

Lowood State High School



Student Code of Conduct 2023-2024

Every student succeeding

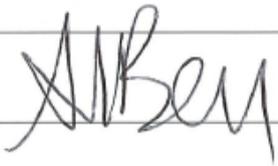
Every student succeeding is the shared vision of Queensland state schools. Our vision shapes regional and school planning to ensure every student receives the support needed to belong to the school community, engage purposefully in learning and experience academic success.

Queensland Department of Education
State Schools Strategy 2019-2023

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Endorsement

Principal Name:	Stacey Beu
Principal Signature:	
Date:	15 November 2022
P&C President:	Tony Lukritz
P&C President Signature:	
Date:	15 November 2022

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Purpose

Lowood State High School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents/carers and visitors.

The Lowood State High School *Student Code of Conduct* sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline. It is about:

- The behavioural expectations of Lowood State High School
- How staff support students to meet those expectations
- How staff respond to inappropriate student behaviour

Its purpose is to facilitate high standards of behaviour from all in the school community to:

- Prioritise learning and teaching within the school
- Support all students to experience success
- Enable staff to enjoy a safe workplace

We believe that school is a place where young people learn to adopt behaviours that support them to be:

- Productive and resilient members of the community
- Confident and diligent members of the workforce
- Lifelong learners

P&C Statement of Support

As President of the Lowood State High School P&C Committee, I am proud to support the Student Code of Conduct. The consultation process led by Mrs Stacey Beu and her team has allowed the P&C to have a number of opportunities to contribute and provide feedback. This has been an important aspect in the development of the Lowood State High School Student Code of Conduct, as the awareness and involvement of parents/carers is critical to helping all adults involved to support the students of the school to meet behaviour expectations.

We encourage all parents/carers to familiarise themselves with the Lowood State High School Student Code of Conduct, and to take time to talk with their student about the expectations and discuss any support they may need. In particular, we want to emphasise the systems in place to help students affected by bullying.

Bullying is a community-wide issue in which we all have a role to play in combating. It is important that every parent/carer and student of Lowood State High School knows what to do if subjected to bullying or witnesses bullying, regardless of where it occurs. This includes cyberbullying, through the misuse of social media or text messaging.

I encourage any parents/carers who wish to discuss the Lowood State High School Student Code of Conduct, to contact the Principal or join the Lowood State High School P&C Association.

It is with your support that we can work collaboratively with school staff to help all students to be safe, appropriately supported and become valued members of our community.

Learning and Behaviour Statement

Student Well-being

Lowood State High School believes learning and behaviour are inextricably linked — students learn best when their well-being is optimised, and they develop a strong sense of well-being when they experience success in learning. The **student learning and well-being framework** supports state schools with creating positive school cultures and embedding student well-being in all aspects of school life through connecting the learning environment, curriculum and pedagogy, policies, procedures and partnerships for learning and life.

Lowood State High School offers a range of programs and services to support the well-being of students. We encourage parents/carers and students to speak with their class teacher or make an appointment to meet with the House Dean or Guidance Officer if they would like individual advice about accessing particular services.

Curriculum and Pedagogy

Schools build the foundations for well-being and lifelong learning through curriculum embedding [personal and social capabilities](#) (self-awareness, self-management, social awareness and social management) in the implementation of the **P–12 curriculum, assessment and reporting framework**.

Lowood State High School has a **Student Representative Council**, with diverse representatives from each year level and House group. They meet regularly with the school leadership team to promote strategies to improve student well-being, safety and learning outcomes. A priority for the Student Representative Council is to contribute to the implementation of strategies that enhance well-being and promote safety in all online and physical spaces.

Well-being Curriculum - PERMAH

Lowood State High School recognises that a student's emotional literacy is integral to their success at school. Having positive coping mechanisms links to better engagement with learning, and builds confidence and resilience in a young person.

The Well-being Lessons explicitly highlight areas of a person's well-being, allowing guided discussion, group work, reflection and role plays, while teaching and strengthening a student's coping strategies.

The Well-being (WEL) lesson comprises of 4 sections:

- **Mindfulness** – which is explicitly taught and practiced, encouraging students to use this strategy in other areas of their life
- **Positive Behaviour for Learning** – the Rule of the Week, in alignment with our RISE (Respect, Intergity, Self-Reliance, Engagement) values, is explicitly taught and discussed, with supporting activities, examples and role plays
- **Brain Breaks** – an evidence-based practice for students to 'take a brain break' from their learning, which increases engagement and reduces fatigue
- **Well-being** – a targeted and logical series of lessons to highlight age-appropriate matters for the students around the pillars of PERMAH

The Well-being Curriculum at Lowood State High School is based on the PERMAH philosophy, which stems from the work of Positive Psychology (Martin Seligman). Positive Psychology promotes the idea that a person can be proactive in their Well-being by building their personal capacity in each of the six pillars. Students are provided with guided learning, discussions and strategies for success in these areas of their life.



Positive Emotion

Encourages individuals to “anticipate, initiate, prolong and build positive emotional experiences” and accept and develop healthy responses to negative emotions (Norrish, Robinson & Williams 2013)

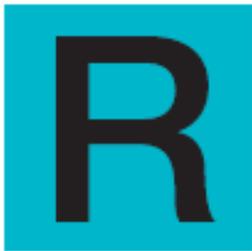
- Enjoyment
- Fun and laughter
- Finding satisfaction in activities
- Seeing the lighter side of life
- Holding hope
- Humour



Positive Engagement

Involves living a life high in interest, curiosity and absorption and pursuing goals with determination and vitality (Norrish, Robinson & Williams 2013)

- Finding “flow” in your tasks
- Losing a sense of time and consciousness at the height of the engagement
- Being in the moment
- Happens when skill level versus challenge is optimal
- Curiosity, passion
- Creativity, interests



Positive Relationships

Consists of “developing social and emotional skills to enable the development of nourishing relationships with self and others” (Norrish, Robinson & Williams 2013)

- Human connections
- Building and maintaining relationships
- Kindness
- Feedback and mentoring
- Sharing experiences
- Giving and receiving help
- Love and caring



Positive Meaning

Is about developing an understanding of the benefits of serving a cause greater than ourselves and engaging in related activities (Norrish, Robinson & Williams 2013)

- Purpose - a meaningful life
- Defining your ‘why’
- Maintaining your focus
- What do you love and what does the world need?



