

BALARANG PUBLIC SCHOOL



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STUDENT WELFARE AND FAIR DISCIPLINE PROCEDURES

Balarang Public School seeks to provide quality education for all students, taking account of their age, background, ability and interests. Our school aims to help students to become self-directed, life-long learners who can create a positive future for themselves and for the wider community.

Balarang Public School provides a caring environment where respect, safety and learning are valued. Our mission is to foster high expectations and build community partnerships. Our Student Welfare policy is supported by 3 core values: ***Be safe, Be Respectful, Be a Learner.*** It utilises school-wide systems of support that include pro-active strategies for defining, teaching and supporting appropriate student behaviours to create a positive school environment. This is known as ***PBL – Positive Behaviour for Learning.***

Positive behaviour support is an application of a behaviourally-based behaviour systems approach to enhance the capacity of the school community to improve the environments in which teaching and learning occurs. This policy document is designed to help nurture students to develop and demonstrate the attributes specified in our three PBS focus areas of ***Respect, Safety and Learning.***

Student welfare is formulated by parents, peers and teachers. We believe that a child's feeling of self-worth and security influences their ability to learn and take an effective place in society. This Student Welfare Policy encompasses the practices of the school to meet the personal, social, emotional and individual needs of all our students. It involves a warm, trusting, safe and rewarding environment in which each student can develop to their full potential.

Student welfare is achieved through the total school curriculum. This policy supports and develops:

- effective discipline;
- a defined set of school rules;
- preventative health and social skills programs;
- collaborative, early intervention when problems are identified;
- opportunities for students to enjoy success and recognition as well as enjoyment in learning.

This policy aims to:

- to provide a framework for the establishment of a **safe**, positive and effective **learning** and social environment that encourages mutual **respect** and responsible action between all members of our school community;

- to provide guidelines, expectations and consequences that meet the needs of the students by acknowledging appropriate behaviour and addressing issues related to unacceptable behaviour.

To achieve this aim the school has incorporated the Positive Behaviour for Learning (P.B.L.) framework into our Student Welfare and Fair Discipline Policy.

RATIONALE

Students and staff have a right to be happy and safe at school. They have a right to be treated in a fair, dignified and professional manner.

The Public School system has three overriding priorities:

- raising educational standards and levels of educational achievement;
- the provision of quality education for all;
- the care and safety of all students in its charge.

Schools and their communities work together to provide quality learning environments which are:

- inclusive
- safe and secure
- free from bullying, harassment, intimidation and victimisation.

When parents enrol their children at public schools they enter into a partnership with the school. This partnership is based on a shared commitment to provide opportunities for students to take responsibility for their actions and to have a greater say in the nature and content of their learning. Collaboration between school staff, students and parent(s) or carer(s) is an important feature of discipline in government schools.

All students in NSW Government schools are expected to:

- attend every school day, unless they are legally excused, and to be in class on time, prepared and ready to learn;
- adhere to the requirements of the school's uniform and dress code policy maintaining a neat appearance at all times;
- behave safely and responsibly at school, and during travel to and from school;
- show respect to teachers, other school staff, helpers, and students at all times;
- follow school rules, speak courteously and cooperate during learning activities;
- care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, including harassment, bullying, racism and illegal or anti-social behaviour of any kind, will not be tolerated.

The school discipline policy may apply outside of school hours and off school premises where there is a clear and close connection between the school and the conduct of students.

OUTCOMES

The implementation of:

- a consistent and fair discipline code;
- a defined set of school rules providing guidelines for students, staff and parents;

- strategies to promote good discipline and effective learning;
- strategies designed to recognise and reinforce student achievement;
- strategies dealing with unacceptable behaviour.

EXPECTATIONS OF EFFECTIVE DISCIPLINE:

All members of the community have a responsibility to ensure that they maintain the rights of others.

NSW public school students are required to:

- maintain sustained application to learning;
- respect individuals and their property;
- show courtesy and respect to students, teachers and to community members;
- work towards a peaceful resolution of conflict;
- adhere to dress standards determined by the community;
- to be punctual and follow school timetables;
- comply with the school rules and the School Welfare and Fair Discipline Policy.

NSW public schools will not tolerate:

- Violence, discrimination, harassment, bullying, racism or intimidation of any kind;
- The carrying of weapons or illegal substances.

