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# Student Code of Conduct

## Samford State School 2020 - 2023

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**Samford State School**  
INDEPENDENT PUBLIC SCHOOL



## Contact Information

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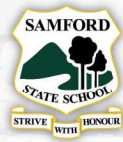
## Endorsement

|  |                   |
|--|-------------------|
| Principal Name:                                      | Brad Clark        |
| Principal Signature:                                 | <i>Brad Clark</i> |
| Date:  | 09/12/2020        |
|  |                   |
| P/C President and-or School Council Chair Name:      |                   |
| P/C President and-or School Council Chair Signature: |                   |
| Date:  |                   |

## Every student succeeding

***Every student succeeding is the shared vision of Queensland state schools. Our vision shapes regional and school planning to ensure every student receives the support needed to belong to the school community engage purposefully in learning and experience academic success.***

Queensland Department of Education  
State Schools Improvement Strategy 2020-2024



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## Purpose

Samford State School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

The Samford State School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace.



# Our Vision

Samford State School is a student-centred community that is focussed on the development of the whole child.

Through deeply engaging learning experiences our students are supported to become confident lifelong learners who positively impact the world around them.



## Strive with Honour



## Principal's Forward

Samford State School surrounds our students with opportunities in all areas including academia, sport, culture and community responsibility. Our exceptional teachers go the extra mile to ensure that students succeed both in and beyond the classroom. We embrace the opportunity to prepare young people to make their way in the world as confident, caring and responsible citizens. The happiness, safety and progress of each child is central to our work.

Our experienced staff value knowing each child and accommodating their unique learning requirements. Inspirational teaching and quality learning are the cornerstones of our school and we are proud to engage our students in a well-rounded curriculum that prepares them for future opportunities. This is best encapsulated by our School Vision which was collaboratively constructed by our school community through our School Council in 2020

**“Samford State School is a student-centred community that is focussed on the development of the whole child. Through deeply engaging learning experiences our students are supported to become confident lifelong learners who positively impact the world around them.”**

As a school community we enact this vision through our 5 School Values of Kindness, Curiosity, citizenship, Respect and a Growth Mindset. The values wheel is a result of collaboration with students, parents, caregivers, expert teaching staff and community members to ensure that we have accurately captured what is important to our students and the community of Samford as we ensure our students develop the values to be confident lifelong learners.

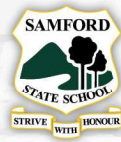
For almost 150 years we have been creating an educational environment where all people are treated with care, respect and compassion and where learning is challenging, exciting and engaging. There is a strong emphasis on visible learning and improvement in our school and this is heard in our conversations and seen in our students' resilience, belonging and love of lifelong learning.

Samford State School staff take an educative approach to discipline, that behaviour can be taught and that mistakes are opportunities for everyone to learn. Our approach to behaviour and discipline in a school is most effective when the whole school community works together in a way that reflects our values. Our citizenship is reflected in the way that we call contribute to make our school a better place every day. We start with kindness and respect for everyone. We aim to be curious to understand other viewpoints and we approach each situation as an opportunity to learn and grow.

Our Student Code of Conduct provides an overview of the school's policies on use of mobile phones and other technology, removal of student property and the approach to preventing and addressing incidents of bullying. It also details the steps school staff take to educate students about these policies and how students are explicitly taught the expected behaviours. Finally, it details the consequences that may apply when students breach the expected standards of behaviour, including the use of suspension or exclusion.

I thank the students, teachers, parents and other members of the community for their work in bringing this Samford State School Student Code of Conduct together during the very unusual times of 2020. Your interest and views shared through the process of developing this document have been invaluable. It provides a clear explanation of what we expect from students and how we will support them to meet those expectations.

*Brad Clark*



## From the School Council Chair

As a School Council, we continue to work closely with the school leadership team to continue our focus on ensuring that Samford State School creates a positive and supportive environment in order to all students to achieve their individual 'year's worth of growth'. Our Student Code of Conduct adopts a whole school approach to ensuring positive behaviour for learning at Samford whilst taking into consideration of individualised circumstances.

As a school community, we strongly believe that through a focus on our positive school culture and creating an inclusive school community with parents and carers actively involved in the learning outcomes of our students we will ensure the maximum learning outcome for our students. This Student Code of Conduct and the whole school approach adopted further supplements and supports our passion for developing a strong set of shared values for our students and school community that will support our students to become curious lifelong learners who strive to achieve their personal best.

## Consultation

The consultation process used to inform the development of the Samford State School Student Code of Conduct occurred across the second half of 2020.

The school consulted and developed this plan with:

- Teachers at staff meetings, Twilight Professional Development sessions and feedback via the staff newsletter and online surveys.
- Parents via two parent rep meetings, P&C meetings and feedback via the school newsletter (IBP) and two online surveys.
- The School Council also provided input at three School Council meetings. They also shaped the questions for community feedback around the Code of Conduct

## Review Statement

The Samford State School Student Code of Conduct will undergo annual minor updates to reflect changing circumstances, data and staff. We do acknowledge that there needs to be an ongoing consultation process and more time for a rich dialogue around the key concepts of this document. As such, we will continue to consult with the school community and have the Samford State School- School Council A detailed review is conducted every four years in line with the scheduled review process for the School Planning, Reviewing and Reporting cycle.



## Learning and Behaviour Statement

Everyone brings their own sets of personal beliefs to a school community. These beliefs influence their decisions, behaviour and social practices. It is reasonable to expect that not everyone will share the same sets of beliefs, and this contributes to a richly diverse social environment in our school. It can also contribute to differences in expectations and force us to reflect on our own understanding of what we consider acceptable and unacceptable. We encourage any student or parent to make an appointment with a staff member to discuss the model of behaviour support and discipline used at this school.

## Key Principles of Learning

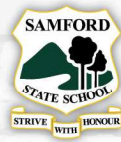
At Samford State School we have developed the Key Principles of Learning that meet the unique context of our school. They deliver an environment that promotes learning and strong positive relationships. The happiness, security and progress of each child is central to our work and provide opportunities to establish a successful student experience. These principles align with our school values of Respect, Citizenship, Growth Mindset, Curiosity and Kindness, and our vision that Samford State School is a student-centred community that is focussed on the development of the whole child. We believe that through deeply engaging learning experiences our students are supported to become confident lifelong learners who positively impact the world around them.

