



## Gumlu State School



# Student Code of Conduct 2021-2023

### *Every Student Succeeding*

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

*Department of Education  
State Schools Strategy 2019-2023*

## Purpose

Gumlu State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

Essential to effective learning is safe, supportive and disciplined environment that respects the following rights:

- The right of all students to learn
- The right of all teachers to teach
- The right of all to be safe.

## Contact Information

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Contact Person:	Principal : Thomas Harrington

## Endorsement

Principal Name:	Thomas Harrington
Principal Signature:	
Date:	
P/C President and-or School Council Chair Name:	Rosemarie Linton
P/C President and-or School Council Chair Signature:	
Date:	

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# Principal's Foreword

## Introduction

All areas of Gumlu State School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs.

At Gumlu State School we believe that:

- All students have the right to learn
- All teachers have the right to teach
- All people at the school have the right to be safe and to feel safe

When these rights are achieved, the school can provide the best learning environment. The foundation of positive classroom behaviour is effective teaching, inclusive and engaging curriculum and respectful relationships between staff and students. Our Responsible Behaviour Plan is designed for the promotion and development of self-responsibility in all school community members.

To facilitate this, we have designed a set of school rules and procedures that are designed to work in conjunction with Education Queensland's Code of School Behaviour. We also acknowledge that the establishment of good discipline in our school depends upon both school personnel and parents and students working towards the same goals and insisting on acceptable standards of behaviour.

In addition to the school rules, the students at Gumlu State School help to jointly construct a set of classroom rules each year. These classroom rules are based on an interpretation of the school rules and relate specifically to the classroom setting. We are a Positive Behaviour School and our Responsible Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan, shared expectations for student behaviour are plain to everyone, assisting Gumlu State School to create and maintain a positive and productive learning and teaching environment where all school community members have clear and consistent expectations and understandings of their role in the educational process.

We believe that the staff of the school should play a pivotal role in guiding the students in their choice of behaviour. Staff members should set good examples to students at all times, they should be consistent in their responses to students' behaviour, both good and bad, and they should be ready to discuss behaviour with students and implement special awareness raising programs when necessary.

We also believe that all students are different and that they will respond in different ways to different situations. As professionals, staff members are expected to make considered judgements about each incident and then decide on appropriate courses of action that are suited to the circumstances.

The school aims to provide an environment which maximises the educational opportunities and outcomes for all students by endeavouring to ensure that:

- Expectations are clearly defined and understood by all members of the school community.
- Positive behaviour practises are defined, modelled and reinforced by all members of the school community in many ways including explicit teaching.
- All students are supported and given the scaffolding necessary to accept responsibility for themselves and their actions.
- Learning is interesting and engaging
- Consideration is given to an individual's circumstances when applying consequences (background and ability).
- Students are encouraged to become active, curious learners, in order to maximise their social and academic growth.

## P&C Statement of Support

As president of the Gumlu State School P&C Committee, I am proud to support the new Student Code of Conduct. The inclusive, transparent consultation process led by Mr Thomas Harrington and his team has ensured that all parents have had multiple opportunities to contribute and provide feedback on the final product.

We encourage all parents to familiarise themselves with the Gumlu 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.

Any parents who wish to discuss the Gumlu 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 the Gumlu 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.

## School Captains/Leaders Statement

School Captain Name: Riley Chapman

School Captain Signature:

Date:

School Captain Name: Chloe Grindrod

School Captain Signature:

Date:

School Enviromental Name:

School Enviromental Signature:

Date:

School Sport Captain Name: Savannah Land

School Sport Captain Signature:

Date:

School Sport Captain Name: Emily Chapman

School Sport Captain Signature:

Date:

School Animal Captain Name:

School Animal Captain Signature:

Date:

## Consultation

The consultation process used to inform the development of the Gumlu State School Student Code of Conduct occurred in three phases.

In the first phase, we held a series of internal meetings with staff between March and April 2020. During these meetings, we examined a range of data sets on student and staff attendance, school disciplinary absences (SDA) and outcomes from the most recent School Opinion Survey. We identified strengths and successes from our previous school behaviour plan, and areas for further development.

In the second phase, we provided a survey to all students, parents and staff on school culture and climate. This included a request to respond to key themes from the earlier staff discussions about strengths and areas for further development. Participants were asked to rank their priorities and offer positive ideas and suggestions for improving the quality of relationships and communication in the school.

Finally, a draft Student Code of Conduct was prepared and distributed for comment to all members of the school community. The third phase of consultation was completed in November 2020, and the finished version, incorporating suggested changes and feedback, was sent to the P&C Association in November 2020 for endorsement. The P&C Association unanimously endorsed the Gumlu State School Student Code of Conduct for implementation in 2021.

## Review Statement

The Gumlu State School Student Code of Conduct will undergo annual minor updates to reflect changing circumstances, data and staff. A fulsome review is conducted every four years in line with the scheduled review process for the School Planning, Reviewing and Reporting cycle.

## Data Overview

This section is used to 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. 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.

