ST MARY'S COLLEGE

STUDENT BEHAVIOUR MANAGEMENT POLICY

Child Safe Standard 3: Child and student empowerment
Child Safe Standard 5: Diversity and equity
Child Safe Standard 9: Child safety in physical and online environments
Child Safe Standard 10: Review of child safety practices
Child Safe Standard 11: Implementation of child safety practices

Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

This policy should be read in the context of the College Child Safeguarding (Safety and Wellbeing) Policy and Procedures and Student Duty of Care Policy.

Background

EREA, as St Mary's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Mary's College's particular school environment so that our policies reflect the needs of our students.

Rationale

St Mary's College is a contemporary Catholic secondary school in the Edmund Rice tradition. The Gospel values underpin all that we do. In living out these values, we are called to promote the inherent dignity of every human being.

In broader terms, all of our students have a right to a learning environment that is free from behaviour that negatively impacts the learning environment, such as bullying and intimidation.

When working with students who exhibit challenging behaviours, all teachers are informed by the belief that every interaction is an opportunity for behaviour formation. All teachers are also informed by the concept of natural justice and the need to ensure that both the student responsible and victim are treated fairly and with dignity and respect throughout the process to redress the issue.

Suspension or expulsion may occur as a consequence of a serious breach of College rules. The Act (s 4.3.1(6)) requires that our policies relating to the discipline of students are to be based on principles of procedural fairness and must not permit corporal punishment.

This policy interconnects with Standard 11 of the Child Safety Standards. This standard requires schools to ensure that all the child safety and wellbeing policies, procedures and practices related to the Child Safe Standards and Ministerial Order No. 1359 are effectively implemented. This policy and accompanying procedures, provide for thorough and fair interactions with students, thus ensuring student safety and welfare. It is preventative in that it seeks to reduce instances of challenging behaviours through a clear process of reflection on the incident, restoration of relationships and learning ways to better manage such situations in the future. Accordingly, the policy provides for the safety and welfare of staff and students.

Principles

- The Victorian Registration Standards (s 4.3.1(6)) (CECV Guidelines ref 4.5) require that College policies relating to the discipline of students are based on principles of procedural fairness and natural justice, and must not permit corporal punishment.
- Every student has the right to learn and feel safe and happy at school and to be treated fairly and with dignity at all times.
- This policy and accompanying procedures have been developed taking into account the College's coeducational environment.
- St Mary's College is committed to promoting the safety, participation and empowerment of all students, regardless of age, gender, religion, vulnerability, sexuality, ability, ethnicity, culture or language background.

Policy Statement

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.

The College is committed to ensuring that all student behaviour is in line with College expectations so that our College has and maintains a well–established inclusive and safe learning environment as we move into a coeducational context. In this way, the College ensures that all of our students feel safe and are safe. We support this policy through our procedures and actions in the day–to–day operation of the College.

Restorative Practice is the process applied to the resolution of behavioural issues at St Mary's College. It encourages individuals to listen to, and negotiate with, one another in order to restore relationships. It is designed to contribute to the formative intent, and pursuit of natural justice. With teacher guidance and a considered understanding of the causes and effects of the incident, students are able to clearly reflect on their roles in the incident and the impact of these actions.

Consequences attached to the incident are in line with the College Formation Behaviour Pyramid, which clearly states the consequences ascribed to certain behaviours. The impact on the victim is taken into account when deciding upon the relevant consequence.

It is St Mary's College policy that our procedures for the suspension or expulsion of a student are based on the principles of procedural fairness. All students have the right to be treated fairly and with dignity. Suspension or expulsion are serious disciplinary measures and should only be implemented when other disciplinary measures have not

produced a satisfactory outcome through the use of an appropriate process. The Student Behaviour Management Policy sets the framework through which St Mary's College manages student discipline. This policy sets out the procedures to be followed when making a decision about the suspension or expulsion of a student.

