



Albany Primary School

Operational Guidelines for Behaviour Management

Classroom/ Staff members

- Each staff member has the responsibility to ensure that they have a behaviour management plan/policy for their room/work area that is consistent with Departmental and School Policies.
- Each staff member has the responsibility to expect that all students under their care behave in accordance with our principles, processes and rules.
- The classroom policy must be available to all those who should have knowledge and understanding of its contents.
- Staff members will promote and reinforce the principles that underpin the school's behaviour management policy regularly throughout each term.
- The staff member may use a range of strategies to manage behaviour commencing with low level responses (as outlined in the CMS documents). A range of responses to behaviour may be considered to promote, recognise and change behaviour.
- The staff member will keep appropriate records regarding the behaviour of individual students on a needs basis.
- Staff members have a responsibility to keep abreast of current understandings related to behaviour management and research findings.
- The class teacher will develop, with assistance from the school administration, individual behaviour management plans for those students who need it. EAs of special needs students will be involved in this process for a child under their care.
- Class teachers will liaise with a student's parents if they deem it necessary and keep them informed of the issues and processes that are occurring.
- All staff have the right and responsibility to have support from the administration when a student:
 - Deliberately is defiant and doesn't follow a reasonable instruction to either behave appropriately or engage in the classroom activity to an appropriate level.
 - Acts in an abusive or disrespectful or dangerous and unsafe way.

Playground/Staff members

- All adults will implement our school processes and rules at all times.
 - This includes intervention for minor student indiscretions and breaches of rules. Low level responses and reminders may be used for these.
 - For more serious breaches of behaviour (*incidences of bullying, abusive behaviours, failure to not follow an adult's instruction, leaving school grounds, aggressive threatening behaviours and physically dangerous acts of any kind, vandalism/misuse of others' property and theft*) the staff member will intervene immediately taking such action as deemed necessary to resolve the situation in a manner that does not impact on the safety of other students and themselves. The staff member should notify the administration as soon as possible or seek their support if required.
- All staff have the right and responsibility to have immediate support from the administration when a student acts in a manner described as "serious".
- All staff will record information as required.

Whole School/Administration

The school administration will:

- In consultation with the staff, implement whole school processes and strategies that promote our school ethos and values and the principles that underpin our behaviour management policy.
- Be proactive in developing relationships with students and engage in classrooms and the playground so that there is a significant awareness of the general behaviour of students.
- Case manage students, in consultation with the class teacher, who have difficulties with their behaviour.
- Respond strategically when students engage in serious breaches of school expectations. These include incidences of: *bullying, abusive behaviours, persistent failure to follow an adult's instructions, leaving school grounds, aggressive threatening behaviours and physically dangerous acts of any kind, vandalism/misuse of others' property and theft.*
- Work with individual children (and their families/parents) to improve the behaviour of those students who are not readily complying with classroom and school expectations.

- Following on from the work done by classroom teachers, assist to implement intervention strategies to manage those students experiencing difficulties in reaching our school's expectations. Such strategies may include:
 - Counselling the student
 - Finding mentors and counsellors for students
 - Monitoring closely the behaviour of the student and working with the teacher to implement classroom and playground strategies.
 - Working with the parents and other agencies.
 - Developing an agreed Behaviour Management Plan and working through this with all those involved.
 - Implementing a range of consequences that ensure that other students and staff wellbeing is considered as well as changing the behaviour of the student in question. Such actions can include:
 - removal from class to work elsewhere.
 - Detention/reflection time.
 - Withdrawal/part time attendance from school in consultation with the parent and teacher.
 - In-school suspension
 - Suspension.
 - Exclusion (in accordance with Departmental guidelines).
 - Other positive strategies that build and repair relationships and recognise the efforts that students are making.
 - Other strategies that enable students to understand that their choice of behaviour is inappropriate.

- Inform parents of school processes, rules and procedures and seek feedback. Liaise and consult with parent bodies.

- Ensure staff members have professional learning opportunities to develop their skills in managing their students or individuals. Assist individual teachers and education assistants to enhance their classroom structures and processes on a needs basis.

- Keep appropriate records of actions taken and interviews undertaken with the various stakeholders.

Parents

Parents have the rights and responsibilities to:

- Be part of the consultative process for the development of the school's Behaviour Management Policy.

- Consult with teachers and/or the administration of the school when it has been identified that their child has a behavioural issue.

- Support the school in their endeavours to have the child behave appropriately whilst at school.
- Promote the school rules with their children and expect their child to comply with school requirements.
- Support their child and assist in their capacity to behave in an acceptable manner.
- Be aware of classroom and school policies.

Supporting Documents

Department of Education

- Guidelines For Managing Student Behaviour
- Duty of Care Guidelines
- Suspension and Exclusion Guidelines
- Reporting Critical Incidences
- Guidelines for Restraint of Students
- Staff Code of Conduct

School Guidelines and Frameworks

- Guidelines and Framework for Duty
- Bullying policies and procedures including cyber bullying
- Guidelines for Behaviour
- Classroom Management Strategies: Low key Techniques
- Classroom Management Strategies: Level 1
- Overview: Current Beliefs and Best Practices in School Discipline.