Behaviour Management Policy

1. Policy Statement

Kennedy Baptist College is committed to effective, consistent, and fair behaviour management for all students. This allows students to be safely included and participate in learning in a positive way that respects other students and staff.

Positive behaviour management allows students to develop their personal and social capabilities and to understand and exercise their rights and responsibilities so that they can fully contribute to their learning environments and the wider College community.

Behaviour management includes:

- Clearly communicating expectations with respect to academic integrity and student behaviour through the Student Code of Conduct.

- Acknowledging positive, inclusive, and respectful behaviours.

- Implementing specific learning and wellbeing programs that address respectful relationships.

- Communicating expectations and supports of the wider College community.

Every student will begin the school year with a fresh start as far as disciplinary actions (e.g., warnings, demerits, send-outs) are concerned. In cases where student behaviour at the end of the school year necessitates further behaviour management, the Principal has the discretion to address any consequences in the next school year.

Kennedy Baptist College prohibits the use of any form of child abuse, corporal punishment, or other form of degrading punishment.

2. Rationale

In addition to the duty of care owed to all students by the College, the *School Education Act 1999,* and the *School Education Regulations 2000*, requires all Non-Government schools to comply with *Registration Standards for Non-Government Schools, Standard 12 Management of Students' Behaviour;* this includes the development of processes for the effective management of student behaviour.

3. Definitions

Term	Definition
Child abuse	Occurs when a child has been subjected to physical, sexual, or emotional abuse and/or neglect which has resulted, or is likely to result, in harm to the child's wellbeing. It may involve ongoing, repeated, or persistent abuse, or arise from a single incident. Refer to *School Policies: Child Protection* for the definitions of the four forms of child abuse.
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. *[UN Committee on the Rights of the Child, General Comment No. 8 (2006)]*
Harm	Harm in relation to this policy, includes harm to students, staff, or others physically, emotionally, or psychologically.
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. *[UN Committee on the Rights of the Child, General Comment No. 8(2006)]*
Procedural fairness	Procedural fairness means acting fairly in administrative decision making. It relates to the fairness of the procedure by which a decision is made, and not the fairness in a substantive sense of that decision.

4. Guidelines and Procedures

Students are likely to behave positively if they are in an environment where they feel respected and supported to achieve and thrive. The College has a strong focus on creating a positive learning environment for students.

There are many ways in which students are encouraged to practise positive behaviour in normal College life. These include:

- Teachers showing genuine interest in each student in their care.

- Praise and encouragement given to students.

- Physical awards given through commendation letters, prizes, and trophies.

- Acknowledgement to peers in class, at year assemblies and whole College assemblies.

- The House points system.

Students are expected to take responsibility for their own actions in a caring community. However, if a student is disruptive in a class, they need to understand

that not only are they disadvantaging themselves, but everyone else in the class as well.

The College makes every effort to understand student behaviour and considers the following individual, environmental, and situational factors that may contribute to student behaviour:

- Identified disabilities.

- Specific learning needs or strengths.

- Difficulties at home.

- Safety concerns resulting from trauma.

- Mental health concerns.

- Disengagement from learning.

The Pastoral Care Team works collaboratively to support students who require care and encouragement in the learning environment.

5. Behaviour Management System

There are two (2) interrelated systems of behaviour management at Kennedy Baptist College, the 'Class' system, and the 'Major Send-out' system. The Class system relates to poor behaviour conducted in class time and the Major Send-out system relates to poor behaviour conducted outside of class time. Where poor behaviour was conducted in class time but is more serious in nature (presenting a significant risk to persons) the Major Send-out system may overrule the Class system.

5.1. Class System

The **Class** system is the behaviour management system that is implemented whilst a class is taking place, whether that be in a classroom on College grounds, or outside the classroom (on College grounds), or at an external site away from the College.

5.1.1. Name on Board System

All observed or perceived disruptive behaviour is dealt with using a form of the Canter Assertive Discipline System. The process is for the teacher to:

5.1.1.1. Write the name of the student who is being disruptive on the white board. This is the student's first warning.

5.1.1.2. Further disruption by the same student will result in a tick placed next to their name. This is the second warning.

5.1.1.3. If there is further disruption from the same student, there is no need to tick their name again – the teacher then sends them to Student Services to be interviewed by the Director of Students or the Deputy Principal Pastoral Care.

At each step, teachers are required to, clearly and discretely, articulate to the student the reason they have received their name on the board, a tick and/or an automatic send-out.

5.1.2. Direct Send-Outs

When a student is sent out the following occurs:

5.1.2.1. The student is sent to Student Services where they complete an online Send-out Form. Teachers will also complete an online Behavioural Report Form.