Behaviour Management Procedures

St Mary's College seeks to develop a culture of positive behaviour by setting clear expectations of students with respect to their behaviour. Students are expected to abide by these expectations which are communicated to students, staff, parents/guardians, and the College community:

- Via the staff policy portal
- Via the student learning system (SIMON)
- Via the parent portal (SIMON/PAM)
- At assemblies and year level community meetings

When managing student behaviour, the following procedure is enacted:

- Parents and guardians are communicated with regularly throughout the process. These conversations aim to form strong partnerships so they are able to help with the process of students learning and growing from the incident.
- Teachers record detailed notes on the incident on the College student management system 'SIMON', via the 'Social Behaviour' mechanism. This is written in a clear and neutral manner, focusing on the facts of the situation.
- On SIMON 'Social Behaviour' the Incident is lodged at Levels 1–4 (as per Behaviour Formation Pyramid). This governs which staff will be involved in the resolution of the incident. For example, Level 1 is with the classroom teacher; Level 2 involves the classroom teacher and Pastoral Leader; Level 3 is with the Pastoral Leader and Director of Students and Level 4 is with the Deputy Principal and Principal
- A continued pattern of behaviour at a certain level of the Behaviour Formation Period will see it escalated to the next level. For example, a student who consistently is disruptive in class (a Level 2 offence) will see it moved to Level 3, and worked through with the Director of Students and relevant Pastoral Leader
- Using the restorative practice construct, students are given the opportunity to reflect on the incident, their behaviour and the impact on others. This is undertaken in an encouraging and respectful environment where behaviour formation and individual learning and growth are the aims of the discussion. At no point are the students or teachers involved permitted to raise their voices, intimidate, demean or make others feel unsafe. Throughout, students are treated with dignity and respect.
- Consequences are decided upon, and matters escalated appropriately, as per the College Behaviour Formation Pyramid. Pastoral Leaders arrange Reflection and Development Sessions; the Director of Students and Deputy Principal issue Behaviour Management Plans, internal and external suspensions; and the Principal (in consultation with the Deputy Principal) will place students on conditional enrolment and expel a student from the College when all other avenues have been exhausted, in accordance with the College Suspension and Expulsion Policy.

- When appropriate, as part of the behaviour management process, students are referred to the Student Counsellor. These discussions can help students identify causes of certain behaviours and strategies to make more considered decisions in similar situations.
- Where necessary, the College will work with outside agencies to help support the student to develop strategies and behaviours to better manage similar situations in the future.

Reflection and Development Sessions
Reflection and development sessions are designed to replace traditional detentions as a consequence for student behaviour that breaches the College behaviour expectations. In these sessions, students are required, through a process of guided questions, to reflect on their actions, the impact they have had on others affected, how they might act to repair the damage they have caused, and what they might do differently in the future.

Behaviour Management Plans
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. Where applicable, the plan will outline any changes required to the learning environment to support the student to modify their behaviour.

Procedural Fairness
Students have a right to procedural fairness in dealings that involve their interests. This includes disciplinary decisions, and St Mary's College is committed to ensuring procedural fairness when enacting this policy and applying consequences. This principle consistent with the MACS Pastoral Care of Students Policy. 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).

Suspension and Expulsion
A suspension is a temporary removal of a student from all classes that a student would normally attend at the College for a set period of time. A suspension may be imposed as a consequence of behaviour deemed to be a serious breach of College behavioural expectations.

Expulsion is the permanent removal of a student from the school. Expulsion is a severe form of sanction to be used only in the most serious circumstances. If after appropriate processes the College Principal deems a student needs to be removed from the

College a transfer should be negotiated according to Catholic Education Melbourne (CEM) and Edmund Rice Education Australia (EREA) processes.

Procedures for Suspension, Expulsion and Exclusion

St Mary's College has developed specific procedures that must be followed when considering the suspension or expulsion of a student. Refer to our Suspension and Expulsion Policy. A decision to suspend a student may only be made by the Principal, Deputy Principal or Director of Students. A decision to expel a student may only be made by the Principal.