#### SCHOOL OPINION SURVEY – Parent/Caregiver school report, 2019.

(1391) Gumlu State School

Total agreement presents the aggregation of positive responses, that is; somewhat agree, agree and strongly agree.  
Graph should be viewed in conjunction with the corresponding table as NA, DW and 0% are all displayed as zero.

Item Code	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 (%)	Total Agreement (%)
S2001	My child likes being at this school.	11	0.0	0.0	0.0	0.0	9.1	90.9	100.0
S2002	My child feels safe at this school.	11	DW	DW	DW	DW	DW	DW	100.0
S2003	My child's learning needs are being met at this school.	11	DW	DW	DW	DW	DW	DW	100.0
S2004	My child is making good progress at this school.	11	0.0	0.0	0.0	0.0	9.1	90.9	100.0
S2005	Teachers at this school expect my child to do his or her best.	11	DW	DW	DW	DW	DW	DW	100.0
S2006	Teachers at this school provide my child with useful feedback about his or her school work.	11	DW	DW	DW	DW	DW	DW	100.0
S2007	Teachers at this school motivate my child to learn.	11	0.0	0.0	0.0	0.0	9.1	90.9	100.0
S2008	Teachers at this school treat students fairly.	11	0.0	0.0	0.0	0.0	9.1	90.9	100.0
S2009	I can talk to my child's teachers about my concerns.	11	DW	DW	DW	DW	DW	DW	100.0
S2010	This school works with me to support my child's learning.	11	DW	DW	DW	DW	DW	DW	100.0
S2011	This school takes parents' opinions seriously.	11	0.0	0.0	0.0	0.0	18.2	81.8	100.0
S2012	Student behaviour is well managed at this school.	11	0.0	0.0	0.0	0.0	18.2	81.8	100.0
S2013	This school looks for ways to improve.	11	DW	DW	DW	DW	DW	DW	100.0
S2014	This school is well maintained.	11	DW	DW	DW	DW	DW	DW	100.0
S2015	This school gives my child opportunities to do interesting things.	11	DW	DW	DW	DW	DW	DW	100.0
S2016	My child is getting a good education at this school.	11	0.0	0.0	0.0	0.0	9.1	90.9	100.0
S2017	My child's English skills are being developed at this school.	11	0.0	0.0	0.0	0.0	9.1	90.9	100.0
S2018	My child's Mathematics skills are being developed at this school.	11	0.0	0.0	0.0	0.0	9.1	90.9	100.0
S2019	I understand how my child is assessed at this school.	11	0.0	0.0	0.0	0.0	9.1	90.9	100.0
S2020	I understand how computers and other technologies are used at this school to enhance my child's learning.	11	0.0	0.0	0.0	0.0	9.1	90.9	100.0
S2021	Teachers at this school are interested in my child's wellbeing.	11	DW	DW	DW	DW	DW	DW	100.0
S2022	Staff at this school are approachable.	11	DW	DW	DW	DW	DW	DW	100.0
S2023	Staff at this school are responsive to my enquiries.	11	DW	DW	DW	DW	DW	DW	100.0
S2024	This school asks for my input.	11	0.0	0.0	0.0	0.0	9.1	90.9	100.0
S2025	This school keeps me well informed.	11	0.0	0.0	0.0	0.0	9.1	90.9	100.0
S2026	This school encourages me to take an active role in my child's education.	11	DW	DW	DW	DW	DW	DW	100.0
S2027	This school encourages me to participate in school activities.	11	DW	DW	DW	DW	DW	DW	100.0
S2028	This school provides me with useful feedback about my child's progress.	11	DW	DW	DW	DW	DW	DW	100.0
S2029	This school provides useful information online.	10	0.0	0.0	0.0	0.0	20.0	80.0	100.0
S2030	This school is environmentally friendly.	11	0.0	0.0	0.0	0.0	6.1	93.9	100.0
S2031	This school is well organised.	11	0.0	0.0	0.0	0.0	9.1	90.9	100.0
S2032	This school has a strong sense of community.	11	DW	DW	DW	DW	DW	DW	100.0
S2033	This school celebrates student achievements.	11	DW	DW	DW	DW	DW	DW	100.0
S2034	I would recommend this school to others.	11	DW	DW	DW	DW	DW	DW	100.0
S2035	This is a good school.	11	DW	DW	DW	DW	DW	DW	100.0

#### SCHOOL OPINION SURVEY – Student school report, 2019.

(1391) Gumlu State School

Total agreement presents the aggregation of positive responses, that is; somewhat agree, agree and strongly agree.  
Graph should be viewed in conjunction with the corresponding table as NA, DW and 0% are all displayed as zero.

