



**Pullenvale
State School**

Student Code of Conduct 2024-2027

Equity & Excellence .

Queensland Department of Education
State Schools Strategy 2024-2027

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Endorsement

Principal Name:	Natala Crawley
Principal Signature:	
Date:	
P/C President and-or School Council Chair Name:	Dennis Gregory
P/C President and-or School Council Chair Signature:	
Date:	

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Purpose

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

The Pullenvale State School Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

Whole School Approach to Discipline

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

PBL is an evidence-based framework used to:

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

At PSS 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 PSS Student Code of Conduct is an opportunity to explain the PBL framework with parents and students, and gain their support to implement a consistent approach to teaching behaviour. The language and expectations of PBL can be used in any environment, including the home setting for students. Doing everything we can do to set students up for success is a shared goal of every parent and school staff member.

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

PBL Expectations

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

Students

Below are examples of what these PBL expectations look like for students across the school. In addition, each classroom will have their own set of examples to help students and visitors understand the expectations and meet the standards we hold for everyone at PSS.

Safe

- Keep your hands and feet to yourself
- Wear a hat outside
- Walk on cement areas
- Use the 'High 5'

Respectful

- Use polite language and manners
- Place rubbish in the bins
- Raise your hand to speak in the classroom
- Play fairly

Learners

- Be on task
- Follow instructions straight away
- Use ICT devices appropriately
- Be prepared for school

To ensure our staff are consistent with their identification of the appropriate behaviour and therefore support and possible consequence we refer to our Majors & Minors table.