All decisions about the discipline of a student will be conducted in accordance with our Student Behaviour Management Policy.

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 Director of Students, Deputy Principal or the Principal, or an alternative, disinterested (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/guardians to review the suspension must be convened as soon as is practicable.

St Mary's College is committed to ensuring procedural fairness when disciplining a student. All decisions about the discipline of a student will be conducted in accordance with the College Student Behaviour Management Policy.

Where a decision is being considered to suspend or expel a student, the Director of Students or Deputy Principal (in the case of suspension), or the Principal (in the case of expulsion) will:

- write to the student's parents/carers stating:
    - the reasons that the student is under consideration for being suspended or expelled
    - 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.

<u>Suspension and Expulsion – Consideration</u>

The 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 will then decide whether to suspend 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 or Expulsion

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

Suspension and Expulsion – Consequences

A decision under this policy may result in the following consequences:

- Short Suspension
  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 the College for a period of four (4) school days or less.

- Long Suspension
  A long suspension may be imposed as a consequence of things such as serious physical violence, possession of a weapon, possession of a suspected illegal substance or serious criminal behaviour.

  The student may be suspended from attending College for a period of between five (5) and nine (9) school days.

A student shall not be suspended for a period of time greater than nine school days in any one school year. Any suspension should also be in accordance with the school's policy and any contract that has been put in place with the student's parent or guardian.

- Expulsion
  A student may be expelled from St Mary's College. This should be considered as a last resort. An expelled student will be unenrolled from St Mary's College and will not be allowed to re–enrol without the permission of the Principal. A decision to expel a student may only be made after consultation with the Principal and notification to the College governing body, Edmund Rice Education Australia.

Notification of Decision

The decision made under this policy 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.

Register of Suspensions and Expulsions

St Mary's College keeps registers of suspensions and expulsions at the College, in electronic form. The Suspensions Register is maintained by the Director of Students and Deputy Principal via the College Student Management System (SIMON). The Expulsions Register is maintained by the College Registrar and forms part of the College Enrolment Register.

Appeals

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.

An appeal from a decision to suspend a student must be made to the Principal.

An appeal from a decision to expel a student must be made to Edmund Rice Education Australia.

Complaints

Complaints related to behaviour management, suspensions and expulsions can be made in accordance with the St Mary's College Complaints and Grievances Policy available on the College public website.

Behaviour Management Policy Implementation

All staff must apply the principles of procedural fairness and natural justice in relation to student behaviour management.

This Policy is implemented through:

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

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

- Via the staff policy portal
- Via the College student portal (SIMON)
- Via the College parent portal (SIMON/PAM)
- At assemblies and year level community meetings