Item Code	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 (%)	Total Agreement (%)
S2036	I like being at my school.	16	0.0	0.0	0.0	0.0	12.5	87.5	100.0
S2037	I feel safe at my school.	16	0.0	0.0	0.0	0.0	6.3	93.8	100.0
S2038	My teachers motivate me to learn.	16	0.0	0.0	0.0	6.3	31.3	62.5	100.0
S2039	My teachers expect me to do my best.	16	0.0	6.3	0.0	0.0	12.5	81.3	93.8
S2040	My teachers provide me with useful feedback about my school work.	16	0.0	0.0	0.0	0.0	18.8	81.3	100.0
S2041	Teachers at my school treat students fairly.	16	6.3	0.0	0.0	0.0	43.8	50.0	93.8
S2042	I can talk to my teachers about my concerns.	15	0.0	0.0	6.7	0.0	26.7	66.7	93.3
S2043	My school takes students' opinions seriously.	15	6.7	6.7	0.0	6.7	26.7	53.3	86.7
S2044	Student behaviour is well managed at my school.	16	0.0	0.0	0.0	0.0	31.3	68.8	100.0
S2045	My school looks for ways to improve.	16	0.0	0.0	0.0	0.0	18.8	81.3	100.0
S2046	My school is well maintained.	16	0.0	6.3	0.0	0.0	18.8	75.0	93.8
S2047	My school gives me opportunities to do interesting things.	16	6.3	0.0	0.0	0.0	25.0	68.8	93.8
S2048	I am getting a good education at my school.	16	0.0	0.0	0.0	0.0	25.0	75.0	100.0
S2049	My English skills are being developed at my school.	16	0.0	0.0	0.0	0.0	12.5	87.5	100.0
S2050	My Maths skills are being developed at my school.	16	0.0	6.3	0.0	0.0	18.8	75.0	93.8
S2051	I understand how I am assessed at my school.	15	0.0	0.0	0.0	6.7	33.3	60.0	100.0
S2052	I can access computers and other technologies at my school for learning.	15	0.0	0.0	0.0	0.0	40.0	60.0	100.0
S2053	I am encouraged to use computers and other technologies at my school for learning.	15	0.0	0.0	0.0	6.7	13.3	80.0	100.0
S2054	I use computers and other technologies at my school for learning.	15	0.0	0.0	0.0	6.7	20.0	73.3	100.0
S2055	I enjoy using computers and other technologies at my school for learning.	16	0.0	0.0	0.0	0.0	25.0	75.0	100.0
S2056	I feel accepted by other students at my school.	16	0.0	0.0	0.0	6.3	31.3	62.5	100.0
S2057	My schoolwork challenges me to think.	16	0.0	0.0	0.0	0.0	25.0	75.0	100.0
S2058	My teachers challenge me to think.	16	0.0	0.0	0.0	0.0	25.0	75.0	100.0
S2059	My teachers encourage me to do my best.	16	0.0	0.0	0.0	0.0	25.0	75.0	100.0
S2060	My teachers clearly explain what is required in my school work.	16	0.0	0.0	0.0	0.0	37.5	62.5	100.0
S2061	My teachers help me with my school work when I need it.	16	0.0	0.0	0.0	0.0	18.8	81.3	100.0
S2062	My teachers use a variety of resources to help me learn.	15	0.0	0.0	0.0	0.0	33.3	66.7	100.0
S2063	My teachers care about me.	16	0.0	0.0	0.0	0.0	18.8	81.3	100.0
S2064	My school encourages me to participate in school activities.	15	0.0	0.0	0.0	0.0	20.0	80.0	100.0
S2065	My school encourages me to be a good community member.	15	0.0	0.0	0.0	0.0	26.7	73.3	100.0
S2066	My school celebrates student achievements.	15	0.0	0.0	0.0	0.0	20.0	80.0	100.0
S2067	I would recommend my school to others.	15	0.0	0.0	0.0	6.7	20.0	73.3	100.0
S2068	This is a good school.	16	0.0	0.0	0.0	0.0	12.5	87.5	100.0



# SCHOOL OPINION SURVEY – Staff school report (all staff items), 2019.

(1391) Gumlu State School

Total agreement presents the aggregation of positive responses, that is, somewhat agree, agree and strongly agree. Graph should be viewed in conjunction with the corresponding table as NA, DW and 0% are all displayed as zero.

