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Ipswich West State School

Student Code of Conduct

2024-2025

Equity and Excellence: realising the potential of every student

Equity and Excellence outlines the government's vision for a progressive, high-performing education system. Equity and Excellence provides clarity for schools about priorities and expectations, with differentiated support targeted to each school's context and needs.

Queensland Department of Education

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at https://ppr.qed.qld.gov.au/pp/student-discipline-procedure to ensure you have the most current version of this document.

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Endorsement

Principal Name:	Ms Sharyn Brown
Principal Signature:	
Date:	
P/C President and-or School Council Chair Name:	Ms Katie Vincent
P/C President and-or School Council Chair Signature:	
Date:	December 7, 2023

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Purpose

Vision: TEACHING AND HELPING EVERY CHILD, EVERYDAY TO BE THEIR BEST

Our **purpose** at Ipswich West State School is to provide a high quality education within a supportive community, which ensures students attain age appropriate skills and are extended to their full capacity. Our strategic goal is to establish and enact high standards of quality teaching and learning for all students, making Ipswich West its best. Our responsibility is to provide a safe, supportive learning environment in which learning is guaranteed and the wellbeing of all is considered.

Ipswich West State School values:

1. High standards for a quality education and school life.
2. Effective student-teacher-parent relationships.
3. Effective teaching and learning.
4. Effective management of student behaviour.
5. Differentiation for student learning.

Principal's Foreward

Ipswich West State School is a school with high standards for a fulfilling, high quality education and school life. Located close to the heart of the city centre of Ipswich, we are a school moving from strength to strength seeking to excel in our students' learning, attendance, positive behaviour and literacy and numeracy development.

With an enrolment capacity of 260 students and only one-and-a-half to two classes per year level, we are fortunate to have a close, supportive school community in which every student is known and catered for. We provide our students with the opportunities for a fulfilling school life, equipping them with the knowledge and skills needed for future schooling and beyond.

At Ipswich West State School, we work in partnership with parents, carers and family members to teach and help every child, every day to be their best. We continue to work to ensure that we use the most effective teaching practices so that all students are achieving year level expectations and extended to reach their full potential.

Ipswich West State School has three school expectations: We are a **Respectful, Responsible** and **Safe community**.

These expectations along with the five school rules have been used in the development of this Student Code of Conduct, with the aim of providing our students positive learning experiences to support them in becoming independent learners.

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Ipswich West State School staff take a positive, proactive and educative approach to managing behaviour, providing students explicit teaching and learning opportunities. Our Student Code of Conduct provides an overview of the school's local policies on use of mobile phones and other technology, removal of student property and the approach to preventing and addressing incidents of bullying. It also details the steps school staff take to educate students about these policies and how students are explicitly taught the expected behaviours. Finally, it details the consequences that may apply when students breach the expected standards of behaviour, including the use of suspension or exclusion.

I thank the students, teachers, parents and other members of the community for their work in bringing this Ipswich West State School Student Code of Conduct together.

P&C Statement of Support

Ipswich West State School P&C Statement of Support
2023 -2024 Student Code of Conduct

As president of the Ipswich West State School P&C Committee, I am proud to support the new Student Code of Conduct. The inclusive, transparent consultation process led by Ms Sharyn Brown and her team has ensured that all parents have had multiple opportunities to contribute and provide feedback on the final product. This has been an important aspect in the development of Ipswich West State School Student Code of Conduct, as the awareness and involvement of parents is critical to ensuring all adults are able to support the students of the school to meet the set expectations.

We encourage all parents to familiarise themselves with Ipswich West State School Student Code of Conduct, and to take time to talk with their children about the expectations and discuss any support they may need. In particular, we want to emphasise the systems in place to help students continue to be respectful, responsible and safe.

Any parents who wish to discuss Ipswich West State School Student Code of Conduct and the role of families in supporting the behavioural expectations of students are welcome to contact myself or to join Ipswich West State School P&C Association. It is with your support that we can work collaboratively with school staff to ensure all students are safe, supported and appropriately supported to meet their individual social and learning needs.

Yours faithfully
Katie Vincent, President IWSS P&C, 7 December 2023

School Leaders Statement

We, the school leaders from Ipswich West State School, which includes the School Captains, Senior Leaders and Sports Captains feel that our school is a safe place to learn, play and make friends. We are supported by school staff and feel that behaviour is managed appropriately.

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Rewards help encourage students to learn while following the school rules and expectations. The weekly awards, stamp charts and end of term rewards are popular. We feel like we can speak to our teachers to get help and senior students are able to help the junior students learn the school rules and expectations. William, Willow and Wilbur the wombats are very popular with the students and every class wants the chance to have the wombats in their classroom.

We are proud to be at Ipswich West State School. A school which is fun and educational, supporting learners at all levels.

Consultation

The consultation process used to inform the development of the Ipswich West State School Student Code of Conduct occurred in phases, commencing in 2019 and continuing into 2020, with the most recent review being concluded in 2023.

In the first phase, a series of meetings were held with staff in 2019/20. These meetings were guided by the pre-existing Positive Behaviour for Learning (PBL) Program (2015-2020) and Zones of Regulations Program introduced in 2020. Teaching and Non-teaching staff engaged in a serious of professional learning opportunities with the Metropolitan Regional PBL team, participated in surveys to determine current understandings/practises and examined a range of data sets which included the school attendance data, school disciplinary absences, NCCD, A-E English and Behaviour Report Cards data. With the SET Teacher, and PBL Committee we continually reviewed behaviour data each term to identify strengths and successes as well as areas for further development.

Finally, a draft Student Code of Conduct was prepared and the school community invited to participate in the consultation process. This was done via the staff and P&C meetings as well as the school newsletter. The third phase of consultation was completed in Term 4 2020, and the finished version, incorporating suggested changes and feedback, was sent to the P&C Association for endorsement. The Ipswich West State School Student Code of Conduct was implemented in 2021.

In the second phase, a survey was provided to all students, parents and staff on school culture and climate based on the recent School Opinion Survey (2023). This included a request to respond to key themes from school data. Participants were given an opportunity to offer feedback through this survey thus improving the quality of relationships and communication in the school.

A communication strategy was developed to support the implementation of the Ipswich West State School Student Code of Conduct, including parent information and promotion through the school website, monthly newsletter and Facebook page with links to the administration emails. Any families who require assistance to access a copy of the Ipswich West State School Student Code of Conduct, including translation to a suitable language, are encouraged to contact the Principal.
The Ipswich West State School Student Code of Conduct will undergo annual minor updates to reflect changing circumstances, data and staff. A full review is conducted every four years in line with the scheduled review process for the School Planning, Reviewing and Reporting cycle.

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Data Overview

This section provides a report on key measures related to student discipline, safety and wellbeing using existing data sets available to all schools. This provides an open and transparent reporting mechanism for the school community on the perceptions of students, parents and staff about school climate, attendance and school disciplinary absences.

The Parent, Student and Staff Satisfaction data in the tables below is drawn from the School Opinion Survey (2023). The School Opinion Survey is an annual collection designed to obtain the views of parents/caregivers, students and school staff from each school on what they do well and how they can improve.

Opinions on the school, student learning, and student wellbeing are sought from a parent/caregiver in all families and a sample of students from each state school.

