



Wyndham's International High School

POLICY: APPROPRIATE STUDENT BEHAVIOUR

STATUS: COLLEGE COUNCIL ENDORSED

DATE: 22 July 2014

WERRIBEE SECONDARY COLLEGE

APPROPRIATE STUDENT BEHAVIOUR POLICY

A policy dealing with Harassment, Bullying and Violence involving students

It is part of our educational responsibility to address inappropriate behaviour of our students within the College. Student acts of harassment, bullying and violence are unacceptable at the College.

DEFINITIONS

- Harassment and bullying include any written, verbal or physical behaviour exhibited by groups or individuals that intentionally or unintentionally causes any person or group to experience an injury or feel insulted or degraded.
- Violence typically includes a physical altercation between two or more students where injury or pain may be the outcome, and for the purposes of this policy, also includes threats of violence.

RATIONALE

Harassment, bullying or violence can impair the learning ability of a community by creating an unpleasant educational environment, causing anxiety, apprehension and distress. It can impair or erode self-esteem. This College does not condone harassment, bullying and violence, and considers it an impediment to providing a safe and enjoyable learning environment. Therefore, these behaviours cannot be tolerated from either individual students or groups of students.

The following behaviours are examples of harassment, bullying and violence and as such are unacceptable at Werribee Secondary College:

Physical Contact, including:

- Hitting, kicking, punching, touching another person in a way that causes unease discomfort or injury.

Verbal Harassment, including:

- Displaying an aggressive attitude, showing intolerance of another, teasing and taunting, making denigrating comments (racial, sexual, religious or personal), swearing, spreading rumours, disruptive behaviour, making accusations.

Body Language, including:

- Using unacceptable body gestures and mannerisms towards others

Written Material, including:

- The creation and/ or distribution of notes, letters and graffiti

Harassment by Isolation, including:

- Deliberately isolating or excluding a student

Sexual Behaviours (refer to the College's Sexual Harassment Policy)

Stealing, including:

- Extortion of money

Inappropriate use of electronic media, including:

- The recording, storage and/or distribution of images, movies and text likely to cause offence, and/ or the posting of such material to a website

OBJECTIVES

The objectives of this policy are to:

1. Acknowledge that students may be emotionally or physically vulnerable
2. Raise awareness of the unacceptability of intimidatory behaviour
3. Provide a supportive environment for all students
4. Ensure the rights of students to a safe and secure working environment
5. Develop students' self-esteem while teaching them to avoid the use of intimidation

ASSOCIATED PROCEDURES

Harassment and Bullying

Incidents of harassment and bullying may be reported to any member of staff.

All incidents involving harassment and bullying will be investigated and appropriate action taken with reference to the Student Engagement Policy.

The resolution of incidents and harassment and bullying may also involve counselling in:

- Conflict Resolution
- Anger Management
- Peer Mediation
- Alternative Behaviours

Violence (developed in discussion with Worksafe)

In the case of student fighting, attending members of staff will:

1. Not put themselves at physical risk.
2. Being mindful of their personal safety, do what they can to stop the fight.
3. If fighting persists, the staff member should contact the General Office (using communicators, mobile phones or a reliable student). A member of administration will attend.
4. The staff member should continue to attempt to stop the fight (as in Point 2).
5. If necessary, the member of administration will break up the fight in the manner which poses least risk to themselves.

Students involved in fighting or instigating a fight will be dealt with according to the Student Engagement Policy. Students who participate in fighting are typically suspended from school.