MAJOR AND MINOR BEHAVIOURS

Behaviour Category	Definition of Behaviour	Trivial	Minor	Major
Bullying	<ul style="list-style-type: none"> deliberate verbal, physical and/or social behaviour intended to cause ongoing physical, social and/or psychological harm. (Legally, we must report) in person, or online; obvious or hidden creates risk to health and safety repeated, unwanted words or actions 		<ul style="list-style-type: none"> passing on messages to cause disagreement constantly telling others they can't play or use equipment 	<ul style="list-style-type: none"> sexual comments, sexualised behaviour including physical advances or contact, exhibitionism clacking - public shaming repeated harassment
Harassment	<ul style="list-style-type: none"> delivery of harmful messages or name-calling in any format related to gender identity; ethnicity; sex; race; religion; disability; physical features or other identity characteristics (incl. cyber) behaviour that affects, humiliates or intimidates a single action 	<ul style="list-style-type: none"> 'He keeps looking at me funny' 	<ul style="list-style-type: none"> taking another child's hat staring, leering unkind jokes or comments intrusive questions about private matters comments such as "You can't play with us", "You're fat" 	<ul style="list-style-type: none"> inappropriate comments or name-calling based upon race, religion, ethnic, origin, disability, age, ignorance etc inappropriate gestures, pictures, images, messages or notes insults/teasing/taunting unwelcome touching Saying/doing something with the intention of intimidating someone and making them feel threatened
Abusive language	<ul style="list-style-type: none"> verbal messages that are harsh, violent and/or profane ie, Swearing or use of words in an inappropriate way at any teacher, student or school community member) 		<ul style="list-style-type: none"> saying/doing something you know will cause a reaction: 'fight, fight, fight' or 'don't listen to them' Infrequent comments or gestures directed at a person Overheard or seen 	<ul style="list-style-type: none"> Aggressive tone Verbal abuse and threats Highly offensive language and gestures directed towards another person (including the use of technology)
Defiance	<ul style="list-style-type: none"> refusal to follow directions given by school staff not following known school expectations 	<ul style="list-style-type: none"> loitering near the toilets continuing to play after bell 	<ul style="list-style-type: none"> Returning late from break Infrequent refusal to participate in tasks purposeful refusal to be in right place at the right time kind and firm reminder (not following directions straight away, after adult reminders) 	<ul style="list-style-type: none"> walking away from adult instruction continually returning late to class refusal to join in learning leaving school grounds/classroom without permission in an out of bounds area
Disruption	<ul style="list-style-type: none"> causing an interruption in a class or school activity or event, ie, sustained loud talk, yelling, or screaming; noise with materials; and/or sustained out-of-seat behaviour 	<ul style="list-style-type: none"> petty interruptions; joke telling, noises 	<ul style="list-style-type: none"> talking to others when teacher is speaking making noises consistently playing with object/s passing notes distracting class disrupting routine 	<ul style="list-style-type: none"> continuous calling/acting out constantly moving around the room/out of place to disrupt class pushing over chairs/desks knocking things off people's desks actions that hinder the teaching and learning of others
Disrespect	<ul style="list-style-type: none"> intentionally delivers socially rude or dismissive messages to adults or students 		<ul style="list-style-type: none"> using disrespectful tone ignoring 	<ul style="list-style-type: none"> repeated verbal, non-verbal communication that is delivered in a socially rude manner to students and adults
Dress code	<ul style="list-style-type: none"> wears clothing that is not within our dress code guidelines 	<ul style="list-style-type: none"> incorrect socks for 1 day 	<ul style="list-style-type: none"> wearing shorts, skirt, leggings or shoes that are not within dress code no hat or inappropriate hat, wearing a cap wearing make-up, nail polish, jewellery intentionally wet clothes to class drawing on body; fake tattoos 	<ul style="list-style-type: none"> refuses to or repeatedly wears the uniform incorrectly refuses to comply with instructions related to documented school dress code and presentation of self
Technology violation	<ul style="list-style-type: none"> engages in inappropriate use of mobile phone, drone, smartwatch, camera, computer or other communication device 		<ul style="list-style-type: none"> accessing websites at inappropriate times not following ICT acceptable use agreement 	<ul style="list-style-type: none"> accessing inappropriate websites using search engines to search inappropriate words, phrases and pictures. using personal devices to take images of others
Falsifying documents	<ul style="list-style-type: none"> creates, changes or modifies a document with the intention of misleading; includes signing a person's name without that person's permission 		<ul style="list-style-type: none"> lying to an adult 	<ul style="list-style-type: none"> signing a note for parent
Property misuse causing risk to others	<ul style="list-style-type: none"> misuse of property which may cause a risk of injury or ill-health to others, ie, throwing or using objects in an unsafe manner causing injury 	<ul style="list-style-type: none"> throwing a stick at a tree to get a ball down 	<ul style="list-style-type: none"> chasing someone with a stick or other object 	<ul style="list-style-type: none"> throwing/hitting/turning object/s using an object to threaten or harm (e.g. pencil or scissors) chasing someone with an object with intent to harm
Property damage	<ul style="list-style-type: none"> Student participates in an activity that results in destruction, damage or disfigurement of property. 	<ul style="list-style-type: none"> scribbling in our workbook (doodling) 	<ul style="list-style-type: none"> accidental 	<ul style="list-style-type: none"> kicking objects not intended for that purpose graffiti on school property deliberate
Physical aggression	<ul style="list-style-type: none"> intentionally engages in actions involving physical contact with others where injury may occur includes premeditated acts or incitement of others to undertake physical aggression may be directed towards peers, adults, visitors or animals; or flora or fauna single student 	<ul style="list-style-type: none"> Petty or non-consensual contact tripping into others 	<ul style="list-style-type: none"> Pushing/shoving Rough play/play fighting Tripping Shoulder push accidental 	<ul style="list-style-type: none"> repeated pushing, shoving, tripping, shoulder-pushing hitting, kicking, punching, spitting, hair pulling, pinching, biting with the intent to harm deliberate repeated play-fighting
Fighting	<ul style="list-style-type: none"> participation in an incident involving physical violence multiple students 		<ul style="list-style-type: none"> Play fighting 	<ul style="list-style-type: none"> physical fighting with another student
Theft	<ul style="list-style-type: none"> being in possession of, having passed on, or being responsible for removing school or someone else's property 		<ul style="list-style-type: none"> bystander taking others property from the lost property collection 	<ul style="list-style-type: none"> stealing other's possessions taking property that belongs at school or to the school instigator
Academic misconduct	<ul style="list-style-type: none"> inappropriately and falsely demonstrates their learning. 		<ul style="list-style-type: none"> bystander collusion copying work test misbehaviour 	<ul style="list-style-type: none"> instigator plagiarism cheating
Substance misconduct involving tobacco and other legal substances	<ul style="list-style-type: none"> in possession of, has supplied or is using tobacco, alcohol, other prohibited substances or implements 	<ul style="list-style-type: none"> administrative discretion 	<ul style="list-style-type: none"> administrative discretion being in possession of an object capable of causing bodily harm (e.g. pocket knife, lighter) 	<ul style="list-style-type: none"> administrative discretion substances outlined as prohibited by Education Queensland Guidelines weapons or dangerous items capable of causing bodily harm or property damage.
Substance misconduct involving illegal substances	<ul style="list-style-type: none"> in possession of, has supplied or is using illegal drugs/substances/imitations or implements 	<ul style="list-style-type: none"> administrative discretion 	<ul style="list-style-type: none"> administrative discretion 	<ul style="list-style-type: none"> administrative discretion
Use/possession of combustibles	<ul style="list-style-type: none"> is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (e.g. matches, lighters, firecrackers, petrol, lighter fluid, aerosols) 		<ul style="list-style-type: none"> bystander 	<ul style="list-style-type: none"> instigator
Bomb threat/False Alarm	<ul style="list-style-type: none"> delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion 			
Other – charge-related suspension	<p>Principal is reasonably satisfied that the student has been,</p> <ul style="list-style-type: none"> charged with a serious offence; or charged with an offence other than a serious offence, and that the nature of the offence precludes the student's attendance on the basis that they pose an unacceptable risk to other students or staff 			