Positive Accomplishment

Involves striving for and achieving meaningful outcomes (Norrish, Robinson & Williams 2013)

- Doing well
- Setting goals and achieving them
- Celebrating successes
- Finding pleasure in your tasks’ completions
- Savouring
- Often retrospective



Health

Refers to establishing habits that support positive physical and psychological health (Norrish, Robinson & Williams 2013)

- The science of health (Physical, Emotional, Social and Psychological)
- Managing Stress
- The positive effect on our bodies and brains from eating well and exercising
- Getting sufficient sleep



Pastoral Care – Positive Relationships

Schools acknowledge the positive impact that a meaningful relationship between teachers and students can have on students' academic and social outcomes.

Lowood State High School takes a proactive approach to forming positive relationships through an evidence-based and structured approach to Home Group time. This involves a *Welcome Routine* consisting of:

- **Greeting** (welcome the student into the room)
- **Values and Expectations** (Rule of the Week)
- **Announcements** (establish a sense of belonging to the Home Group class and the school)
- **Positive Well-being Practices** (develop proactive well-being strategies)

Student Well-being Policies and Expectations

Within a school community there are specific health and well-being issues that will need to be addressed.

Specialised health needs

Lowood State High School works closely with parents/carers to ensure students with specialised health needs, including those requiring specialised health procedures, have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

This means that appropriate health plans are developed and followed for students with specialised health needs, that staff are aware of the student's medical condition and that an appropriate number of staff have been trained to support the student's health condition.

Medications

Lowood State High School requires parent/carer consent and medical authorisation to administer any medication (including over-the-counter medications) to students. For students requiring medication to be administered during school hours, the school can provide further information and relevant forms.

For students with a long-term health condition requiring medication, parents/carers need to provide the school with a [Request to administer medication at school](#) form signed by the prescribing health practitioner.

Lowood State High School maintains a minimum of one adrenaline auto-injector and asthma reliever/puffer, stored in the school's first aid kit to provide emergency first aid medication, if required.

Mental health

Lowood State High School implements early intervention measures and treatments for students where there is reasonable belief that a student has a mental health difficulty. This includes facilitating the development, implementation and periodic review of a [Student Plan](#).

Suicide prevention

Lowood State High School school staff who notice suicide warning signs in a student seek help immediately from the school Guidance Officer, or other appropriate staff.

When dealing with a mental health crisis, schools call 000 when there is an imminent threat to the safety of student in the first instance, and where necessary provide first aid. In all other situations, Lowood State High School staff follow suicide intervention and prevention advice by ensuring:

- the student is not left alone
- their safety and the safety of other students and staff is maintained
- students receive appropriate support immediately
- parents/carers are advised
- all actions are documented and reported.

Suicide postvention

In the case of a suicide of a student that has not occurred on school grounds, Lowood State High School enacts a postvention response, by communicating with the family of the student and ensuring immediate support is provided to students and staff who may be affected.

Where a suicide has occurred on school grounds or at a school event, Lowood State High School staff immediately enact the School Emergency Management Plan and communicate with the family of the student and ensure immediate support is provided to students and staff who may be affected.

Student Support Network

Lowood State High School is proud to have a comprehensive Student Support Network in place to help the social, emotional and physical well-being of every student. In addition to the assistance provided by class teachers, we have a team of professionals whose dedicated roles are to help ensure our school is an inclusive, nurturing environment.

Students can approach any trusted school staff member at Lowood State High School to seek assistance or advice. If they are unable to assist they will provide guidance and help ensure the student is connected to the appropriate representative of the Student Support Network.

Student Support	
Role	What they do
Home Group Teachers	<ul style="list-style-type: none"> • know their students through having conversations, sharing stories and contacting home • form positive relationships with students and their families to establish a team approach to student improvement • monitor student attendance through sharing and celebrating attendance data weekly • make contact with students and their family to support with uniform • nurture a sense of belonging to the Home Group and House.
Classroom Teachers/ Co-Teachers	<ul style="list-style-type: none"> • set and communicate high standards for student performance • plan, prepare and deliver quality and effective teaching and learning • monitor student performance and provide appropriate differentiation to allow students to improve • provide for the physical, social, cultural and emotional well-being and safety of students whilst at school • enhance students' overall development towards effective citizenship and responsible adulthood through their participation in timetabled, non-timetabled and planned extra curricula activities
House Dean	<ul style="list-style-type: none"> • leads the implementation of the <i>Priority 1 - Being prepared to engage in my learning</i>, which encompasses Positive Behaviour for Learning (PBL) and a targeted Well-being (Positive Education) curriculum • monitors attendance, behaviour and uniform data to identify areas for intervention and support • nurtures a sense of belonging to the House and Home Group
Heads of Department – Curriculum	<ul style="list-style-type: none"> • leads their faculty staff to set and communicate high standards for student performance • monitors student performance at a faculty level to ensure appropriate differentiation is implemented to allow all students to succeed and improve • forms partnerships with students, parents/carers and teaching staff to establish a team approach to student improvement
Head of Department – Junior Schooling	<ul style="list-style-type: none"> • coordinates the transition to secondary schooling for students moving from Year 6 to Year 7 • oversees subject selection and class composition for students in Years 7 to 9
Head of Department – Senior Schooling	<ul style="list-style-type: none"> • oversees course and subject selections for students in Years 10 to 12 • tracks academic progress and monitors student progress towards the <i>Queensland Certificate of Education (QCE)</i> • coordinates Vocational Education and Training, including school-based Apprenticeships and Traineeships, TAFE and external courses • oversees SET Planning processes
Empowerment Case Manager	<ul style="list-style-type: none"> • The Empowerment Case Manager is responsible for promoting and facilitating inclusion, access and equity for identified students. They are the main contact between students, parents/carers and staff to ensure the individual needs of the student are met.
Guidance Officer (GO)	<ul style="list-style-type: none"> • provides a comprehensive student support program within the school environment, offering counselling with students on a one-on-one basis or in a group setting • assists students with specific difficulties, acting as a mediator or providing information on other life skills • liaises with parents/carers, teachers, or other external health providers as needed as part of the counselling process