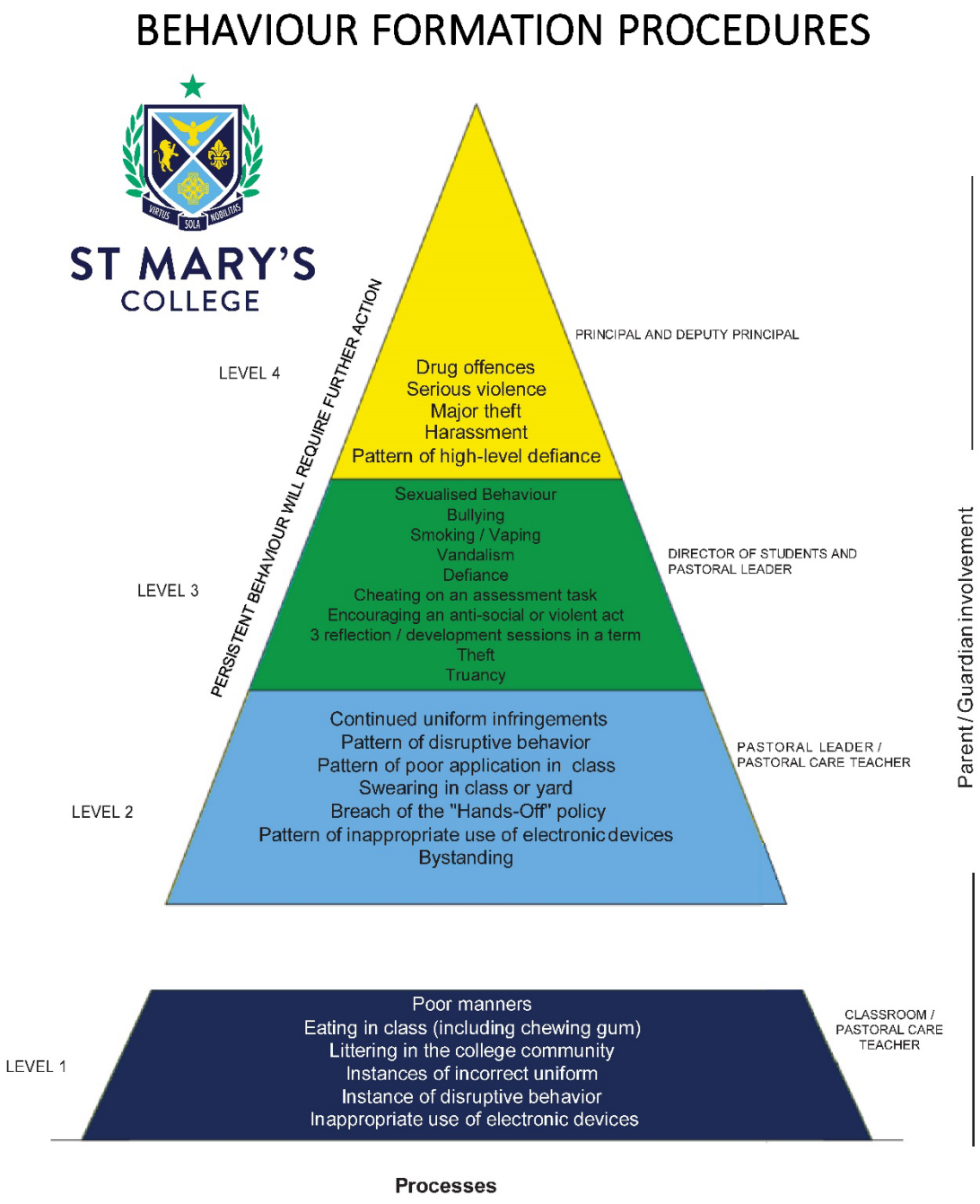
References

- Child Safeguarding (Safety and Wellbeing) Policy and Procedures
- Alcohol (Students) Policy
- Assault (Student Against Student) Policy
- Bullying Prevention & Intervention Policy
- Drugs – Illicit (Student Use Of) Policy
- Information & Communication Technology (ICT) Policy
- Mobile Phones (Student Use Of) Policy
- Student Attendance Policy
- Student Code of Conduct
- Vision for Student Wellbeing
- College Handbook
- Uniform Policy
- Complaints and Grievances Policy
- St Mary's College Behaviour Formation Pyramid (Appendix 1)
- CECV Catholic Schools Operational Guide
- MACS Policy 2.26: Pastoral Care of Students in Catholic Schools
- Ministerial Order No. 1359 – Child Safe Standards
- United Nations Convention on the Rights of the Child