Refusal to participate in the educational program of the school	<ul style="list-style-type: none"> refuses to take part in activities or learning that are requested or expected as part of the educational program at the school. 	<ul style="list-style-type: none"> Needs support to start a task 	<ul style="list-style-type: none"> Teacher goes through behaviour process to firm reminder Says no Throws work Sits and does not attempt work 	<ul style="list-style-type: none"> Repeatedly refuses to do any work Teacher moves through behaviour process to timeout Leaves classroom without permission
Truancy out of class	<ul style="list-style-type: none"> Student is present at school, but is absent for one or more scheduled classes without permission or appropriate reason (i.e. an unauthorised absence). 	<ul style="list-style-type: none"> Didn't hear bell as a one off 	<ul style="list-style-type: none"> Takes <u>extra long</u> toilet break times Takes a long time to return to class after a break 	<ul style="list-style-type: none"> Refuses to return to classroom or learning environment
Truancy out of school	<ul style="list-style-type: none"> Student is absent from school (morning, afternoon or entire school day) without permission or appropriate reason (i.e. an unauthorised absence). 		<ul style="list-style-type: none"> Refuses to leave parent/ caregivers car 	<ul style="list-style-type: none"> <u>Leaves</u> school grounds Refuses to come to school
Use/ possession of weapons	<ul style="list-style-type: none"> in possession of knives and guns (real or look alike), or other objects readily capable of causing bodily harm. 		<ul style="list-style-type: none"> Has a prohibited item for show and tell 	<ul style="list-style-type: none"> Uses the item dangerously/ inappropriately at school (not causing harm)

Consideration of Individual Circumstances

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

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

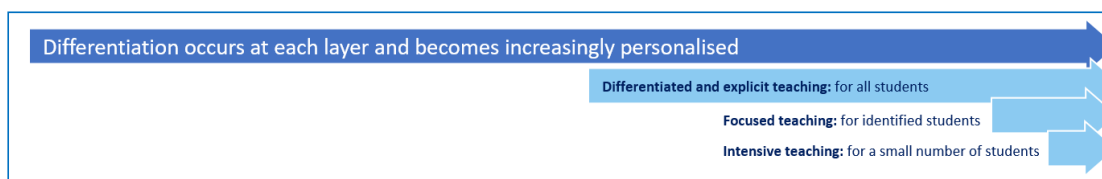
If you have concerns about the behaviour of another student at the school, or the way our staff have responded to their behaviour, please make an appointment with the principal to discuss the matter.

Differentiated and Explicit Teaching

Pullenvale 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.

Teachers at Pullenvale 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 PBL framework, 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.

Every classroom in our school uses the PBL Behaviour Matrix, illustrated below, as a basis for developing their behaviour standards. Using this matrix, the class teacher works with all students to explain exactly what each of the expectations look, sound and feel like in their classroom. The completed matrix is on display in every classroom. Based on our behaviour data our PBL committee decide the 'Behaviour Focus' for the fortnight and a lesson is shared with all classes and revisited regularly to address any new or emerging issues.