The key principles are:

- Clarify success – Begin with the end in mind
- Explicit Teaching - Precision
- Active Engaged Learners – Minds on learning
- Targeted Teaching – Use evidence to advance
- Feedback – Promote growth







## Consideration of Individual Circumstances

Staff at Samford State School take into account students' individual circumstances, such as their behaviour history, disability, mental health and wellbeing, religious and cultural considerations, home environment and care arrangements when teaching expectations, responding to inappropriate behaviour or applying a disciplinary consequence.

In considering the individual circumstances of each student, we recognise that the way we teach, the support we provide and the way we respond to students will differ. This reflects the principle of equality, where every student is given the support they need to be successful. This also means that not everyone will be treated the same, because treating everyone the same is not fair. For example, some students need additional support to interpret or understand an expectation. Others may benefit from more opportunities to practise a required skill or behaviour. For a small number of students, the use of certain disciplinary consequences may be considered inappropriate or ineffective due to complex trauma or family circumstances. These are all matters that our staff and school leadership team consider with each individual student in both the instruction of behaviour and the response to behaviour.

Our teachers are also obliged by law to respect and protect the privacy of individual students, so while we understand the interest of other students, staff and parents to know what punishment another student might have received, we will not disclose or discuss this information with anyone but the student's family. This applies even if the behavioural incident, such as bullying, involves your child. You can be assured that school staff take all matters, such as bullying, very seriously and will address them appropriately. We expect that parents and students will respect the privacy of other students and families.

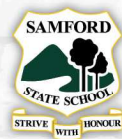
If you have concerns about the behaviour of another student at the school, or the way our staff have responded to their behaviour, please make an appointment with a Deputy Principal or Principal to discuss the matter.

## Health and Wellbeing

Within a school community there are specific health and wellbeing issues that will need to be addressed for the whole school, specific students, or in certain circumstances.

### Specialised health needs

Samford State School works closely with parents to ensure students with specialised health needs, including those requiring specialised health procedures, have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.



This means that appropriate health plans are developed and followed for students with specialised health needs, that staff are aware of the student's medical condition and that an appropriate number of staff have been trained to support the student's health condition.

### Medications

Samford State School requires parent consent and medical authorisation to administer any medication (including over-the-counter medications) to students. For students requiring medication to be administered during school hours, the school can provide further information and relevant forms.

For students with a long-term health condition requiring medication, parents need to provide the school with a "Request to administer medication at school form" signed by the prescribing health practitioner.

Samford State School maintains a minimum of one adrenaline auto-injector and asthma reliever/puffer, stored in the school's/campus first aid kit to provide emergency first aid medication if required.

If your student becomes unwell during the day, they will be sent to our First Aid Room and a staff member will contact you (if necessary). Our First Aid Room staff are trained in First Aid and CPR.

For the safety of all our students and staff please do not send your child to school if they are unwell. There are exclusion periods for some illnesses – for more information, please see:

[https://www.health.qld.gov.au/data/assets/pdf\\_file/0022/426820/timeout\\_poster.pdf](https://www.health.qld.gov.au/data/assets/pdf_file/0022/426820/timeout_poster.pdf)

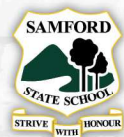
### Mental health

Samford State School implements early intervention measures and treatments for students where there is reasonable belief that a student has a mental health difficulty. This includes facilitating the development, implementation and periodic review of a Targeted Teaching Plan or Behaviour Support Plan.

### Student Support Network

Samford State School is proud to have a comprehensive Student Support Network in place to help the social, emotional and physical wellbeing of every student. In addition to the assistance provided by class teachers, we have a team of professionals whose dedicated roles are to help ensure our school is an inclusive, nurturing environment.

Students and their caregivers can approach any trusted school staff member at Samford State School to seek assistance or advice. If they are unable to assist they will provide guidance and help to ensure the student is connected to the appropriate representative of the Student Support Network.



Parents who would like more information about the student support roles and responsibilities are invited to contact the school to speak to the relevant staff member.

| Role   | What they do  |
|--|---|
| Deputy Principals  | <ul style="list-style-type: none"><li>• Lead and coordinate the Student Support Network to promote an inclusive, positive school culture</li><li>• Monitor attendance, behaviour and academic data to identify areas of additional need</li><li>• Lead the implementation of school values and behaviour management plan</li></ul>  |
| Head of Special Education  | <ul style="list-style-type: none"><li>• Build the capacity of school team in inclusive practices to support the academic and social growth of all students</li><li>• Coordinate targeted support at the individual, small group, class and whole school level</li><li>• Ensure students with disability have reasonable adjustments in place to enable access to their learning environment and social participation</li></ul>        |
| Guidance Officer   | <ul style="list-style-type: none"><li>• Lead whole school social and emotional learning</li><li>• Offer counselling on an individual or group basis</li><li>• Assist students with specific difficulties and build the capacity of others to support</li><li>• Liaise with parents, teachers, or other external health providers as needed as part of the support planning process</li></ul>  |
| Targeted Teaching Team<br><i>Consisting of teachers and teacher aides who work closely with classroom teachers</i> | <ul style="list-style-type: none"><li>• Deliver targeted teaching to groups in response to identified academic, emotional, behavioral or social needs</li><li>• Provide additional support as needed for individual or groups for specialist lessons, playtimes, extra-curricular activities and during transition periods</li><li>• Manage medical or personal needs for identified students and with appropriate training</li></ul> |
| School Chaplain  | <ul style="list-style-type: none"><li>• Support the spiritual, social and emotional wellbeing of students</li><li>• Deliver lunchtime programs in response to student needs and interests</li><li>• Provide individual support to students who are experiencing a range of challenges</li></ul>   |
| First Aid Room Team  | <ul style="list-style-type: none"><li>• Provide minor first aid and gentle soothing for the bumps and scratches that occasionally happen</li><li>• Communicate with parents and caregivers on the need for additional medical support.</li><li>• Administer prescribed medications for students with specialized health care needs on a routine or temporary basis</li></ul>  |