Role	What they do
Broncos Student Support Officer	<ul style="list-style-type: none"> provides Indigenous girls from Years 7-12 individual and, at times, group support to assist their engagement with education and training works collaboratively to improve social emotional well-being, attendance and academic engagement for our Indigenous female students
School-Based Youth Health Nurse	<ul style="list-style-type: none"> provides individual health consultations with assessment, support, health information and referral options relating to: <ul style="list-style-type: none"> healthy eating and exercise relationships personal and family problems feeling sad, worried and angry sexual health smoking, alcohol and other drugs
Youth Support Coordinator (YSC)	<ul style="list-style-type: none"> provides individual and, at times, group support to students to assist their engagement with education and training supports students to overcome barriers to education, such as <ul style="list-style-type: none"> attendance at school drug and alcohol support needs suspension/exclusion/referral for behaviour support relationships/social skills conflict with family/peers/teachers social/emotional/physical well-being
Chaplain	<ul style="list-style-type: none"> supports students with personal development, social and emotional development needs works directly with students, teachers, support personnel, family and other specialist professionals or support agencies
Social Worker	<ul style="list-style-type: none"> provides direct support to students, and their families who have been referred for support and intervention for mild to moderate mental health needs provides group therapy to a small group of students with related mild to moderate mental health concern/s (eg anxiety) Coordinates, advocates and liaises with external agencies on behalf of students and families
Link and Launch Officer	<ul style="list-style-type: none"> connects with young people who have completed Year 12 but not yet transitioned to further study, training or work

Parents/carers who would like more information about the student support roles and responsibilities are invited to contact their student's House Dean via phone or email.

House	Colour	House Dean	Email Address
Oxley Crocs	Green	Ms Liz Ball	lball71@eq.edu.au
Lockyer Lions	Red	Mrs Stacey Sallis	smanz1@eq.edu.au
Logan Sharks	Blue	Mr Brett Donald	bmdon1@eq.edu.au
Cunningham Hornets	Yellow	Ms Kat Day	kday47@eq.edu.au

There are regional and statewide support services also available. For more information about these services and their roles, please make contact with Ms Sherree Soanes, Deputy Principal–ssoan2@eq.edu.au

Whole School Approach to Discipline

At Lowood State High School we believe discipline is about more than consequences. It is a word that reflects our belief that student behaviour is a part of the overall teaching and learning approach in our school.

Our staff take responsibility for making their expectations clear, consistently cueing these expectations and providing instruction encouragers. Staff strive to use behavioural incidents as opportunities to re-teach students, so that they can meet these expectations.

Positive Behaviour for Learning (PBL)

Lowood State High School uses the **Positive Behaviour for Learning (PBL)** Framework to support all students. This framework recognises that schools need to teach the behaviours required for success at school and beyond. In a PBL school:

- Staff recognise and reward positive student behaviour
- Implement consistent proactive, research-informed practices for classroom management
- Evaluate data to inform approaches to problem behaviours
- Use evidence-based programs when responding to problem behaviours

PBL Values and Rules

Our staff are committed to delivering high quality educational opportunities for every student, and believe all adults in the school, whether visiting or working, should display the RISE Values – *Respect, Integrity, Self-Reliance* and *Engagement*.



Lowood State High School
RISE VALUES

- **Respect:** I behave and treat others in a way that is kind and fair.
- **Integrity:** I do the right thing, even when no one is watching.
- **Self-Reliance:** I understand that I am responsible for my words and actions.
- **Engagement:** I actively participate in all aspects of school life.





Lowwood State High School Values and Rules



	Respect I have respect when...	Integrity I show integrity when...	Self-reliance I have self-reliance when...	Engagement I am engaged when...
Learning Spaces	<ul style="list-style-type: none"> I act appropriately in the learning environment I line up before the second bell and wait for instructions to enter the classroom I listen to and respect the ideas of others 	<ul style="list-style-type: none"> I use ICT devices and the internet as a learning resource I ensure all work is my own I support the learning of others 	<ul style="list-style-type: none"> I am responsible for my own learning I use the facilities (drink, toilets) at break time I have all equipment needed for the lesson (e.g. books, learning journal, stationery and subject specific items) I submit all assessment and homework by the due date 	<ul style="list-style-type: none"> I participate positively in all learning activities I strive to do my best
In the school grounds	<ul style="list-style-type: none"> I line-up and use manners at the canteen I keep paths and stairs clear I contribute to a clean and tidy environment 	<ul style="list-style-type: none"> I stay within the designated areas I look after our equipment and facilities 	<ul style="list-style-type: none"> I move to my class when the warning bell rings 	<ul style="list-style-type: none"> I participate appropriately in school activities
Out in the Community	<ul style="list-style-type: none"> I move appropriately so that others are not disturbed or inconvenienced I wait for and use all public transport appropriately 	<ul style="list-style-type: none"> I show respect and courtesy to members of the community I am a positive role model 	<ul style="list-style-type: none"> I control my actions to ensure that I am respectful to the public and all property I avoid conflict in the community and inform the school of any issues that may arise 	<ul style="list-style-type: none"> I interact with members of the community in a polite and positive manner I support the community
Virtual community and technology	<ul style="list-style-type: none"> I use appropriate verbal and non-verbal communication I make positive contributions I obtain informed consent before sharing or posting 	<ul style="list-style-type: none"> I use phones and other technology appropriately in-line with the ICT Agreement for Students I am a safe, responsible and ethical online citizen I report inappropriate, disrespectful or hurtful use of digital technologies 	<ul style="list-style-type: none"> I follow all privacy laws I comply with the expectation that I am not to take photos or videos at school 	<ul style="list-style-type: none"> I use technology to assist my learning
All Locations	<ul style="list-style-type: none"> I wear the correct school uniform I respect others' personal space, privacy and property I use polite language I move appropriately around the school I ask permission to leave the classroom/school grounds I follow instructions from all staff 	<ul style="list-style-type: none"> I use all aspects of the school environment safely and correctly I behave in a manner appropriate to the school expectations I encourage appropriate behaviour I adhere to workplace health and safety processes 	<ul style="list-style-type: none"> I am in the right place at the right time I accept the outcomes for my actions I keep myself and others safe I solve problems or conflict peacefully I reflect on my learning and achievements in order to make plans for improvement 	<ul style="list-style-type: none"> I attend school every lesson, every day. I actively engage in all school events (assembly, presentations, guest speakers) I ask for assistance when required



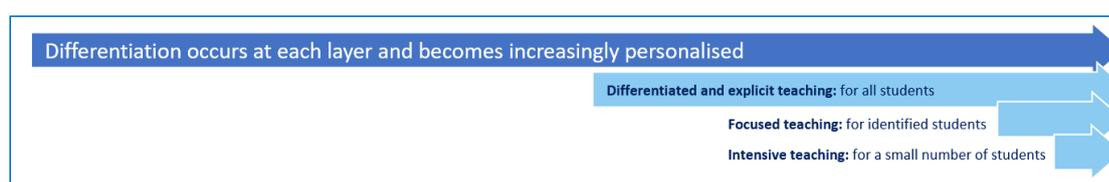
Recognition of Expected Behaviour

Lowood State High School reinforces expected student behaviour, through instruction encouragers, cueing, positive feedback and rewards. This positive reinforcement is designed to increase the quality and quantity of positive interactions between students and staff.