Item Code	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 (%)	Total Agreement (%)
S2069	I enjoy working at this school.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S2070	I feel this school is a safe place in which to work.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S2071	I receive useful feedback about my work at this school.	9	0.0	0.0	0.0	0.0	22.2	77.8	100.0
S2072	Students are encouraged to do their best at this school.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S2073	Students are treated fairly at this school.	9	0.0	0.0	0.0	0.0	22.2	77.8	100.0
S2074	Student behaviour is well managed at this school.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S2075	Staff are well supported at this school.	9	0.0	0.0	0.0	0.0	22.2	77.8	100.0
S2076	This school takes staff opinions seriously.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S2077	This school looks for ways to improve.	9	DW	DW	DW	DW	DW	DW	100.0
S2078	This school is well maintained.	9	DW	DW	DW	DW	DW	DW	100.0
S2079	This school gives me opportunities to do interesting things.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S3201	Students with a disability are well supported at my school.	8	0.0	0.0	0.0	0.0	12.5	87.5	100.0
S3202	My school has an inclusive culture where diversity is valued and respected.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S3203	People are treated fairly and consistently at my school.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S3204	My school is well managed.	9	DW	DW	DW	DW	DW	DW	100.0
S3207	I am confident that poor performance will be appropriately addressed in my school.	9	DW	DW	DW	DW	DW	DW	100.0
S3208	I have choice in deciding how to do my job.	9	DW	DW	DW	DW	DW	DW	100.0
S3209	I have the authority necessary to do my job effectively.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S3210	My school inspires me to do the best in my job.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S3211	My school encourages me to take responsibility for my work.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S3212	My school encourages me to undertake leadership roles.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S3213	My school encourages coaching and mentoring activities.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S3252	My workplace culture supports people to achieve a good work-life balance.	9	0.0	0.0	0.0	0.0	11.1	88.9	100.0
S3253	My workplace offers flexible work arrangements.	9	DW	DW	DW	DW	DW	DW	100.0
S3214	I am satisfied with the opportunities available for career development.	8	0.0	0.0	0.0	0.0	12.5	87.5	100.0
S2088	I have access to quality professional development.	8	0.0	0.0	0.0	0.0	12.5	87.5	100.0
S3215	Staff at my school are actively involved in Developing Performance discussions.	8	0.0	0.0	0.0	0.0	12.5	87.5	100.0
S3216	I can access necessary information and communication technologies to do my job at my school.	9	0.0	0.0	0.0	11.1	11.1	77.8	100.0
S3217	Information and communication equipment is well maintained at my school.	9	0.0	0.0	0.0	11.1	22.2	66.7	100.0
S3218	My school provides useful information online.	8	0.0	0.0	0.0	0.0	37.5	62.5	100.0
S3219	My school keeps me well informed about things that are important to my work.	9	0.0	0.0	0.0	11.1	22.2	66.7	100.0
S3220	There is good communication between all staff at my school.	9	0.0	0.0	0.0	11.1	11.1	77.8	100.0
S3221	Staff at my school work as a team to deliver improved outcomes.	9	0.0	0.0	0.0	11.1	11.1	77.8	100.0
S3222	I feel that staff morale is positive at my school.	9	0.0	0.0	0.0	11.1	11.1	77.8	100.0
S3223	Staff at my school are interested in my wellbeing.	9	0.0	0.0	0.0	11.1	11.1	77.8	100.0
S3224	The wellbeing of employees is a priority for my school.	9	0.0	0.0	0.0	0.0	22.2	77.8	100.0
S3225	I can cope with the pressures of my workload.	9	0.0	11.1	0.0	0.0	22.2	66.7	88.9
S3226	I am aware of occupational health and safety procedures at my school.	9	0.0	0.0	0.0	0.0	22.2	77.8	100.0

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## Learning and Behaviour Statement

Everyone brings 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.

## Consideration of Individual Circumstances

Staff at Gumlu 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 equality, where every student is given the support they need to be successful. This also means that not everyone will be treated the same, because treating everyone the same is not fair. For example, some students need additional support to interpret or understand an expectation. Others may benefit from more opportunities to practise a required skill or behaviour. For a small number of students, the use of certain disciplinary consequences may be considered inappropriate or ineffective due to complex trauma or family circumstances. These are all matters that our teachers and principal consider with each individual student in both the instruction of behaviour and the response to behaviour.



Our teachers are also obliged by law to respect and protect the privacy of individual students, 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 you have concerns about the behaviour of another student at the school, or the way our staff have responded to their behaviour, please make an appointment with the principal to discuss the matter.

## **Student Wellbeing and Support Network**

### **Student Wellbeing**

Gumlu 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 their class teacher or make an appointment to meet with the guidance officer if they would like individual advice about accessing particular services.

Learning and wellbeing are 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–6 curriculum, assessment and reporting framework.

## **Whole School Approach to Discipline**

Gumlu State School uses Gumroo as a Positive Behaviour for Learning 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 and excursions.

At Gumlu State School we believe discipline is about 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 instruction about how to meet these expectations and strive to use behavioural incidents as opportunities to re-teach.

The development of the Gumlu State School Student Code of Conduct is an opportunity to explain the Positive Behaviour for Learning framework with parents and students, and gain their support to implement a consistent approach to teaching behaviour. The language and

expectations of Positive Behaviour for Learning 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 school staff member.

Any students or parents who have questions or would like to discuss the Student Code of Conduct or Positive Behaviour for Learning are encouraged to speak with the class teacher or make an appointment to meet with the principal.

## Consideration of Individual Circumstances

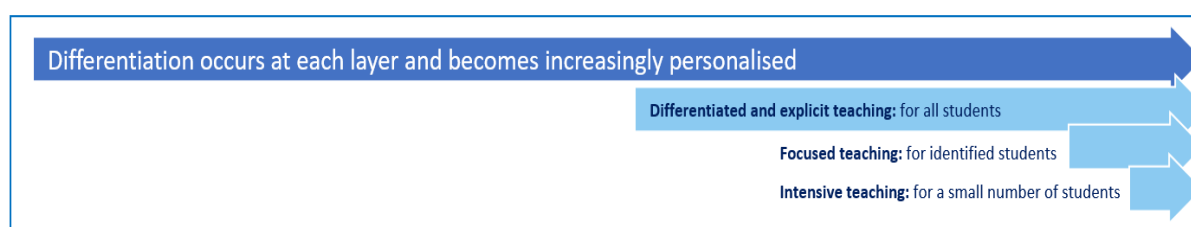
Gumlu State School is a disciplined school environment that provides differentiated teaching to respond to the learning needs of all students. This involves teaching expected behaviours and providing opportunities for students to practise these behaviours. Teachers reinforce expected behaviours, provide feedback and correction, and opportunities for practise.