Opinions on the school as a workplace are sought from all school staff and Principals. There are additional questions for teaching staff on their confidence to teach and improve student outcomes. Principals are also asked about their confidence to lead the school and improve student outcomes. There are four different confidential surveys for:

- parents
- students
- staff
- Principals

For more information, refer to the *frequently asked questions* page

Data Overview School Opinion Survey 2023 (Parent/Caregiver)

Parents/Caregivers were asked to think back over the school year, and to indicate the extent to which they agreed or disagreed with the following statements, for their eldest child in the school:	n	Strongly disagree	Disagree	Somewhat disagree	Somewhat agree	Agree	Strongly agree	Agreement	Last year 2022
Fairness / Clarity of rules									
The expectations and rules are clear at this school.	36	2.8	0.0	2.8	0.0	33.3	61.1	94.4	-5.6
Teachers at this school treat students fairly.	36	0.0	0.0	0.0	5.6	58.3	36.1	100.0	1.9
Student behaviour is well managed at this school.	36	0.0	5.6	2.8	13.9	41.7	36.1	91.7	-2.6
Safety									
My child feels safe at this school.	36	0.0	0.0	2.8	11.1	41.7	44.4	97.2	-0.9
Teachers at this school are interested in my child's wellbeing.	36	0.0	0.0	0.0	19.4	38.9	41.7	100.0	1.9
Partnerships									
This school works with me to support my child's learning.	35	0.0	5.7	5.7	20.0	22.9	45.7	88.6	-5.8
I can talk to my child's teachers about my concerns.	35	0.0	0.0	0.0	14.3	37.1	48.6	100.0	0.0
This school keeps me well informed.	35	5.7	0.0	2.9	11.4	37.1	42.9	91.4	-2.9
Staff at this school are responsive to my enquiries.	35	0.0	0.0	0.0	14.3	42.9	42.9	100.0	1.9
Staff at this school are approachable.	35	0.0	0.0	0.0	5.7	48.6	45.7	100.0	3.8
This school asks for my input.	33	0.0	3.0	9.1	18.2	51.5	18.2	87.9	-1.9
This school takes parents' opinions seriously.	32	3.1	0.0	3.1	18.8	37.5	37.5	93.8	0.0
School culture									
My child likes being at this school.	35	0.0	0.0	0.0	8.6	40.0	51.4	100.0	3.8
This school celebrates student achievements.	35	0.0	0.0	0.0	11.4	37.1	51.4	100.0	1.9
This school fosters respectful relationships among all students.	35	0.0	2.9	2.9	5.7	42.9	45.7	94.3	-3.8
Teachers at this school motivate my child to learn.	35	0.0	0.0	0.0	22.9	40.0	37.1	100.0	1.9
This school looks for ways to improve.	35	2.9	0.0	0.0	14.3	51.4	31.4	97.1	3.0
This school treats students equally, regardless of gender.	30	0.0	0.0	0.0	16.7	40.0	43.3	100.0	0.0
This school has a strong sense of community.	34	0.0	0.0	2.9	14.7	52.9	29.4	97.1	0.8
This is a good school.	35	0.0	0.0	2.9	8.6	28.6	60.0	97.1	-1.0
Teaching and learning									
Teachers at this school expect my child to do his or her best.	35	0.0	0.0	0.0	5.7	45.7	48.6	100.0	1.9
Teachers at this school provide my child with useful feedback about his or her school work.	35	0.0	0.0	5.7	17.1	42.9	34.3	94.3	-1.7
My child is making good progress at this school.	35	0.0	2.9	5.7	14.3	40.0	37.1	91.4	-8.7
I understand how my child is assessed at this school.	34	0.0	2.9	5.9	11.8	50.0	29.4	91.2	-5.0
My child is interested in their school work.	35	2.9	2.9	5.7	17.1	34.3	37.1	88.6	-3.9
My child's learning needs are being met at this school.	34	2.9	0.0	2.9	20.6	35.3	38.2	94.1	-4.0
Other									
This school is well maintained.	35	0.0	0.0	0.0	5.7	54.3	40.0	100.0	0.0

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Data Overview School Opinion Survey 2023 (Student)

Students were asked to think back over the school year, and to indicate the extent to which they agreed or disagreed with the following statements:	n	Strongly disagree	Disagree	Somewhat disagree	Somewhat agree	Agree	Strongly agree	Agreement	Last year 2022
Fairness / Clarity of rules									
The expectations and rules are clear at my school.	41	0.0	0.0	0.0	7.3	51.2	41.5	100.0	9.3
Teachers at my school treat students fairly.	43	0.0	2.3	9.3	30.2	34.9	23.3	88.4	3.8
Student behaviour is well managed at my school.	43	2.3	11.6	25.6	23.3	20.9	16.3	60.5	-20.5
Safety									
I feel safe at my school.	41	0.0	2.4	4.9	7.3	31.7	53.7	92.7	-7.3
I feel safe undertaking online activities using my school's internet.	43	0.0	2.3	4.7	2.3	30.2	60.5	93.0	-7.0
My teachers are interested in my wellbeing.	41	0.0	2.4	4.9	19.5	36.6	36.6	92.7	-5.0
Partnerships									
My school encourages me to participate in school activities.	40	0.0	2.5	2.5	7.5	55.0	32.5	95.0	-5.0
My school takes students' opinions seriously.	41	0.0	7.3	7.3	29.3	36.6	19.5	85.4	-3.0
I can get help with my school work at home.	41	7.3	7.3	14.6	9.8	24.4	36.6	70.7	-15.8
School culture									
My school encourages students to respect one another.	42	0.0	0.0	7.1	9.5	50.0	33.3	92.9	-7.1
My school celebrates student achievements.	43	0.0	2.3	11.6	16.3	41.9	27.9	86.0	-11.7
I like being at my school.	42	0.0	4.8	4.8	11.9	26.2	52.4	90.5	0.5
I can talk to my teachers about my concerns.	43	2.3	2.3	2.3	30.2	27.9	34.9	93.0	16.3
My school gives me opportunities to do interesting things.	43	2.3	2.3	0.0	18.6	34.9	41.9	95.3	0.0
My school looks for ways to improve.	43	0.0	0.0	2.3	18.6	25.6	53.5	97.7	0.0
I feel accepted by other students at my school.	43	0.0	2.3	11.6	27.9	30.2	27.9	86.0	3.1
My school treats students equally, regardless of gender.	42	0.0	2.4	11.9	14.3	26.2	45.2	85.7	0.0
My teachers motivate me to learn.	43	0.0	0.0	9.3	16.3	27.9	46.5	90.7	-2.3
This is a good school.	41	2.4	2.4	4.9	9.8	26.8	53.7	90.2	-4.6
Teaching and learning									
My teachers expect me to do my best.	40	0.0	0.0	0.0	17.5	30.0	52.5	100.0	0.0
My teachers help me with my school work when I need it.	41	2.4	0.0	4.9	14.6	29.3	48.8	92.7	4.0
My teachers provide me with useful feedback about my school work.	41	0.0	7.3	4.9	14.6	19.5	53.7	87.8	-2.7
I understand how I am assessed at my school.	40	0.0	2.5	7.5	5.0	42.5	42.5	90.0	-2.7
My school work challenges me to think.	42	0.0	0.0	9.5	7.1	38.1	45.2	90.5	-2.7
I am interested in my school work.	41	4.9	4.9	9.8	19.5	24.4	36.6	80.5	-3.2
Other									
I can access computers and other technologies at my school for learning.	40	0.0	2.5	7.5	5.0	15.0	70.0	90.0	-5.3
My school is well maintained.	40	0.0	5.0	2.5	10.0	27.5	55.0	92.5	-0.5

Data Overview School Opinion Survey 2023 (Staff)