All staff members are trained to give consistent and appropriate recognition and rewards. School staff use *free and frequent*, *short-term* and *long-term* acknowledgment to maintain a positive and safe environment for students.

Differentiated and Explicit Teaching for All Students

The Positive Behaviour for Learning (PBL) framework provides a model of support for all students, consisting of three tiers of intervention.



Tier 1 'Universal' Supports

Differentiated and explicit teaching of behaviour expectations: for all students

All students (100%) in the school receive support for their academic and behavioural development. Focus is on the whole-school implementation of both the Australian Curriculum and Positive Behaviour for Learning (PBL) Values and Rules. This involves:

- teaching behaviours in the setting they will be used, during the weekly Well-being (WEL) lesson and at House Rallies
- acknowledging and rewarding expected behaviour through implementation of a positive rewards system
- providing refresher lessons and targeted recognition throughout the school year so skills are ready and likely to be used when students need them
- being consistent when addressing challenging behaviour, while taking developmental norms and behavioural function into account
- asking students and their families for their perspectives on school climate, instruction, reinforcement, and discipline so improvements in Tier 1 may be made

Tier 2 'Targeted' Interventions

Focussed teaching of behaviour expectations: for identified students

Targeted instruction and supports for **some students** (10-15%) are more intense than Tier 1 services, providing more time and specialisation in services from a range of school-based staff to enable students to meet the required academic and behavioural standards.

Tier 2 build on the lessons provided at Tier 1, and may prevent the need for more intensive interventions. Tier 2 supports are provided to small groups of students with similar needs, offering more time and/or detailed instruction on the Australian Curriculum or particular aspects of Positive Behaviour for Learning (PBL) Values and Rules. The types of interventions offered will vary according to the needs of our student body, but all have certain things in common:

- there is a clear connection between the skills taught in the interventions and the school-wide Values and Rules
- interventions require little time of classroom teachers and are easy to sustain
- variations within each intervention are limited
- interventions have a good chance of working (eg they are 'evidence-based' interventions that are matched to the student's needs)

If the school data indicates that more than 10-15% of students require targeted services, then a review of Tier 1 is needed to address the basic implementation and quality of instruction.

Tier 3 'Intensive' Interventions

Intensive teaching of behaviour expectations: for a small number of students

Individualised services are for a **few students** (2-5%), who require the most intensive support a school can provide. These are usually delivered in very small groups or on an individual basis.

Tier 3 supports exist along a continuum. Many students can benefit from a simple (or brief) Functional Behaviour Assessment (FBA) that identifies unique strategies to help the student achieve success. A smaller percentage of students may require a more comprehensive FBA that includes a more thorough process for data collection, teaming, and problem solving. A much smaller percentage of students may need an intensive FBA and wraparound plan that includes personnel from outside agencies and rigorous problem solving procedures.

Tier 3 supports continue to build on the lessons and supports provided at both Tiers 1 and 2 levels, becoming more individualised and more intensive until teams can identify what is needed for a student to be successful. Tier 3 supports are based on the underlying reasons for a student's behaviour and should include strategies to:

- PREVENT problem behaviour
- TEACH the student an acceptable replacement behaviour
- REINFORCE the student's use of the replacement behaviour
- MINIMISE the payoff for problem behaviour

If the school data indicates that more than 2-5% of the student population requires individualised services, a review of Tier 1 and Tier 2 supports and organisation is recommended.

Consideration of Individual Circumstances

When teaching the Values and Rules of Lowood State High School and responding to inappropriate behaviour or applying a disciplinary consequence, staff take into account students' individual circumstances, such as their:

- Behaviour history
- Disability
- Mental health and well-being
- Religious considerations (when expressed by the student or their family)
- Cultural considerations
- Home environment and care arrangements

In considering the individual circumstances of each student, we recognise that the way we teach, the support we provide and the way we respond to students will differ. This reflects the principle of **equity**, where every student is given the support they need to be successful. This also means that not everyone will be treated the same, because treating everyone the same is not fair.

For example:

- Some students need additional support to interpret or understand an expectation
- Others may benefit from more opportunities to practise a required skill or behaviour
- For a small number of students, the use of certain disciplinary consequences may be considered inappropriate or ineffective due to complex trauma or family circumstances

These are all matters that our teachers and the Principal consider for each student in both the instruction of behaviour and the response to behaviour.

Our teachers are also obliged by law to respect and protect the privacy of individual students.

While we understand the interest of other students, staff and parents/carers to know what punishment another student might have received, **we will not disclose or discuss this information with anyone but the student's family.** This applies even if the behavioural incident, such as bullying, involves your student.

You can be assured that school staff take all matters, such as bullying, very seriously and will address them appropriately when they are reported according to the school's process. We expect that parents/carers and students will respect the privacy of other students and families.

If you have concerns about the behaviour of another student at the school, or the way our staff have responded to their behaviour, please make an appointment with a Head of Department, House Dean, Deputy Principal or the Principal, to discuss the matter.

Disciplinary Consequences

The disciplinary consequences model used at Lowood State High School follows the same differentiated approach used in the proactive teaching and support of student behavioural expectations.

The majority of students will be confident and capable of meeting established expectations that are clear, explicitly taught and practised. In-class corrective feedback, sanctions and rule reminders may be used by teachers to respond to low-level or minor problem behaviours.

Some students will need additional support, time and opportunities to practise expected behaviours. Approximately 15% of the student population may experience difficulty with meeting the stated expectations, and even with focussed teaching, in-class corrective feedback, sanctions and rule reminders, continue to display low-level problem behaviour. A continued pattern of low-level behaviour can interfere with teaching and learning for the whole class, and a decision may be needed by the class teacher to refer the student to the Head of Department for determination of a disciplinary consequence.