## Differentiated and Explicit Teaching

Staff at Gumlu 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 indicates the behavioural learning needs of students. This enables our teachers 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 section.

For example, in the Tier 1 is differentiated and explicit teaching for all students, Tier 2 is focussed teaching for identified students and Tier 3 is intensive teaching for a small number of students. Each layer provides progressively more personalised supports for students..



## 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 Gumlu State School to provide

focused teaching. Focused teaching is aligned to the 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.

Gumlu 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.

## 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 mentor at the school that will oversee the coordination of their program, communicate with stakeholders and directly consult with the student.

## Legislative Delegations

### Legislation

In this section of the Gumlu 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](#)
- [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 \(Qld\)](#)

- [Workplace Health and Safety Act 2011 \(Qld\)](#)
- [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 Gumlu 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.

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.

At Gumlu State School we have 3 non-negotiable expectations that result in being sent home for the rest of the day.

These are...

1. Swearing
2. Touching or kicking (Physical contact)
3. Saying 'No' to a teacher

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
- Tactical ignoring of inappropriate behaviour (not student)
- Revised seating plan and relocation of student/s
- Individual positive reinforcement for appropriate behaviour
- Classwide 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
- Reprimand for inappropriate behaviour
- Warning of more serious consequences (e.g. removal from classroom)
- Detention

## Focussed

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



- Behaviour steps
- Individual student behaviour support strategies (e.g. Student behaviour plan)
- Targeted skills teaching in small group
- Detention
- 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
- Temporary removal of student property (e.g. mobile phone)
- Short term suspension (up to 10 school days)
- Long term suspension (up to 20 school days)
- Charge related suspension (student has been charged with a serious criminal offence is suspended from school until the charge has been dealt with by the relevant justice authorities)
- Suspension pending exclusion (student is suspended from school pending a decision by the Director-General or delegate (principal) about their exclusion from school)
- Exclusion (student is excluded from a particular state school site, a group of state schools or all state schools in Queensland for a defined period of time or permanently)
- Cancellation of enrolment for students older than compulsory school age who refuse to participate in the educational program provided at the school.

### **School Disciplinary**

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

There are four types of SDA:

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

At Gumlu 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 Gumlu State School may 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/s, 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 punishment 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 via telephone and in writing, usually via email. 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/s.

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 follow a set agenda, shared in advance with the student and their family. 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 focussed on making the student and their family feel welcome back into the school community.

Possible agenda:

- Welcome back to school
- Check in on student 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/s for attending
- Walk with student to classroom

### 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



Gumlu 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

Gumlu State School makes systematic efforts to prevent problem student behaviour by teaching and reinforcing expected behaviours on an ongoing basis. When inappropriate behaviour occurs, students experience predictable consequences. Our school seeks to ensure that responses to inappropriate behaviour are consistent and proportionate to the nature of the behaviour. The OneSchool database is used to record problem behaviours, as well as positive behaviours.

### **Level 1**

All students are behaving appropriately.

Positive rewarding such as

- Praise
- Gumroo Onya's
- Going for Gold rewards system
- stickers
- certificates
- phone calls/letters/emails to parents

### **Level 2**

Low level inappropriate behaviour such as:

- disrupting learning time and ignoring instructions
- Inappropriate schooling attire
- verbal abuse
- Inappropriate drinks or foodstuffs

The teacher or teacher-aide uses a mix of the following strategies

- ignoring behaviour where possible
- non-verbal cues to alert the student
- redirecting student behaviour
- remove jewellery/change of clothing
- rewarding target behaviour of fellow student
- No hat or no shoes= no play

### **Level 3**

Mid-level inappropriate behaviour such as:

- continued Level 2 behaviours
- all forms of bullying
- striking another student with intention to hurt or threaten
- stealing

The teacher implements a mix of the following strategies, appropriate to the situation such as:

- student loses play time/ time out
- student completes behaviour reflection sheet
- parents/carers informed

All incidents and actions are recorded in One School Behaviour Management section

If the student remains non-compliant or unsettled, the parent is phoned by the Principal and given the following options:

1. Speak to their child on the phone
2. Come to the school and personally supervise the child in the next session
3. Withdraw the child for the rest of the day to calm and reflect
4. Let the school handle the situation (which could result in suspension depending on the level of the student's behaviour)

#### **Level 4**

High level inappropriate behaviour such as:

- continued Level 3 behaviours
- intimidation of staff
- vandalism
- smoking
- pornography
- sexual harassment and/or misconduct

The Principal implements an appropriate mix of the following strategies

- student loses play time
- student completes behaviour reflection sheet
- parents/carers informed
- design and implementation of Action Plan in consultation with Guidance Officer, Behaviour Management specialist and parents/carers
- referral to outside agency
- suspension
- Principal-student-parents/carers conference on return from suspension
- Notification of appropriate Authorities. Eg. Police

All incidents and actions are recorded in One School Behaviour Management database.