Staff were asked to think back over the school year, and to indicate the extent to which they agreed or disagreed with the following statements about aspects of the school as a workplace:	n	Strongly disagree	Disagree	Somewhat disagree	Somewhat agree	Agree	Strongly agree	Agreement	Last year 2022
Fairness / Clarity of rules									
The expectations and rules are clear at this school.	19	0.0	5.3	0.0	10.5	31.6	52.6	94.7	-1.4
Students are treated fairly at this school.	19	0.0	0.0	0.0	0.0	42.1	57.9	100.0	3.8
Student behaviour is well managed at this school.	19	5.3	0.0	5.3	15.8	47.4	26.3	89.5	-6.7
Students with a disability are well supported at this school.	19	0.0	0.0	0.0	5.3	63.2	31.6	100.0	0.0
Safety									
I am aware of health, safety and wellbeing procedures at this school.	18	0.0	0.0	0.0	5.6	55.6	38.9	100.0	0.0
There is adequate focus on workplace safety at my workplace.	18	0.0	0.0	0.0	0.0	61.1	38.9	100.0	0.0
I feel this school is a safe place in which to work.	18	0.0	0.0	0.0	5.6	44.4	50.0	100.0	3.8
Partnerships									
This school takes staff opinions seriously.	18	0.0	0.0	0.0	16.7	44.4	38.9	100.0	7.7
This school encourages parents/carers to be active partners in educating their child.	18	0.0	0.0	0.0	5.6	61.1	33.3	100.0	3.8
School culture									
This school fosters respectful relationships among all students.	18	0.0	0.0	0.0	5.6	50.0	44.4	100.0	0.0
This school looks for ways to improve.	18	0.0	0.0	0.0	0.0	38.9	61.1	100.0	0.0
I enjoy working at this school.	18	0.0	0.0	5.6	11.1	33.3	50.0	94.4	2.1
This school promotes gender equality.	18	0.0	0.0	0.0	5.6	50.0	44.4	100.0	0.0
If I raised a concern, I feel confident that it would be taken seriously.	18	0.0	0.0	5.6	16.7	33.3	44.4	94.4	6.0
This is a good school.	18	0.0	0.0	0.0	5.6	38.9	55.6	100.0	3.8
Teaching and learning									
Students are encouraged to do their best at this school.	18	0.0	0.0	0.0	0.0	38.9	61.1	100.0	0.0
Staff wellbeing									
Staff are well supported at this school.	18	0.0	0.0	0.0	16.7	50.0	33.3	100.0	7.7
I feel that staff morale is positive at this school.	18	0.0	0.0	5.6	16.7	44.4	33.3	94.4	6.0
Staff are treated fairly and consistently at this school.	18	0.0	0.0	11.1	0.0	55.6	33.3	88.9	0.4
The wellbeing of employees is a priority for this school.	17	0.0	0.0	5.9	11.8	47.1	35.3	94.1	1.8
I am supported to manage the pressures of my workload.	17	0.0	0.0	5.9	41.2	23.5	29.4	94.1	1.8
Staff development									
I have access to relevant professional development.	18	0.0	0.0	11.1	22.2	44.4	22.2	88.9	0.4
I receive useful feedback about my work at this school.	18	0.0	0.0	5.6	16.7	33.3	44.4	94.4	6.0
This school encourages coaching and mentoring activities.	16	0.0	0.0	6.3	31.3	37.5	25.0	93.8	6.3
This school gives me opportunities to do interesting things.	18	0.0	0.0	5.6	22.2	38.9	33.3	94.4	13.7
Workplace culture									
This school keeps me well informed about things that are important to my work.	18	0.0	0.0	5.6	22.2	38.9	33.3	94.4	6.0
This school has an inclusive culture where diversity is valued and respected.	17	0.0	0.0	0.0	11.8	41.2	47.1	100.0	0.0
This school's culture supports people to achieve a good work-life balance.	17	0.0	0.0	5.9	23.5	47.1	23.5	94.1	-2.0
This school offers flexible work arrangements.	14	0.0	14.3	21.4	14.3	28.6	21.4	64.3	-14.0
I am confident that poor performance will be appropriately addressed in this school.	17	0.0	5.9	11.8	17.6	35.3	29.4	82.4	-13.6
Recruitment and promotion decisions in this school are fair.	14	0.0	0.0	0.0	14.3	57.1	28.6	100.0	8.0
This school appropriately supports staff following an occupational violence/aggressive incident.	15	0.0	0.0	13.3	6.7	40.0	40.0	86.7	-8.8
Other									
Information and communication technology issues at this school are resolved promptly.	18	0.0	0.0	0.0	16.7	44.4	38.9	100.0	12.0
This school is well maintained.	18	0.0	0.0	0.0	0.0	11.1	88.9	100.0	0.0
This school is well managed.	18	0.0	0.0	5.6	5.6	38.9	50.0	94.4	-1.7
The school leadership team model the behaviours expected of all employees.	18	0.0	0.0	5.6	5.6	33.3	55.6	94.4	-1.6

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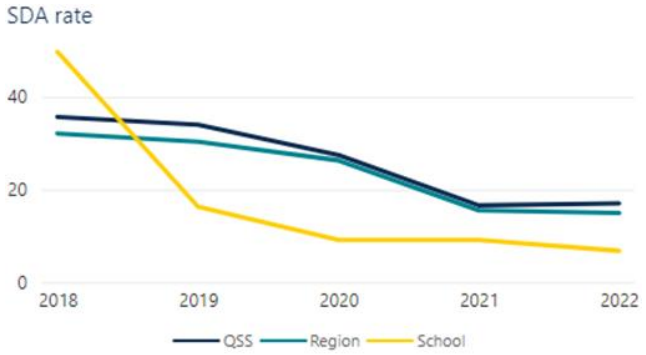
School Disciplinary Absences (SDA)

Principals use a range of disciplinary consequences to address inappropriate behaviour. Suspensions, exclusions and cancellations of enrolment are only used as a last resort option for addressing serious behaviour issues. Principals balance individual circumstances and the actions of the student with the needs and rights of school community members.

All state schools are required to report School Disciplinary Absences (SDA) for the school year in their school annual report. There are four main categories of SDA: short suspension, long suspension, exclusion and charge-related suspension.

The following table shows the continued decreasing trend for students recommended for each type of school disciplinary absence reported at the school from 2018 - 2023. The data for 2023 was not available at the time the Student Code of Conduct was being generated. Initial OneSchool and Sord data from for Terms 1-3 to indicates:

Disciplinary Absences 2023
Short Suspension – less than 10 students
Long Suspension – 0 students
Exclusion – 0 students



Learning And Behaviour Statement

All members of the community bring their own sets of personal beliefs to a school community. These beliefs influence their decisions, behaviour and social practices. It is reasonable to expect that not everyone will share the same sets of beliefs, and this contributes to a richly diverse social environment in each school. It can also contribute to differences in expectations and force us to reflect on our own understanding of what we consider acceptable and unacceptable. We encourage any student or parent to make an appointment with the Principal to discuss the model of behaviour support and discipline used at this school.

- Multi-Tiered Systems of Support
- Positive Behaviour for Learning Program
- Zones of Regulations Program

Ipswich West State School uses multi-tiered systems of support (MTSS) as the foundation for our integrated approach to learning and behaviour. The PBL and Zones of Regulations are used extensively from Prep to Year 6 and support our school values, expectations and school rules.

The PBL program is a preventative, differentiated model grounded in practical strategies, targeted planning and data-informed decision-making. Staff are supported by the Principal. PBL Teacher,

Support Staff and PBL Committee to match individualised interventions to the identified needs of individual students. To assist staff Ipswich West State School invest and partner with the Metropolitan Regional PBL and Wellbeing and Inclusion team as well as Ipswich Community Youth Services, who support all stakeholders in their understanding of how to provide preventative, targeted and intensive individualised supports for all students.

PBL Tiered Prevention Description

Tier 1
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) expectations. This involves:

- teaching behaviours in the setting they will be used
- being consistent when addressing challenging behaviour, while taking developmental norms and behavioural function into account providing refresher lessons and targeted recognition throughout the school year so skills are ready and likely to be used when students need them
- asking students and their families for their perspectives on school climate, instruction, reinforcement, and discipline so improvements in Tier 1 may be made

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 2
Targeted instruction and supports for some students (10-15%) are more intense that Tier 1 services, providing more time and specialisation from a range of school-based staff to enable students to meet the required academic and behavioural standards.

Tier 2 supports 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) expectations. The types of interventions offered at this level will vary according to the needs of each school's 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 expectations.
- 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 (e.g., they are "evidence-based" interventions that are matched to the student's need).

Tier 3
Individualised services for 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.

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Tier 3 supports continue to build on the lessons and supports provided at Tiers 1 and 2, 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

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.

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

Staff at Ipswich West State School take into account students' individual circumstances, such as their behaviour history, disability, mental health and wellbeing, religious and cultural considerations, home environment and care arrangements when teaching expectations, responding to inappropriate behaviour or applying a disciplinary consequence.