5.1.2.2. The student is interviewed by the Director of Students or the Deputy Principal Pastoral Care or their delegate.

5.1.2.3. The Send-Out Form and a Behavioural Report Form are recorded on the student's record in SEQTA.

5.1.2.4. The HOY and HOLA concerned should receive a copy of the Behavioural Report Form.

A student sent out of any class five (5) times within the school year is withdrawn by their parent(s), or the Principal will permanently exclude them from attending Kennedy Baptist College. Any Class automatic send-outs that are escalated to a send-out as part of the Major Send-out system won't count towards the Class system.

5.1.3. Class (Direct) Send-Outs Process

The Class Send-out System is as follows:

Send-out Occurrence	Process
First Send-out	A verbal warning is given to the student by the Director of Students and an email sent to notify parents of the send-out.
	The Head of Year contacts the parents to discuss the behaviour.
Second Send-out	An email is sent to parents notifying them that the student has been sent out of class on two (2) occasions.
	The Head of Year contacts the parents and requests an interview to discuss the behaviour.
Third Send-out	The student is suspended from the College for one (1) day.
	Parents are notified as soon as possible and asked to collect their child at their earliest convenience.
	A parent interview with the Director of Students is arranged and a formal letter is sent home.
Fourth Send-out	The student is suspended from College for one (1) day.
	Parents are notified as soon as possible and asked to collect their child at their earliest convenience.
	A parent interview with the Deputy Principal Pastoral Care is arranged and a formal letter is sent home.
Fifth Send-out	A parent interview with the Deputy Principal Pastoral Care and/or the Principal is arranged.
	The student is withdrawn by parent(s) or permanently excluded from the College.

5.2. Major Send-Out System

The system for dealing with inappropriate behaviour outside of class time is managed differently from the Class system. Students may receive a demerit, a send-out, and/or immediate exclusion from the College.

5.2.1. What constitutes the Major Send-out system?

The **Major Send-out** system is the behaviour management system for anything occurring outside of class time: before school, at recess, lunch, on the way to a class and after school. This includes issuing of demerits and send-outs. The Major Send-out system may also apply to behaviour during class time.

Please note that as soon as a student puts on their College uniform, they are representing the College. Therefore, students can expect behaviour to be managed if they behave inappropriately whilst they are wearing their College uniform.

5.2.2. Behaviour Offences

5.2.2.1. *Level of Offence*

The level of offences is described as follows:

Level of Offence			
Minor	**Moderate**	**Major**	**Major**
Unlikely risk of damage to property, harm to self / other students, staff, or College reputation	Possible risk of damage to property, harm to self / other students, staff, or College reputation	Likely risk of damage to property, harm to self / other students, staff, or College reputation	Almost certain risk of damage to property, harm to self / other students, staff, or College reputation
Consequence			
Demerit	**Moderate Send-out**	**Major Send-out – Suspension**	**Exclusion**

The consequence issued to a student is carefully considered in relation to the level of offence including:

- The risk of harm the behaviour exposed to other students, staff, or themselves. Harm is not only assessed as physical harm but also emotional and psychological.

- The risk of damage to College or individual's property.

- The student's history of behaviour including previous disciplinary action and student's commitment to change and restore positive behaviour.

5.3. Demerit System

The demerit system addresses behaviours and actions that don't necessarily affect the class or other students. It aims to motivate students to modify those behaviours that interfere with the smooth running and/or appearance of the College.

Students are permitted to record a total of 24 demerits within the school year. At the 25th demerit, the student will be withdrawn and permanently excluded from the College.

For each demerit given parents are notified via email/SEQTA.

Demerit Occurrence	Process
At five (5) demerits	An email is sent notifying parents that this stage has been reached and advising of further stages in the demerit system.
At 10 demerits	Parents are contacted by the Head of Year and an email is sent by the Director of Students.
At 15 demerits	The student is suspended from the College for one (1) day. Parents are contacted requesting an interview with the Director of Students.
At 20 demerits	The student is suspended from the College for one (1) day. Parents are contacted requesting an interview with the Deputy Principal Pastoral Care.
At 25 demerits	Parents are contacted requesting an interview with the Deputy Principal Pastoral Care or the Principal. The student is withdrawn and permanently excluded from the College.

Demerits may be issued by teaching staff and/or at the discretion of the Executive Leadership Team.

5.4. Major Send-Out System Process

The Major Send-out System for moderate to major offences is as follows:

Send-out Occurrence	Process
Send-out **(Moderate offence)**	The student is sent to Student Services. The student meets with the Director of Students or Deputy Principal Pastoral Care and is issued a formal (documented) warning.
First Send-out **(Major offence)**	The student is sent to Student Services. The student is suspended from the College for one (1) day. Parents are contacted requesting an interview with the Director of Students.
Second Send-out **(Major offence)**	The student is sent to Student Services. The student is suspended from the College for one (1) day. Parents are contacted requesting an interview with the Deputy Principal Pastoral Care.
Third Send-out **(Major offence)**	Parent interview with the Deputy Principal Pastoral Care and/or the Principal is arranged. The student is withdrawn by the parent(s) or permanently excluded from the College.

