

POLICIES AND PROCEDURES

Policy Name	Behaviour Management Policy
Constructed /Reviewed by	Executive
Review	Last Review: September 2022, September 2024, March 2025 Next Review: 2027

1. Statement of Context

Yarra Valley Grammar School (the School) has expectations for the appropriate behaviour of students when at School, in the community, on excursions and camps, and on interstate and overseas trips.

2. Reference Points / Background Papers

YVG IT Acceptable Use Policy (Students)

YVG Mobile Phones and Electronic Devices Policy (Students)

YVG Bullying, Violence, Harassment and Discrimination Policy

YVG Student Behaviour Guidelines and Agreement (interstate, overseas, outdoor and experiential trips)

YVG Complaints and Grievances Policy

YVG Child Protection Policy and Code of Conduct

YVG Drug Policy

YVG Overseas Students Complaints and Appeals (Grievances) Policy and Procedures

YVG Expectations of Behaviour

YVG Appearance and Uniform Statement

3. Purpose

The purpose of this Policy is to provide students, staff and parents with clarity as to the behaviour expected of students at the School and the consequences when those expectations are breached.

4. Aim

- 4.1 To support the School and its employees, parents and students in creating a culture of positive behaviour with high levels of student engagement as essential prerequisites for learning
- 4.2 To create and promote a culture of safety, fairness, support and mutual trust between the students and the School
- 4.3 To provide guidelines for the appropriate conduct of students to ensure the safety of all members of the School community.
- 4.4 To clearly set out the consequences when guidelines for appropriate behaviour are breached.

5. Scope

This Policy applies to all students, employees, directors, volunteers and parents.

Definitions

- Electronic device* Any piece of technology that uses electronic power, including laptops, tablets, smartphones, audio devices (e.g. headphones, microphones, etc.), smart watches, smart glasses, e-readers, digital cameras and video cameras, or equivalent.
- Personal device* Any electronic device except the BYO device (refer to definition below).
- BYO* “Bring your own” meaning the main electronic device that the students bring to the school for educational purposes, to enhance learning by allowing access to learning resources, engage in class activities, complete assignments, and participate in collaborative projects.

6. Aspects of behaviour under this Policy

All members of the School community are expected to show:

- 6.1 Respect for the School: upholding the School’s values, not bringing the School into disrepute.
- 6.2 Respect and care for one’s self as an individual within the community
- 6.3 Respect for others: Concern for the health, safety and wellbeing of others including students, staff and other adults, their rights, feelings and opinions
- 6.4 Responsibility for property: Care and sensible use of property, naming of property, valuables in School, theft, fraud, misuse of School property, digital devices, lockers and lost property
- 6.5 Respect of property: litter, graffiti, vandalism, damage or destruction of property.
- 6.6 No bullying and harassing behaviour: bullying, harassment (including sexual harassment), dangerous behaviour (real, perceived, threatening) towards another person, fighting, violent behaviour, use of language, gestures or conduct likely to offend.
- 6.7 Acceptable use of IT: use of the School systems and technology, use of mobile phones and other digital devices.
- 6.8 Attendance and academic work: completion of work, disruption to own or another’s learning, assignments, homework, deadlines, exam rules and procedures, plagiarism, cheating, attendance, punctuality, preparedness.
- 6.9 Appropriate behaviour away from the School: excursions, activities, travel to and from the School, behaviour in and around the School’s neighbourhood.

- 6.10 Prohibited and illegal activities: alcohol, drugs, smoking (including vaping), gambling, weapons and arson.

Any form of behaviour regarded as inappropriate by the community at large must also be regarded as inappropriate within the School community.

7. Policy details

- 7.1 The School is committed to ensuring its Behaviour Management Policy and Procedures are fair and reasonable.
- 7.2 The School expressly forbids and prohibits any form of corporal punishment, humiliation and any form of abuse (physical, verbal or emotional) as a consequence for breach of these guidelines.
- 7.3 Behavioural expectations, standards and consequences are stated clearly for the benefit of students, parents and staff.
- 7.4 The School will ensure that all members of the School community have a shared understanding of what constitutes acceptable and unacceptable behaviour together with clear systems of recognition and consequences.
- 7.5 The School will regularly consider how they can provide opportunities for students to grow their social learning in order to develop positive behaviour, respectful relationships and high levels of student engagement.
- 7.6 The School will ensure that this Policy affords procedural fairness, and its application is fair, consistent and non-discriminatory.
- 7.7 The School may be required to suspend or expel a student if it is determined that the seriousness of the behaviour warrants such a response.
- 7.8 The School will record and monitor student behaviour, including the application of any consequence, in a student's record. These records will be reviewed to enable the School to determine whether its response has supported an improvement in the student's behaviour and that of the students more broadly.

