



Student Welfare and Discipline

1. Rationale

- A set of rules and responsibilities which outlines acceptable behaviour is necessary for the College to meet its educational and social goals.
- The Essendon Keilor College Welfare and Discipline Policy is based on the principle of building a real partnership between parents, teachers and students. Each group has agreed rights and responsibilities to ensure that each student can achieve their best educational outcome.

2. GUIDING PRINCIPLES

2.1 *Statement of Belief*

Essendon Keilor College believes that:

1. The whole school community is guided by our Welfare and Discipline Policy
2. Each member of our school community has a set of Rights and associated Responsibilities
3. Welfare and Discipline is a partnership between teachers, students and parents
4. Welfare and Discipline is an integral part of teaching and learning
5. The school provides a safe, secure working environment for students and staff
6. The total well-being of students and staff is a high priority

2.2 *Objectives*

Essendon Keilor College, through its Welfare and Discipline Policy, aims to:

1. Create a co-operative and supportive learning environment by having:
 - clear expectations of behaviour
 - consistent practice
 - effective communication
 - a positive problem solving approach
2. Develop and emphasise positive relationships between students, staff and the wider community
3. Provide ongoing support for teachers through an extensive network within the College and through professional development activities

2.3 *Rights and Responsibilities*

At Essendon Keilor College the Welfare and Discipline partnership is based on the following principles:

Staff have a right:

- to an orderly, co-operative, teaching environment with well-maintained equipment and safe, clean working conditions
- to courtesy, respect and support from students, parents, colleagues, the College Council and the DET
- to be fully informed and involved in decision-making
- to clear guidelines in Welfare and Discipline policy and practice which undergo ongoing evaluation

Staff have a responsibility:

- to treat students with fairness, consistency, respect and care
- to develop positive classroom strategies that cater for the full range of students' talents, abilities and needs
- to be professional in terms of dress, manner, punctuality and class preparation

Parents have a right:

- to expect that their child is safe and secure
- to know that their child will be dealt with in a fair and equitable manner
- to receive regular information about their child's progress

- to be consulted when a difficulty emerges

Parents have a responsibility:

- to support College policy in a positive way
- to assist in their child's learning as a partner with the College in matters concerning homework, uniform, attendance, participation in parent-teacher interviews and behaviour

Students have a right:

- to be safe and secure
- to learn in an encouraging, non-disruptive environment
- to be valued as an individual
- to be listened to, and involved in, issues concerning themselves

Students have a responsibility:

- to respect the property and safety of others
- to contribute to a co-operative learning environment
- to attend class prepared to learn

Purpose

- To ensure the Essendon Keilor College community has a clear understanding of the arrangements made by the school for the wellbeing of all students.

Implementation

It is expected that each Campus develops and documents an implementation strategy appropriate to the needs of their students at the senior and junior year levels.

To achieve this, the following needs to occur:

- Each Campus develops and communicates agreed process consistent with the Rights and Responsibilities outlined in 2.3 above
- Each Campus develops and communicates its expectations and known consequences for behaviour outside the classroom, that are to be consistently implemented by all staff
- A set of general classroom and behaviour requirements that ensure a safe, secure learning environment for all students
- Each teacher develops a classroom management plan for each class which recognises Welfare and Discipline as an integral part of teaching and learning
- Students with particular needs are supported within the College and appropriate services negotiated with Region personnel and outside agencies
- Appropriate support is negotiated for students at risk
- Documentation of welfare structures within the College with defined roles, responsibilities and lines of accountability
- DET discipline procedures are communicated to staff, parents and students and consistently implemented
- A professional development plan that provides staff with ongoing training be developed
- The College adopts supportive programs where appropriate e.g. School Wide Positive Behaviours, Respectful Relationships

NOTE: The use of corporal punishment is explicitly prohibited at Essendon Keilor College.

Evaluation

The policy and its implementation will be reviewed annually at College Council through:

- Annual surveys of parental, student and staff satisfaction.
- Qualitative information gained from discussion at meetings of staff including co-ordinators, student welfare co-ordinators, work educators, integration teachers, learning areas, year level meetings
- Collation and interpretation of data such as time out, incident reports, suspension data, student conference and inquiries

**STATEMENT OF BELIEFS AND OBJECTIVES
RIGHTS AND RESPONSIBILITIES FOR STAFF, STUDENTS AND PARENTS**

Implemented by:

All Classrooms - General Behaviour Requirements

- To come prepared to complete all Work Requirements
- To participate and co-operate in class work
- To allow others to learn without disruption
- To respect the property and safety of others



Each Class - Management Plan

- Developed by classroom teachers in consultation with students
- Suited to the needs of the class and the teacher
- Clear rules and known consequences
- Strategies to include problem-solving, negotiation, intervention



Removal of Persistently Disruptive Students

- Co-ordinator's Office
- Time Out room
- Stable classroom
- Teacher meets student to resolve behaviour problem. Plan of action includes known consequences.
- If resolution not agreed:
 - * student not to return to class
 - * follow up meeting Co-ordinator, SWC, etc. arranged
- If action unsuccessful
 - * conditions of attendance reviewed



Application of DET School Discipline Procedures

Outside Classroom - General Behaviour Requirements

- To behave in a safe manner
- To consider how actions impact on others
- To stay within school boundaries
- To listen and promptly follow instructions
- To keep the school clean, graffiti and vandalism free
- To be involved in extra-curricular activities
- To share outside spaces
- To report hazards, concerns or issues to a staff member
- To care for the environment using sustainable practices
- To wear school uniform correctly



Clear rules and known consequences implemented by teachers, Co-ordinators and Principals



Teachers and Students Supported by:

- Parents/Carers
- Teams of colleagues
- SWC
- Integration teachers
- Level Co-ordinators
- Careers Teachers
- Principals
- Community agencies



Application of DET School Discipline Procedures