BEHAVIOUR MATRIX						
Expectation by setting						
	All Areas	Classroom	Walkway	Stop, kiss & go	Tuckshop and lunch areas	Fred's Shed, Oval Playground
BE SAFE	<ul style="list-style-type: none"> Be in the right place at right time Use the High 5 (hand) Ask to leave or enter any setting Keep hands and feet to yourself Walk on cement areas 	<ul style="list-style-type: none"> Use Zones of Regulation to keep bodies calm While transitioning enter and exit room safely Use equipment correctly 	<ul style="list-style-type: none"> Keep to the left Stay in two lines when walking as a class 	<ul style="list-style-type: none"> Wait in specific area Sit in undercover shed at top stop kiss and go Leave school promptly Come to the office at 3.20 safety bell 	<ul style="list-style-type: none"> Wait patiently in line 	<ul style="list-style-type: none"> Wear a hat Participate in school approved games only Use equipment safely
BE RESPECTFUL	<ul style="list-style-type: none"> Be compassionate towards others Show consideration for rights, feelings and property of others Use polite language and manners Place rubbish in bins Wear your uniform with pride 	<ul style="list-style-type: none"> Respect others right to learn Raise your hand to speak Talk in turns Be a good listener 	<ul style="list-style-type: none"> Transition quietly Use appropriate noise 	<ul style="list-style-type: none"> Wait for teacher on duty to call name Keep passageways clear 	<ul style="list-style-type: none"> Wait for teacher direction 	<ul style="list-style-type: none"> Play fairly Care for the environment
BE A LEARNER	<ul style="list-style-type: none"> Be on task Do your best Be prepared for school Follow instructions straight away 	<ul style="list-style-type: none"> Be tidy and organised Know your Learning Intention and Success Criteria Use ICT devices appropriately Use learning tools to keep focus 				<ul style="list-style-type: none"> Learn new games and activities

Our teachers at Pullenvale use a number of proven researched strategies to support their own behaviour management in the classroom. All our staff have had professional development in the use of 'Essential Skills for Classroom Teachers' and confidently use all strategies. Please find below a document that can be found in all classrooms outlining the 11 strategies (we added one of our own),



STRATEGIES TO MAINTAIN POSITIVE BEHAVIOUR FOR LEARNING

ESTABLISH EXPECTATIONS – making rules	GIVING INSTRUCTIONS – telling students what to do	WAITING AND SCANNING – stopping to assess what is happening	CUEING WITH PARALLEL ACKNOWLEDGEMENT – praising a particular student to prompt others
BODY LANGUAGE ENCOURAGING – smiling, nodding, gesturing and moving near	DESCRIPTIVE ENCOURAGING – praise describing behaviour	SELECTIVE ATTENDING – not obviously reacting to certain behaviours	REDIRECTING TO THE LEARNING – prompting on-task behaviour
GIVING A CHOICE – describing the student's options and likely consequences of their behaviour	FOLLOWING THROUGH – doing what you said you would	SPACE TO RESET – recognise that a learner needs a break from the group to reset	

All students at Pullenvale State School are taught to use the the 'High Five'. A PBL Focus of the Fortnight lesson is always delivered at the beginning of the year to remind students of this strategy.



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 PSS to provide focused teaching. Focused teaching is aligned to the PBL Expectations Matrix, and student progress is monitored by the classroom teacher/s to identify those who:

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

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

- Zones of Regulation
- Bounce Back
- Respectful Relationships/Pause TBC
- Functional Based Assessment.

For more information about these programs, please speak with your child's classroom teacher or Head of Inclusion.

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.

Disciplinary Consequences

The disciplinary consequences model used at Pullenvale 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.

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
- Class/schoolwide incentives such as our Pullenvale Paws
- 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:

- Functional Behaviour Assessment
- Individual student behaviour support strategies (e.g. Student behaviour plan)
- Targeted skills teaching in a small group
- Token economy which at Pullenvale is our Pete's Paws. These are collected and then cashed in for 'Koala Cash' which is then used at our PBL Marketplace.
- Loss of play in office
- Behavioural contract
- Counselling and guidance support
- Playtime plan
- Check in Check Out strategy
- Teacher coaching and debriefing
- Referral to Student Support Services 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:

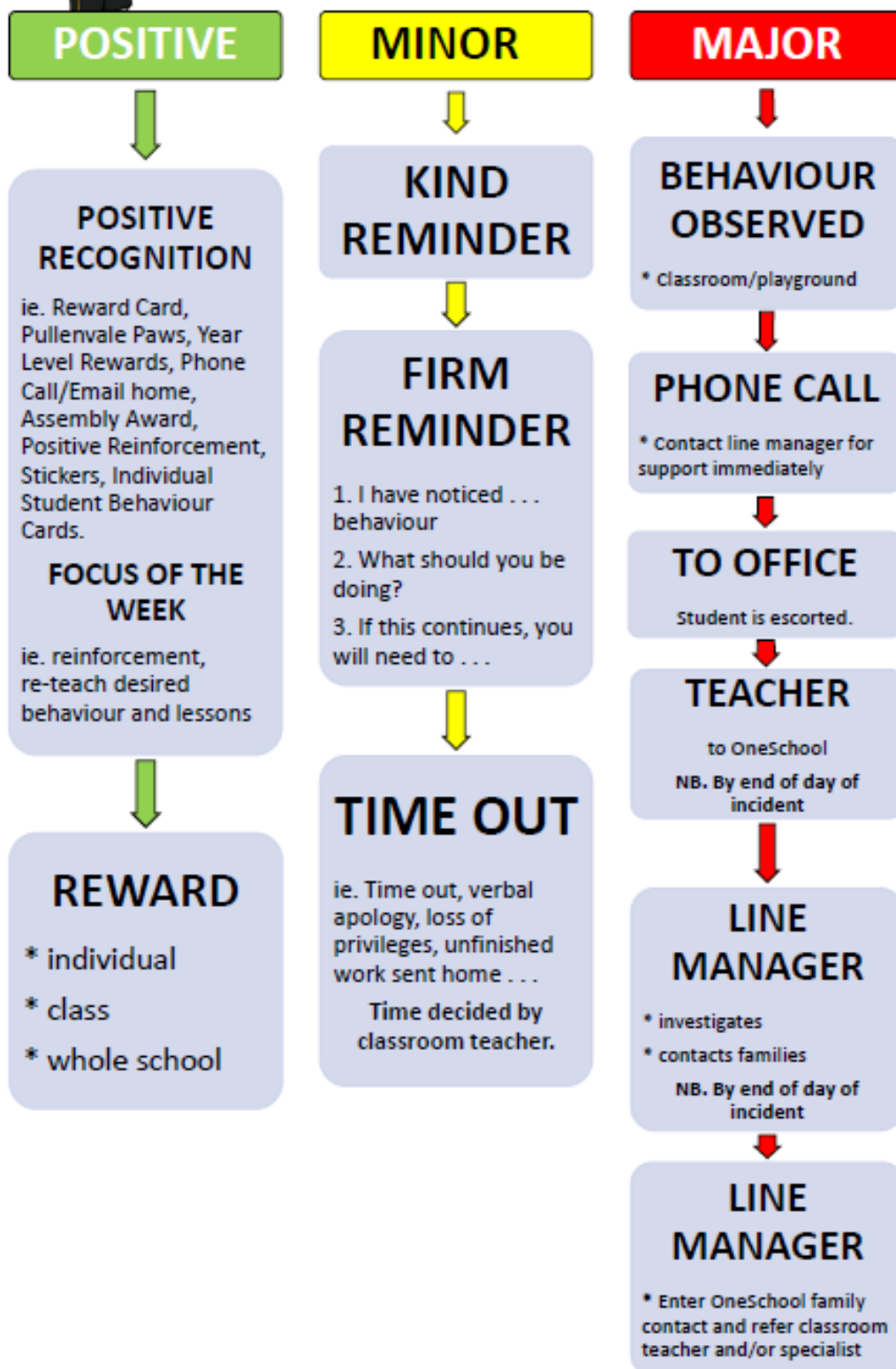
- Functional Behaviour Assessment based individual support plan
- Complex case management and review
- Stakeholder meeting with parents and external agencies including regional specialists
- Temporary removal of student property (e.g. mobile phone)
- Short term suspension (up to 10 school days)
- Long 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.

Managing Student Behaviour Flowcharts

On the next two pages are our Managing Student Behaviour Flowcharts for the classroom as well as playground so that our staff deliver a consistent approach to supporting student behaviour.