Students have a right to:

- achieve their potential;
- be safe and their property protected;
- be treated fairly, equally and with respect;
- learn in a positive, supportive, friendly and clean environment.

Staff will:

- be responsible for the education and care of students while at school;
- provide the best possible program to meet the needs, capabilities and aspirations of each student;
- contribute to a well-managed, caring, safe teaching and learning environment;
- communicate with parents and care-givers about the progress and behaviour of each student.

Staff have the right to:

- respect, courtesy and consideration;
- a safe and secure work place where their property is protected;
- express themselves;
- be able to teach;
- expect and receive assistance and support, if required, from appropriate resources.

The Principal's responsibility involves the provision of a safe, caring, challenging, stimulating and harmonious teaching and learning environment for students and staff. Principals have the authority to suspend students consistent with policy and government legislation.

The principal also has the authority to determine the conditions for a student's continued enrolment. The Principal will exercise this authority having regard for their responsibility to the entire school community and the principles of procedural fairness and natural justice.

Parents and caregivers recognise that:

- the school is not solely responsible for development of the socially acceptable behaviour of the students;
- where possible students will be actively encouraged to take responsibility for their own actions.

Parents have the right to:

- be treated with respect, courtesy and consideration;
- feel welcome and included in the school;
- be informed of their children's progress, behaviour and attitude while at school;
- be informed with regard to school activities and the curriculum;
- participate in the school based process of decision making regarding activities and policies;
- be made aware of available support services. Teachers are responsible for the managing the behaviour of students in their classes. However, they can access support from colleagues, supervisors, Learning Support Teachers, School Councillor and Principal.

STRATEGIES FOR RECOGNISING AND REINFORCING STUDENT ACHIEVEMENT

Our Positive Behaviour for Learning Program (P.B.L.) is a positive approach to the welfare and management of students. It aims to promote and maintain acceptable behaviour by recognising and commending student achievement in all aspects of school life. All students are supported in their aim to achieve success through the provision of quality teaching and learning programs.

Positive behaviour, academic achievement and effort are based on school expectations and are rewarded in various ways using a variety of strategies. These include: each fortnight, 4 students from each class are presented with a Superstar award certificate at whole-school assembly; the Principal's medal is awarded at the end of each term; 'STAR' raffle tickets are handed to students and then entered into a fortnightly draw; 100% attendance is acknowledged with a certificate at the end of each term; verbal praise; and classroom privileges.

Balarang Public School Behaviour Matrix

AREA	BE SAFE	BE RESPECTFUL	BE A LEARNER
Canteen	Walk Line up in correct lines Buy for yourself	Wait your turn Please and thank you Bin it	Know your choice Have money ready
Quiet Area	Walk Sit to eat	Rubbish in the bin Include others	Plan your play Play quiet games
Playgrounds	Wear a hat Be seen, be visible	Include others Take turns	Follow the rules Use equipment correctly Be a team player
Toilets	Walk Flush Wash hands	Doors closed Allow privacy Move away	Use the toilet or urinal Report problems
Office	Walk Report to office	Please and thank you Speak quietly Manners	Knock and wait Know your message
Assemblies	Walk Line up Sit safely	Be ready to listen Face the speaker Be on time	Listen to messages Follow instructions
Hall	Walk in lines Be supervised	Look after equipment	Follow instructions
Library	Walk Be supervised	Work quietly Care for books and computers	Use equipment correctly Speak quietly
Walkways	Walk Eyes up	Keep left	Be aware of others
Eating Areas	Eat your own food	Bin it	Good food choices
Fixed equipment	Only with a teacher	Wait your turn	Know your limits
Sandpit	Sand stays in pit Keep sand away from faces	Share toys Pack toys away	Look after your shoes and socks
Digital Technology	Keep device secure Use appropriate sites Report problems	Consider the privacy of others Care for the property of others	THINK before you post Be a problem solver Use reliable sources
All settings	Walk on hard surfaces	Wear school uniform Use manners	Follow teacher or staff directions Report problems

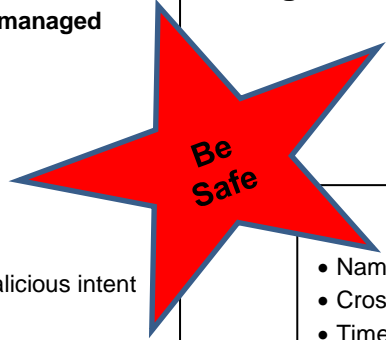
Balarang Public School Behaviour Management Strategies

