

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

Reviewed by: The Principal
Endorsed by: The School Board

Updated: October 2019
Next review: October 2020



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 Charter of Good Will is the central focus of discipline and self-discipline for each student of 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 to 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, 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:

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

Neglect, includes failure by a child's parents to provide, arrange or allow the provision of:

- adequate care for the child;
- effective medical, therapeutic or remedial treatment for the child.

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 system.

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.

The system applies 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.

IRS = I'M REALLY SAFE!

For inappropriate behaviour, students can receive the following consequences:

- **Infringement:** Thirty (30) infringements will result in exclusion from the College
- **Removal:** Five (5) removals 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 and removals are cleared from a student's record at the start of each academic year; however, severe breaches accumulate over the period of the student's time at the College, although they are re-set when a student enters secondary school.

The Dean of Students, Deputy Principal and Principal reserve the right to modify 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 low-level offences. No warnings are required to be given. Infringements are issued for uniform offences. Please refer to the 'Uniform' section. Infringements are also issued for diary offences. Please refer to the 'Purpose of College Diary' section.

Examples of offences that will result in an infringement:

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- Arriving late to class
- Arriving at class unprepared
- Homework not completed
- Assignment not submitted (in addition, marks penalties will apply)
- Chewing gum (no warning given)
- Out of class during lesson time without Diary signed by the teacher (no warning given)
- Out of bounds (no warning given)
- Not wearing College Hat
- Not wearing College Blazer
- Littering
- Bag or laptop not stored appropriately
- Diary not signed

For infringements, the teacher will: communicate via email to the Head of Students (Primary or Secondary) confirming that they issued an infringement to the student and describing the inappropriate behaviour.

The Head of Students will:

- keep records and monitor patterns of infringements for students and implement further disciplinary action if deemed appropriate
- after five infringements, send a formal letter home
- after ten infringements, send a formal letter home
- after fifteen infringements, request an interview with parents and send a formal letter home
- after twenty infringements, place a student on one day of in-school suspension and send a formal letter home
- for each infringement following the twentieth, send a formal letter home
- after twenty-five infringements, place the student on one day of at-home suspension and send a formal letter home
- after thirty infringements, in liaison with the Principal and/or Deputy Principal, permanently exclude the student from the College

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 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 Students, Dean of Students, Deputy Principal 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 Students, Dean of Students, Deputy Principal or Principal.

For the first two standard removals, the student remains isolated only until the end of the lesson whereas for the third,

fourth or fifth standard removal, 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 a standard removal:

- Distracting behaviour:
 - Distracting or annoying another student
 - Talking at inappropriate times, including when: the teacher is addressing the class; a student has been called on by the teacher to speak; the teacher has instructed work to be completed without conversation
 - Calling out
 - Making inappropriate noises including singing, whistling, banging and so on
 - 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 or school grounds without permission
 - Not handing in mobile phone during morning form or upon late arrival to school
 - Using laptop outside of class time other than in library with permission
 - Not keeping laptop in its case
 - 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

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- Being too rough
- Pushing a student off their 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 a staff member

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 Students or Dean of Students outlining the reason(s) for the removal (within 24 hours of the removal)

The Head of Students or Dean of Students will:

- after each removal, provide the teacher and the student with a feedback sheet to complete, indicating the reason(s) for the removal
- after the first removal, give the student a verbal warning, phone the parents and send a formal letter home
- after the second removal, interview the student, phone the parents and send a formal letter 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 letter home
- after the fourth removal, 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
- 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 for: (Category 1 offences may reset after 12 months depending on the severity of the offence)

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

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

- Graffiti, vandalism or destruction of school property, including classroom equipment
- Theft
- Bringing cigarettes/alcohol to school, smoking, drinking or vaping at school or arriving at school under the influence of alcohol

- Bringing weapons to school
- Sexual harassment or sexting
- Lighting a fire (other than under direct instruction and supervision of a teacher)

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 Dean of Students providing any known information relevant to the severe breach The Dean of Students 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

4. Bullying

Bullying is a behaviour which 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

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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 personalization; the key is intent to harm or humiliate.

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 Dean of Students for investigation and the appropriate consequence will be issued.

Related Policies and Information:

Staff Code of Conduct
Student Code of Conduct
Parent Code of Conduct
Family Handbook
Student Diary
College Statement of Faith
Complaints Management Policy
Child Protection Policy
Child Safety Framework
Student Cyber Safety Code of Conduct