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 would not take into account their individual circumstances.

At Ipswich West State School we consider the students need for additional support to interpret or understand an expectation or school rule, providing more opportunities to practise a required skill or behaviour. For some 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 staff and Principal consider with each individual student in both the instruction of behaviour and the response to behaviour.

Our staff are also obliged by law to respect and protect the privacy of individual students, so while we understand the interest of other students, staff and parents 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 child. You can be assured that school staff take all matters, such as bullying, very seriously and will address them appropriately. We expect that parents and students will respect the privacy of other students and families.

If staff, students or parents, carers have concerns about the behaviour of another student at the school, or the way staff have responded to their behaviour, they are all encouraged to make an appointment with the Principal to discuss the matter.

Student Wellbeing

Ipswich West State School offers a range of programs and services to support the wellbeing of students in our school. We encourage parents and students to speak with a range of staff who can assist in this area this includes the class teacher, the guidance officer, support staff, community support worker and SET teacher. These members of staff can assist with advice about accessing particular services.

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

Curriculum and pedagogy
Schools build the foundations for wellbeing 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*.

Schools acknowledge the positive impact that a meaningful relationship between teacher and students can have on students' academic and social outcomes. As part of the whole school's curriculum at Ipswich West Sate School, we provide age-appropriate drug and alcohol education that reinforces public health and safety messages; age appropriate puberty and developmental sessions for senior students and their parents/carers.

Policy and expectations
Within a school community there are specific health and wellbeing issues that will need to be addressed for the whole school, specific students, or in certain circumstances.

Drug education and intervention
Ipswich West State School implements intervention measures for students and their parents and carers. This is managed to protect the health and safety of the student/s involved, other students, school staff and the wider community.

Specialised health needs
Ipswich West State School works closely with parents 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.

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Medications

Ipswich West State School requires parent 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, to be updated by the parent or carer.

For students with a long-term health condition requiring medication, parents need to provide the school with a *Request to Administer Medication at School* form signed by the prescribing health practitioner.

Ipswich West State 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. All staff participate in CPR training every year and Frist Aid training as per guidelines. First aid kits are made available for all excursions, sporting events and school camps.

Mental health

Ipswich West State 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

Ipswich West State School staff who notice suicide warning signs in a student should seek help immediately from the school guidance officer, senior 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, Ipswich West State 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 are advised all actions are documented and reported.

Suicide post-intervention

In the case of a suicide of a student that has not occurred on school grounds, Ipswich West State School enacts a post-intervention 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, Ipswich West State 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

Ipswich West State School is proud to have a comprehensive Student Support Network in place to help the social, emotional and physical wellbeing 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.

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Students can approach any trusted school staff member at Ipswich West State 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. Parents who would like more information about the student support roles and responsibilities are invited to contact the principal.

Role	What They Do
SET (Student Engagement Teacher)	• Provides behaviour education and support to all students • Provides engagement and wellbeing activities for all students • Provides support and advice for students, staff and parents in order to enhance the educational experience through the PBL and Zones Programs • Monitors attendance, behaviour and academic data to identify areas of additional need
Inclusion Teacher	• Promote an inclusive culture and practices within the school community to ensure equity and excellence for students with disability • Provide high quality advice to the school leadership team, classroom teachers and other school staff to develop, plan and implement effective reasonable adjustments for students with disability • Coordinate and provide intensive targeted teaching for students requiring intervention • Provide, support and/or coordinate case management for students who require extensive or substantial adjustments
Guidance Officer	• Counselling, psychoeducational assessment and individual student support • Advise students, teachers and parents/carers about educational, behavioural, career development, mental health and personal issues • Wellbeing Guidance Officers have a primary role of employing psychological and counselling approaches and techniques to provide students with support to overcome obstacles that challenge their success at life and school
Student Wellbeing Worker	• Support the social and emotional wellbeing of students and enhance engagement within the school community • Develop opportunities with external providers for initiatives that will complement existing programs and supports in school • Relationship building with identified students/groups of students to build resilience and encourage positive decision making • Class drop-ins for support of students and to encourage student participation

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Registered DoE School Nurse	• Works with school staff to build their competence and confidence to safely manage procedures and interventions required by students with specialised • Provides assessment, health management planning, training and ongoing
Head of Department - Curriculum	• Create and deliver engaging differentiated curriculum units • Support Principal and SET with student management • Provide focussed academic intervention to ensure all students are achieving
Principal	• Provides individual and, at times, group support to students to assist their engagement with education and training • Support students to overcome barriers to education such as attendance at school • Suspension/exclusion/referral for behaviour support • Relationships/social skills • Conflict with family/peers/teachers • Social/ emotional/ physical wellbeing

Whole School Approach To Discipline

Ipswich West State School uses Positive Behaviour for Learning (PBL) as the multi-tiered system of support for discipline in the school. This is a whole-school approach, used in all classrooms and programs offered through the school, including sporting activities, school camps and excursions.

PBL is an evidence-based framework used to:

- analyse and improve student behaviour and learning outcomes
- ensure that only evidence-based practices are used correctly by teachers to support students
- continually support staff members to maintain consistent school and classroom improvement practices

At Ipswich West State School we believe discipline is about learning, understanding and reflecting on how to move forward with positive strategies, it is more than punishment. 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, for providing supportive and explicit instruction about how to meet these expectations, and strive to use behavioural incidents as opportunities to re-teach.

The development of the Ipswich West State School Student Code of Conduct provides an opportunity to clarify the PBL framework with parents and students, gaining their support to implement a consistent approach to understanding and teaching behaviour. The language and expectations of PBL can be used in any environment, including the home setting for students. Doing everything we can do to set students up for success is a shared goal of every parent and carer and school staff member.

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Any students or parents who have questions or would like to discuss the Student Code of Conduct or PBL are encouraged to speak with the class teacher and PBL Teacher or make an appointment to meet with the Principal.

PBL Expectations

Our staff are committed to delivering a high quality of education for every student, and believe all adults in the school, whether visiting or working, should meet the same four Positive Behaviour for Learning (PBL) expectations in place for students, staff and community to be Respectful, Responsible and Safe.

Parents and staff

The table below explains the PBL expectations for ***parents*** when visiting our school and the standards we commit to as staff.

Respectful	
What we expect to see from you	**What you can expect from us**
You make an appointment to speak with the class teacher or Principal to discuss any matters relation to your child.	We will respond as soon as practicable to your request for an appointment and negotiate a mutually agreeable date and time to speak to or meet with you.
You are respectful in your conversations at home about school staff.	We will ensure positive behaviours are role modelled for all students.
You leave and collect your child from the designated area at school.	We will give clear guidance about a designated area for parents to leave and collect students.
You respect school, student and staff privacy in your online communications.	We will act quickly to address social media issues that affect staff, students or families.
Responsible	
What we expect to see from you	**What you can expect from us**
You respect the obligation of staff to maintain student and family privacy.	We will maintain confidentiality about information relating to your child and family.

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You ensure your children attend school every day and notify the school promptly of any absences or changes in contact details.	We will create a safe, supportive and inclusive environment for every student.
You recognise people are different and will be non-judgemental, fair and equitable to others in the school community.	We will welcome and celebrate a diverse school community with recognition of significant social, cultural and historical events.
You stay informed about school behaviour news and activities by reading the school newsletter, Facebook and other materials sent home by school staff.	We will use the electronic school newsletter and school email and Facebook to as the primary means of notifying parents about school wellbeing and behaviour programs.
You support your child through situations to demonstrate understanding and meet the learning and behavioural expectations at school.	We are clear about our learning and behavioural expectations, and contact you to provide regular feedback about your child's progress.
You take a positive, solution-focused approach to resolving complaints.	We will nominate a contact person for you to work with to resolve a school related complaint.
Safe	
What we expect to see from you	**What you can expect from us**
You observe and foster positive conversations in regards to the school rules, procedures and operating guidelines.	We will share relevant information with you about all school rules, procedures and operating guidelines in a timely manner. Staff will be well versed on the school operations and a representative will contact you to assist.

