issued an infringement to the student describing the inappropriate behaviour. The Head of Year and/or Deputy Principal Student Services will keep records and monitor patterns of infringements for students.

Consequences for infringements are as follows:

- After five infringements, a formal letter is sent home, and lunch rubbish duty is given.

- After ten, fifteen and twenty infringements, a formal letter is sent home, and lunchtime detention is issued.
- For every fifth infringement onwards, a letter is sent home and an in-school suspension issued.
- **Two missed lunchtime detentions will incur an after-school detention.**

Details of all infringements can be viewed by parents at any time on SEQTA Engage. Please note this can take up to a week to update. Infringements reset every semester.

Afterschool Detention:

Afterschool detentions are issued when a student misses **two** lunchtime detentions without a valid reason. These are held on a Thursday afternoon at school from 3:15-3:45pm on a fortnightly basis. Families are given adequate notice (at least a week) so that transport arrangements can be made where necessary.

If a student refuses to attend, a meeting between the Deputy Principal Student Services or the Principal and the family will be arranged to discuss the students' progress, good-standing and enrolment at the College.

The detention will take place in either a classroom or Student Services, depending on the number of students sitting the detention.

Good Standing:

The College seeks to hold Good Standing and a positive reputation in the community. As this is the case, we seek to ensure students uphold the College values and conduct themselves as good citizens, both in and out of school.

Students that receive 3 or more removals in a year or one or more severe breaches or fail to attend 2 or more compulsory events may lose their good standing in the College.

Students that lose their good standing may not be permitted to represent the College in extracurricular events such as social events or interschool activities and are not permitted to apply for leadership positions (see Appendix B). If a student in a leadership position loses their Good Standing, they will forfeit their position for the remainder of the year.

All students are considered to be in good standing at the beginning of each new school year. Students will lose their good standing for a period of 10 weeks. At the end of the 10 weeks, students will be eligible to apply to regain their good standing.

Removals:

Removals may be standard removals or instant removals. Standard removals are given for mid-level offences and involve warnings being given; however, instant removals are given for mid-level to high-level offences and do not require warnings to be given. In either case, the removed student remains isolated in school under supervision in student services. In-school suspensions vary in time, dependent upon the type of removal and how many removals a student has previously had.

Standard Removals:

In response to a student's inappropriate behaviour, the teacher identifies the behaviour and gives the student a first formal warning. If the inappropriate behaviour continues or the student argues with the first warning, the teacher identifies the behaviour and gives the student a second formal warning. If the

BEHAVIOUR MANAGEMENT POLICY

inappropriate behaviour continues or the student argues with the second warning, the teacher identifies the behaviour and removes the student, that is, sends the student out of class to student services.

If the removed student refuses to leave the classroom, the teacher should send a responsible student to get the Head of Year, Deputy Principal Student Services, or Principal. If the removed student leaves the classroom as instructed, the teacher should nominate a responsible student to accompany him/her to the appropriate office. If the removed student leaves the classroom but refuses to go to the appropriate office or leaves school grounds, the responsible student should inform the Head of Year, Deputy Principal Student Services, or Principal.

For the first two standard removals, the student remains isolated only until the end of the lesson. For the third removal onwards, the general removal process is followed as outlined below under 'Secondary School Process'.

Examples of offences that will result in a standard removal:

- Distracting behaviour:
 - Distracting another student
 - Talking or making inappropriate noises, including singing, whistling, banging and so on at inappropriate times
 - Walking around the room without permission
 - Swinging on chair
 - Throwing items
- Time-wasting behaviour:
 - Wasting time rather than completing tasks set by the teacher
 - Being slow to respond to teacher instruction, including lining up before class
 - Using laptop outside of teacher guidelines
 - Doing work from a different subject area
 - Writing, reading or passing notes
- Disrespectful behaviour:
 - Showing disrespect in words or actions towards other students or staff
 - Making rude comments or gestures
 - Name-calling / Putting-down others
 - Using bad language

Instant Removals:

In response to a student's inappropriate behaviour, the teacher identifies the behaviour and, without warning, automatically removes the student, that is, sends the student out of class to student services.

For all instant removals, the student remains isolated from the time of being sent out to the end of the school day.