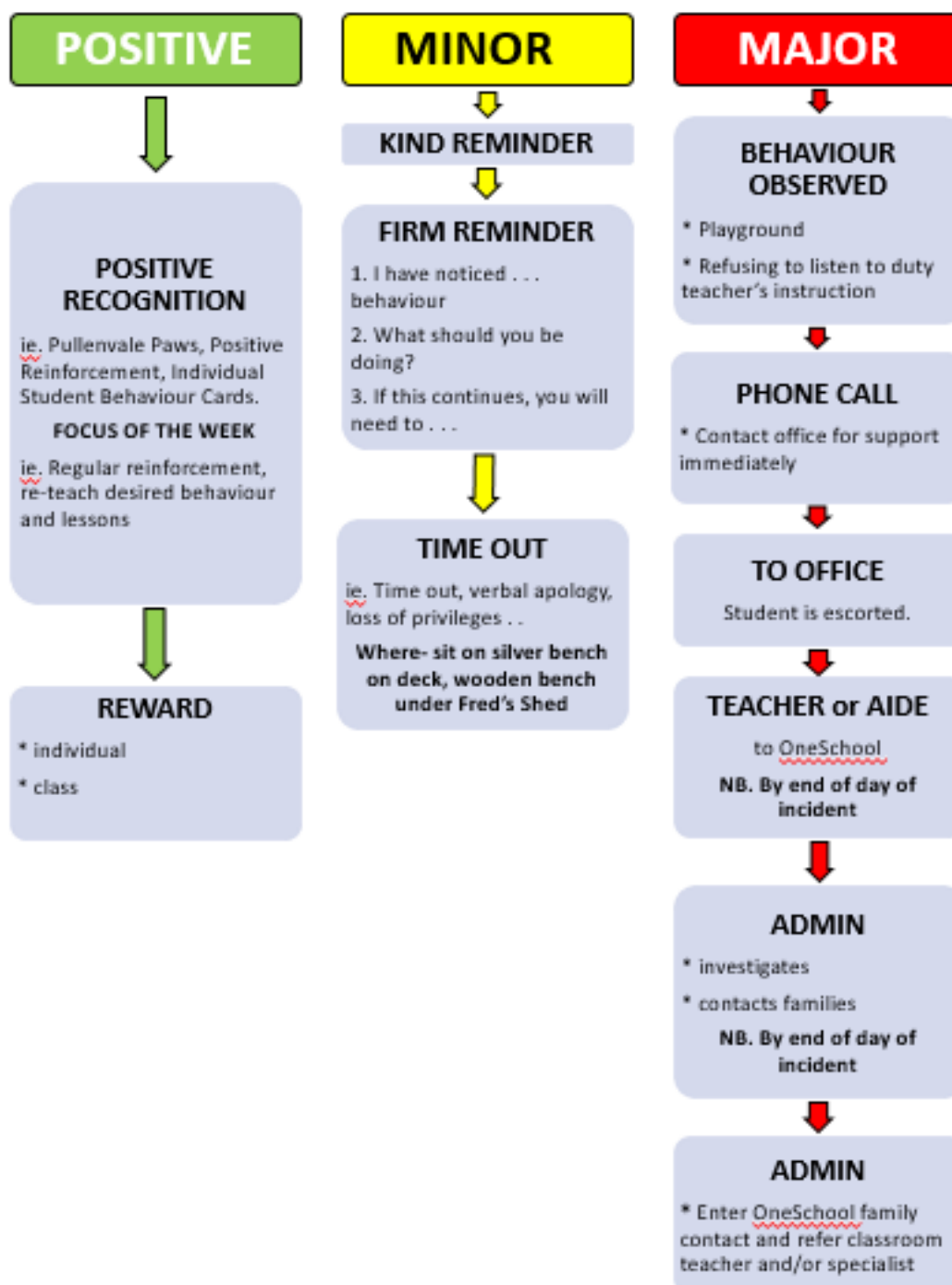


MANAGING STUDENT BEHAVIOUR





MANAGING STUDENT BEHAVIOUR- playground



School Disciplinary Absences

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

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

At Pullenvale 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 Pullenvale 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.

School Policies

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

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

Temporary removal of student property

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

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

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

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

The following items are explicitly prohibited at Pullenvale 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 Pullenvale 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 Pullenvale 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 Pullenvale 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 Pullenvale 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 Pullenvale 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.

In consultation with the broader school community, Pullenvale State School has determined that explicit teaching of responsible use of mobile phones and other devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students.

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 Pullenvale State School to:

- use 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 device under special circumstances.

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

- use a mobile phone or other devices in an unlawful manner
- 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 PSS 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.

Below is our school's ICT Acceptable Use Policy. All students and parents in Year 4 – 6 are required to complete and sign off on this agreement at the beginning of each year.