For a small number of students, approximately 2-5%, a high level of differentiated support or intensive teaching is required to enable them to meet the behavioural expectations. This may be needed throughout the school year on a continuous basis. The determination of the need will be made by the Principal in consultation with staff and other relevant stakeholders. On occasion the behaviour of a student may be so serious, such as causing harm to other students or to staff, that the Principal may determine that an out of school suspension or exclusion is necessary as a consequence for the student's behaviour. Usually this course of action is only taken when:

- the behaviour is so serious as to warrant immediate removal of the student for the safety of others
- alternative discipline strategies have been implemented and the student continues to exhibit behaviour that contravenes the rights of others to a safe, supportive and disciplined school environment
- no other alternative discipline strategy is considered sufficient to deal with the problem behaviour

The differentiated responses to problem behaviour can be organised into three tiers, with increasing intensity of support and consequences to address behaviour that endangers others or causes major, ongoing interference with class or school operations. Increasing positive interactions between students and staff create a supportive environment.

Differentiated

Class teacher provides in-class or in-school disciplinary responses to low-level or minor problem behaviour. This may include:

- Whole class practising of routines
- Ratio of 5 positive to 1 negative commentary or feedback to class
- Classwide incentives
- Reminders of incentives or class goals
- Rule reminders (eg “When the bell goes, stay seated until I dismiss you”)
- Explicit behavioural instructions (eg “Pick up your pencil”)
- Individual positive reinforcement for appropriate behaviour
- Revised seating plan and relocation of student/s
- Cueing (eg “Remember, walk quietly to your seat”)
- Non-verbal and visual cues (eg posters, hand gestures)
- Low voice and tone for individual instructions
- Give 30 second ‘take-up’ time for student/s to process instruction/s
- Break down tasks into smaller chunks
- Model appropriate language, problem solving and verbalise thinking process (eg “I’m not sure what is the next step, who can help me?”)
- Provide demonstration of expected behaviour
- Corrective feedback (eg “Hand up when you want to ask a question”)
- Provide positive choice of task order (eg “Which one do you want to start with?”)
- Question to redirect / Redirect to curriculum
- Proximity control
- Selective attending of inappropriate behaviour (not student)
- Prompt student to take a break or time away in class
- Redirection
- Reduce verbal language
- Peer consequence (eg corrective feedback to influential peer demonstrating same problem behaviour)
- Private discussion with student about expected behaviour
- Issue RISE Points to acknowledge expected behaviour
- Consequence for inappropriate behaviour
- Warning of more serious consequences (eg ‘Buddy’ Class)
- Detention

Focussed

Class teacher is supported by other school-based staff to address in-class problem behaviour. This may include:

- Referral to the Student Support Network for team based problem solving
- Stakeholder meeting with parents/carers and external agencies
- Functional Behaviour Assessment (FBA)
- Individual student behaviour support strategies (eg Student Behaviour Plan)
- Targeted skills taught in small groups
- Monitoring card with rewards attached
- Behavioural contract
- Counselling and guidance support
- Self-monitoring plan
- Check in Check Out strategy
- Teacher coaching and debriefing
- Detention

Intensive

School Leadership Team works in consultation with the Student Support Network to address persistent or ongoing serious problem behaviour. This may include:

- Functional Behaviour Assessment based individual support plan
- Complex case management and review
- Stakeholder meeting with parents/carers and external agencies including regional specialists
- Temporary removal of student property (eg mobile phone)
- Short term suspension (up to 10 school days)
- Long term suspension (up to 20 school days)
- Charge related suspension (student has been charged with a serious criminal offence is suspended from school until the charge has been dealt with by the relevant justice authorities)
- Suspension pending exclusion (student is suspended from school pending a decision by the Director-General or delegate (principal) about their exclusion from school)
- Exclusion (student is excluded from a particular state school site, a group of state schools or all state schools in Queensland for a defined period of time or permanently)
- Cancellation of enrolment for students older than compulsory school age who refuse to participate in the educational program provided at the school.

School Disciplinary Absences

A School Disciplinary Absence (SDA) is an enforced period of absence from attending a Queensland state school, applied by the Principal as a consequence to address poor student behaviour. There are four types of SDA:

- Short suspension (1 to 10 school days)
- Long suspension (11 to 20 school days)
- Charge-related suspension
- Exclusion (maybe a period of not more than one year or permanently).

At Lowood State High School, the use of any SDA is considered a **very serious decision**. It is typically used by the Principal when:

- Other options have been exhausted, or
- The student's behaviour is so dangerous or severe that continued attendance at the school is considered a risk to the safety or well-being of the school community.

Parents/carers and students may appeal a long suspension, charge-related suspension or exclusion decision. A review will be conducted by the Director-General or their delegate, and a decision made within 40 schools days to confirm, amend/vary or set aside the original SDA decision by the Principal.

The appeal process involves a thorough review of all documentation associated with the SDA decision and provides an opportunity for both the school and the family to present their case in the matter. Time is afforded for collection, dissemination and response to the materials by both the school and the family. It is important that the purpose of the appeal is understood so that expectations are clear, and appropriate supports are in place to ensure students can continue to access their education while completing their SDA.

Re-entry following suspension

Students who are suspended from Lowood State High School will be invited to attend a re-entry meeting with their parent/carer, on or before the day of their scheduled return to school. The main purpose of this meeting is to welcome the student, with their parent/carer, back to the school. It is **not a time** to review the decision to suspend, as the student has already received a consequence through their disciplinary absence from school. The aim of the re-entry meeting is for school staff to set the student up for future success and strengthen home-school communication.

It is an expectation that the student's parent/carer attend a re-entry meeting with their Student upon their return from suspension. The re-entry meeting provides support for the student to assist in their successful re-engagement in school following suspension.

Arrangements

The expectation to attend the re-entry meeting will be communicated via telephone and in writing. Re-entry meetings are short and kept small with the Principal or their delegate (eg Head of Department, House Dean or Deputy Principal) attending with the student and their parent/carer and any other stakeholder.

A record of the meeting is saved in OneSchool.

Structure

The structure of the re-entry meeting should follow a set agenda. If additional items are raised for discussion, a separate arrangement should be made to meet with the parent/carer at a later date and time. This meeting should be narrowly focussed on making the student and their family feel welcome back into the school community.

Possible agenda:

- Welcome back to school
- Check-in on student well-being
- Discuss any recent changes to school routine or staffing
- Offer information about supports available (eg Guidance Officer)
- Agreement to a Behaviour Improvement Plan (if required)
- Set a date for follow-up (if required)
- Thank student and parent/carer for attending
- Walk with student to Student Reception for sign-in

Reasonable adjustments

In planning the re-entry meeting, school staff will consider reasonable adjustments needed to support the attendance and engagement of the student. This includes selecting an appropriate and accessible meeting space, organising translation or interpretation services or supports (eg AUSLAN), provision of written and/or pictorial information and other relevant accommodations. The inclusion of support staff, such as Guidance Officers or Community Education Counsellors, may also offer important advice to ensure a successful outcome to the re-entry meeting.