Examples of offences that will result in instant removal:

- Blatant disregard of rules:
 - Defiantly refusing to follow teacher instructions
 - Leaving class without permission

BEHAVIOUR MANAGEMENT POLICY

- Not handling in mobile phone during morning form or upon late arrival to school
- Defacing or damaging others' property
- Accessing inappropriate internet sites, downloading or uploading inappropriate material on the school network
- Engaging in highly inappropriate conversations with other students
- Kissing or inappropriate physical contact
- Breach of safety:
 - Throwing dangerous items
 - Being too rough
 - Pushing a student off a chair or pulling a chair out from under a student about to sit down
 - Ignoring safety guidelines specific to certain practical subjects, such as sport
 - Ignoring safety guidelines specific to certain practical classrooms, such as science
 - Not wearing seat belt or unnecessarily changing seats while on a bus that is transporting students to a school activity
- Physical/verbal abuse:
 - Hitting or punching another student
 - Swearing at others
 - Insulting others, verbally or in written form
 - Threatening others, physically or verbally
 - Threatening others with violence
 - Public humiliation
 - Acting in a threatening and/or intimidating manner towards another person.

For standard and instant removals, the teacher will:

- communicate via email to the Student Services confirming that they removed the student (immediately following the removal)
- complete a feedback sheet provided by the Head of Year or Deputy Principal Student Services outlining the reason(s) for the removal by 4pm on the same day

SECONDARY SCHOOL PROCESS:

The Head of Year or Deputy Principal Student Services will:

- after each removal, provide the student with a feedback sheet to complete, indicating the reason(s) for the removal and make a decision.
- after the first removal, give the student a verbal warning, phone the parents and send an email home using the SEQTA template.
- after the second removal, interview the student, phone the parents and send an email home.
- after the third removal, interview the student, phone the parents, place the student on one day of in-school suspension and send a formal email home. ***At removal three (3), the Head of Year or Deputy Principal Student Services will offer for the student to commence the "Roll Back Procedure". See Appendix A.**
- after the fourth removal, interview the student, request to meet with parents as soon as possible, place the student on one full day of at-home suspension and send an email home.
- after the fifth removal, in liaison with the Principal and/or Deputy Principal, permanently exclude the student from the College.

Severe Breaches:

Breaches are given for high-level offences. No warnings are required to be given. Each breach has a specific consequence or series of consequences.

Examples of offences that will result in a severe breach:

Category 1: First-time in-school suspension, second time at-home suspension, third-time exclusion.

- Fighting*
- Severe bullying, including cyber-bullying*
- Truancy

***In extreme or repeat situations, these will be classified as a Category 2 Severe Breach**

Category 2: First-time at-home suspension, second-time exclusion:

- Graffiti, vandalism or destruction of school property, including classroom equipment
- Theft
- Bringing cigarettes, a vape or alcohol to school, smoking, vaping or drinking alcohol at school, or arriving at school under the influence of alcohol
- Bringing weapons to school
- Sexual harassment or sexting
- Racism, including racial slurs directed at specific individuals or groups, and discrimination
- Lighting a fire (other than under direct instruction and supervision of a teacher)
- Hacking College IT system or security protocols

Category 3: Immediate exclusion for:

- Bringing illicit drugs to school or arriving at school under the influence of illicit drugs
- Threatening others with a weapon
- Arson

For severe breaches, the teacher(s) will:

- communicate via email to the Deputy Principal Student Services, providing any known information relevant to the severe breach.
- The Deputy Principal Student Services will:
 - interview the student, phone the parents, place the student on one full day of in-school suspension and send a formal letter home, or
 - interview the student, phone the parents to have them collect the student as soon as possible, place the student on one full day of at-home suspension and send a formal letter home, or
 - in liaison with the Principal and/or Deputy Principal, permanently exclude the student from the College.

Severe breaches reset each year, with the exception: if any Category 2 severe breaches of the same offence type are repeated over the period of the student's life at the College, this will result in immediate exclusion.

4. BULLYING

Bullying is a behaviour that is unacceptable. The Department of Education's 'Guidelines for Preventing and Managing Bullying in Schools' states:

"Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious or hidden."

The guidelines further assert that bullying may involve:

Verbal Bullying

The repeated use of words to hurt or humiliate another individual or group. Verbal bullying includes using put-downs, name-calling, insulting someone about the way they look or behave, spreading rumours, and homophobic, racist or sexist comments.

Social/Relational Bullying

Involves repeatedly ostracising others by ignoring someone or keeping them out of conversations, convincing others to dislike or exclude an individual or group, spreading rumours, and sharing information or images that will have a harmful effect on the other person.