|                                 |  |
|---------------------------------|--|
| Speech and Language Pathologist | <ul style="list-style-type: none"><li>• Provide services for students, upon referral with speech-language communication needs who are experiencing barriers to learning.</li><li>• Work with student, family and school teams to build appropriate skills in communication, language and literacy.</li><li>• Develop programs to be delivered by school staff for individual or group therapy</li></ul>  |
| Occupational Therapist          | <ul style="list-style-type: none"><li>• Respond to the specific needs of students with disability that influence their participation in school life</li><li>• Deliver evidence-informed strategies to build the success of students with disability in curriculum and social activities and school routines</li><li>• Work collaboratively with students, families and school teams to achieve best possible outcomes for students with disability</li></ul> |
| School Nurse                    | <ul style="list-style-type: none"><li>• Work with school staff to build their competence and confidence to safely manage procedures and interventions required by students with specialized health needs.</li><li>• Provide assessment, health management planning, training and ongoing support and supervision for students with specialized health needs.</li></ul>   |
| PBL Champion                    | <ul style="list-style-type: none"><li>• Work with students and school staff to implement proactive plans to support behavior and engagement.</li><li>• Collaboratively develop targeted behavior plans for individual students, cohorts and classes.</li></ul>   |

It is also important for students and parents to understand there are regional and state wide support services also available to supplement the school network. These include Principal Advisor Student Protection, Mental Health Coach, Autism Coach, Inclusion Coach, Success Coach, Advisory Visiting Teachers and Senior Guidance Officers. For more information about these services and their roles, please speak with one of our school Deputy Principals.





## School Community Responsibilities

It is important for our students to have strong, positive role models around them. The table below outlines expectations and responsibilities of the adults in our school community.

### Kindness

| <b>Parents, Carers and Community Members will</b>  | <b>Samford School Staff will</b>   |
|--|--|
| Make an appointment to speak with staff members to discuss any matters relating to your child. | Respond as soon as practicable to your request for an appointment and negotiate a mutually agreeable date and time with you. |
| Be respectful in your conversations at home about school staff students and community members. | Ensure positive behaviours are role modelled for all students.   |

### Curiosity

| <b>Parents, Carers and Community Members will</b>  | <b>Samford School Staff will</b>   |
|--|--|
| Respect the obligation of staff to maintain student and family privacy.  | Maintain confidentiality about information relating to your child and family.  |
| Ensure your children attend school every day and notify the school promptly of any absences or changes in contact details.     | Create a safe, supportive and inclusive environment for every student.   |
| Stay informed about school news and activities by reading the school newsletter and other materials sent home by school staff. | Welcome and celebrate a diverse school community with recognition of significant social, cultural and historical events. |

### Respect

| <b>Parents, Carers and Community Members will</b>  | <b>Samford School Staff will</b>  |
|--|---|
| Support your child to meet the learning and behavioural expectations at school.                                  | Be clear about our learning and behavioral expectations, and contact you to provide regular feedback about your child's progress. |
| Recognise people are different and will be non-judgmental, fair and equitable to others in the school community. | Respect the rights and individual considerations aiming to achieve quality outcomes for all parties.                              |
| Share information with us in a timely manner so we are better able take appropriate action promptly.             | Work with every family to quickly address and act on information.   |



## Citizenship

| <b>Parents, Carers and Community Members will</b>   | <b>Samford School Staff will</b>   |
|---|--|
| Share relevant information about your child's learning, social and behavioural needs with school staff. | Share relevant information with you about your child's learning, social and behavioural progress at school.                                    |
| Take a positive, solution-focused approach to resolving complaints.                                     | Nominate a contact person for you to work with to resolve a school related concern.  |
| Respect school, student and staff privacy in your online communications.                                | Act quickly to address social media issues that affect staff, students or families.  |
| Be an active partner in your child's learning and the broader school community.                         | Provide a range of opportunities for parents/carers and community members to participate and contribute to our students' learning environment. |

## Growth Mindset

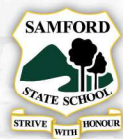
| <b>Parents, Carers and Community Members will</b>  | <b>Samford School Staff will</b>   |
|--|--|
| Support your child to participate in all school activities.  | Work closely with families to accommodate their personal needs, including work commitments, finances and family structure. |
| Help your child to see the strengths and benefits in diversity and difference in their classmates. | Promote every child's individuality and build a cohesive, inclusive classroom and school culture.                          |
| Notice when others need help and ask if there is anything you do to assist.                        | Plan, implement, support and monitor behavior to ensure quality outcomes for all students.                                 |

## Whole School Approach to Discipline

Samford State School uses principles of Positive Behaviour for Learning (PBL) as the multi-tiered system of support for discipline in the school. This is a whole-school approach, used in all classrooms and programs offered through the school, including sporting activities and excursions.

PBL is an evidence-based framework used to:

- analyse and improve student behaviour and learning outcomes
- ensure that only evidence-based practices are used correctly by teachers to support students
- continually support staff members to maintain consistent school and classroom improvement practices.



Research shows that implementing PBL with integrity can result in:

1. **Maximisation of academic engagement:** Proactive management through teaching appropriate behaviour and positive acknowledgement of expected behaviours reduces the number of disruptions during instruction time and establishes positive and inclusive learning environments.
2. **Improved school culture:** Through explicitly taught behaviour, support and encouragement, both in the playground and in the classroom, relationships throughout the school community benefit. This creates a more positive school culture.
3. **Inclusive school communities:** School and classroom climates that are inclusive, safe and predictable can lower anxiety levels, resulting in fewer negative behavioural responses from students.

At Samford State School we believe discipline is about more than punishment and consequences. It is our belief that student behaviour is a part of the overall teaching and learning approach in our school. Our staff take responsibility for making their expectations clear, for providing supportive instructions about how to meet these expectations and strive to use behavioural incidents as opportunities to re-teach.

The development of the Samford State School Student Code of Conduct is an opportunity to explain the PBL framework with parents and students, and gain their support to implement a consistent approach to teaching behaviour. The language and expectations of PBL can be used in any environment, including the home setting for students. Doing everything we can do to set students up for success is a shared goal of every parent and school staff member.