8. Serious offences under this Policy

- 8.1 The following list includes, but is not limited to, what are regarded as serious offences both within the School and on School activities, excursions and trips and may result in disciplinary action being taken including suspension or expulsion from the School:
- (a) being absent from school without permission or an acceptable excuse;
 - (b) continuous disruption of own or another's learning;
 - (c) bringing cutting implements or other sharp-edged instruments to School;
 - (d) smoking, vaping or similar activities;
 - (e) inappropriate use of School technology (including accessing inappropriate content);

- (f) tampering with School property and equipment (including fire hydrants, computers, screens, vending machines); or
- (g) projecting missiles.

9. Extremely serious offences under this Policy

9.1 The following list includes, but is not limited to, what are regarded as extremely serious both within the school and on school activities, excursions and trips and may attract disciplinary action which may include suspension or expulsion from the School:

- (a) bullying (physical, verbal, emotional, sexual and cyber) and violence;
- (b) the supply or possession or consumption of alcohol or drugs;
- (c) consuming or being under the influence of alcohol or drugs (The School reserves the right to test);
- (d) vandalism including interference with the School's computer system or network;
- (e) serious breach of the School's IT Acceptable Use Policy, Social Networking Policy or Mobile Phones and Electronic Devices Policy;
- (f) bringing an offensive weapon, dangerous substance or equivalent to the School;
- (g) recklessly endangering or harming others;
- (h) theft;
- (i) offensive language to a member of staff or students;
- (j) deliberate and consistent unwillingness to meet expectations including expectations related to attendance, academic performance and major breaches of School policies or procedures;
- (k) conduct which in the opinion of the Principal could damage the School's reputation; or
- (l) being outside the bounds of the School during School hours without permission.

10. Responses to student behaviour

- 10.1 Restorative responses and/or consequences will be applied if any member of the School community is impeding the right and opportunity of others to learn and be nurtured in a safe and orderly environment.
- 10.2 A restorative approach prioritises repairing harm done to relationships and people over allocating blame and dispensing punishment.
- 10.3 Students are to be adequately educated about the behavioural expectations of the School within and outside the classroom, including the expectation on excursions and external school sanctioned activities.

- 10.4 Sanctions and rewards must be applied fairly and consistently to students.
- 10.5 Sanctions and rewards should be proportional to the behaviour, and the application of sanctions should be implemented from the least intrusive to the most intrusive.
- 10.6 Sanctions should not be applied to whole groups of students unless deemed necessary.
- 10.7 Suggested sanctions and rewards will be discussed between staff and students throughout the year.
- 10.8 School staff are encouraged to frame their responses to student behaviours on four key questions:
 - (a) What has happened?
 - (b) Who has been affected?
 - (c) How can we find a way forward for this matter?
 - (d) How can everyone do things differently in future to make sure that this doesn't happen again?

11. Procedure

- 11.1 Expectations of Student Behaviour are available on the community portal.
- 11.2 If a student behaves in a way that contradicts and breaches another related behaviour policy of the School, the teacher who has observed the behaviour will deal with such behaviour and document it if warranted.
- 11.3 Depending on the seriousness of the behaviour, the teacher may:
 - (a) issue a clear verbal warning explaining the behaviour and reiterating the School expectations; or
 - (b) undergo School consequences such as altering seating arrangements in the classroom or extra monitoring during yard duty.
- 11.4 If deemed necessary, the teacher will notify the relevant Year Level Coordinator, Deputy Head of School or Head of School. The Head of School will then follow up the behaviour/incident with the child and if required, a meeting may be held with the parents.
- 11.5 Students who continue to misbehave after the initial redirection, and whose disruptive behaviour has become unmanageable during that teaching session, will be sent to the Head of School if available or another class with enough work to complete until the next break.
- 11.6 When appropriate the teacher will:
 - (a) document the incident, date and details/context;
 - (b) have oversight of this process – i.e. implementation of consequences;

- (c) report instances where they have implemented consequences at the next Pastoral meeting; and
- (d) if removed from classes, ensure that the student involved has enough time to eat and use the toilet if necessary;

12. Consequences for unacceptable student behaviour

12.1 In the case of persisting serious offences or extremely serious offences, a three-Incident system will be used. This procedure is implemented by the Year Level Coordinator, Deputy Head of School or Head of School.

