

Behaviour Management Plan

Comet CaRe School focuses on *Prosocial Behaviour* which means positive actions that benefit others, prompted by empathy, moral values and a sense of personal responsibility and it achieves this by teaching and modelling social skills.

There are clear expectations for students entering Comet CaRE School:

1. Respect and appreciate yourself and others
2. Students and staff must feel safe
3. Be on time and ready to work
4. Hard work and positive behaviour are rewarded

Creating a school environment where how teachers treat students and how students treat one another is part of the learning experience is critically important, especially for young adults who have often experienced chronic disadvantage and disengagement from learning.

The Comet CaRE School staff reward positive behaviour and work to improve and modify challenging behaviour. Opportunities to practice problem solving, conflict resolution and learn and practice positive social skills will be provided. Fair sanctions will be agreed upon by all community members for students who display inappropriate behaviours.

The aim of all behaviour management processes is to manage the risk to all school community members and all matters will be responded to promptly and in an ongoing manner to protect the integrity and reputation of Comet CaRE School and its students.

A Student Agreement is signed by all students prior to commencement and ensures that they are aware of consequences and procedures and this is shared with parents/guardians/caregivers to ensure processes are clear from the beginning. Expectations for attendance, behaviour and consequences will be explained in detail during the initial intake assessment.

Pastoral Care staff will conduct meetings regularly with students with the time between appointments depending on needs, circumstances, risks and should be no more than two weeks apart. Staff will determine the regularity of appointments and must be flexible to adjust the schedule if a crisis or emergency arises.

Decisions made and actions agreed upon with the student will wherever possible maximise self-reliance and empowerment. Ongoing opportunities for re-assessment of needs and review of support plans should be provided.

Pastoral Care staff must complete student notes after every meeting, within 48 hours, to ensure accuracy and take account of legal responsibilities. Planning of support and connection to external agencies will follow organisational confidentiality requirements as well as the student's wishes in relation to these matters.

Behaviour Management

Comet CaRE School's behaviour management focuses on:

- Maximising engagement and communication
- Developing acceptable standards of behaviour
- Taking responsibility for own behaviour
- Staff actively role modelling positive communication and conflict resolution methods
- Incentives and recognition of respectful behaviour being offered
- Promoting peer support

1. Attendance

Attendance requirements note that student whereabouts must be known at all times and the attendance roll will be taken twice daily morning and afternoon and a student who was expected to attend School that day will be contacted and the parent/guardian/caregiver informed where relevant.

Repeated absences may result in a Behaviour Management Plan being drawn up, whereby a breach of this will result in a written warning. Continued breaches will result in a review of the student's engagement with the Comet CaRE School.

When is the Comet CaRE School responsible for students?	
Transportation	If Comet provides pick up and drop off to an activity or transports students for example at lunchtime then the school is responsible for supervision and safety.
Before school	No students to be on campus before 8:30am. After this staff will supervise until class at 9:00am.
After school	Comet will provide supervision until parent/guardian/caregiver picks them up or departure by bus or other arranged transport. <i>Once they are collected the duty of care is transferred to the adult.</i>
After school on School grounds	Comet will provide supervision for authorised activities agreed to by the Principal. The same duty of care applies as during school hours. If staff undertake activities not sanctioned by the Principal they will be acting in a private capacity and the school accepts no duty of care in this case.
Activities off school grounds	During off campus activities organised by Comet such as Work Experience, the school/staff in general have duty of care.
Students leaving during school hours	No student will leave without an appointment note/letter or a written note stating time, duration, date and purpose and the school takes NO responsibility once the student leaves. If the school feels there is a risk, even with a note a student will not be permitted to leave.

2. Bullying

All members of the Comet CaRE School community share a responsibility to work to prevent bullying behaviour and where bullying does occur focusing on early intervention and student wellbeing. Procedures for managing ongoing or serious behaviour will include sanctions for students displaying the behaviour, including misuse of power to threaten, intimidate or harm on more than one occasion which may involve verbal, physical, relational and psychological forms of bullying.

2.1 Early Intervention

- Identify the signs of bullying and approach the student in a safe manner
- Establish options to create a safe environment which could include: peer support; arranged transport to and from School; protection of personal information; communication strategies and appropriate responses
- Assist in mediating to repair and rebuild trust between participants and others.

2.2 Intervention for Incidents

- All parties involved will be invited to participate in a conflict resolution process allowing each individual to be heard and then collectively
- Staff will promote active listening; empathy and appreciation of actions and consequences
- The Student Agreement will be reinforced which outlines acceptable and non-acceptable behaviour and possible consequences
- Withdrawal of the student from activities or from School will be the result of disruptive behaviour to provide an opportunity to: 'cool down'; negotiate and plan behaviour management strategies/participate in conflict resolution processes
- The student experiencing the bullying will develop a self-protective plan with staff
- For **persistent bullying** external agencies may be involved
- If the bullying is by Comet CaRE School students but outside of the School the same strategies will be implemented as much as possible including self-protective strategies.