### You Can Do It

The language and themes from the “You Can Do It” (YCDI) program continue to provide a strong foundation for student learning, behaviour and wellbeing. YCDI provides a framework for teaching the positive attitudes and social-emotional skills that develop student's resilience, confidence, persistence, organisation and getting along. This skill development contributes to a learning environment that is both supportive and productive.

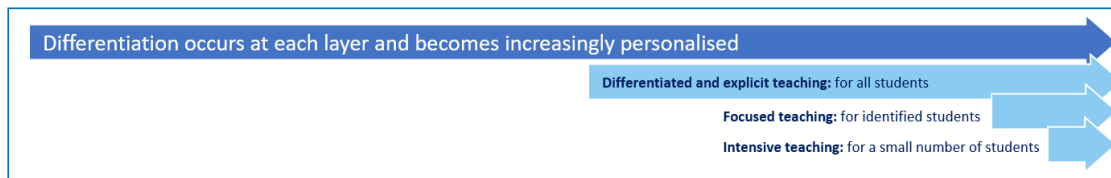
## Differentiated and Explicit Teaching

Samford State School is a disciplined school environment that provides differentiated teaching to respond to the learning needs of all students. This involves teaching expected behaviours and providing opportunities for students to practise these behaviours. Teachers reinforce expected behaviours, provide feedback and correction, and opportunities for practise.

Teachers at Samford State School vary what students are taught, how they are taught and how students can demonstrate what they know as part of this differentiated approach to behaviour.

These decisions about differentiation are made in response to data and day-to-day monitoring that indicates the behavioural learning needs of students. This enables our teachers to purposefully plan a variety of ways to engage students, assist them to achieve the expected learning and to demonstrate their learning.

There are three main layers to differentiation, as illustrated in the diagram below. This model is the same used for academic and pedagogical differentiation.

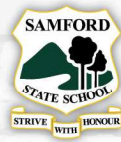


These three layers map directly to the tiered approach discussed earlier in the Learning and Behaviour section. For example, in the PBL framework, Tier 1 is differentiated and explicit teaching for all students, Tier 2 is focussed teaching for identified students and Tier 3 is intensive teaching for a small number of students. Each layer provides progressively more personalised supports for students.

Every classroom in our school will develop a Behaviour Wheel, illustrated below, as a basis for developing their behaviour standards. Using this matrix, class teachers work with all students to explain exactly what each of the expectations look, sound and feel like in and out of their classroom. The completed matrix is on display in every classroom, used as the basis of teaching expectations throughout the year and revisited regularly to address any new or emerging issues.







## Values Project

### Student Leadership Values Project

In 2020, our Year 6 Student Leaders planned and implemented a project for the year to embed the school values across Years 4-6. In 2021 this project will be extended across all years Prep-Year 6.

As described by our Year 6 Leaders *"We wanted to build a culture around our school values and for these to become a daily habit for all of our students and staff. So we came up with the idea of a **values project**". "We wanted to build on our culture and create something visual. Culture is like a legacy that lasts".*

The leaders have created a ticket system where every teacher has a coupon book of vouchers, which they hand out to students who have displayed any of the values. These are then collated in each classroom, sorted and counted each week. There is one central values container so students can see how many values tickets have been collected throughout the school. There are also tips written on the back of each ticket to encourage and remind students on how to earn more tickets relevant to each value.

While this is a way of acknowledging and rewarding our students who make appropriate behavioural choices, the strength of this initiative is that it is a powerful teaching tool. Every time a student is given a ticket it is a teachable moment where a staff member can outline the expected behaviour and provide multiple practical examples of our school values. This is a powerful way of providing students with positive feedback about their behaviours allowing other students to learn vicariously through the experience of other role models.

Students can receive tickets by being curious, respectful, kind, having a growth mindset and being a good citizen.

There are a few rules developed by our school leaders with the ticket system. These include:

- Tickets can not be taken away once they have been earned
- Students can't ask for tickets
- Classes can earn tickets
- Cleaners can leave tickets for tidy rooms

At the start of the 2021 the school will co-develop tiered targets to reach for the different reward days. For example: 2000 tickets = fun session, 5000 tickets= Super fun day and 10,000 tickets= Mega Super fun day



## Focused Teaching

Approximately 15% of all students in any school or classroom may require additional support to meet behaviour expectations, even after being provided with differentiated and explicit teaching. These students may have difficulty meeting behavioural expectations in a particular period of the day or as part of a learning area/subject, and focused teaching is provided to help them achieve success.

Focused teaching involves revisiting key behavioural concepts and/or skills and using explicit and structured teaching strategies in particular aspects of a behaviour skill. Focused teaching provides students with more opportunities to practise skills and multiple opportunities to achieve the intended learning and expected behaviour.

Support staff, including teachers with specialist expertise in learning, language or development, work collaboratively with class teachers at Samford State School to provide focused teaching. Focused teaching is aligned to the PBL Expectations Matrix, and student progress is monitored by the classroom teacher/s to identify those who:

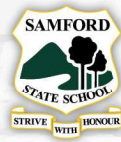
- no longer require the additional support
- require ongoing focussed teaching
- require intensive teaching.

## Intensive Teaching

Research evidence shows that even in an effective, well-functioning school there will always be approximately 5% of the student population who require intensive teaching to achieve behavioural expectations. Intensive teaching involves frequent and explicit instruction, with individuals or in small groups, to develop mastery of basic behavioural concepts, skills and knowledge.

Some students may require intensive teaching for a short period, for particular behaviour skills. Other students may require intensive teaching for a more prolonged period. Decisions about the approach will be made based on data collected from their teacher or teachers, and following consultation with the student's family.

For a small number of students who continue to display behaviours that are deemed complex and challenging, then individualised, function-based behaviour assessment and support plans and multi-agency collaboration may be provided to support the student. This approach will seek to address the acute impact of barriers to learning and participation faced by students who are negotiating a number of complex personal issues.



Students who require intensive teaching will be assigned a case manager at the school that will oversee the coordination of their program, communicate with stakeholders and directly consult with the student.

## Disciplinary Consequences

The disciplinary consequences model used at Samford State School follows the same differentiated approach used in the proactive teaching and support of student behavioural expectations. There can be **no mandatory consequences** for student misbehaviour. This is a principle of natural justice to ensure that every situation is considered on its unique circumstances prior to any disciplinary decision being made.