School Policies

Lowood State High School has tailored the following school policies to assist students, staff and visitors to work cooperatively to create and maintain a supportive and safe learning environment. Please ensure that you familiarise yourself with the responsibilities for students, staff and visitors outlined in the following policies:

- Temporary removal of student property by school staff
- Use of mobile phones and other devices by students
- Preventing and responding to bullying
- Appropriate use of social media

Temporary Removal of Student Property

The removal of any property in a student's possession may be necessary to promote the caring, safe and supportive learning environment of the school, to maintain and foster mutual respect between all state school staff and students. The **Temporary removal of student property by school staff procedure** outlines the processes, conditions and responsibilities for state school Principals and school staff when temporarily removing student property.

In determining what constitutes a reasonable time to retain student property, the Principal or school staff will consider:

- the condition, nature or value of the property
- the circumstances in which the property was removed
- the safety of the student from whom the property was removed, other students or staff members
- good management, administration and control of the school

The Principal or school staff determine when the temporarily removed student property can be returned, unless the property has been handed to the Queensland Police Service.

The following items are explicitly prohibited at Lowood State High School and will be removed if found in a student's possession:

- illegal items or weapons (eg guns, knives*, throwing stars, brass knuckles, chains)
- imitation guns or weapons
- potentially dangerous items (eg blades, rope)
- drugs** (including tobacco and cigarettes)
- cigarette lighters
- alcohol
- energy drinks
- chewing gum
- liquid paper
- permanent markers
- steel rulers
- laser pointers
- aerosol deodorants or cans (including spray paint)
- explosives (eg fireworks, flares, sparklers)
- flammable solids or liquids (eg fire starters, mothballs, lighters)
- poisons (eg weed killer, insecticides)
- inappropriate or offensive material (eg racist literature, pornography, extremist propaganda)

* No knives of any type are allowed at school, including flick knives, ballistic knives, sheath knives, push daggers, trench knives, butterfly knives, star knives, butter knives, fruit knives or craft knives, or any item that can be used as a weapon, for example a chisel. Knives needed for school activities will be provided by the school, and the use of them will be supervised by school staff. In circumstances where students are required to have their own knives or sharp tools for particular subjects or vocational courses, the school will provide information about the procedures for carrying and storing these items at school.

** The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need. Schools require medical authorisation to administer any medication to students (**including over-the-counter medications such as paracetamol or alternative medicines**).

Responsibilities

State school staff at Lowood State High School:

- do not require the student's consent to search school property such as lockers, desks or laptops that are supplied to the student through the school
- may seize a student's bag where there is reasonable suspicion that the student has a dangerous item (for example, a knife) in their school bag, prior to seeking consent to search from a parent/carer or calling the police

Consent from the student or parent/carer is required to examine or otherwise deal with the temporarily removed student property. For example, staff who temporarily remove a mobile phone from a student are not authorised to unlock the phone or to read, copy or delete messages stored on the phone.

There may, however, be emergency circumstances where it is necessary to search a student's property without the student's consent or the consent of the student's parents/carers eg to access an EpiPen for an anaphylactic emergency.

Consent from the student or parent/carer is required to search the person of a student (eg pockets or shoes). If consent is not provided and a search is considered necessary, the police and the student's parents/carers should be called to make such a determination.

Parents/carers of students at Lowood State High School:

- ensure your students do not bring property onto schools grounds or other settings used by the school (eg camp, sporting venues) that:
 - is prohibited according to the Lowood State High School Student Code of Conduct
 - is illegal
 - puts the safety or well-being of others at risk
 - does not preserve a caring, safe, supportive or productive learning environment
 - does not maintain and foster mutual respect
- collect temporarily removed student property as soon as possible after they have been notified by the Principal or school staff that the property is available for collection

Students of Lowood State High School:

- do not bring property onto school grounds or other settings used by the school (eg camp, sporting venues) that:
 - is prohibited according to the Lowood State High School Student Code of Conduct
 - is illegal
 - puts the safety or well-being of others at risk
 - does not preserve a caring, safe, supportive or productive learning environment
 - does not maintain and foster mutual respect
- collect their property as soon as possible when advised by the Principal or state school staff that it is available for collection

Use of Mobile Phones and Other Devices by Students

Lowood State High School has determined that explicit teaching of the responsible use of mobile phones and other devices (eg laptop computers, tablets, earbuds/plugs, smart watches) is a critical component of **digital literacy**.

The knowledge and confidence to navigate and use these technologies safely while developing **digital literacy** is a responsibility shared between parents/carers, school staff and students.

Lowood State High School supports the appropriate use of technology in learning and for safety. Mobile phone and personal devices have the potential to aid learning and to assist students in managing busy lives, when used well.

Digital Literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. The benefits, however, brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

The potential disruption to the teaching and learning process through irresponsible use will not be tolerated. Personal technology devices may be used at morning tea, lunch breaks and before and after school.

Students are not permitted to photograph or record any student or staff member at school, at any time.

Mobile phone use in class

Personal mobile phones must not be used in class for social media or personal communication.

Responsibilities

The responsibilities for students using mobile phones or other devices at school or during school activities, are outlined below.

It is **acceptable** for students at Lowood State High School to:

- use BYOD electronic devices, with teacher permission, for
 - assigned class work and assignments set by teachers
 - developing appropriate literacy, communication and information skills
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, parents/carers or experts in relation to school work
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- place the mobile device on silent and out of sight during classes, unless the device is being used in a teacher directed activity to enhance learning
- seek teacher's approval where they wish to use a mobile device under special circumstances, and do not use a mobile device during learning time without first obtaining teacher permission.

It is **unacceptable** for students at Lowood State High School to:

- use a mobile phone or other devices in an unlawful manner
- use a mobile phone during parades or lesson time unless given explicit permission by a staff member
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- use obscene or abusive language to insult, harass or attack others
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department of Education's network security
- **use in-phone cameras anywhere on the school grounds, or to depict themselves or other students wearing the school uniform**
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (eg forwarding, texting, uploading, bluetooth use etc.) of such material
- use a mobile phone (including those with bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff.