Differentiated and Explicit Teaching

Ipswich West State School is a school which lives and breathes strong values, high school and community expectations and a disciplined and connected school environment that provides differentiated teaching to respond to the learning needs of all students. This involves teaching expected behaviours and providing opportunities for students to practise these behaviours. Teachers reinforce expected behaviours, provide feedback and correction, and opportunities for practise.

Staff at Ipswich West State School vary what students are taught, how they are taught and how students can demonstrate what they know as part of this differentiated approach to behaviour. These decisions about differentiation are made in response to data and day- to-day monitoring that

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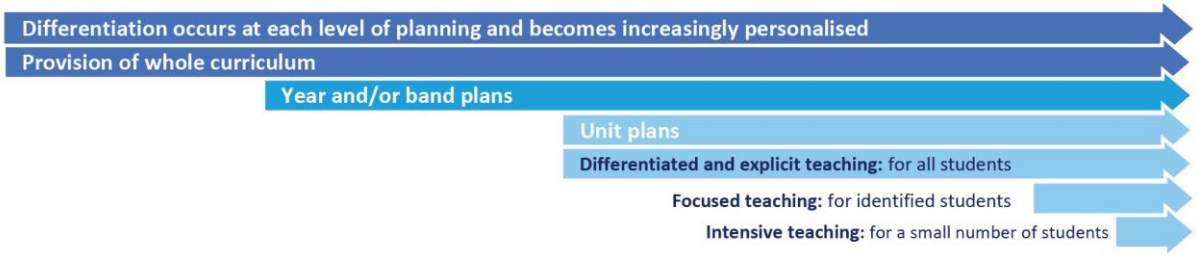
indicates the behavioural learning needs of students. This enables our Classroom, SET and Inclusion Teachers and all Support Staff to purposefully plan a variety of ways to engage students; assist them to achieve the expected learning; and to demonstrate their learning.

There are three main layers to differentiation, as illustrated in the diagram below. This model is the same used for academic and pedagogical differentiation.



These three layers map directly to the tiered approach discussed earlier in the Learning and Behaviour. Each layer provides progressively more personalised supports for students.

- Tier 1 is **differentiated and explicit** teaching for all students
- Tier 2 is **focussed** teaching for identified students
- Tier 3 is **intensive** teaching for a small number of students.

Our school uses the PBL Expectations Matrix, illustrated below, as a basis for developing their behaviour standards. Using this matrix, the class teacher works with all students to explain exactly what each of the expectations look, sound and feel like in their classroom. The completed matrix is on display in every classroom, used as the basis of teaching expectations throughout the year and revisited regularly to address any new or emerging issues.

Approximately 15% of all students in any school or classroom may require additional support to meet behaviour expectations, even after being provided with differentiated and explicit teaching. These students may have difficulty meeting behavioural expectations in a particular period of the day or as part of a learning area/subject, and focused teaching is provided to help them achieve success.

SCHOOLWIDE EXPECTATIONS TEACHING MATRIX							
	ALL AREAS	CLASSROOM	ONLINE	PLAYGROUND	LINING-UP / TRANSITIONS	TOILETS/HYGIENE	BUS LINES/BIKE RACKS
BE RESPECTFUL	▪ Use equipment appropriately ▪ Speak in a friendly way ▪ Treat others the way you would like to be treated ▪ Wear full school uniform ▪ Respect others' personal space and property	▪ Whole body active listening ▪ Raise your hand to speak ▪ Respect others' right to learn ▪ Talk in turns	▪ Participate in use of approved online sites and educational games ▪ Use appropriate language when engaging with others online	▪ Follow the rules of the game that is being played ▪ Use appropriate volume and tone when communicating with others	▪ Move around the school quietly ▪ Wait quietly for your teacher to collect you from line-up area ▪ Sit in the correct area by the time the bell stops	▪ Respect privacy of others ▪ Wait outside of the toilets for your partner ▪ Use appropriate volume while in the toilets ▪ Respect the objects/property in the toilets	▪ Use own bike/scooter only ▪ Follow all directions of staff member on duty
BE RESPONSIBLE	▪ Ask permission to leave the classroom ▪ Be on time ▪ Be in the right place ▪ Follow directions straight away ▪ Be honest ▪ Make smart choices	▪ Bring all required equipment to school each day ▪ Complete set tasks ▪ Take an active role in learning activities ▪ Keep work space tidy	▪ Report any unacceptable behaviour to a teacher ▪ Post only appropriate content online ▪ Use school computers and iPads only for task that has been set by the teacher	▪ Return equipment to appropriate place when the bell rings	▪ Walk in two lines ▪ Keep to the left	▪ Use toilets during breaks when possible	▪ Walk bike/scooter in school grounds ▪ Have your name marked on the bus roll ▪ Leave school promptly
BE RESILIENT	▪ Bounce back when things go wrong ▪ Use the High Five to solve problems when people are bothering you ▪ Have a growth mindset	▪ Attempt every learning task ▪ Use teacher feedback to improve work ▪ Ask for help when required		▪ Play fairly – take turns, invite others to join in and follow rules ▪ Report problems that can't be solved with the High Five or are physical to a staff member on duty			

Focused Teaching

Approximately 15% of all students in any school or classroom may require additional support to meet behaviour expectations, even after being provided with differentiated and explicit teaching. These students may have difficulty meeting behavioural expectations in a particular period of the day or as part of a learning area/subject, and focused teaching is provided to help them achieve success.

Focused teaching involves revisiting key behavioural concepts and/or skills and using explicit and structured teaching strategies in particular aspects of a behaviour skill. Focused teaching provides students with more opportunities to practise skills and multiple opportunities to achieve the intended learning and expected behaviour.

Support staff, including teachers with specialist expertise in learning, language or development, work collaboratively with class teachers at Ipswich West State School to provide focused teaching. Focused teaching is aligned to the PBL Expectations Matrix, and student progress is monitored by the classroom teacher/s to identify those who:

- no longer require the additional support
- require ongoing focussed teaching
- require intensive teaching

Ipswich West State School has a range of Student Support Network staff in place to help arrange and deliver focused teaching to students who need more support to meet expectations. In addition, the school invests in the following incentives, celebrations and evidence-informed programs to address specific skill development for some students:

- Zones of Regulations
- Functional Based Assessment

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- Risk Management Plans
- Behaviour Management Plans
- Stamp Charts Incentives
- Positive Behaviour for Learning
- Weekly Assembly Awards

For more information about these programs, please speak with the PBL Teacher or Principal.

Intensive Teaching

Research evidence shows that even in an effective, well-functioning school there will always be approximately 5% of the student population who require intensive teaching to achieve behavioural expectations. Intensive teaching involves frequent and explicit instruction, with individuals or in small groups, to develop mastery of basic behavioural concepts, skills and knowledge.

Some students may require intensive teaching for a short period, for particular behaviour skills. Other students may require intensive teaching for a more prolonged period. Decisions about the approach will be made based on data collected from their teacher or teachers, and following consultation with the student's family.

For a small number of students who continue to display behaviours that are deemed complex and challenging, then individualised, function-based behaviour assessment and support plans and multi-agency collaboration may be provided to support the student. This approach will seek to address the acute impact of barriers to learning and participation faced by students who are negotiating a number of complex personal issues.

Students who require intensive teaching will be assigned an individual case manager at the school that will oversee the coordination of their program, communicate with stakeholders and directly consult with the student.

Ipswich West State School is committed to supporting all students' needs and have accessed the Principal Advisor Autism, Principal Advisor Early Years, Principal Advisor Engagement, AVT Low Incidence Disabilities, GRIT Program, Senior and Guidance Officers as well as Occupational Therapists and Speech Language Pathologists.

Legislative Delegations

In this section of the Ipswich West State School Student Code of Conduct are links to legislation which influences form and content of Queensland state school discipline procedures.