The majority of students will be confident and capable of meeting established expectations that are clear, explicitly taught and practised. In-class corrective feedback, sanctions and rule reminders may be used by teachers to respond to low-level or minor problem behaviours.

Some students will need additional support, time and opportunities to practise expected behaviours. Approximately 15% of the student population may experience difficulty with meeting the stated expectations, and even with focussed teaching, in-class corrective feedback, sanctions and rule reminders continue to display low-level problem behaviour. A continued pattern of low-level behaviour can interfere with teaching and learning for the whole class, and a decision may be needed by the class teacher to refer the student to the school administration team immediately for determination of a disciplinary consequence.

For a small number of students, approximately 2-5%, a high level of differentiated support or intensive teaching is required to enable them to meet the behavioural expectations. This may be needed throughout the school year on a continuous basis. The determination of the need will be made by the Principal in consultation with staff and other relevant stakeholders. On occasion the behaviour of a student may be so serious, such as causing harm to other students or to staff, that the Principal may determine that an out of school suspension or exclusion is necessary as a consequence for the student's behaviour. Usually this course of action is only taken when the behaviour is either so serious as to warrant immediate removal of the student for the safety of others, and no other alternative discipline strategy is considered sufficient to address the problem behaviour.

The differentiated responses to problem behaviour can be organised into three tiers, with increasing intensity of support and consequences to address behaviour that endangers others or causes major, ongoing interference with class or school operations.

### Differentiated

All staff provide in-class or in-school disciplinary responses to low-level or minor problem behaviour. This may include:

- Pre-correction (e.g. "Remember, walk quietly to your seat")
- Non-verbal and visual cues (e.g. posters, hand gestures)
- Whole class practising of routines
- Ratio of 5 positive to 1 negative commentary or feedback to class
- Corrective feedback (e.g. "Hand up when you want to ask a question")
- Rule reminders (e.g. "When the bell goes, stay seated until I dismiss you")
- Explicit behavioural instructions (e.g. "Pick up your pencil")
- Proximity control
- Tactical ignoring of inappropriate behaviour (not student)
- Revised seating plan and relocation of student/s
- Individual positive reinforcement for appropriate behaviour
- Classwide incentives
- Reminders of incentives or class goals
- Redirection
- Low voice and tone for individual instructions
- Give 30 second 'take-up' time for student/s to process instruction/s
- Reduce verbal language
- Break down tasks into smaller chunks
- Provide positive choice of task order (e.g. "Which one do you want to start with?")
- Prompt student to take a break or time away in class
- Model appropriate language, problem solving and verbalise thinking process (e.g. "I'm not sure what is the next step, who can help me?")
- Provide demonstration of expected behaviour
- Peer consequence (e.g. corrective feedback to influential peer demonstrating same problem behaviour)
- Private discussion with student about expected behaviour
- Reprimand for inappropriate behaviour
- Warning of more serious consequences (e.g. removal from classroom)

### **Focussed**

Class teacher is supported by other school-based staff to address in-class problem behaviour. This may include:

- Functional Behaviour Assessment
- Individual student behaviour support strategies (e.g. Student behaviour plan)
- Targeted skills teaching in small group
- Individual Behavioural contract
- Counselling and guidance support
- Self-monitoring plan
- Check in / Check out strategy





- Teacher coaching and debriefing
- Referral to Targeted Teaching Team for team based problem solving
- Stakeholder meeting with parents and external agencies

### Intensive

School leadership team work in consultation with Targeted Teaching Team to address persistent or ongoing serious problem behaviour. This may include:

- Functional Behaviour Assessment based individual support plan
- Complex case management and review
- Stakeholder meeting with parents and external agencies including regional specialists
- Temporary removal of student property (e.g. mobile phone)
- Short term suspension (up to 10 school days)
- Long term suspension (up to 20 school days)
- Charge related suspension (student has been charged with a serious criminal offence is suspended from school until the charge has been dealt with by the relevant justice authorities)
- Suspension pending exclusion (student is suspended from school pending a decision by the Director-General or delegate (principal) about their exclusion from school)
- Exclusion (student is excluded from a particular state school site, a group of state schools or all state schools in Queensland for a defined period of time or permanently)
- Cancellation of enrolment for students older than compulsory school age who refuse to participate in the educational program provided at the school.

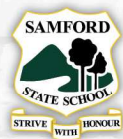
### School Disciplinary Absences

A School Disciplinary Absence (**SDA**) is an enforced period of absence from attending a Queensland state school, applied by the Principal as a consequence to address poor student behaviour. There are four types of SDA:

- Short suspension (1 to 10 school days)
- Long suspension (11 to 20 school days)
- Charge-related suspension
- Exclusion (period of not more than one year or permanently).

At Samford State School, the use of any SDA is considered a very serious decision. It is typically only used by the Principal when other options have been exhausted or the student's behaviour is so dangerous that continued attendance at the school is considered a risk to the safety or wellbeing of the school community.

Parents and students may appeal a long suspension, charge-related suspension or exclusion decision. A review will be conducted by the Director-General or their delegate, and a decision



made within 40 schools days to confirm, amend/vary or set aside the original SDA decision by the Principal.

The appeal process is a thorough review of all documentation associated with the SDA decision and provides an opportunity for both the school and the family to present their case in the matter. Time is afforded for collection, dissemination and response to the materials by both the school and the family. It is important that the purpose of the appeal is understood so that expectations are clear, and appropriate supports are in place to ensure students can continue to access their education while completing their SDA.

## School Policies

Samford State School has tailored school discipline policies designed to ensure students, staff and visitors work cooperatively to create and maintain a supportive and safe learning environment. Please ensure that you familiarise yourself with the responsibilities for students, staff and visitors outlined in the following policies:

- Temporary removal of student property
- Use of mobile phones and other devices by students
- Preventing and responding to bullying
- Appropriate use of social media

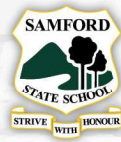
### Temporary removal of student property

The removal of any property in a student's possession may be necessary to promote the caring, safe and supportive learning environment of the school, to maintain and foster mutual respect between all state school staff and students. The **Temporary removal of student property by school staff procedure** outlines the processes, conditions and responsibilities for state school principals and school staff when temporarily removing student property.