1. First Incident

Step 1: This system is introduced to the student in response to persistent serious, unacceptable behaviour. The unacceptable behaviour is described to the student.

Step 2: A clear warning is issued to the student.

Step 3: Guidance for resolving conflict appropriately is provided to the student.

2. Second Incident

After a second incident, steps 1, 2 and 3 above are repeated. Parents are contacted by the Head of School or a teacher.

3. Third Incident

With a third incident, the student will be withdrawn and spends “time out” under the supervision of the teacher or Year Level Coordinator, Deputy Head of School or Head of School. Parents are requested to join the Year Level Coordinator, Deputy Head of School or Head of School for a meeting.

12.2 In the event of a need to repeat the process, parents are contacted. At this stage, parents are informed that the student will be excluded from School for a period as designated by the Head of School. In the event of continuing persistent, serious misconduct the above procedure is followed by a longer period of exclusion from School or expulsion.

13. Student suspension

13.1 A Head of School may suspend a student for behavioural reasons whilst that student is attending School or travelling to or from School, or engaged in any School activity away from the School (including travel to or from that activity).

13.2 Grounds for suspension may include, but are not limited to:

- (a) fighting;
- (b) bullying;
- (c) verbally or physically abusing a staff member or other adult;
- (d) being in possession of illegal drugs;

- (e) being in possession of cigarettes (including vaping and smoking paraphernalia) or smoking on School grounds;
 - (f) acts of vandalism or stealing or acts that may seriously endanger the safety and wellbeing of others;
 - (g) breach of Mobiles Phones and other Electronic Devices (Students) Policy, e.g inappropriate use of electronic devices.
- 13.3 If the School determines that a student is to be suspended, the student's parents will be notified and provided with the grounds upon which the suspension has been applied.
- 13.4 The student may be suspended for a period of one to three days during which time, as determined by the Head of School and following a suspension, there will be a re-entry meeting involving the student, their parent/caregiver, Head of School, Deputy Head of School, Year Level Coordinator or the Tutorial Teacher.
- 13.5 Prior to a suspension being implemented the Head of School may consult other staff to ensure that an suspension is the most effective way of dealing with the situation.
- 13.6 Should these measures not result in improved behaviour, the School will conduct a review of the student's position at the School which may lead to expulsion.

14. Expulsion

- 14.1 Notwithstanding the process in clause 12 above, the Principal may expel a student in the following circumstances:
- (a) continued unacceptable behaviour after they have already served a time of suspension; or
 - (b) the student has committed an extremely serious offence which jeopardises the safety and security of other members of the School community or which seriously harms the reputation of the School; or
 - (c) the student has the possession or has used an illegal or dangerous substance; or
 - (d) for a serious breach of the School's enrolment agreement, including but not limited to the Conditions of Enrolment, the Student Code of Conduct and the Parent Code of Conduct.

15. Variances to Policy

- 15.1 Consequences for unacceptable student behaviour including variances to this policy will be at the discretion of the Principal or their delegate.

16. Other Relevant Policies

- 16.1 Student Grievance Policy - Student grievances or disputes between a student and the School are dealt with on a case by case basis. (Refer YVG Complaints and Grievances Policy).
- 16.2 Child Protection Policy - Any suspected or alleged child protection issue should be

reported in the first instance to a Child Safety Officer at the School (refer YVG Child Protection Policy).

- 16.3 Overseas Students Complaints and Appeals (Grievances) Policy - International Students should make contact with the International Student Coordinator to resolve complaints or disputes.
- 16.4 Junior School - The normal procedure would be for a student to approach the class teacher, trusted person (e.g. School Chaplain or Psychologist) or relevant Junior/Middle/Senior Primary Coordinator. If the matter cannot be resolved in this way, the student may seek resolution through the Head of Junior School.
- 16.5 Middle and Senior Schools - The normal procedure would be for a student to approach their tutor or Year Level Coordinator or trusted person (e.g. School Chaplain or Psychologist). If the matter cannot be resolved in this way then the student may seek resolution through the appropriate Head of School.