2.3 Individual Education Plan

- An individual Education Plan will be drawn up to outline: self-protective behaviours; appropriate strategies in response to bullying and access to support and referral services

2.4 Follow up

- All parties including bystanders and those directly involved in the incident will take part in follow-up activities which may take the form of group exercises; case support meetings and further conflict resolution

3. Managing Issues

Student behaviour will be monitored by Pastoral Care staff and all Comet CaRE School staff and discussed as part of planning meetings. If behaviour breaches occur:

3.1 Written Warnings

The SNORTS process will be used in all discussions regarding incidents: Strengths, Needs, Opportunities, Responsibilities, Threats and Solutions

- Specific strategies to overcome behaviour issues will be decided upon by staff as a team to ensure consistency.
- Repeated and serious breaches of the Student Agreement will result in the written warning process being commenced it should be as close to the incident as possible and will be signed by the student. If they will not sign it they will be offered an appointment with the Principal but the written warning stands.
- Strategies will be put in place to prevent further incidents.
- Opportunities to work off the written warning should relate to the behaviour and be reasonable.
- If a third and final warning is needed the student’s engagement with the Comet CaRE School may be reviewed.

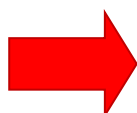
3.2 Alcohol and Drugs

The Comet CaRE School staff members are aware of agencies able to offer drug and alcohol services to young people at short notice. The School promotes good health with drug education included in the School curriculum regularly and compulsory initial assessments on enrolment and individualised support provided.

A harm minimisation approach is used in working with students using drugs which aims at reducing drug use and takes into account physical and psychological issues; relational; financial and legal and community participation issues.

- Comet CaRE School staff are expected to be aware of drug indicators of intoxication and drug use including:
 - Physical e.g. fixed dilation or red eyes; lack of balance and slurred speech
 - Behaviour e.g. erratic; unable to concentrate or focus; change in normal disposition
 - Information gathered e.g. self-disclosure of intoxication including drug type/quantity

The teacher or staff member will consult with the Principal about the course of action depending on the presenting behaviours	If mildly intoxicated an assessment will be made of suitability to remain at School	A disruptive student may be asked to leave for the day pending other risk factors being assessed and parent/guardian/caregiver being contacted prior to release
If deemed in urgent need of medical or psychiatric attention an ambulance is called and the Critical Incident Plan followed		If aggressive or volatile the Critical Incident Plan will be followed



Consequences can include verbal warning; written warning; restriction of privileges or possible review of the student’s engagement with the Comet CaRE School

- Smoking is not allowed within the school ground boundaries by any student or staff member.
- Possession/use of drugs and having drug implements or alcohol on the school premises will result in a breach of the Student Agreement and the Principal will determine the involvement of parent/guardian/caregivers and the Police and the student would not re-enter the School without a Behaviour Management Plan in place.

- Any student involved in selling, purchasing or supplying drugs will not be permitted to return to the School premises and Police assistance may be sought.

3.3 Possession of a Weapon

- SAFETY of everyone at the Comet CaRE School is the key priority in all matters related to weapons
- A weapon may not be handed back to a student under any circumstances. It will be organised with a parent/guardian/caregiver to collect the items or hand them to Police and the Principal will manage these matters.
- The student's frame of mind related to anger and self-harm should be assessed and support agencies may be contacted to ensure the student has follow up to the incident.

3.4 Suicide Risk Assessment

Suicide prevention is a concern of Comet CaRE School which recognises that these behaviours are complex. Comet CaRE School staff are cognisant that despite best expertise and care some individuals may go on to attempt and complete suicide attempts. The Principal will work with staff to conduct a Suicide Risk Assessment where there is a cause for concern and approach this collaboratively with external agencies and parents/guardians, as appropriate.

3.5 Child Protection

Schools have a responsibility to protect children when they are on the school premises and are able to intervene when they believe the welfare of a child is at risk outside of the school. On the 1st January 2009 the Western Australian Government legislated to require various occupations including teachers to report child sexual abuse.