At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of the Lowood State High School Student Code of Conduct. In addition students and their parents/carers should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
 - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
 - the school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
 - schools may remotely access departmentally-owned student computers or mobile devices for management purposes
 - students who use Lowood State High School's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
 - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
 - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Preventing and Responding to Bullying

Lowood State High School staff know student learning is optimised when they feel connected to others and experience safe and trusting relationships.

Students who feel secure are more likely to be active participants in their learning and to achieve better physical, emotional, social and educational outcomes.

Teachers who feel valued and supported are more likely to engage positively with students and build stronger connections within the school community.

Parents/carers who are positively engaged with their student's education, support improved student self-esteem, attendance and behaviour at school.

Enhancing the well-being of students and their educators delivers overall long-term social, health and economic benefits to the Australian community.

Bullying

The agreed national definition for Australian schools describes bullying as:

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records)
- having immediate, medium and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

These conflicts, are still considered serious and need to be addressed and resolved.

At Lowood State High School our staff will work to quickly respond to any matters raised of this nature, in collaboration with students and parents/carers.

Students who have been subject or witness to bullying have access to a range of internal support staff, as identified in the Student Support Network section earlier in this document. Students are also encouraged to approach any staff member with whom they feel comfortable sharing their concerns, regardless of their role in the school. All staff at Lowood State High School are familiar with the response expectations to reports of bullying, and will act quickly to ensure students' concerns are addressed. Depending on the nature of the reported bullying incident, a formal plan of action may be developed and documented to support the implementation of strategies to assist the student

Cyberbullying

Students who engage in bullying behaviours towards others will also be provided with support to assist them to use more socially acceptable and appropriate behaviours in their interactions. This includes counselling, social development programs, referral to mental health services or involvement in a restorative justice strategy. School disciplinary measures may also be used to reinforce the seriousness with which the community takes all incidents of bullying. These measures may include internal school suspension,

withdrawal from social events or celebrations or more severe punishments such as suspension or exclusion from school.

A bystander is someone who is present at a bullying incident, or knows about bullying, but does not actively take part. At Lowood State High School, it is an expectation that bystanders report bullying incidents to their House Dean. This is called being a **good bystander**. Bystanders who encourage bullying, or who fail to report bullying incidents, may be subject to disciplinary consequences.

At Lowood State High School, cyberbullying is treated with the same level of seriousness as in-person bullying. The major difference with cyberbullying is that unlike in-person bullying, cyberbullying follows students into their community, their homes and their bedrooms, giving them no opportunity to escape the harassment or abuse during the evening, weekends or holidays.

It is important for students, parents/carers and staff to know that state school Principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds.

This includes cyberbullying. Students enrolled at Lowood State High School may face in-school disciplinary action if they engage in cyberbullying that directly affects the good order and management of the school or jeopardises the safety of other students enrolled at the school. Examples of this behaviour may include:

- Taking photographs or video recordings of other students who are wearing the school uniform
- Directing threats to other students about actions to occur on the school grounds or during school time
- Creating or engaging with content that is a defamation of school staff or the school reputation

Sexting is the sending of provocative or sexual photos, messages or videos by mobile phone or posted online. A naked or sexually explicit picture or video of a person under the age of 18 years is by legal definition child exploitation material and the making, transmission and possession of such images can result in serious criminal charges.

In the first instance, **students who wish to make a report about cyberbullying should approach their House Dean during a lunch-break, before or after school.** Parents/carers may also wish to contact their student's House Dean by telephone or email if they wish to report cyberbullying matters that are consistent with the descriptions above. All members of the school community can also use [Stymie](#) to report incidents of bullying or cyberbullying.

Parents/carers and students who have concerns about cyberbullying incidents that occur externally to the school or during school holidays should immediately seek assistance through the the Queensland Police Service or [Office of the e-Safety Commissioner](#). The Principal and state school staff do not have the ability to commence disciplinary action if a cyberbullying incident occurs externally to the school.

Disciplinary action for cyberbullying may include detention, removing of privileges, or more serious consequences such as suspension or exclusion from school. This includes behaviour such as cyberbullying which occurs outside of school hours or settings, for example on the weekend or during school holidays, that adversely affects, or is likely to adversely affect, the good order and management of the school. It also applies to inappropriate online behaviour of enrolled students that is directed towards other community members or students from other schools.

Parents/carers or other stakeholders who engage in inappropriate online behaviour towards students, staff or other parents/carers may be referred to the [Office of the e-Safety Commissioner](#) and/or the Queensland Police Service. State school staff who engage in inappropriate online behaviour towards students, parents/carers or other staff will be referred for investigation to the Integrity and Employee Relations team in the Department of Education.

Any questions or concerns about the school process for managing or responding to cyberbullying should be directed to the student's House Dean.

Cybersafety and Reputation Management (CRM)

The Department of Education employs a dedicated team of experts to assist in maintaining the integrity of the department's reputation with regards to cybersafety and reputation management issues, effectively leading the development and implementation of departmental cybersafety processes.

This team provides **direct support for schools** to respond to concerns of inappropriate online behaviour and misuse of information and communication technology.

The team provides a guide for parents/carers with important information about cybersafety and cyberbullying, and suggestions about what you can do if your student is a target or responsible for inappropriate online behaviour.

Lowood State High School recognises the need to provide intervention and support to all students involved in incidents of bullying, including cyberbullying.

Appropriate Use of Social Media

The internet, mobile phones and social media provide wonderful opportunities for students to network and socialise online. While these technologies provide positive platforms for sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities.

It's important to remember that sometimes negative comments posted about the school community have a greater impact than expected. This guide offers some information about how to use social media in relation to comments or posts about the school community. Reputations of students, teachers, schools, principals and even parents/carers can be permanently damaged — and in some cases, serious instances of inappropriate online behaviour are dealt with by police and the court system.

Being aware of a few simple strategies can help keep the use of social media positive and constructive:

- **Before you post** something online, ask yourself if the community or individual really need to know. Is it relevant, positive and helpful?
- **Remember** that what you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post online.
- **Be a good role model.** If things get heated online consider logging out and taking a few moments to relax and think. Hasty, emotive responses could inflame situations unnecessarily.
- **Be mindful when commenting**, try to keep general and avoid posting anything that could identify individuals.
- A few years ago parents/carers may have discussed concerns or issues with their friends at the school gate. Today with the use of social media, online discussions between you and your close friends can very quickly be shared with a much wider audience, potentially far larger than intended.
- Taking a few moments to think whether the content you are about to post could upset, embarrass, and lead to possible legal action.
- As a parent/carer you have a role in supervising and regulating your student's online activities at home and their impact on the reputation and privacy of others. Parents/carers are their student's first teachers — so they will learn online behaviours from you.