APPENDIX 1: Presentation at the Principal / Staff Meeting on Thursday 22 May 2014

ALTERCATIONS

This protocol provides general guidance on appropriate staff response to and management of altercations between students. It should be read in conjunction with the following plans, guidelines and policies:

1. School based plans and policies
 - Individual student's Behaviour Management Plans
 - Werribee Secondary College's Student Engagement Policy
 - Werribee Secondary College Occupational, Health and Safety Guidance

2. DEECD policy and guidance
 - Student Engagement and Inclusion Guidance 2014
<http://www.education.vic.gov.au/school/principals/participation/Pages/studentengagementguidance.aspx>
 - Student behaviour guidance
<http://www.education.vic.gov.au/school/principals/participation/Pages/studentbehaviour.aspx>
 - Restraint Policy
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/restraint.aspx>
 - Reporting (emergency and incidents)
<http://www.education.vic.gov.au/school/principals/spag/management/pages/reporting.aspx>
 - Health, Safety and Workplace guidance
<http://www.education.vic.gov.au/school/principals/management/Pages/healthworksafe.aspx>

RESPONSE TO NON-PHYSICAL ALTERCATIONS

If a situation arises between students, in class:

- Approach the students and speak to them in a quiet, firm, nonthreatening and controlled tone.
- Ask to talk to one of the party aside from the other. This action separates them and allows for the tension to diffuse.

Use your professional judgement and gut feeling to take alternative action depending on the seriousness of the situation, (if unsure treat the situation as serious).

Alternative action may include:

- sending one of the students to a year level student manager and the other to a Sub-school Principal. If there are more than two individuals involved, send the two major players only or distribute the others to different year level managers. The aim is to separate the students.

For less serious exchanges you may decide to

- Instruct the students to desist and monitor the situation.
- Separate the students and position them far apart. Monitor the situation.
- Warn the students that you will apply a sanction such as a retention if the antagonistic behaviour does not stop.
- Ask to see them after the session.

In the schoolyard:

As above and

- Inform the general office using a communicator / phone or dispatching a student so that support can be provided.
- Seek assistance from nearby teachers on duty. (The situation could escalate).
- Monitor the situation.
- Identify the students concerned and report to the year level manager.

RESPONSE TO PHYSICAL ALTERCATIONS

If a situation arises between students, in class:

- Send a student to the general office for assistance.
- Tell the nearby students to move away.
- In a loud, firm, non-threatening tone instruct the students involved to stop.
- Continue repeating the instruction until the fighting stops.
- When assistance arrives, the students are to be escorted separately by staff members, one to the appropriate year level manager the other to the sub-school principal.

Physical Intervention

Physical intervention should only be used in the following circumstances:

- the situation is an emergency and the danger of harm to the student and/or others is imminent;
- the restraint is used to prevent the student from inflicting harm on him/herself and/or others;
- there is no reasonable alternative that can be taken to avoid the danger.

If using physical intervention, staff should only:

- use the minimum force required to avoid the danger of harm
- apply restraint for the minimum duration required and remove the restraint once the danger has passed.

It is also important for staff to consider the following factors:

- the age of the student
- the stature and weight of the student
- any impairment of the student e.g. physical, intellectual, neurological, behavioural, sensory (visual or hearing), or communication
- any mental or psychological conditions of the student
- any other medical conditions of the student
- the likely response of the student
- the environment in which the restraint is taking place.

Staff should talk to the student throughout the incident. Staff should make it clear to the student when and why the restraint is to be applied. Staff should also calmly explain that the restraint will stop once it is no longer necessary to protect the student and/or others.

All staff should be familiar with the Department's policy on restraint, available at the following link:

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/restraint.aspx>

If the student is acting uncontrollably on his / her own, throwing objects, attempting to destroy property etc.:

- Evacuate the room / area.
- Send a student to the general office for assistance.
- Ask the student to desist using a firm, non-threatening and controlled tone.

- Keep the student under observation at all times unless he / she has run off.
- In that case the student will be located by other staff and kept under observation at a safe distance.

In the schoolyard:

As above under the heading Physical Altercations and

- Inform the general office using a communicator / phone or dispatching a student so that support can be provided.
- Seek assistance from nearby teachers on duty.

In the event of a physical injury, medical intervention must be sought as soon as practicable. Counselling of varying intensity will be required in most situations described in this documentation.

Reporting obligations

You must inform the appropriate year level student manager of any altercation be it verbal or physical. The year level student manager will determine if the incident should be reported to the Victoria Police, Security Services Unit and/or students' parents or carers.

You may be asked to provide a written account of the incident.

Greg Lentini
Assistant Principal

Per the OH&S Team