4. Inclusivity

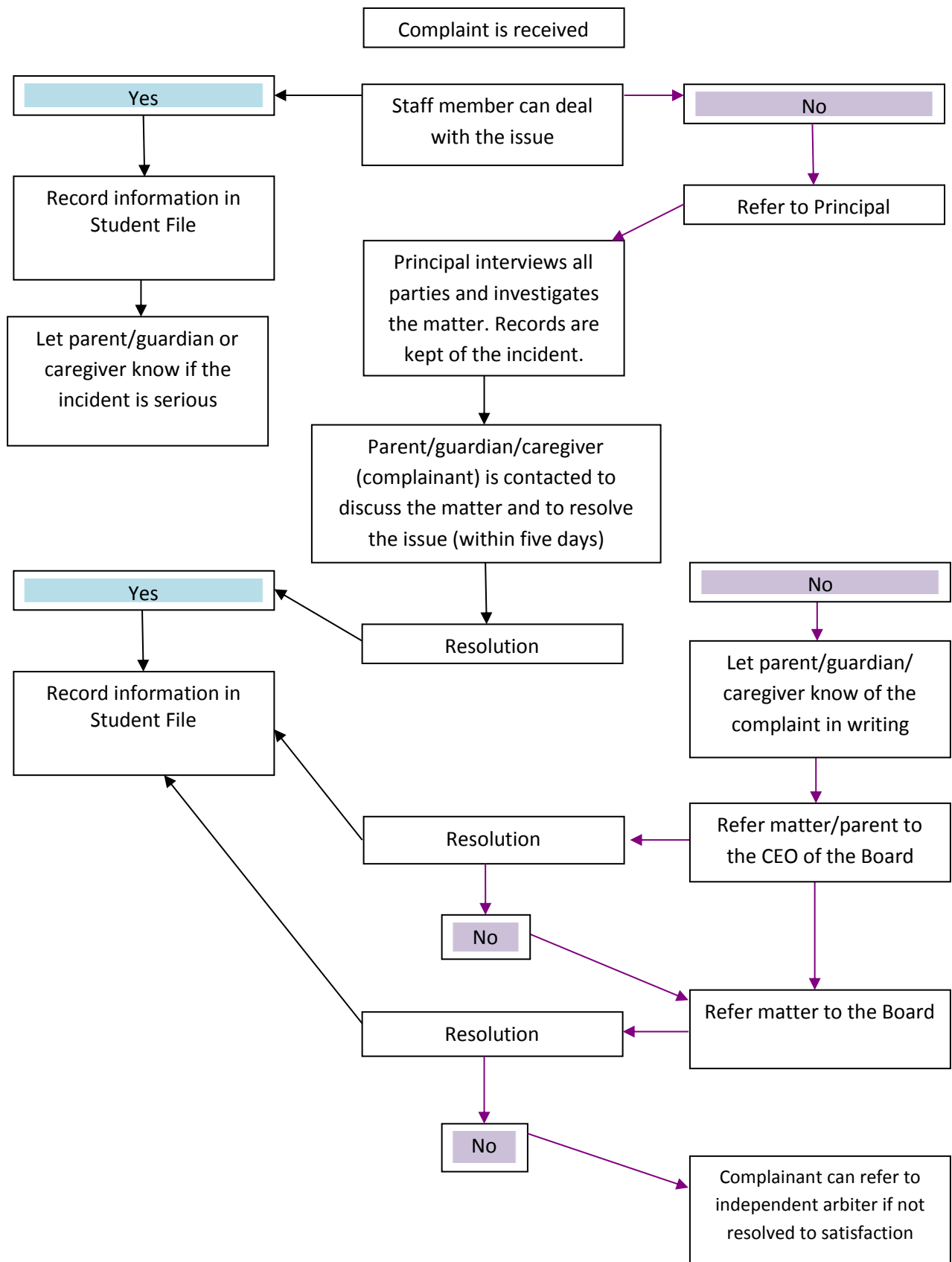
Comet CaRE School utilises, values and celebrates the knowledge, abilities, skills and ideas of all people irrespective of race, religion, ethnicity, gender, sexual orientation, educational level, marital status, socio-economic background, age, disability or family responsibility. We promote inclusivity by providing training to teachers and other staff which raises awareness of celebrating diversity and being free from discrimination and harassment.

The Comet CaRE School community recognises that Aboriginal and Torres Strait Islander People are experiencing many ongoing barriers and are one of the most disadvantaged groups in Australia. We will build on the existing strengths of Aboriginal and Torres Strait Islander families and communities to deliver respectful, culturally appropriate, effective programs to these young people.

5. Complaints

Any complaints resulting from the implementation of the Behaviour Management Policy will follow the Complaints Resolution Flowchart on the following page:

Complaints Resolution Flowchart



Definition of types of bullying:

Verbal

Repeated use of words to hurt or humiliate an individual or group includes: verbal put-downs; insulting language; name-calling; swearing; nasty notes and homophobic, racist or sexist comments.

Psychological

Stalking; threats or implied threats; unwanted email or texts; abusive websites; threatening gestures; manipulation; emotional blackmail and threats to personal safety or reputation.

Relational

Ostracising others by leaving them out or convincing others to reject an individual or group from social connections; making up or spreading rumours and sharing or threatening to expose personal information.

Physical

Repetitive low level hitting, kicking, pinching, pushing, tripping, “ganging-up”, unwanted physical or sexual touching and damage to personal property.

Cyber

Use of information or communication technologies e.g. emails, text, instant messaging and websites to bully individuals or groups. An alternative means for verbal, relational and psychological bullying.

Bystanders

Bullying also involves bystanders who may see it or know about it but may not be directly involved.