Behaviours – Teacher-managed

- Breech of uniform code
- Cheating/plagiarising
- Disrespect to students
- Disruption of others
- Inappropriate language
- Inappropriate touching
- Lateness
- Hurting student without malicious intent
- Minor lies
- Out of bounds
- Property misuse
- Spitting
- Spreading hurtful rumours

Behaviours – Executive- managed

- Arson
- Bullying/harassment
- Leaving class without permission
- Pornography
- Possession use of illegal drugs/alcohol
- Recording/uploading inappropriate behaviour
- Truancy
- Verbal/physical aggression
- Weapons
- By-standing without reporting Exec-managed behaviour
- Excessive non-compliance
- Major lies
- Sexual harassment
- Swearing at staff
- Theft
- Vandalism/defacing



Classroom – Strategies

- Name on board
- Cross against name
- Time Out desk in class
- Time Out in AP class
- Behaviour Agreements
- Hand out STARS to students acting appropriately and make it known verbally why they receive the STARS

Outside of classroom - Strategies

- Talk one on one with student
- Ask the question “How can you fix your mistake?”
- Allow them to fix their mistake
- Look to calm the situation through positive talk and positive body language
- Time Out on silver seat
- Shadow teacher on playground duty
- Playground monitoring sheet – tell student reason
- Seek assistance from teaching staff / fellow playground duty person
- Call for an A.P via students standing by
- Call for Principal via students standing by
- Contact parents/care-givers re. phone, interview
- School Counsellor support and other agencies



Classroom – Consequences.

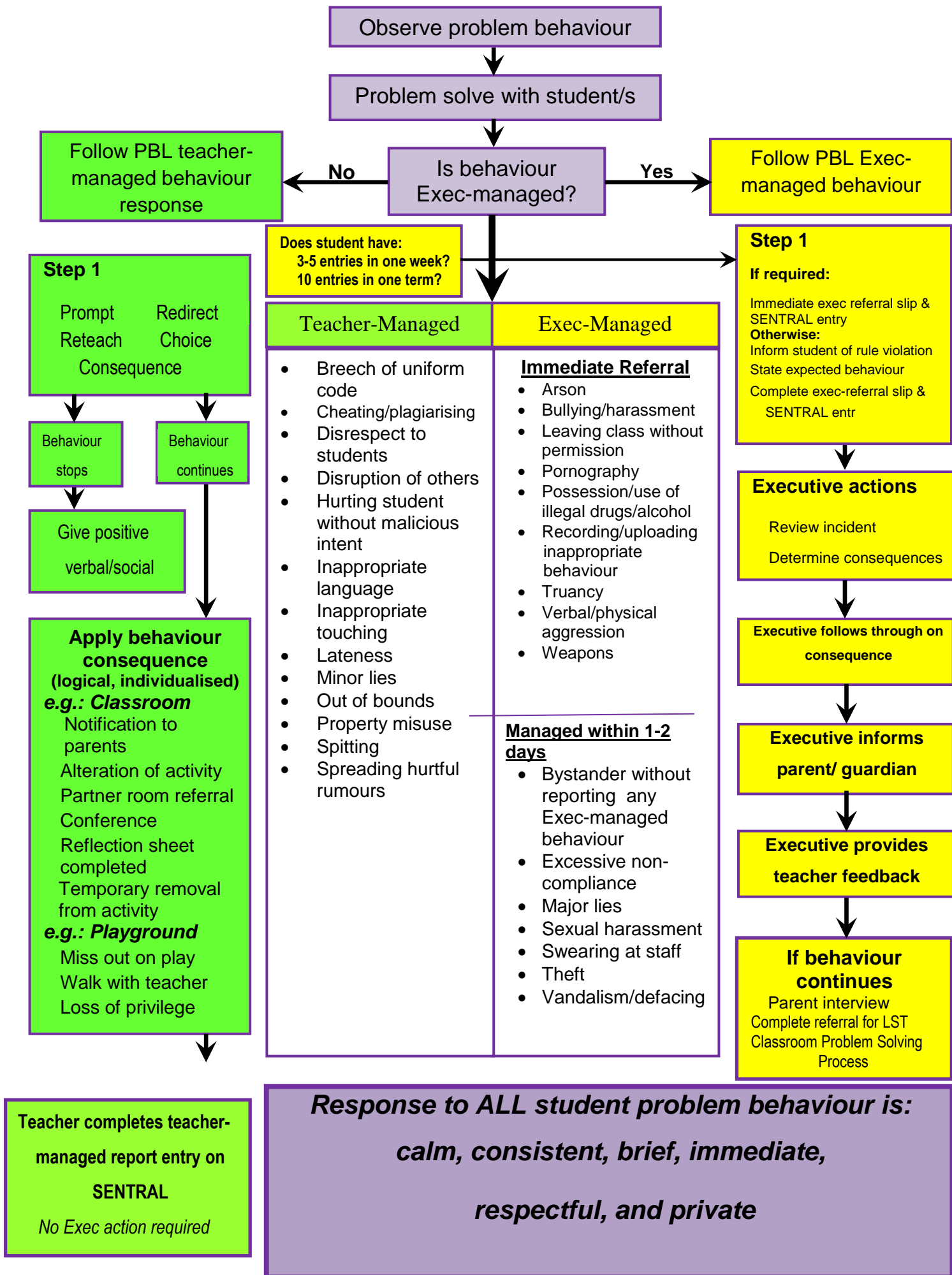
- Contact parent, enter data on Sentral
- Remain in classroom at lunchtime under supervision of teacher
- Behaviour Agreements /Welfare Monitoring Card- these involve student – parent – teacher & APs
- Detention – in consultation with AP. Enter on Sentral and inform detention supervisor. Principal may be involved
- Periods of short / long suspension may be imposed