In determining what constitutes a reasonable time to retain student property, the Principal or state school staff will consider:

- the condition, nature or value of the property
- the circumstances in which the property was removed
- the safety of the student from whom the property was removed, other students or staff members
- good management, administration and control of the school.

The Principal or delegate determine when the temporarily removed student property can be returned, unless the property has been handed to the Queensland Police Service.



The following items are explicitly prohibited at Samford State School and will be removed if found in a student's possession:

- illegal items or weapons (e.g. guns, knives\*, throwing stars, brass knuckles, chains)
- imitation guns or weapons
- potentially dangerous items (e.g. blades, rope)
- drugs\*\* (including tobacco)
- alcohol
- aerosol deodorants or cans (including spray paint)
- explosives (e.g. fireworks, flares, sparklers)
- flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- poisons (e.g. weed killer, insecticides)
- inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda).
- Digital devices or programs that may cause harm- such as computer viruses, electronic materials that are inappropriate, offensive or defamatory

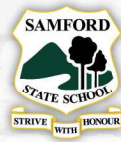
\* No knives of any type are allowed at school, including flick knives, ballistic knives, sheath knives, push daggers, trench knives, butterfly knives, star knives, butter knives, fruit knives or craft knives, or any item that can be used as a weapon, for example a chisel. Knives needed for school activities will be provided by the school, and the use of them will be supervised by school staff.

\*\* The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need. Schools require medical authorisation to administer any medication to students **(including over-the-counter medications such as paracetamol or alternative medicines)**.

## Responsibilities

Samford State School staff:

- do not require the student's consent to search school property such as ipads, desks or laptops that are supplied to the student through the school;
- may seize a student's bag where there is suspicion that the student has a dangerous item (for example, a knife) in their school bag, prior to seeking consent to search from a parent or calling the police;
- consent from the student or parent is required to examine or otherwise deal with the temporarily removed student property. For example, staff who temporarily remove a mobile phone from a student are not authorised to unlock the phone or to read, copy or delete messages stored on the phone;



- there may, however, be emergency circumstances where it is necessary to search a student's property without the student's consent or the consent of the student's parents (e.g. to access an EpiPen for an anaphylactic emergency);
- consent from the student or parent is required to search the person of a student (e.g. pockets or shoes). If consent is not provided and a search is considered necessary, the police and the student's parents should be called to make such a determination.

#### **Parents** of students at Samford State School

Ensure your children do not bring property onto schools grounds or other settings used by the school (e.g. camp, sporting venues) that:

- is prohibited according to the Samford State School Student Code of Conduct
- is illegal
- puts the safety or wellbeing of others at risk
- does not preserve a caring, safe, supportive or productive learning environment
- does not maintain and foster mutual respect
- collect temporarily removed student property as soon as possible after they have been notified by the Principal or state school staff that the property is available for collection.

#### **Students** of Samford State School

Do not bring property onto school grounds or other settings used by the school (e.g. camp, sporting venues) that:

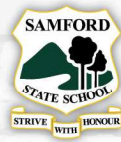
- is prohibited according to the Samford State School Code of Conduct
- is illegal
- puts the safety or wellbeing of others at risk
- does not preserve a caring, safe, supportive or productive learning environment
- does not maintain and foster mutual respect
- collect their property as soon as possible when advised by the Principal or state school staff it is available for collection.

#### **Use of mobile phones and other devices by students**

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

It is also agreed that time and space should be provided at school where technology is not permitted, and students are encouraged to engage in other social learning and development activities.





## Responsibilities

The responsibilities for students using mobile phones or other devices at school or during school activities, are outlined below.

Mobile phones and tablets are to be kept in the school bag at all times. This includes before and after school. We understand that parents will want to communicate with their child at the end of the day about pickup and getting home arrangements. Students are permitted to check their phone at the end of the school day and then return the phone immediately to their bag.

For safety reasons it is important that your child is not communicating with people outside of the school during the day. We also need to be able to monitor what apps, information and websites your child is accessing and this is not possible if children are using their own personal devices.

It is **acceptable** for students at Samford State School to:

- use mobile phones or other devices for contacting their parent/ carer at the end of the school day.
- seek teacher's approval where they wish to use a mobile device under special circumstances.
- Connect to a mobile device for medical reasons such as to monitor their blood glucose levels

It is **unacceptable** for students at Samford State School to:

- use a mobile phone or other devices in an unlawful manner
- Make phone calls, digital devices or smart watches or text messages through the school day without prior approval from their class teacher.
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets



- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material

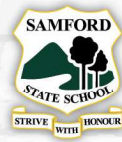
At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of the Samford State School Student Code of Conduct. In addition students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
  - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
  - the school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
  - schools may remotely access departmentally-owned student computers or mobile devices for management purposes
  - students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
  - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

## Preventing and responding to bullying

Samford State School uses the [Australian Student Wellbeing Framework](#) to promote positive relationships and the wellbeing of all students, staff and visitors at the school.

Our staff know student learning is optimised when they feel connected to others and experience safe and trusting relationships. Students who feel secure are more likely to be active participants in their learning and to achieve better physical, emotional, social and educational outcomes. Teachers who feel valued and supported are more likely to engage positively with students and build stronger connections within the school community. Parents who are positively engaged with their child's education leads to improved student self-esteem, attendance and behaviour at school. Enhancing the wellbeing of students and their educators delivers overall long-term social, health and economic benefits to the broader community.



## Bullying

The agreed national definition for Australian schools describes bullying as:

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
- having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Behaviours that do not constitute bullying include:

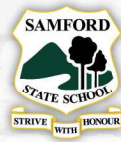
- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness, anger or spite
- isolated incidents of aggression, intimidation or violence.

However, these conflicts are still considered serious and need to be addressed and resolved. At Samford State School our staff will work to quickly respond to any matters raised of this nature in collaboration with students and parents.

The following flowchart explains the actions Samford State School teachers will take when they receive a report about student bullying, including bullying which may have occurred online or outside of the school setting.