- Anti-Discrimination Act 1991 {Qld)
- Child Protection Act 1999 (Qld)
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability Standards for Education 2005
- Criminal Code Act 1899 (Qld)
- Education (General Provisions) Act 2006

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- Education (General Provisions) Regulation 2017
- Human Rights Act 2019 {Qld)
- Information Privacy Act 2009 (Qld)
- Judicial Review Act 1991 {Qld)
- Right to Information Act 2009 (Qld)
- Police Powers and Responsibilities Act 2000 (Old)
- Workplace Health and Safety Act 2011 (Old)
- Workplace Health and Safety Regulation 2011 (Cwth)

Delegations

Under the Education (General Provisions) Act 2006, state school principals are responsible for "controlling and regulating student discipline in the school". Principals are afforded a number of non-delegable powers to assist them to meet this obligation, including the authority to suspend, exclude or cancel the enrolment of a student at the school. These decision-making responsibilities cannot be delegated to other staff in the school, such as deputy principals.

The details of these responsibilities are outlined in the legislative instruments of delegation and instruments of authorisation provided below:

- Education (General Provisions) Act 2006 Director-General's delegations
- Education (General Provisions) Act 2006 Minister's delegations
- Education (General Provisions) Act 2006 Director-General's authorisations
- Education (General Provisions) Regulation 2006 Minister's delegations
- Education (General Provisions) Regulation 2017 Director-General's delegations

Disciplinary Consequences

The disciplinary consequences model used at Ipswich West State 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 school administration team immediately for determination of a disciplinary consequence.

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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 either so serious as to warrant immediate removal of the student for the safety of others, and 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.

Differentiated

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

- Pre-correction (e.g. "Remember, walk quietly to your seat")
- Non-verbal and visual cues (e.g. posters, hand gestures)
- Whole class practising of routines
- Ratio of 5 positive to 1 negative commentary or feedback to class
- Corrective feedback (e.g. "Hand up when you want to ask a question")
- Rule reminders (e.g. "When the bell goes, stay seated until I dismiss you")
- Explicit behavioural instructions (e.g. "Pick up your pencil")
- Proximity control
- Selective ignoring of inappropriate behaviour (not student)
- Revised seating plan and relocation of student/s
- Individual positive reinforcement for appropriate behaviour
- Class wide incentives
- Reminders of incentives or class goals
- Redirection
- Low voice and tone for individual instructions
- Give 30 second 'take-up' time for student/s to process instruction/s
- Reduce verbal language
- Break down tasks into smaller chunks
- Provide positive choice of task order (e.g. "Which one do you want to start with?")
- Prompt student to take a break or time away in class
- Model appropriate language, problem solving and verbalise thinking process (e.g. "I'm not sure what is the next step, who can help me?")
- Provide demonstration of expected behaviour
- Peer consequence (e.g. corrective feedback to influential peer demonstrating same problem behaviour)
- Private discussion with student about expected behaviour
- Consequence for inappropriate behaviour
- Warning before progression along the Matrix (e.g. removal from classroom)

Focused

Classroom teachers are supported by other school-based staff to address in-class problem behaviour. This may include:

- Functional Behaviour Assessment
- Individual student behaviour support strategies (e.g. Student behaviour plan)
- Targeted skills teaching in small group
- Token Economy
- Tap Room
- Behavioural contract
- Counselling and guidance support
- Self-monitoring plan
- Check in Check Out strategy
- Teacher coaching and debriefing
- Referral to Student Support Network for team based problem solving
- Stakeholder meeting with parents and external agencies

Intensive

School leadership team work in consultation with 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 and external agencies including regional specialists
- 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:

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

At Ipswich West State School, the use of any SDA is considered a very serious decision. It is typically only used by the Principal when other options have been exhausted or the student's behaviour is so dangerous that continued attendance at the school is considered a risk to the safety or wellbeing of the school community.

Parents 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 school days to confirm, amend/vary or set aside the original SDA decision by the Principal.

The appeal process is 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 Ipswich West State School will be invited to attend a re-entry meeting on the day of their scheduled return to school. The main purpose of this meeting is to welcome the student, with their parent/career, back to the school. It is not a time to review the student's behaviour or the decision to suspend, 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 not mandatory for the student or their parents to attend a re-entry meeting. It may be offered as a support for the student to assist in their successful re-engagement in school following suspension.

Arrangements

The invitation to attend the re-entry meeting will be communicated in writing via suspension letter and confirmed via telephone. Re-entry meetings are short, taking less than 10 minutes, and kept small with only the Principal or their delegate attending with the student and their parent/care. A record of the meeting is saved in OneSchool, under the Contact tab, including any notes or discussions occurring during the meeting.

Structure

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

Possible agenda:

- Welcome back to school
- Check in on student wellbeing
- Discuss any recent changes to school routine or staffing
- Offer information about supports available {e.g. guidance officer)
- Set a date for follow-up
- Thank student and parent/carer/s for attending
- Walk with student to classroom

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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 {e.g. 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

Ipswich West State School has tailored school discipline policies designed to ensure students, staff and visitors 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
- 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 state 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 state 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 Ipswich West State School and will be removed if found in a student's possession:

- illegal, items or weapons (e.g. guns, knives*, throwing stars, brass knuckles, chains)
- imitation guns or weapons
- potentially dangerous items (e.g. blades, rope)
- drugs** (including tobacco)

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- alcohol
- aerosol deodorants or cans (including spray paint)
- explosives (e.g. fireworks, flares, sparklers)
- flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- poisons (e.g. weed killer, insecticides)
- inappropriate or offensive material (e.g. 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 Ipswich West State 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 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 or calling the police;
- consent from the student or parent 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 (e.g. to access an EpiPen for an anaphylactic emergency);
- consent from the student or parent is required to search the person of a student (e.g. pockets or shoes). If consent is not provided and a search is considered necessary, the police and the student's parents should be called to make such a determination.

Parents/Carers of students at Ipswich West State School must ensure your children do not bring property onto school grounds or other settings used by the school (e.g. camp, sporting venues) that:

- is prohibited according to the Ipswich West State School Student Code of Conduct
- is illegal
- puts the safety or wellbeing of others at risk
- does not preserve a caring, safe, supportive or productive learning environment
- does not maintain and foster mutual respect;

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Parent/Carer/s should collect temporarily removed student property as soon as possible after they have been notified by the Principal or state school staff that the property is available for collection.

Students of Ipswich West State School cannot bring property onto school grounds or other settings used by the school (e.g. camp, sporting venues) that:

- is prohibited according to the Ipswich West State School Code of Conduct
- is illegal
- puts the safety or wellbeing of others at risk
- does not preserve a caring, safe, supportive or productive learning environment
- does not maintain and foster mutual respect;

Student's should collect their property as soon as possible when advised by the principal or state school staff it is available for collection.

Use Of Mobile Phones And Other Electronic Devices By Students

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. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

In consultation with the school community, Ipswich West State School has determined that explicit teaching of responsible use of mobile phones and other devices 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, school staff and students.

It is agreed that time and space should be provided at school where technology is not permitted, and students are encouraged to engage in other social learning and development activities. Students, parents and visitors will be asked to adhere to these community agreed expectations for these spaces and behaviours.

The requirements and responsibilities for students using mobile phones or other electronic devices at school are outlined below.

Requirements

- All students (except for those with recorded exemptions) to switch off and hand their mobile phones/electronic device to the administrative (office) staff immediately on arrival at school.
- Students may collect their mobile phone/electronic device from the office at the completion of their day.
- When participating in representative school sports, camps or excursions, students are to ensure their mobile phone/electronic devices are left at home/handed to the teacher in charge/remain in their bags???
- If permitted, use during representative school sports, camps and excursions is only at specified and supervised times (in accordance with the School excursions procedure).

Exemptions

Ipswich West State School is an inclusive school, students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) can apply for an exemption from the Principal.

An exemption will require:

- correspondence from the medical professional who is treating the condition deeming the necessity for such device
- correspondence from parent/carer providing details about the device
- a photograph of the device

An exemption provides explicitly for use of a mobile phone/electronic device solely for the purpose listed in the medical professional's report. All other restrictions and responsibilities apply.
Any loss or damage to an exempted device remains the full responsibility of the student's family/carer.