Outside of classroom –Consequences.

- Time Out on silver seats
- Shadow playground duty teacher
- Behaviour Agreements/Welfare Monitoring Card - these involve student – parent – teacher & APs
- Meeting with respective Stage Assistant Principal
- Invitations to special events such as Year 6 End of Year, excursions, disco, dance, assembly, representing school in any capacity (eg. sport, choir, public speaking), PSSA Sport may be withdrawn
- Parents notified for recurring or major behaviours
- Parent meeting with Assistant Principal / Principal
- School Counsellor may be involved
- Regional Student Services personnel may be involved
- Periods of short / long suspension may be imposed



BEHAVIOUR MANAGEMENT FLOWCHART



ANTI-BULLYING PLAN

Students have the right to expect that they will spend the school day free from the fear of bullying, harassment and intimidation.

Balarang Public School does not tolerate bullying in any form. All members of the Balarang Public School community are committed to ensuring a safe and caring environment that promotes personal growth and positive self-esteem for all.

What is bullying?

- Bullying is defined as **intentional, repeated behaviour** by an individual or group of individuals that causes distress, hurt or undue pressure.
- Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment (including sex, race, disability, homosexuality or transgender), humiliation, domination and intimidation of others.

Bullying behaviour can be:

- **verbal** eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats;
- **physical** eg hitting, punching, kicking, scratching, tripping, spitting;
- **social** eg ignoring, excluding, ostracising, alienating, making inappropriate gestures; and
- **psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

What are the effects of bullying?

Bullying:

- devalues, isolates and frightens;
- affects an individual's ability to achieve; and
- has long-term effects on those engaging in bullying behaviour, those who are the subjects of bullying behaviour and the onlookers or bystanders.

What is the purpose of an anti-bullying plan?

- Students attend Balarang Public School to participate in quality education that will help them to become self-directed, lifelong learners who can create a positive future for themselves and the wider community.
- Any inappropriate behaviour that gets in the way of teaching and learning at Balarang Public School and interferes with the wellbeing of students cannot be accepted.
- Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying.
- Students, teachers, parents, caregivers and members of the wider school community can expect:
 - a) that students will be safe at school, free from fear of bullying, harassment and intimidation;
 - b) to be involved in the collaborative development of the school Anti-bullying Plan;
 - c) to know what is expected of them and others in relation to the Anti-bullying Plan; and
 - d) that all students will be provided with appropriate support when bullying occurs.

Students, teachers, parents, caregivers and members of the wider school community have a responsibility to:

- promote positive relationships that respect and accept individual differences and diversity within the whole school community;
- contribute to the development of the Anti-bullying Plan and support it through words and actions; and
- actively work together to resolve incidents of bullying behaviour when they occur.

What are the roles of members of the school community?

Each group within the Balarang Public School community has a specific role in preventing and dealing with bullying.