Review

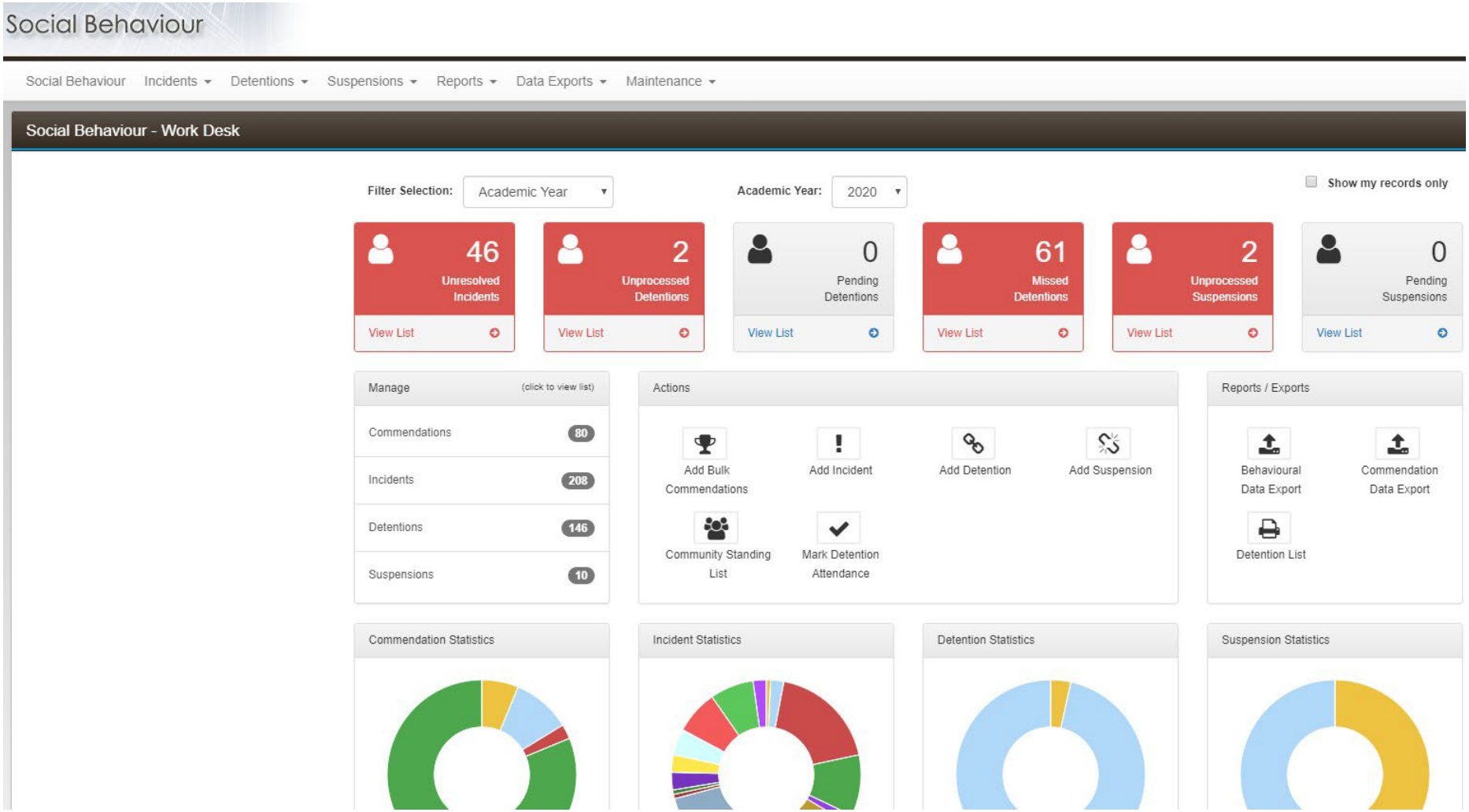
Reviewed and approved by EREA Board:	7 August 2020
Updated to Ministerial Order No. 1359:	1 July 2022
Date of next policy review by the College:	2023