If the student remains non-compliant or unsettled, the parent is phoned by the Principal and given the following options:

1. Speak to their child on the phone
2. Come to the school and personally supervise the child in the next session
3. Withdraw the child for the rest of the day to calm and reflect
4. Let the school handle the situation (which could result in suspension depending on the level of the student's behaviour)

#### **Level 5**

Extreme level of inappropriate behaviour such as:

- extreme or repeated incidence of Level 4 behaviours
- alcohol possession/use/supply
- possession/use/supply of drugs
- possession/use/supply of a weapon
- violent assault
- sexual assault

The Principal implements an appropriate mix of the following strategies

- parents/carers informed
- design and implementation of Action Plan in consultation with Guidance Officer, Behaviour Management specialist and parents/carers
- referral to outside agency including instruction program
- Principal-student-parents/carers conference on return from suspension

- recommendation for exclusion to Executive Director, Schools in line with Education and Process for Behaviour Improvement Condition and appointment of a case manager
- Notification of appropriate Authorities eg. Police

All incidents and actions are recorded in One School Behaviour Management database. Consideration will always be given to the unique circumstances of each event and each student.

### **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 Gumlu 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)
- 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 Gumlu 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** of students at Gumlu State School

- ensure your children do not bring property onto schools grounds or other settings used by the school (e.g. camp, sporting venues) that:
  - is prohibited according to the Gumlu 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;
- 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 Gumlu State School

- 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 Merinda 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;
- 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 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.

## Responsibilities

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

It is **acceptable** for students at Gumlu 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.
- researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place the mobile device out of sight during classes, before and after school, and during lunch breaks unless the device is being used in a teacher directed activity to enhance learning
- seek teacher's approval where they wish to use a mobile device under special circumstances.

It is **unacceptable** for students at Gumlu State School to:

- use a mobile phone or other devices in an unlawful manner
- use a mobile phone in technology-free designated spaces or times
- 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, such as in change rooms or toilets
- 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 Gumlu 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
- despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
- teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

## Preventing and responding to bullying

Gumlu 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.

### 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 Gumlu 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 Gumlu State School teachers will take when they receive a report about student bullying, including bullying which may have occurred online