2023 ICT Acceptable Use Policy – Epal Program



I will be safe by:

- ☐ Leaving my device safely inside the classroom unless I am with a teacher.
- ☐ Using my device away from food and drinks.
- ☐ Reporting any problems or breakages to a teacher immediately.
- ☐ Viewing and sharing content that is safe and suitable for school purposes.
- ☐ Accessing **ONLY** my own accounts, not others.
- ☐ Following classroom and teacher rules when handling my device.
- ☐ Keeping passwords and personal details private.
- ☐ Following classroom and teacher rules when handling my device.
- ☐ Keeping my device safe in my bag on the way to and from school/OSHC.

I will be respectful by:

- ☐ Observing cyber safety rules to keep myself and others safe online.
- ☐ Handling **ONLY** my own device, not others.
- ☐ Creating and sharing content that is positive and respectful.
- ☐ Taking and sharing photos, videos and sound recordings **ONLY** when granted permission by my teacher and by those featured in the recordings.
- ☐ Using relevant subjects and polite language when emailing

I will be a learner by:

- ☐ Having the discipline to not use email or home apps/programs (including messaging/social media) during school time, unless directed by a teacher.
- ☐ Using school email for school purposes only.
- ☐ Being on the teacher-assigned app/program or task at all times.
- ☐ Making sure my device is at school every day and is fully charged.

- ☐ Making sure my device is 'school ready' with apps/programs and internet tabs from the previous day closed.
- ☐ Storing work from the current year in an organised way, then removing/archiving ahead of the new school year.
- ☐ Restarting my device regularly at home to ensure all updates are completed BEFORE coming to school

Student declaration:

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this ICT Acceptable Use Policy and the Student Code of Conduct.

I agree to abide by the ICT Acceptable Use Policy.

Student Name: _____ Class: _____

Student Signature: _____

Parent Guardian Signature: _____ Date: _____

Preventing and responding to bullying

Pullenvale State School

1. Leadership

Principals and school leaders playing an active role in building a positive learning environment where the whole school community feels included, connected, safe and respected.

2. Inclusion

All members of the school community actively participating in building a welcoming school culture that values diversity, and fosters positive, respectful relationships.

3. Student voice

Students actively participate in their own learning and wellbeing, feel connected and use their social and emotional skills to be respectful, resilient and safe.

4. Partnerships

Families and communities collaborating as partners with the school to support student learning, safety and wellbeing.

5. Support

School staff, students and families sharing and cultivating an understanding of wellbeing and positive behaviour and how this supports effective teaching and learning.

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

Pullenvale State School - Bullying response flowchart for teachers

Please note these timelines may be adjusted depending on the unique circumstances and risk associated with each situation. This is at the professional judgment of the staff involved. Timeframes should be clearly discussed and agreed with student and family.

Key contacts for students and parents to report bullying:

Prep to Year 6 – Class teacher

Principal – Natala Crawley, 07 3202 0333



Cyberbullying

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

In the first instance, students or parents who wish to make a report about cyberbullying should approach the regular class teacher (for students in primary year levels) or the form class teacher (for students in secondary year levels). Admin staff can also be approached directly by students, parents or staff for assistance in preventing and responding to cyberbullying.

It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying. Parents and students who have concerns about cyberbullying incidents occurring during school holidays should immediately seek assistance through the [Office of the e-Safety Commissioner](#) or the Queensland Police Service.

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

Parents or other stakeholders who engage in inappropriate online behaviour towards students, staff or other parents may be referred to the Office of the e-Safety Commissioner and/or the Queensland Police Service. State school staff will be referred for investigation to the Integrity and Employee Relations team in the Department of Education. Any questions or concerns about the school process for managing or responding to cyberbullying should be directed to our Principal, Mrs Natala Crawley.

Pullenvale State School - Cyberbullying response flowchart for 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](#).