Storage of Student Devices

- Mobile phones and other electronic devices handed into the Administration Staff at Ipswich West State School are secured in locked cupboard in the office.
- Any damage or loss caused to a student's mobile phone or other electronic device, if retained by the student, is the sole responsibility of the student and their family/carers.

Responsibilities

It is *acceptable* for students at Ipswich West State School to:

- use mobile phones or other devices 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 or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.

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    - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- seek teacher's approval where they wish to use a mobile device under special circumstances.

It is *unacceptable* for students at Ipswich West State School to:

- use a mobile phone or other devices in an unlawful manner
- use a mobile phone in technology-free designated spaces or time
- 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
- insult, harass or attack others or use obscene or abusive language
- 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's network security
- use in-phone cameras anywhere a normal camera would be considered inappropriate
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. 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 Ipswich West State School Student Code of Conduct. In addition students and their parents 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 a 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

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- 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.

Schools should also include reference to the Advice for state schools on acceptable use of ICT facilities and devices, and may wish to include student and parent ICT agreements as part of the Student Code of Conduct. It is also recommended that the guidance developed in this section of the Student Code of Conduct is based on the Use of ICT systems procedure.

Preventing And Responding To Bullying

Ipswich West State School uses the *Australian Student Wellbeing Framework* to promote positive relationships and the wellbeing of all students, staff and visitors at the school.

Our 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 who are positively engaged with their child's education leads to improved student self-esteem, attendance and behaviour at school. Enhancing the wellbeing of students and their educators delivers overall long-term social, health and economic benefits to the Australian community.

Ipswich West State School includes a Student Leadership Team and Student Council, with diverse representatives from each year level meeting regularly with the school leadership
team to promote strategies to improve student wellbeing, safety and learning outcomes. The standing items on the agenda for each Student Leadership Forum are the core elements of the Australian Student Wellbeing Framework:

1. Leadership - Principals and school leaders playing an active role in building a positive learning environment where the whole school community feels included, connected, safe and respected.
2. Inclusion - All members of the school community actively participating in building a welcoming school culture that values diversity, and fosters positive, respectful relationships.
3. Student voice - Students actively participate in their own learning and wellbeing, feel connected and use their social and emotional skills to be respectful, resilient and safe.
4. Partnerships - Families and communities collaborating as partners with the school to support student learning, safety and wellbeing.
5. Support - School staff, students and families sharing and cultivating an understanding of wellbeing and positive behaviour and how this supports effective teaching and learning.

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A priority for the school is contributing to the implementation of strategies that enhance wellbeing, promote safety and counter violence, bullying and abuse in all online and physical spaces. The engagement of young people in the design of technology information and digital education programs for parents was a key recommendation from the *Queensland Anti-Cyberbullying Taskforce Report* in 2018, and at Ipswich West State School we believe students should be at the forefront of advising staff, parents and the broader community about emerging issues and practical solutions suitable to different contexts.

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.

However, these conflicts are still considered serious and need to be addressed and resolved. At Ipswich West State School our staff will work to quickly respond to any matters raised of this nature in collaboration with students and parents.

The following flowchart explains the actions Ipswich West State School teachers will take when they receive a report about student bullying, including bullying which may have occurred online or outside of the school setting. Please note that the indicative timeframes will vary depending on the professional judgment of teachers who receive the bullying complaint and their assessment of immediate risk to student/s.

Ipswich West State School - Bullying response flowchart for teachers

Please note these timelines may be adjusted depending on the circumstances and risk associated with each situation. This is at the professional judgment of the staff involved. Timeframes are indicative and should be clearly discussed and agreed with student and family. In all instances parents/carers will be contacted by staff if a report of bullying is received.

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- Provide a safe, quiet space to talk
- Reassure the student that you will listen to them
- Let them share their experience and feelings without interruption
- If you hold immediate concerns for the student's safety, let the student know how you will address these. Immediate in this circumstance is where the staff member believes the student is likely to experience harm (from others or self) within the next 24 hours (contact the Principal, immediately.)
- Ask the student for examples they have of the alleged bullying (e.g. hand written notes or screenshots)
- Write a record of your communication with the student
- Check back with the student to ensure you have the facts correct
- Enter the record in OneSchool
- Notify parent/s that the issue of concern is being investigated
- Gather additional information from other students, staff or family
- Review any previous reports or records for students involved
- Make sure you can answer who, what, where, when and how
- Clarify information with student and check on their wellbeing
- Evaluate the information to determine if bullying has occurred or if another disciplinary matter is at issue
- Make a time to meet with the student to discuss next steps
- Ask the student what they believe will help address the situation
- Engage the student as part of the solution
- Provide the student and parent with information about student support network
- Agree to a plan of action and timeline for the student, parent and yourself
- Document the plan of action in OneSchool
- Complete all actions agreed with student and parent within agreed timeframes
- Monitor student and check in regularly on their wellbeing
- Seek assistance from student support network if needed
- Meet with the student to review situation
- Discuss what has changed, improved or worsened
- Explore other options for strengthening student wellbeing or safety
- Report back to parent
- Record outcomes in OneSchool
- Continue to check in with student on regular basis until concerns have been mitigated
- Record notes of follow-up meetings in OneSchool
- Refer matter to specialist staff within 48 hours if problems escalate
- Look for opportunities to improve school wellbeing for all students

Key contacts for students and parents to report bullying:

Prep to Year 6 - Class teacher

Leadership Team - Principal , Head of Curriculum and Student Engagement Teacher

Contact: Phone: 3813 5222 Email: 0366-admin@eq.edu.au or principal@ipswichwestss.eq.edu.au

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Cyberbullying

Cyberbullying is treated at Ipswich West State School with the same level of seriousness as in-person bullying. The major difference with cyberbullying however, is that unlike in- person bulling, 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.

In the first instance, students or parents who wish to make a report about cyberbullying should approach the regular class teacher. There is also a dedicated leadership team, Principal, Head of Curriculum and Positive behaviour for Learning Teacher, who can be approached directly by students, parents or staff for assistance in preventing and responding to cyberbullying.

It is important for students, parents 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. Parents and students who have concerns about cyberbullying incidents occurring during school holidays should immediately seek assistance through the *Office of the e-Safety Commissioner* or the Queensland Police Service.

Students enrolled at Ipswich West State School may face in-school disciplinary action, such as detention or removing of privileges, or more serious consequences such as suspension or exclusion from school for engaging in behaviour that adversely affects, or is likely to adversely affect, other students or the good order and management of the school. This includes behaviour such as cyberbullying which occurs outside of school hours or settings, for example on the weekend or during school holidays. It also applies to inappropriate online behaviour of enrolled students that is directed towards other community members or students from other school sites.

Parents or other stakeholders who engage in inappropriate online behaviour towards students, staff or other parents may be referred to the Office of the e-Safety Commissioner and/or the Queensland Police Service. State school 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 Principal.