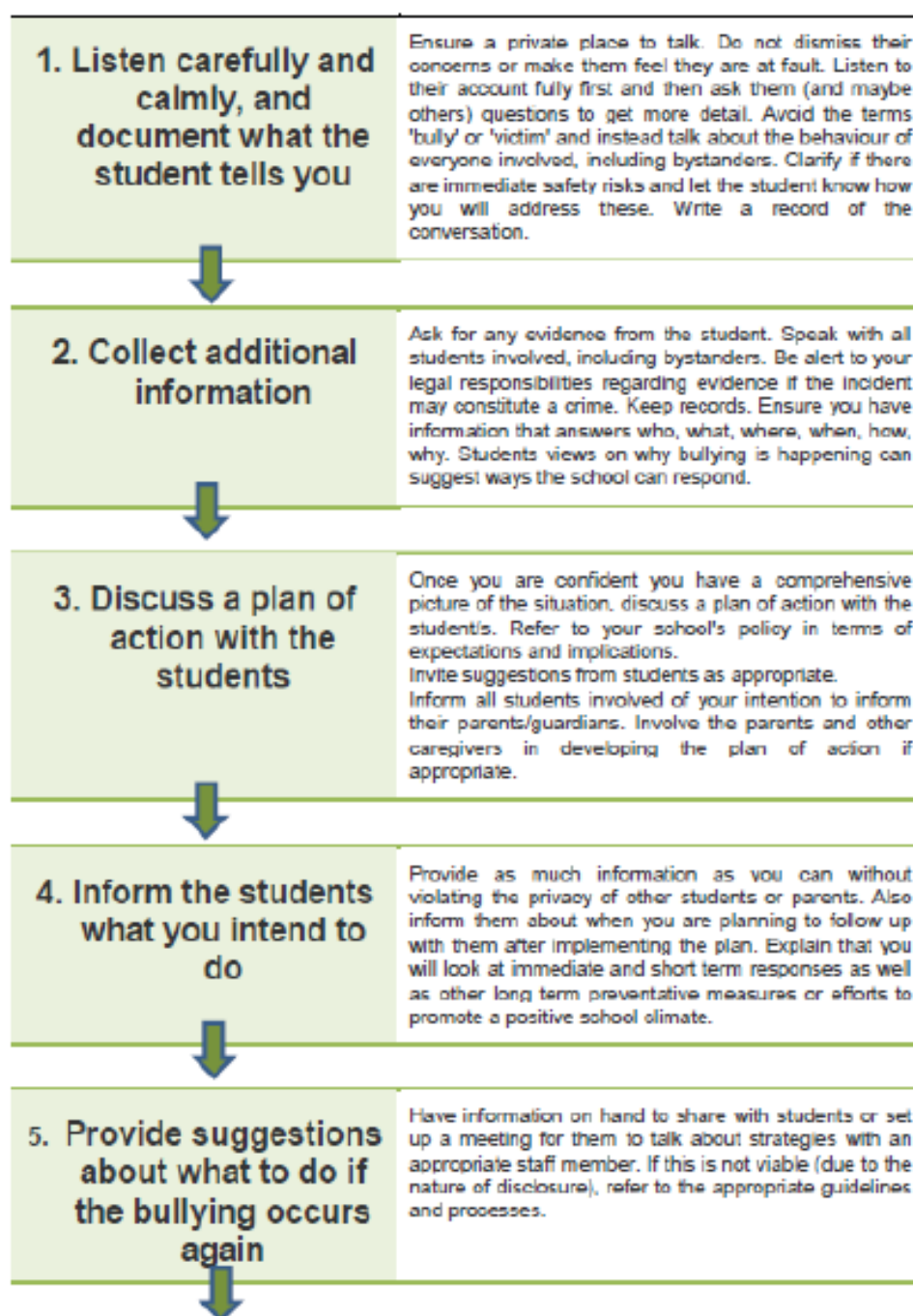


outside of the school setting. Please note that the indicative timeframes will vary depending on the professional judgment of teachers who receive the bullying complaint and their assessment of immediate risk to student/s.

### Gumlu State School - Bullying response flowchart for teachers

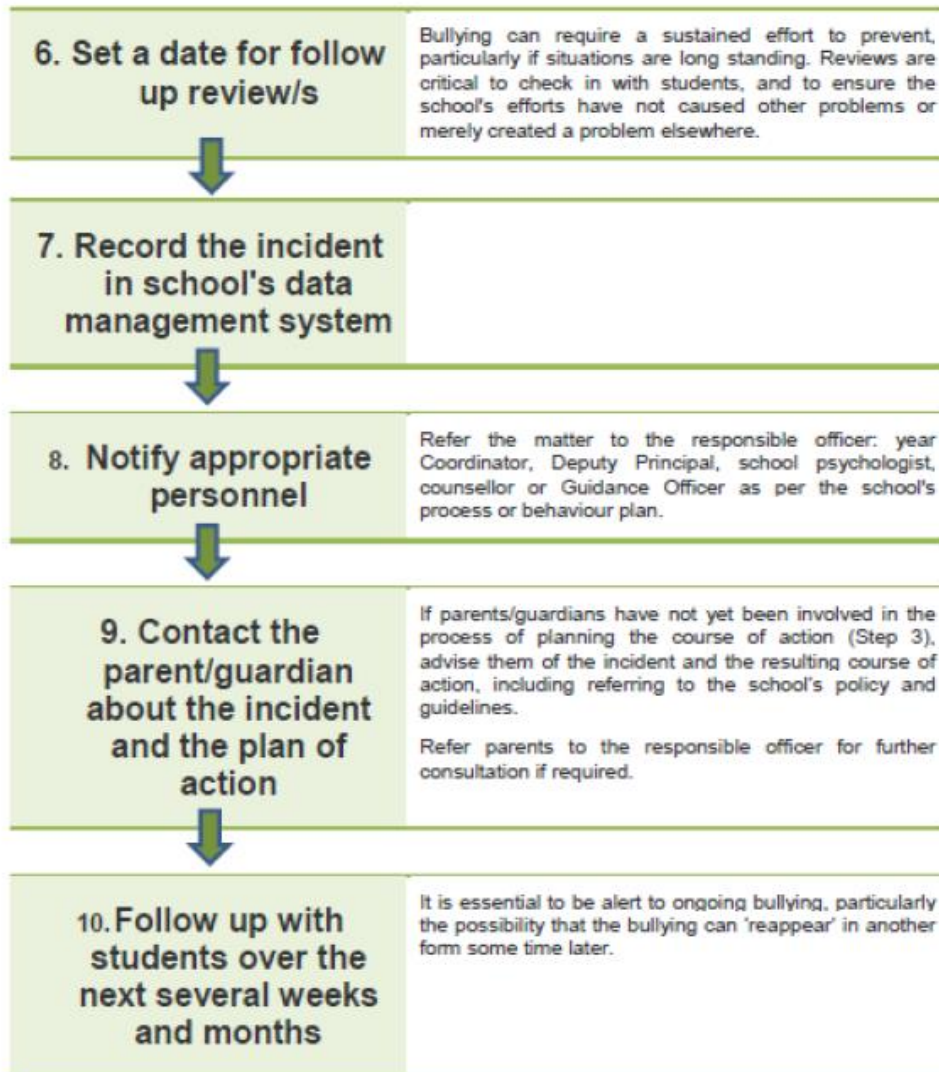


## School response flow chart: student bullying



[www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au)





**Cyberbullying response flowchart for Gumlu State School staff**

# How to manage online incidents that impact your school

## Student protection

If at any point the principal forms a reasonable suspicion that a student has been harmed or is at risk of harm, they have a responsibility to respond in accordance with the [Student protection procedure](#).