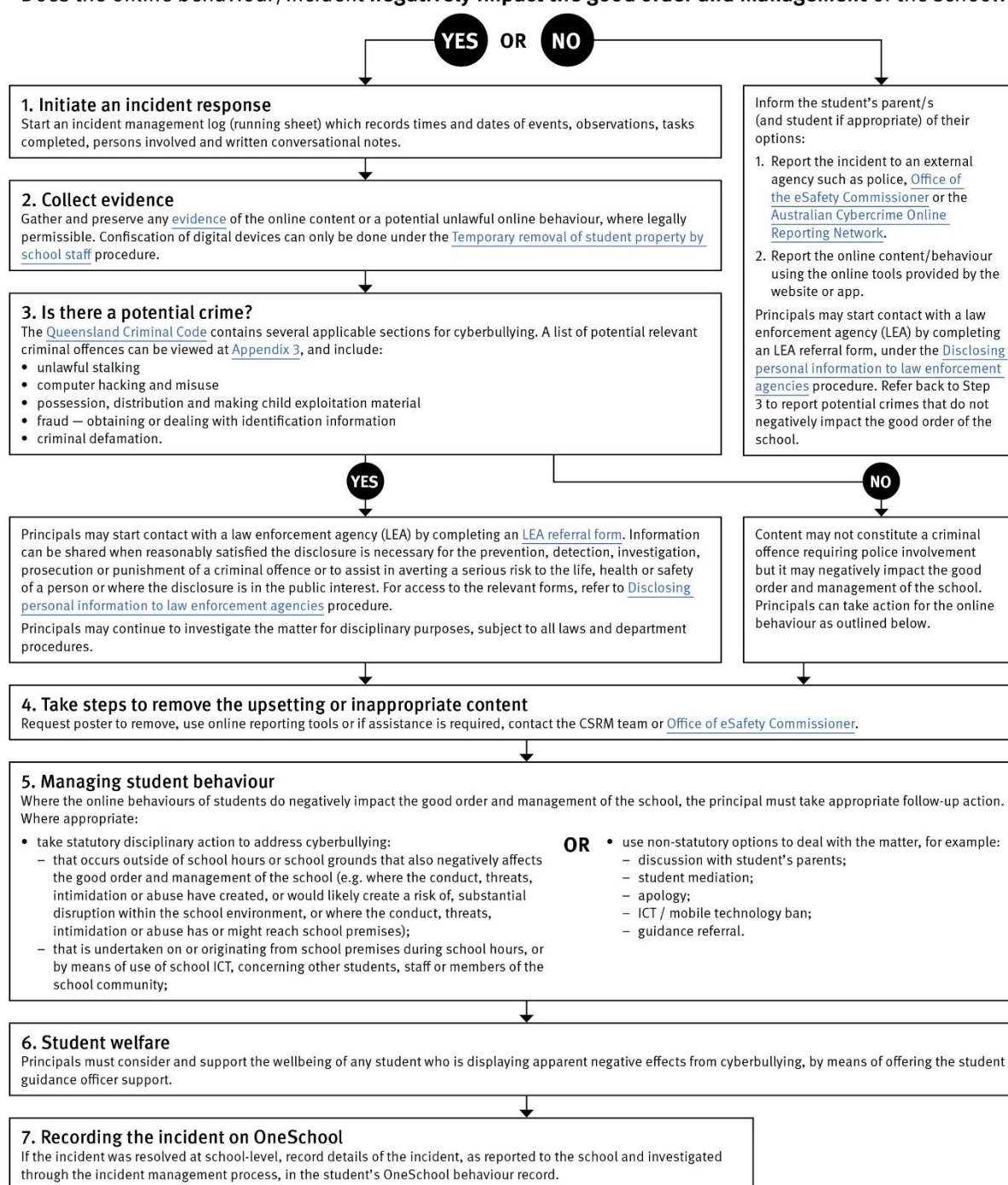
Explicit images

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](#).

Report

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.

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 Support Services

Pullenvale 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 Services 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 PSS 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.

Exemplar State College – Anti-Bullying Compact

The Anti-Bullying Compact provides a clear outline of the way our community at Exemplar State College works together to establish a safe, supportive and disciplined school environment. This compact is provided to all students and their parents upon enrolment, and may be revisited with individual students if particular problems around bullying arise.

Pullenvale State School – Anti Bullying Compact??? Should we do??

We agree to work together to improve the quality of relationships in our community at Exemplar State College. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying, and improve the quality of the schooling experience for everyone.

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.

We believe that no one deserves to be mistreated and that everyone regardless of race, colour, religion, immigration status, nationality, size, gender, popularity, athletic capability, academic outcomes, social ability, or intelligence has the right to feel safe, secure, and respected.

I agree to:

- Treat everyone with kindness and respect.
- Abide by the school's anti-bullying policies and procedures.
- Support individuals who have been bullied.
- Speak out against verbal, relational, physical bullying and cyber bullying.
- Notify a parent, teacher, or school administrator when bullying does occur.

Student's signature

Parent's signature

School representative signature

Date

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* (Cwth) 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 Pullenvale 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