Is it appropriate to comment or post about schools, staff or students?

Parental and community feedback is important for schools and the department. If you have a compliment, complaint or enquiry about an issue at school, the best approach is to speak directly to the school about the matter, rather than discussing it in a public forum.

While many schools use social media to update parents/carers of school notices, the department prefers that parents/carers contact schools directly with a compliment, complaint or enquiry due to privacy considerations. Imagine if your doctor, accountant or banking institution tried to contact you to discuss important matters via Facebook.

If you have raised an issue with a school or know that another person has, consider refraining from discussing those details on social media, particularly the names of anyone involved. Lowood State High School will contact parents/carers directly to discuss student related matter.

Keep comments calm and polite, just as you would over the telephone or by email. If you encounter negative or derogatory content online which involves the school, hinders a student's learning and/or affects the school community at large, contact the school Principal.

Possible civil or criminal ramifications of online commentary

A serious instance of inappropriate online behaviour may constitute a criminal offence and become a police matter. For example, online content may substantiate the offence of 'using a carriage service to menace, harass or cause offence' (Criminal Code Act 1995 (Cth) s. 474.17). School staff may contact their union or obtain personal legal advice if they feel that online content seriously impacts their reputation. Defamatory online content may give rise to litigation under the Defamation Act 2005 (Qld).

What about other people's privacy?

If you upload photos of your student, be mindful of who might be in the background. You might be happy to share your student's successes with your friends and family via social media, but some parents/carers are not. If you are tagging or naming students, consider that other parents/carers may not want their student's name attached to images online.

What if I encounter problem content?

Taking the following steps may help resolve the issue in a constructive way:

- refrain from responding
- take a screen capture or print a copy of the concerning online content
- if you consider problem content to be explicit, pornographic or exploitative of minors, you should keep a record of the URL of the page containing that content but NOT print or share it. The URL can be provided to the school principal, or police, as needed for escalation of serious concerns
- block the offending user
- report the content to the social media provider

Restrictive Practices

School staff at Lowood State High School need to respond to student behaviour that presents a risk of physical harm to the student themselves or others. It is anticipated that most instances of risky behaviour can be de-escalated and resolved quickly. On some rarer occasions, a student's behaviour may continue to escalate and staff need to engage immediately with positive and proactive strategies aimed at supporting the student to manage their emotional arousal and behaviour.

In some very rare situations, where there is immediate risk of physical harm to the student or other people, and when all other alternative strategies have failed to reduce the risk, it may be necessary for staff to use restrictive practices.

The use of restrictive practices will always be as a last resort, when there is no other available option for reducing immediate risk to the student, staff or other people. Restrictive practices are not used for punishment or as a disciplinary measure.

The department's **Restrictive practices procedure** is written with consideration for the protection of everyone's human rights, health, safety and welfare. There are six fundamental principles:

1. Regard to the human rights of those students
2. Safeguard students, staff and others from harm
3. Ensure transparency and accountability
4. Place importance on communication and consultation with parents/carers
5. Maximise the opportunity for positive outcomes, and
6. Aim to reduce or eliminate the use of restrictive practices.

Very rarely restrictive practices will be planned and staff will employ, when necessary, pre-arranged strategies and methods (of physical restraint/ mechanical restraint/ clinical holding) which are based upon behaviour risk assessment or clinical health need, and are recorded in advance. The use of planned strategies will only be where there is foreseeable immediate risk consistent with the **Restrictive practices procedure**.

Seclusion will not be used as a planned response and will only be used in serious circumstances for managing an unforeseeable situation in an emergency. It will be used for the shortest time possible and in a safe area that presents no additional foreseeable risk to the student. In such emergencies, a staff member will observe the student at all times and seclusion will cease as soon as possible.

Following the use of any restrictive practice, a focused review will help staff to understand how they responded to the risk in any incident that involved the use of a restrictive practice. Staff will consider whether there are other options for managing a similar situation in the future. This strategy works well for reducing the use of restrictive practices.

All incidents of restrictive practices will be recorded and reported in line with departmental procedures.

Critical Incidents

It is important that all school staff have a consistent understanding of how to respond in emergencies involving student behaviour that seriously endangers the student or others. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

A critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action (eg in the community, on the road). The aim in these situations is to bring the behaviour of the student under rapid and safe control. It is not a time to try to punish or discipline the student; it is a crisis management period only.

Staff should follow the documented plan for any student involved in regular critical incidents, which should be saved and available for staff to review in OneSchool.

For unexpected critical incidents, staff should use basic defusing techniques:

- Avoid escalating the problem behaviour: Avoid shouting, cornering the student, moving into the student's space, touching or grabbing the student, sudden responses, sarcasm, becoming defensive, communicating anger and frustration through body language.
- Maintain calmness, respect and detachment: Model the behaviour you want students to adopt, stay calm and controlled, use a serious measured tone, choose your language carefully, avoid humiliating the student, be matter of fact and avoid responding emotionally.
- Approach the student in a non-threatening manner: Move slowly and deliberately toward the problem situation, speak privately to the student/s where possible, speak calmly and respectfully, minimise body language, keep a reasonable distance, establish eye level position, be brief, stay with the agenda, acknowledge cooperation, withdraw if the situation escalates.
- Follow through: If the student starts displaying the appropriate behaviour briefly acknowledge their choice and re-direct other students' attention towards their usual work/activity. If the student continues with the problem behaviour, then remind them of the expected school behaviour and identify consequences of continued unacceptable behaviour.
- Debrief: At an appropriate time when there is low risk of re-escalation, help the student to identify the sequence of events that led to the unacceptable behaviour, pinpoint decision moments during the sequence of events, evaluate decisions made, and identify acceptable decision options for future situations.

Resources

- [Australian Professional Standards for Teachers](#)
- [Behaviour Foundations professional development package](#) (school employees only)
- [Bullying. No Way!](#)
- [eheadspace](#)
- [Kids Helpline](#)
- [Office of the eSafety Commissioner](#)
- [Parent and community engagement framework](#)
- [Parentline](#)
- [Queensland Department of Education School Discipline](#)
- [Raising Studentren Network](#)
- [Student Wellbeing Hub](#)