## Samford State School - Bullying response flowchart for teachers

Please note these timelines may be adjusted depending on the unique circumstances and risk associated with each situation. This is at the professional judgment of the staff involved. Where possible timeframes will be clearly discussed and agreed with student and family.



First hour  
Listen

- Provide a safe, quiet space to talk
- Reassure the student that you will listen to them
- Let them share their experience and feelings without interruption
- If you hold immediate concerns for the student's safety, let the student know how you will address these. Immediate in this circumstance is where the staff member believes the student is likely to experience harm (from others or self) within the next 24 hours

Day one  
Document

- Ask the student for examples they have of the alleged bullying (e.g. hand written notes or screenshots)
- Write a record of your communication with the student
- Check back with the student to ensure you have the facts correct
- Enter the record in OneSchool
- Notify parent/s that the issue of concern is being investigated

Day two  
collect

- Gather additional information from other students, staff or family
- Review any previous reports or records for students involved
- Make sure you can answer who, what, where, when and how
- Clarify information with student and check on their wellbeing

Day three  
Discuss

- Evaluate the information to determine if bullying has occurred or if another disciplinary matter is at issue
- Make a time to meet with the student to discuss next steps
- Ask the student what they believe will help address the situation
- Engage the student as part of the solution
- Provide the student and parent with information about student support network
- Agree to a plan of action and timeline for the student, parent and yourself

Day four  
implement

- Document the plan of action in OneSchool
- Complete all actions agreed with student and parent within agreed timeframes
- Monitor student and check in regularly on their wellbeing
- Seek assistance from student support network if needed

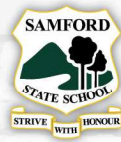
Day five  
Review

- Meet with the student to review situation
- Discuss what has changed, improved or worsened
- Explore other options for strengthening student wellbeing or safety
- Report back to parent
- Record outcomes in OneSchool

Ongoing  
Follow up

- Continue to check in with student on regular basis until concerns have been mitigated
- Record notes of follow-up meetings in OneSchool
- Refer matter to specialist staff within 48 hours if problems escalate
- Look for opportunities to improve school wellbeing for all students





## Cyberbullying

Cyberbullying is treated at Samford State School with the same level of seriousness as in-person bullying. The major difference with cyberbullying however, is that unlike in-person bullying, cyberbullying follows students into their community, their homes and their bedrooms, giving them no opportunity to escape the harassment or abuse during the evening, weekends or holidays.

In the first instance, students or parents who wish to make a report about cyberbullying should approach the regular class teacher.

It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying. Parents and students who have concerns about cyberbullying incidents occurring during school holidays should immediately seek assistance through the [Office of the e-Safety Commissioner](#) or the Queensland Police Service.

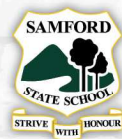
Students enrolled at Samford State School may face in-school disciplinary action, such as removing of privileges, or more serious consequences such as suspension or exclusion from school for engaging in behaviour that adversely affects, or is likely to adversely affect, other students or the good order and management of the school. This includes behaviour such as cyberbullying which occurs outside of school hours or settings, for example on the weekend or during school holidays. It also applies to inappropriate online behaviour of enrolled students that is directed towards other community members or students from other school sites.

Parents or other stakeholders who engage in inappropriate online behaviour towards students, staff or other parents may be referred to the Office of the e-Safety Commissioner and/or the Queensland Police Service. State school staff will be referred for investigation to the Integrity and Employee Relations team in the Department of Education. Any questions or concerns about the school process for managing or responding to cyberbullying should be directed to the school leadership team.

## Cybersafety and Reputation Management (CRM)

The Department of Education employs a dedicated team of experts to assist in maintaining the integrity of the department's reputation with regards to cybersafety and reputation management issues, effectively leading the development and implementation of departmental cybersafety processes.

This team provides **direct support for schools** to respond to concerns of inappropriate online behaviour and misuse of information and communication technology.



The team provides a [guide for parents](#) with important information about cybersafety and cyberbullying, and suggestions about what you can do if your child is a target or responsible for inappropriate online behaviour.

## **Student Intervention and Support Services**

Samford State School recognises the need to provide intervention and support to all students involved in incidents of bullying, including cyberbullying.

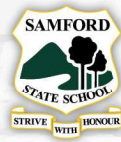
Students who have been subject or witness to bullying have access to a range of internal support staff, as identified in the Student Support Network section earlier in this document. Students are, however, also encouraged to approach any staff member with whom they feel comfortable sharing their concerns, regardless of their role in the school. All staff at Samford State School are familiar with the response expectations to reports of bullying, and will act quickly to ensure students' concerns are addressed. Depending on the nature of the reported bullying incident, a formal plan of action may be developed and documented to support the implementation of strategies to assist the student.

Students who engage in bullying behaviours towards others will also be provided with support to assist them to use more socially acceptable and appropriate behaviours in their interactions. This includes counselling, social development programs, referral to mental health services or involvement in a restorative justice strategy. School disciplinary measures may also be used to reinforce the seriousness with which the community takes all incidents of bullying. These measures may include internal school suspension, withdrawal from social events or celebrations or more severe punishments such as suspension or exclusion from school.

## **Appropriate use of social media**

The internet, mobile phones and social media provide wonderful opportunities for students to network and socialise online. While these technologies provide positive platforms for sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities.

It's important to remember that sometimes negative comments posted about the school community have a greater impact than expected. This guide offers some information about how to use social media in relation to comments or posts about the school community. Reputations of students, teachers, schools, principals and even parents can be permanently damaged — and in some cases, serious instances of inappropriate online behaviour are dealt with by police and the court system.



Being aware of a few simple strategies can help keep the use of social media positive and constructive:

- Before you post something online, ask yourself if the community or individual really need to know. Is it relevant, positive and helpful?
- Remember that what you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post online.
- Be a good role model. If things get heated online consider logging out and taking a few moments to relax and think. Hasty, emotive responses could inflame situations unnecessarily.
- Be mindful when commenting, try to keep general and avoid posting anything that could identify individuals.
- A few years ago parents may have discussed concerns or issues with their friends at the school gate. Today with the use of social media, online discussions between you and your close friends can very quickly be shared with a much wider audience, potentially far larger than intended.
- Taking a few moments to think about the content you are about to post could save upset, embarrassment, and possible legal action.
- As a parent you have a role in supervising and regulating your child's online activities at home and its impact on the reputation and privacy of others. Parents are their child's first teachers — so they will learn online behaviours from you.