6. Student Code of Conduct

Behaviour contrary to the *Student Code of Conduct* or *Digital Citizenship Agreement* may result in disciplinary action including, but not limited to, suspension or exclusion. Serious offences such as assault, theft, wilful damage, and other unlawful activities may result in exclusion.

For minor breaches of the *Student Code of Conduct* or *Digital Citizenship Agreement* students will receive a warning asking them to rectify their behaviour. This warning may take the form of a verbal reminder of the expected behaviour, demerits, or send-outs. Suspension is likely for consistent minor breaches of the *Student Code of Conduct*.

Where a student's conduct breaks the law, the matter will be reported to the Police in addition to any action taken by the College for such an offence. The Principal keeps a record of all Critical and Emergency Incidents requiring the presence of emergency services.

Appendix A

Class System Matrix

Type of Behaviour (Examples)*	Consequences	
Distracting Behaviour	**Name on Board / Tick / Send-out**	**Direct Send-out****
1. Talking/singing/making noises	✓	
2. Walking around the room	✓	
3. Swinging on a chair	✓	
4. Calling out	✓	
5. Distracting someone from another class	✓	
Time-wasting Behaviour		
1. Writing/reading non-related notes in class	✓	
2. Completing work from another subject	✓	
3. Not completing a reasonable amount of work within the given timeframe	✓	
4. Being on non-related computer applications	✓	
Breach of Safety		
1. Throwing an object (with a perceived risk of harm)		✓
2. Knocking a student off a chair		✓
3. Not following safety guidelines in practical lessons		✓
Physical / Verbal Abuse / Inappropriate behaviour		
1. Practical jokes/horseplay		✓
2. Punching another student		✓
3. Hitting a staff member		✓
4. Swearing at another student or staff member		✓
5. Use of offensive or inappropriate language whether as a joke or not		✓
Misuse of Equipment		
1. Any breach of the Digital Citizenship College Agreement		✓
2. Mobile phone/smart device use		✓

*Please note that the examples are not an exhaustive list of all possible scenarios and that staff need to assess each situation to determine the relevant consequences.

Appendix B

Major Send-out System Matrix

Category / Examples of Behaviour*	Demerit	Moderate Send-out	Major Send-out	Immediate Exclusion
	Minor	**Moderate**	**Major**	**Major**
1. Educational				
Late to class	✓			
Homework/assignment not completed	✓			
No PE uniform	✓			
Coming to class unprepared	✓			
2. Image of the College				
Uniform standards not met	✓			
Littering	✓			
Anti-social behaviour outside the College		✓	✓	✓
3. General Behaviour				
Chewing gum	✓			
Carrying a mobile phone during College hours (as set out in the Acceptable Use of Mobile Devices Policy)	✓			
Swearing/name calling/intimidation		✓	✓	
Rough/dangerous play/play-fighting		✓	✓	
Disregarding instructions of a teacher/staff member		✓	✓	
Out of bounds (including after warning)		✓	✓	
Zero tolerance contact - touching/kissing		✓	✓	
4. Anti-social Behaviour				
Breaches of the Student Code of Conduct including but not limited to: • Truancy • Bullying/cyber bullying/fighting • Vandalism/graffiti • Bringing/using cigarettes, vapes, e-cigarettes, alcohol/drugs on College premises or at College-related activities (off-campus) • Threatening/intimidating/assaulting a staff member or student's parent(s) outside of the College • Bringing weapons to the College • Assaulting a staff member			✓	✓

*Please note that the examples are not an exhaustive list of all possible scenarios and that staff need to assess each situation to determine relevant consequences.

7. Related School Policies

- *Acceptable Use of Mobile Devices Policy*

- *Bullying Prevention Policy*

- *Digital Citizenship Agreement*

- *Duty of Care Policy*

- *Homework and Study Policy*

- *Rollback Policy*

- *Student Code of Conduct*

- *Uniform Policy*

Version control					
Version	Amendments	Date Reviewed	Endorsed by Board	Next Review	Author of version
1			01/01/2013		
2			25/07/2018		
3			24/02/2021	02/2023	
4	Updated	20/11/2021		02/2023	C Acciano
5	Updated	17/02/2022		02/2023	C Acciano
6	Updated	01/03/2022		02/2023	C Acciano
7	Updated	15/08/2022		02/2023	C Acciano
8	Amended title to Behaviour Management Policy. Amendments to policy statement, guidelines and procedures, addition of behaviour management system header, re-written class system and major send-out system sections. New appendices – tables of behaviour management system matrices.	20/09/2023	20/09/2023	02/2025	C Acciano
9	Amendment to level of offence.	19/03/2024		02/2025	C Acciano
10	Amendments to policy statement	05/12/2024	07/05/2025	02/2027	C Acciano