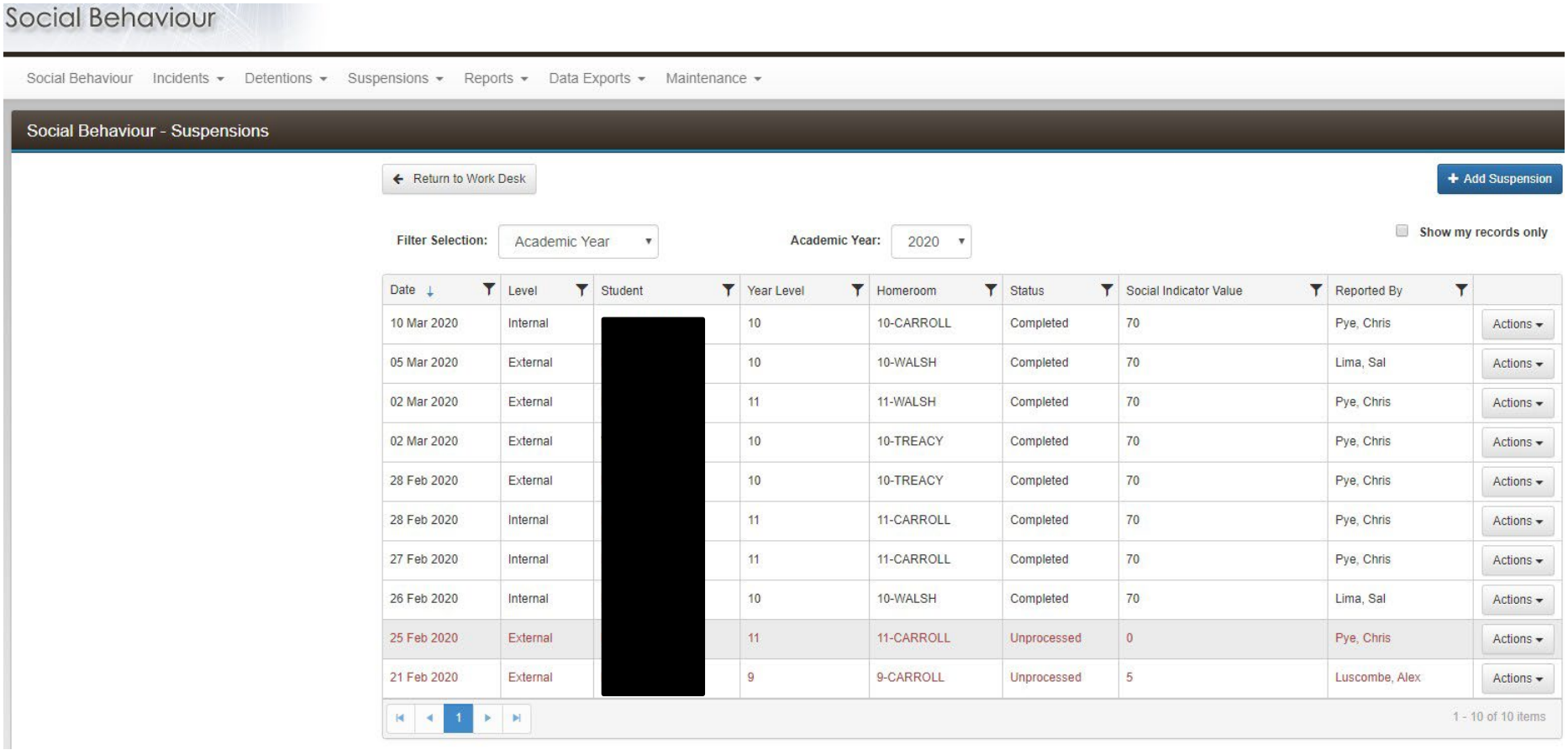
Appendix 1: Behaviour Management Procedures



Restorative Process: involves a formal meeting with the people involved in the incident. The aim is to restore the relationship that has been hurt or damaged
Reflection and Development Period: involves a student going through a prescribed reflection and development process on Thursday afternoon for forty minutes
Internal Suspensions: student comes to school but is not allowed to go to classes
External Suspensions: student is precluded from coming to school until a meeting is convened with relevant school leader and the student's parents