Students of Balarang Public School can expect to:

- know that their concerns will be responded to by school staff;
- be provided with appropriate support (for both the subjects of and those responsible for the behaviour); and
- take part in learning experiences that address key understandings and skills relating to positive relationships, safety, gender equity, discrimination, bullying and harassment. These experiences will be guided by the Personal Development, Health and Physical Education syllabuses and other Key Learning Areas.

Students of Balarang Public School have a responsibility to:

- behave appropriately, respecting individual differences and diversity;
- follow the school Anti-bullying Plan; and
- respond to incidents of bullying according to the school Anti-bullying Plan.

Parents and caregivers of Balarang Public School have a responsibility to:

- support their children in all aspects of their learning;
- be aware of the school Student Welfare and Fair Discipline Policy and Anti-bullying Plan and assist their children in understanding bullying behaviour;
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan; and
- support all students of the school to deal effectively with bullying through the strategies of the Anti-bullying Plan.

Balarang Public School has a responsibility to:

- develop an Anti-bullying Plan through consultation with parents, caregivers, students and the community, which clearly identifies both the behaviours that are unacceptable and the strategies for dealing with bullying in the classroom and playground;
- inform students, parents, caregivers and the community about the School Discipline Code and Anti-bullying Plan;
- provide students with strategies to respond positively to incidents of bullying behaviour, including responsibilities as bystanders or observers;
- provide parents, caregivers and students with clear information on strategies that promote appropriate behaviour, and the consequences for inappropriate behaviour;
- communicate to parents and caregivers that they have an important role to play in resolving incidents of bullying behaviour involving their children; and
- follow up complaints of bullying, harassment and intimidation.

Teachers of Balarang Public School have a responsibility to:

- respect and support students in all aspects of their learning;
- model appropriate behaviour; and
- respond in an appropriate and timely manner to incidents of bullying according to the school Anti-bullying Plan.

Strategies to prevent bullying

At Balarang Public School, strategies are in place to effectively teach the skills and understandings that will lead to eliminating bullying behaviours.

These strategies are:

- taught across key learning areas; and
- reinforced consistently through school practices that promote respectful relationships.

These strategies will:

- empower the whole school community to recognise and respond appropriately to bullying and harassment; and
- contribute to the general health and wellbeing of all students.

Programs targeting peer support, peer mediation, mentoring, transition, conflict resolution and student leadership are effective ways of developing school culture and student skills.

Implemented Strategies

- Child Protection – dedicated lessons and those contained within specific Connected Outcomes Groups;
- PBLcore values and visuals around the school;
- Social skills program – Rock and Water, STAR awards, classroom learning experiences /class Superstars awards and certificates and Principal’s Medals
- Personal Development, Health and Physical Education programs

Additional strategies to support those strategies already implemented

- Classroom focus using books from student book list – class reading, discussion, associated activities ;
- Increase role and profile of student leaders e.g. captains, house captains and PBL Council Representatives.

Strategies to deal with bullying

Balarang Public School will deal with bullying quickly and effectively. Strategies for dealing with bullying are implemented consistently by school staff. Strategies for dealing with bullying are linked to the School Welfare and Discipline Policy and encompass the range of options available to deal with unacceptable behaviours, including suspension and expulsion.

In dealing with bullying behaviour, Balarang Public School recognises the repeated and recurring nature of bullying and has mechanisms in place to identify patterns of repeated offending. These

mechanisms include playground folders, welfare records; SENTRAL data and teacher, Assistant Principal, Principal and counsellor records.

Students, their parents and caregivers are encouraged to be proactive in dealing with bullying, so that appropriate support can be provided to those students involved in any incident.

The Balarang Public School Anti-bullying Plan includes specific strategies for

- reporting (by students, parents, caregivers and teachers);
- intervening (by students, parents, caregivers, teachers and other school staff);
- accessing help and support (by students, parents and caregivers);
- communicating Departmental appeal procedures (for students, parents and caregivers); and
- professional learning (for teachers and other school staff).

Strategies to monitor and evaluate the effectiveness of the plan

- Ongoing monitoring of playground folders and Detention records on SENTRAL to establish patterns and trends in bullying methods, areas in which bullying occurs and if bullying is conducted by or aimed at particular students;
- Team meetings: discuss patterns or trends detected in classroom situations; and
- Review anti-bullying plan at regular intervals to ensure consistency of implementation and clarify areas of concerns. Adjust plan as necessary.