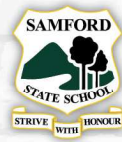
### **Is it appropriate to comment or post about schools, staff or students?**

Parental and community feedback is important for schools and the department. If you have a compliment, complaint or enquiry about an issue at school, the best approach is to speak directly to the school about the matter, rather than discussing it in a public forum.

While many schools use social media to update parents of school notices, the department prefers that parents contact schools directly with a compliment, complaint or enquiry due to privacy considerations. Imagine if your doctor, accountant or banking institution tried to contact you to discuss important matters via Facebook.

If you have raised an issue with a school or know that another person has, consider refraining from discussing those details on social media, particularly the names of anyone involved. We respect the privacy of all of our community members.

Keep comments calm and polite, just as you would over the telephone or by email. If you encounter negative or derogatory content online which involves the school, hinders a child's learning and/or affects the school community at large, contact the school principal.



## Possible civil or criminal ramifications of online commentary

A serious instance of inappropriate online behaviour may constitute a criminal offence and become a police matter. For example, online content may substantiate the offence of 'using a carriage service to menace, harass or cause offence' (Criminal Code Act 1995 (Cth) s. 474.17). School staff may contact their union or obtain personal legal advice if they feel that online content seriously impacts their reputation. Defamatory online content may give rise to litigation under the Defamation Act 2005 (Qld).

## What about other people's privacy?

If you upload photos of your children, be mindful of who might be in the background. You might be happy to share your child's successes with your friends and family via social media, but some parents are not. If you are tagging or naming students, consider that other parents may not want their child's name attached to images online.

## What if I encounter problem content?

Taking the following steps may help resolve the issue in a constructive way:

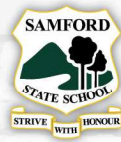
- refrain from responding
- take a screen capture or print a copy of the concerning online content
- if you consider problem content to be explicit, pornographic or exploitative of minors, you should keep a record of the URL of the page containing that content but NOT print or share it. The URL can be provided to the school principal, or police, as needed for escalation of serious concerns
- block the offending user
- report the content to the social media provider.

## Restrictive Practices

School staff at Samford State School need to respond to student behaviour that presents a risk of physical harm to the student themselves or others. It is anticipated that most instances of risky behaviour can be de-escalated and resolved quickly. On some rarer occasions, a student's behaviour may continue to escalate and staff need to engage immediately with positive and proactive strategies aimed at supporting the student to manage their emotional arousal and behaviour.

In some very rare situations, where there is immediate risk of physical harm to the student or other people, and when all other alternative strategies have failed to reduce the risk, it may be necessary for staff to use restrictive practices.





The use of restrictive practices will always be as a last resort, when there is no other available option for reducing immediate risk to the student, staff or other people. Restrictive practices are not used for punishment or as a disciplinary measure.

The department's Restrictive Practices Procedure is written with consideration for the protection of everyone's human rights, health, safety and welfare. There are six fundamental principles:

1. Regard to the human rights of those students
2. Safeguards students, staff and others from harm
3. Ensures transparency and accountability
4. Places importance on communication and consultation with parents and carers
5. Maximises the opportunity for positive outcomes, and
6. Aims to reduce or eliminate the use of restrictive practices.

Very rarely restrictive practices will be planned and staff will employ, when necessary, pre-arranged strategies and methods (of physical restraint/ mechanical restraint/ clinical holding) which are based upon behaviour risk assessment or clinical health need and are recorded in advance. The use of planned strategies will only be where there is foreseeable immediate risk consistent with the Restrictive Practices Procedure.

Seclusion will not be used as a planned response and will only be used in serious circumstances for managing an unforeseeable situation in an emergency. It will be used for the shortest time possible and in a safe area that presents no additional foreseeable risk to the student. In such emergencies, a staff member will observe the student at all times and seclusion will cease as soon as possible.

Following the use of any restrictive practice, a focused review will help staff to understand how they responded to the risk in any incident that involved the use of a restrictive practice. Staff will consider whether there are other options for managing a similar situation in the future. This strategy works well for reducing the use of restrictive practices.

All incidents of restrictive practices will be recorded and reported in line with departmental procedures.

## Critical Incidents

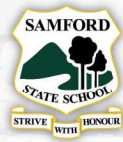
It is important that all school staff have a consistent understanding of how to respond in emergencies involving student behaviour that seriously endangers the student or others. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

A critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action (e.g. in the community, on the road). The aim in these situations is to bring the behaviour of the student under rapid and safe control. It is not a time to try and to punish or discipline the student; it is a crisis management period only.

Staff should follow the documented plan for any student involved in regular critical incidents, which should be saved and available for staff to review in OneSchool.

For unexpected critical incidents, staff should use basic defusing techniques:

1. Avoid escalating the problem behaviour: Avoid shouting, cornering the student, moving into the student's space, touching or grabbing the student, sudden responses, sarcasm, becoming defensive, communicating anger and frustration through body language.
2. Maintain calmness, respect and detachment: Model the behaviour you want students to adopt, stay calm and controlled, use a serious measured tone, choose your language carefully, avoid humiliating the student, be matter of fact and avoid responding emotionally.
3. Approach the student in a non-threatening manner: Move slowly and deliberately toward the problem situation, speak privately to the student/s where possible, speak calmly and respectfully, minimise body language, keep a reasonable distance, establish eye level position, be brief, stay with the agenda, acknowledge cooperation, withdraw if the situation escalates.
4. Follow through: If the student starts displaying the appropriate behaviour briefly acknowledge their choice and re-direct other students' attention towards their usual work/activity. If the student continues with the problem behaviour, then remind them of the expected school behaviour and identify consequences of continued unacceptable behaviour.
5. Debrief: At an appropriate time when there is low risk of re-escalation, help the student to identify the sequence of events that led to the unacceptable behaviour, pinpoint decision moments during the sequence of events, evaluate decisions made, and identify acceptable decision options for future situations.



**Samford State School**  
INDEPENDENT PUBLIC SCHOOL

*Strive with Honour*

