



## Managing Student Behaviour

### Purpose of this Procedure:

The purpose of this procedure is to provide staff and students at Dunstan High School Hostel with clear procedures for managing student behaviour, particularly in cases of serious misconduct or repeated breaches of hostel rules or guidelines.

### Key Components:

1. Students are encouraged to be responsible for self-managing their behaviour to meet established routines, rules and guidelines as much as possible.
2. All staff will act to address any student behaviour that is outside the expectations set by management.
3. Staff are encouraged to effectively manage any minor behaviour issues or breaches of expectations, and to record any of these which cause concern.
4. Any serious misconduct will be managed appropriately by staff on duty, and referred to management as soon as practical.
5. Serious or repeated misconduct by students will be investigated and recorded by management as soon as practical.
6. Management will inform parents of any serious or repeated misconduct as soon as practical.
7. Management may decide to refer a case of serious or repeated misconduct to a Discipline Sub-Committee of the Hostel Committee of the DHS Board of Trustees.
8. Management may decide to suspend a student until a meeting of the Discipline Sub-Committee can be convened to consider the misconduct.
9. The Hostel Discipline Sub-Committee of the BOT may impose additional conditions of enrolment at the hostel on a student, continue or extend suspension from the hostel or permanently exclude a student from the hostel.

## **I. Standard Operating Procedures:**

### Expectations of Students

- a. Students are expected to act at all time within the guidelines, rules and routines of the hostel as set by management.
- b. Students are encouraged to manage their behaviour within these boundaries, with support from adult staff.

### Expectations of Staff

- c. Staff will generally reward and encourage behaviour that meets or exceed expectations, particularly when this involves improved behaviour from a student.
- d. Staff will generally address behaviour that is outside of expectations by;
  - i. Discussing the issue and reminding students of expectations if necessary.
  - ii. Providing an appropriate instant punishment.
  - iii. Recording the incident and referring it to management for further investigation or action.
- e. In dealing with student behaviour issues staff are expected to be fair, even-tempered and consistent in their approach.

### Recording and Referring Behaviour

Staff have two options for recording and referring incidents of misconduct to management and should select the appropriate method depending on the seriousness of the situation.

#### **1. Minor Incidents - Supervisor Diary/Day Sheet/Prep.Sheet**

The day sheet, prep sheet and supervisor diary provide a way for supervisors to easily and regularly record minor breeches in routines, incidents or behaviour issues, so that management can be made aware, and intervene if necessary or if the supervisor requests it.

#### **2. Serious Incidents - Incident Recording Sheet**

Staff may decide that an incident is serious enough that it should be referred to management as soon as practical. In this case staff make contact with either the hostel manager or matron. They will use the incident recording sheet to record details of what happened and subsequent investigations.

If the manager or Matron are not immediately available, staff should record as much of what has happened as possible once they have dealt with the situation to ensure the immediate safety and well being of hostel students. This information should be passed to management as soon as practical.

## Dealing with Serious Incidents of Misconduct

### 1. **Isolate and contain**

The first priority for staff in dealing with a serious incident is to act to ensure that no further harm can be caused to students or staff. This will normally be achieved by removing the student or students involved to a place of safety usually separate from each other and ensuring they remain there until the situation is calm.

### 2. **Assess what assistance is required.**

Consider what additional assistance you require.

- Ⓢ Early referral to management
- Ⓢ Other staff on-site to assist in isolation or investigation roles
- Ⓢ Outside agencies – medical, police, parents etc...

### 3. **Action**

Consider is there any further action needed to ensure the safety of staff or students? Ie Search, First Aid, Emotional Comfort etc... Remind students disclosing abuse or violence that such abuse is not tolerated at the hostel. Refer to the Policy on Dealing with Abuse and Violence as soon as possible.

### 4. **Recording**

Once it is safe to do so begin recording the details of what has happened, who was involved, any witnesses present etc... This can be done using the incident recording sheet if practical, or in any other practical form.

### 5. **Refer and Report**

All serious incidents will require investigation by management. The Hostel Manager should be informed as soon as practical. The Hostel Manager will plan the investigation, reporting and further referral of the incident.

If the hostel manager is not immediately available consider referring to:

- Ⓢ The Hostel Matron if not already contacted.
- Ⓢ The DHS Principal or The Chairperson of the Hostel Committee if the matter is urgent.

Record the results of any investigation on the incident recording sheet.

Consider the appropriate time to report the incident to parents. This should be as soon as possible after the incident, and does not need to be at the end of the investigation process.

### 6. **Follow-Up Action**

At the conclusion of the investigation the Hostel Manager will decide what further action or referral is appropriate. This may include debriefing staff (and students) on what happened, outcomes for student, changes to procedure etc...

## Hostel Discipline Sub-Committee (HDSC)

1. The Hostel Committee of the DHS Board of Trustees will appoint a sub-committee to meet when required to consider serious incidents of misconduct referred to it by the hostel manager.
2. The HDSC will usually consist of the Chairperson of The Hostel Committee, The DHS Principal, The Hostel Manager and any other member of the hostel committee they wish to appoint.
3. When the HDSC meets to consider a matter referred to it, the Hostel Manager will circulate a written report on the matter to all committee members and the parents of any students involved no less the 24 hours prior to the meeting.
4. The HDSC will provide the student and parents the opportunity to attend the meeting, or to make written or other submissions. Normally the HDSC would request the parents and the students to attend the meeting.
5. The HDSC will have the power to alter the conditions of a student's enrolment at Dunstan High School Hostel, or to suspend or cancel a student's enrolment.

## Suspension from the Hostel

1. The hostel manager may suspend a student from the hostel for serious or repeated misconduct.
2. The manager may suspend a student for up to 14 days. Suspensions for longer than 14 days, or exclusions from the hostel may be imposed by the HDSC.
3. The manager may require the student to undertake certain actions prior to returning from suspension, such as attending meetings with parents, writing letters of apology etc..
4. When the Hostel Manager suspends a student from the hostel they will take the following actions;
  - a. Contact parents immediately informing them of the decision and making arrangements for the student to be collected.
  - b. Within 24 hours post or e-mail a letter outlining the reasons for the suspension and the date on which the student may return to the hostel. A copy of the hostel behaviour management SOP's and Complaints Process should also be included.
  - c. Inform parents of any other actions required before the student may return from suspension. This may include a meeting between the parents, student and hostel manager, school principal or HDSC.
  - d. Report the suspension to the DHS Principal as soon as practical.
  - e. Report on any suspensions to the Hostel Committee monthly.
5. Students suspended from the hostel may not return to the hostel grounds for any reason until their suspension is lifted unless they have the permission of the hostel manager.

6. Suspension from the hostel does not usually affect the ability of a student to attend Dunstan High School if alternative accommodation arrangements can be made.

## Complaints and Appeals

All complaints and appeals relating to the management of student behaviour should be handled using the hostel complaints process.

### **II. Review:**

Management will review these procedures annually and any modifications will be reported to parents for consultation and notified to the DHS BOT Hostel Committee.

Te: Oct 2009