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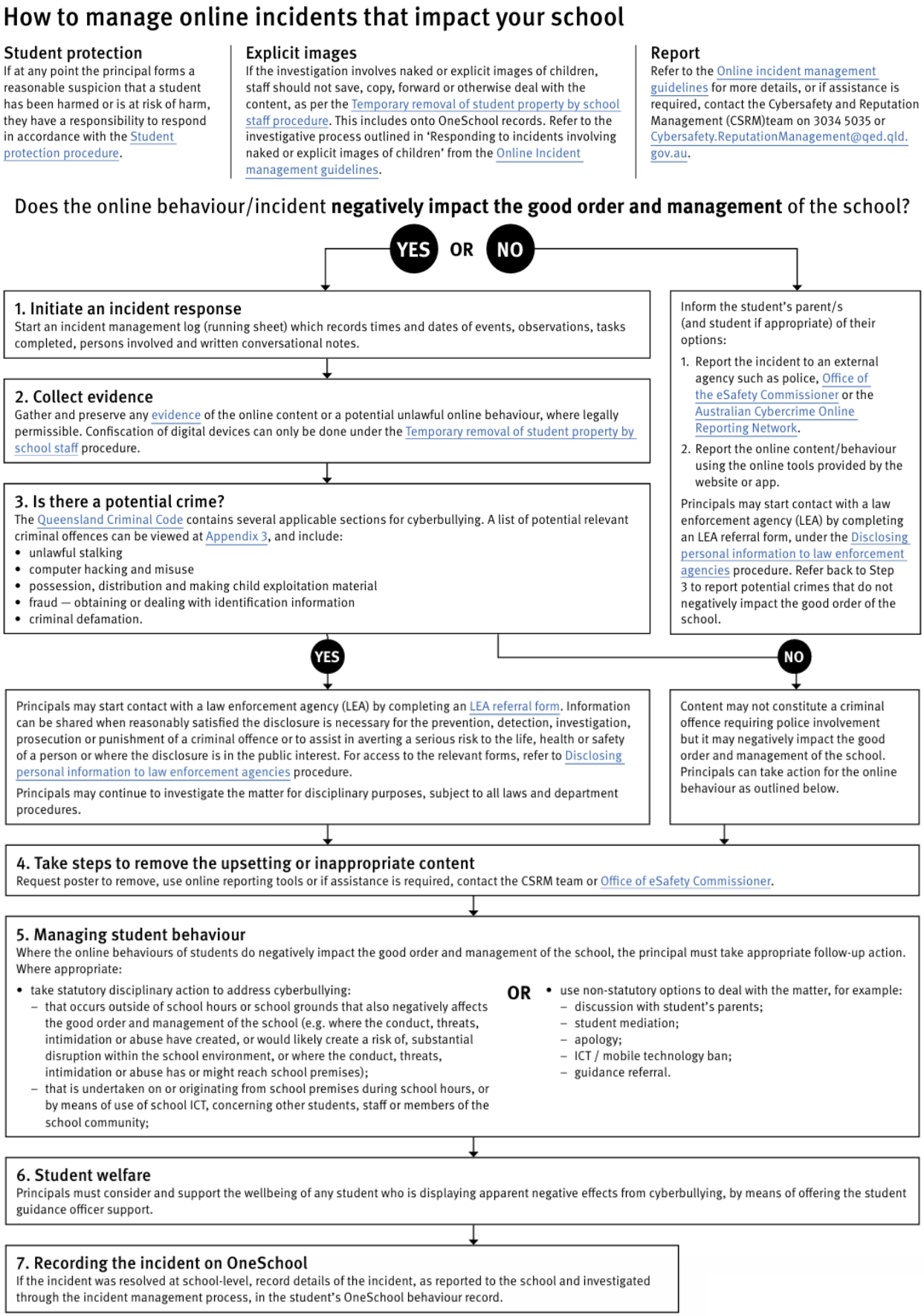
Cyberbullying Response Flowchart for School Staff



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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* with important information about cybersafety and cyberbullying, and suggestions about what you can do if your child is a target or responsible for inappropriate online behaviour. The team has also developed a *Cyberbullyinq and reputation management* (Department employees only) resource to assist Principals in incident management.

For more information about cybersafety sessions at your school, or for assistance with issues relating to online behaviour, contact the team (Department employees only).

Student Intervention and Support Services

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

Students who have been subject or witness to bulling have access to a range of internal support staff, as identified in the Student Support Network section earlier in this document. Students are, however, 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 Ipswich West State 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.

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.

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 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 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 about the content you are about to post could save upset, embarrassment, and possible legal action.
- As a parent you have a role in supervising and regulating your child's online activities at home and its impact on the reputation and privacy of others. Parents are their child'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. The Principal can be contacted via the school administration.

While many schools use social media to update parents of school notices, the department prefers that parents 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.

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 child'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 children, be mindful of who might be in the background. You might be happy to share your child's successes with your friends and family via social media, but some parents are not. If you are tagging or naming students, consider that other parents may not want their child'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 Ipswich West State 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. Safeguards students, staff and others from harm
3. Ensures transparency and accountability
4. Places importance on communication and consultation with parents and carers
5. Maximises the opportunity for positive outcomes, and
6. Aims 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 (e.g. 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 and 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:

1. *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.

2. *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.

3. *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.

4. *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.

5. *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.

Related Procedures And Guidelines

These are related procedures or guidelines which school staff use to inform decisions and actions around matters associated with students wellbeing, behaviour and learning.

- Cancellation of enrolment
- Complex case management
- Customer complaints management policy and procedure
- Disclosing personal information to law enforcement agencies
- Enrolment in state primary, secondary and special schools
- Hostile people on school premises, wilful disturbance and trespass
- Inclusive education
- Police and Child Safety Officer interviews and searches with students
- Restrictive practices
- Refusal to enrol - Risk to safety or wellbeing
- Student discipline
- Student dress code
- Student protection
- Supporting students' mental health and wellbeing
- Temporary removal of student property by school staff
- Use of ICT systems
- Using mobile devices

Resources

- Australian Professional Standards for Teachers
- Behaviour Foundations professional development package (school employees only}
- Bullying. No Way!
- eheadspace

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- Kids Helpline
- Office of the eSafety Commissioner
- Parent and community engagement framework
- Parentline
- Queensland Department of Education School Discipline
- Raising Children Network
- Student Wellbeing Hub

Conclusion

Ipswich West State School staff are committed to ensuring every student is supported to feel safe, welcome and valued in our school. There may, however, be occasions where parents need to raise a concern or make a complaint about an issue you feel is adversely affecting their child's education.

All Queensland state schools are committed to ensuring that all complaints - whether they relate to a school staff member or a school's operations - are dealt with in a fair and equitable manner. As a parent or carer, you can express dissatisfaction with the service or action of the Department of Education or its staff, including decisions made or actions taken in a school and/or by the local regional office.

As a complainant, it is your responsibility to:

- give us a clear idea of the issue or concern and your desired solution
- provide all the relevant information when making the complaint
- understand that addressing a complaint can take time
- cooperate respectfully and understand that unreasonable, abusive, or disrespectful conduct will not be tolerated
- let us know if something changes, including if help is no longer needed

The Department of Education may not proceed with your complaint if your conduct is unreasonable.

In most instances, staff members are told of complaints made about them and offered the right of reply. A complainant also has the right to have a support person throughout the process. The following three-step approach assists parents and school staff in reaching an outcome that is in the best interests of the student:

- *Early resolution*: discuss your complaint with the school
  The best place to raise any concerns is at the point where the problem or issue arose. You can make an appointment at the school to discuss your complaint with your child's teacher or the principal. You are also welcome to lodge your complaint in writing or over the phone. You can also make a complaint through QGov. Complaints may be lodged by telephone, writing or in electronic format. Email addresses can be accessed through the schools directory.
- *Internal review*: contact the local Regional Office if, after taking the early resolution step, you are dissatisfied with the outcome of your complaint or how the complaint was handled, you can ask the local regional office to conduct a review. You need to submit a Request for internal review form within 28 days of receiving the complaint outcome.

- *External review*: contact a review authority if you are dissatisfied after the internal review, you may wish to contact a review authority, such as the Queensland Ombudsman, and request an independent, external review. More information about external review options is available at www.ombudsman.qld.gov.au.

Some matters need to be handled in a different way to school matters and will be referred to other areas in the department. These include:

- issues about harm, or risk of harm, to a student attending a state school, which must be managed in accordance with the Student protection procedure.
- complaints about corrupt conduct, public interest disclosures; or certain decisions made under legislation, which will be dealt with as outlined in the Excluded complaints factsheet

At Ipswich West State School all staff are committed to our vision.

TEACHING AND HELPING EVERY CHILD, EVERYDAY TO BE THEIR BEST.

This includes those members of the community who support our school, which includes parents, carers, guardians and community stakeholders. We value the diversity of our community and are committed to providing a school environment that promotes inclusivity, supportive relationships and positive learning outcomes for all.

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