Physical Bullying

Includes violent actions towards another person which involves hitting, pinching, biting, pushing, pulling, shoving, damaging or stealing someone's belongings, and unwanted touching.

Cyberbullying

Involves the use of technology to bully a person or group with the intent to hurt them socially, psychologically or even physically. Cyberbullying includes abusive texts and emails, hurtful messages, images or videos, imitating, excluding or humiliating others online, nasty online gossip and chat.

Bystanders

Bystanders are those who are aware of, or witnesses to, the bullying situation. A supportive bystander will use words and/or actions to support someone who is being bullied by intervening, getting teacher support or comforting them. All members of a school community need to know how to support those who are being bullied and how to discourage bullying behaviours.

Severe Bullying

Moderate to severe bullying differs from mild bullying in that it reflects a dominance that consists of recurrent and persistent negative actions toward one or more individual(s), which involve a perceived power imbalance and create a hostile environment (Salin, 2003). Bullying becomes moderate to severe when the instances of abuse increase in frequency and personalisation; the key is intent to harm or humiliate.

BEHAVIOUR MANAGEMENT POLICY

The College is committed to creating and maintaining an inclusive, safe and supportive education environment and school community. Bullying will not be tolerated. If the Head of Students believes that bullying may be occurring, the situation will be referred to the Deputy Principal Student Services for investigation and the appropriate consequence will be issued.

5. RELATED POLICIES AND INFORMATION

Bullying Prevention and Intervention Policy
College Statement of Faith
Complaints Management Policy
Child Protection Policy and Child Safety Framework
Family Handbook
Parent Code of Conduct
Staff Code of Conduct
Student Code of Conduct
Student Diary

6. APPENDIX A - ROLLBACK PROCEDURE

The King's College provides a conducive learning environment free from disruption where students are supported to achieve and thrive.

The College believes that all students deserve a safe, respectful, caring learning environment and will support students to:

- develop respectful relationships with each other and their teachers.
- manage their own behaviour as well as respond appropriately to the behaviour of others.

Secondary

The King's College provides an opportunity for a student on their third or fourth removal to participate in a 6-week process to promote positive behaviour and, if successful, will result in the rollback of one removal.

Rationale

The College discipline is based on promoting an atmosphere conducive to learning and free from disruption. Students who misbehave in such an environment receive warnings at various levels within the classroom before being sent to student services. Students that receive five (secondary) or eight (Primary) removals throughout the year will be asked to leave the College.

The rollback provision is an opportunity for a student who has incurred three or four removals to undertake a process where one of the removals is discounted.

The goal of this process is to provide a very structured opportunity for students to change their behaviour.

This process can occur once per calendar semester, and if unsuccessful, students will not be able to restart the process until the following calendar semester.

Parent/Carer Involvement

On the third (Secondary) parents/carers are invited to the College for an interview with either the Head of Year or Deputy Principal Student Services. At this interview, the discipline system is discussed with the parent, and any questions are answered to ensure a clear understanding of the situation. The process of working towards a rollback is fully explained at that meeting.

Rollback Procedure (Secondary)

The process takes 6 weeks.

1. After three or four removals, the Head of Year (HOY) will offer the opportunity for a student to undertake the rollback process.
2. Students will receive their behaviour tracker, which they need to present to every teacher at the end of every class for a two-week period.
3. Students must meet daily with the Head of Year or Deputy Principal Student Services, who will review the progress using the feedback given by the teachers. Parents are also required to sign the behaviour tracker on a daily basis.
4. Following satisfactory completion of the two-week period, the student will be required to exhibit appropriate behaviour for the next two weeks with any significant breach resulting in the rollback process failing.
5. Following satisfactory completion of this six-week period, students will again undertake a behaviour tracker for another two weeks.
6. Note, the emphasis is on the student to fill the requirements of the rollback. Students will not be followed-up by staff if they fail to check in.
7. Students will have the opportunity to rollback once per calendar semester.

8. APPENDIX B - GOOD STANDING

Students that lose their good standing may not be eligible to engage in:

Year 7

Interschool events

Social events

Year 8

Interschool events

Social events

Year 9

Interschool events

School Camp

Social events

Year 10

Interschool events

Year 10 River cruise

Social events

Year 11

Interschool events

School Camp

Social events

Year 12

Year 12 Ball

Interschool events

Social events