Appendix 2: Sample St Mary's College Suspensions Register




Social Behaviour
Social Behaviour
Incidents
Detentions
Suspensions
Reports
Data Exports
Maintenance
Social Behaviour - Suspensions
Return to Work Desk
+ Add Suspension
Filter Selection:
Academic Year
Academic Year:
2020
Show my records only
Date
Level
Student
Year Level
Homeroom
Status
Social Indicator Value
Reported By
10 Mar 2020 Internal 10 10-CARROLL Completed 70 Pye, Chris Actions
05 Mar 2020 External 10 10-WALSH Completed 70 Lima, Sal Actions
02 Mar 2020 External 11 11-WALSH Completed 70 Pye, Chris Actions
02 Mar 2020 External 10 10-TREACY Completed 70 Pye, Chris Actions
28 Feb 2020 External 10 10-TREACY Completed 70 Pye, Chris Actions
28 Feb 2020 Internal 11 11-CARROLL Completed 70 Pye, Chris Actions
27 Feb 2020 Internal 11 11-CARROLL Completed 70 Pye, Chris Actions
26 Feb 2020 Internal 10 10-WALSH Completed 70 Lima, Sal Actions
25 Feb 2020 External 11 11-CARROLL Unprocessed 0 Pye, Chris Actions
21 Feb 2020 External 9 9-CARROLL Unprocessed 5 Luscombe, Alex Actions
1
1 - 10 of 10 items

Appendix 3: Sample Expulsions Register

ST MARY'S COLLEGE

Last_Name	First_Name	Commencement_Date	Date_Left_School	Reason_Left_School
[redacted]		2016-02-01	2019-11-01	Expulsion
		2018-10-09	2019-11-01	Expulsion
		2015-01-30	2018-04-17	Expulsion
		2016-01-29	2017-11-30	Expulsion
		2016-02-01	2017-08-29	Expulsion
		2015-11-16	2017-05-19	Expulsion
		2017-02-08	2017-05-16	Cancellation Enrolment
		2015-01-30	2017-03-31	Expulsion
		2015-01-30	2016-09-16	Expulsion
		2015-01-30	2016-08-12	Expulsion
		2016-04-12	2016-06-15	Cancellation Enrolment
		2016-02-01	2016-05-26	Expulsion
		2015-01-30	2016-04-18	Expulsion
		2016-02-01	2016-04-18	Expulsion
		2014-01-31	2016-04-15	Expulsion
		2015-01-30	2016-03-01	Expulsion
		2016-02-01	2016-02-01	Cancellation Enrolment
		2015-11-04	2016-01-01	Cancellation Enrolment
		2013-01-31	2015-09-14	Expulsion
		2012-02-06	2015-08-31	Expulsion
		2015-01-30	2015-08-18	Expulsion
		2013-02-26	2014-02-10	Expulsion
		2013-01-31	2012-12-18	Cancellation Enrolment
		2011-07-18	2012-07-16	Cancellation Enrolment
		2011-02-01	2010-12-17	Cancellation Enrolment
		2010-08-04	2010-12-01	Cancellation Enrolment
		2010-10-13	2010-10-13	Cancellation Enrolment
		2009-03-17	2009-09-17	Expulsion
		2009-01-31	2009-02-02	Cancellation Enrolment
		2009-01-31	2009-01-31	Cancellation Enrolment
		2009-01-31	2009-01-31	Cancellation Enrolment
		2009-01-31	2008-12-31	Cancellation Enrolment
		2008-01-31	2008-01-31	Cancellation Enrolment
		2008-01-31	2008-01-31	Cancellation Enrolment
		2008-01-31	2008-01-31	Cancellation Enrolment
		2008-01-31	2008-01-31	Cancellation Enrolment
		2008-01-31	2008-01-31	Cancellation Enrolment