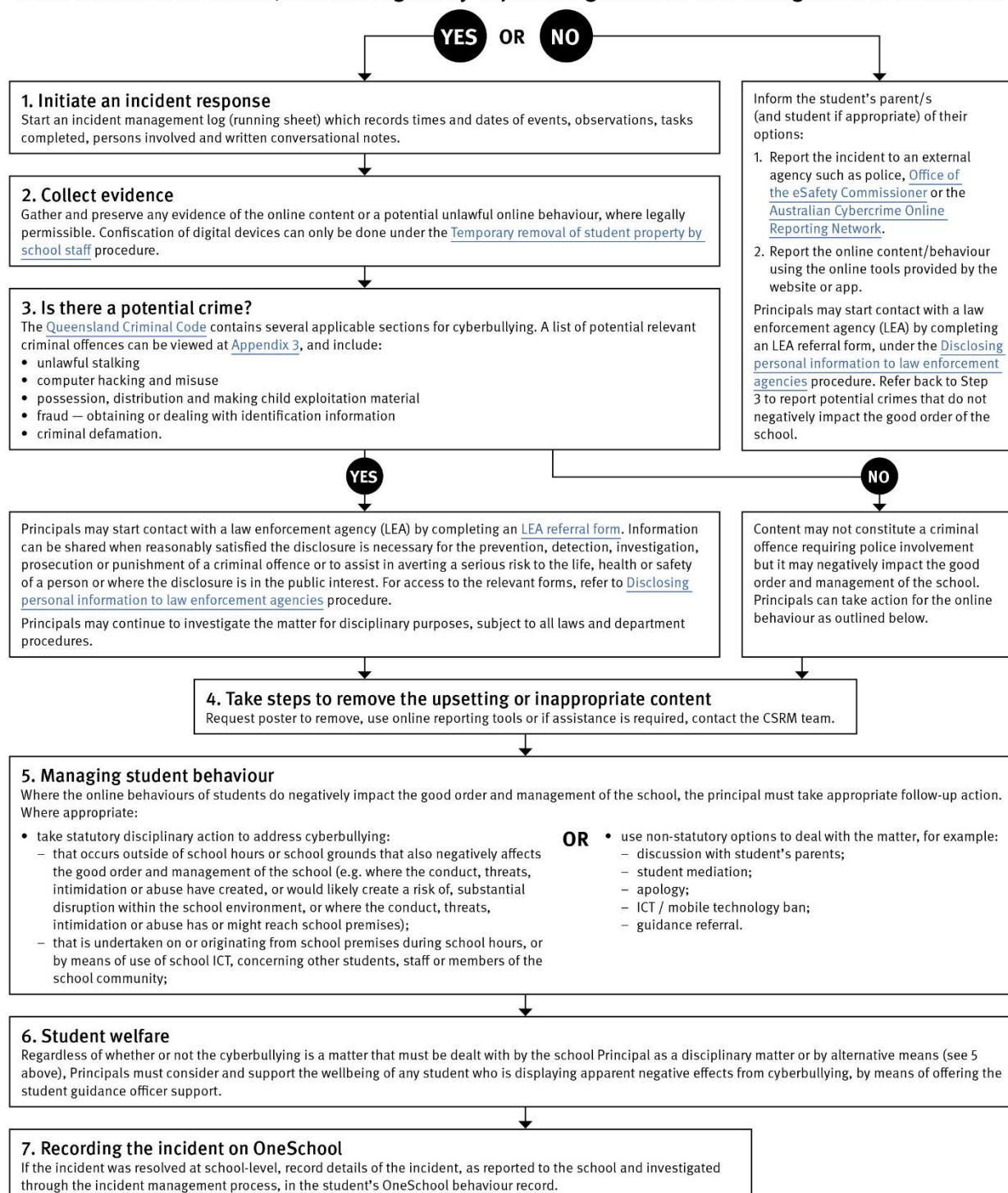
## Explicit images

If the investigation involves naked or explicit images of children, staff should not save, copy, forward or otherwise deal with the content, as per the [Temporary removal of student property by school staff procedure](#). This includes onto OneSchool records. Refer to the investigative process outlined in 'Responding to incidents involving naked or explicit images of children' from the [Online Incident management guidelines](#).

## Help

Refer to the [Online incident management guidelines](#) for more details, or if assistance is required, contact the Cybersafety and Reputation Management (CSRM) team on 3034 5035 or [Cybersafety.ReputationManagement@qed.qld.gov.au](mailto:Cybersafety.ReputationManagement@qed.qld.gov.au).

Does the online behaviour/incident negatively impact the good order and management of the school?



## 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 Cyberbullying 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

Gumlu 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 bullying 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 Merinda 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.

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 Gumlu 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](#)
- [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

Gumlu 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:

**1. 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.

**2. 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.

**3. 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](http://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.