



VILLANOVA COLLEGE



STUDENT BEHAVIOUR MANAGEMENT POLICY

Phone +61 7 3394 5690

ABN 47 103 181 362

Email villa@vnc.qld.edu.au

Address 24 Sixth Avenue, Coorparoo QLD 4151

Web www.vnc.qld.edu.au

CRICOS: 03693G



Table of Contents

POLICY STATEMENT	3
PURPOSE	3
SCOPE	4
DEFINITIONS	4
1. DISCIPLINARY CONSEQUENCES - GENERAL PRINCIPLES.....	4
1.1. Pause.....	5
1.2. Suspension	5
1.3. Termination.....	7
1.4. Alternative Consequences.....	8
2. NOTIFICATION OF DECISION	8
ACCOUNTABILITY.....	9
ASSOCIATED DOCUMENTS	9
REVIEW AND APPROVAL.....	9



POLICY STATEMENT

Villanova College is committed to the personal growth of its students and the welfare of all members of the College community. The College espouses a specific approach to pastoral care based on the philosophy of Restorative Practices. This philosophy aligns with the College's Augustinian values approach to education and student behavior management. Specifically, it is aligned with the Augustinian values of interiority, search for truth and community which are important in developing in students a sense of self respect, self-discipline and responsibility in all areas of their lives. It follows the belief of St Augustine that every person is called to the ideals of wisdom, spiritual truth and a commitment to the quality of community life.

The Restorative Practices approach to pastoral care reflects the central value that the College community places on relationships among all members of its community.

Notwithstanding the Restorative Practices approach, a student may be responsible for serious wrongdoing for which the harm caused to relationships within the community is unlikely to be repaired while the student remains enrolled at the College. In such instances, it may be necessary for the student's enrolment to be terminated so that Villanova College may endeavour to:

- Secure the emotional and physical safety of all within the College community;
- Protect and maintain the common good of all;
- Preserve the best interests of the College community, while the welfare of the student is carefully considered; and
- Not be seen to condone serious wrongdoing.

Every student has the right to a positive learning environment free from discrimination, to feel safe and happy, and to be treated fairly and with dignity.

Behaviour management is necessary to ensure the safety and welfare of all students, teachers, and staff, and to provide an environment conducive to learning.

This Student Behaviour Management Policy (the Policy) contributes to the framework by which the College leads and manages student discipline. In addition to this Policy, when dealing with matters involving student behaviour, the College will have regard to its Student Wellbeing Policy.

In matters involving criminal acts or child safety, the College is mandated to involve the Queensland Police Service or any other relevant governmental department or agency.

PURPOSE

This Policy aims to ensure that students at the College adhere to the philosophical aims, rules, regulations, and policies, including the Student Code of Conduct and the terms and conditions of the Enrolment Conditions governing the student's enrolment.

This Policy provides a guide and sets out the procedures for discipline, including pausing an enrolment, suspending, withdrawing, and terminating a student. At their discretion, the College Principal has the absolute authority to take any disciplinary action as set out in this Policy.

The Policy describes how the College seeks to develop a culture of positive discipline. As part of the process to investigate matters, students may be asked to:

- Complete a statement of the event/s
- Show evidence on mobile phone, laptop, or other device as required and is relevant to the investigation
- Retell events to Heads of House, Heads of School, or members of the College Leadership Team. Retelling may involve a member of staff asking clarifying questions while another staff member takes notes.



SCOPE

This policy applies to all students, staff, parents/carers of students, and any other member of the Villanova College community. A behaviour covered by this policy is distinguished from some cases where other legislation applies, for example:

- Certain matters concerning student protection or other areas covered by specific legislation and our Student Protection Policy.
- Matters regarding anti-discrimination and sexual harassment or industrial matters are governed by their own legislation and policy.

DEFINITIONS

Alternative consequences are disciplinary consequences of a student's behaviour that are not more serious disciplinary measures, such as a pause, suspension, withdrawal, or termination. An alternative consequence may be used before or in place of the more serious disciplinary measures.

Authorised delegate is a person (Deputy Principal, Head of School, Dean of Teaching and Learning, Head of House), who has the authority to act on behalf of the Principal in connection with this policy.

Termination involves cancelling a student's enrolment and terminating them from attending the College. Terminations will be recorded on the student's school records.

Parents/carers are those persons named in the Enrolment Conditions of the student with the College.

Pause means prohibiting the student from attending the College or any College-related activities for a set period of time before a determination is made as to what if any, further disciplinary action will be taken against them. During this time, the student will be directed to learn remotely and provided with all coursework and learning materials as if they were in class. The student will also be able to receive assistance from teachers and other staff members during this period.

Procedural fairness is a student's right to fairness in matters involving their interests. Our Student Behaviour Policy sets out the College's commitment to ensuring procedural fairness when disciplining students.

Principal means the Principal of Villanova College or a designated appointee who is, for the time being, carrying out the duties or exercising the authority of the Principal.

Suspension involves prohibiting an enrolled student from attending the College or any college-related activities, including co-curricular activities, for a set period of time, which may follow after a pause.

Withdrawal is the process of the parents/carers of an enrolled student withdrawing the student from the College. The College may assist the parents/carers with the Principal finding a suitable alternative education provider.

1. DISCIPLINARY CONSEQUENCES – GENERAL PRINCIPLES

Before deciding disciplinary consequences, the College should appoint an appropriate role holder to:

- assess the student's behaviour and the level of risk the behaviour presents
- ensure school disciplinary action decisions are compatible with the *Human Rights Act 2019 (Qld)*
- be mindful of obligations under the Disability Standards for Education 2005 (Cth)
- take into account:
 - a student's individual circumstances, such as behaviour history, disability, mental health and wellbeing, religious and cultural considerations, home environment, and care arrangements



- procedural fairness in all decision making
 - that the grounds for suspending or terminating a student apply to all students
 - the conduct of a student may include an omission to perform an act by the student
 - that action can be taken to address behaviour occurring outside school premises or during school hours
 - that an offence includes an act or omission committed outside of Queensland that would be an offence if it were committed in Queensland.
- apply a school disciplinary action, such as suspension or termination, as a strategy of last resort.

1.1. Pause

The Principal or authorised delegate exercises sole discretion in deciding whether to pause a student's attendance at the College.

A pause is an interim measure taken before making a formal decision regarding the disciplinary action to be taken against a student. When determining whether it is appropriate for a pause to be applied, the Principal or authorised delegate will have regard to:

- whether the student's attendance at the College would put the wellbeing or safety of the student or other members of the College community at risk and for how long
- whether the student's conduct gives rise to the possibility of the student being suspended or terminated from the College regarding the matters outlined in this Policy.

The student's parents/carers will be contacted by the College Principal or their delegate by telephone or written notice to advise them of this action and to collect their child if necessary.

1.2. Suspension

The Principal or authorised delegate may suspend a student from the College if they are reasonably satisfied that grounds exist for the suspension. When deciding whether to suspend a student from the College, the following matters will be taken into consideration:

- the severity of the student's breach of the Code of Conduct, Enrolment Contract, or any other policy of the College
- the severity or ongoing nature of the student's disobedience or misbehaviour
- the level of the conduct and whether it adversely affects, or is likely to adversely affect, other students or the good order and management of the College
- whether the student's attendance at the College would put the wellbeing or safety of the student or other members of the College community at risk and for how long
- whether the student is charged with a serious offence (as defined in the *Working with Children Check Act 2000 (Qld)*)
- whether the student is charged with an offence and the Principal is reasonably satisfied, it would not be in the best interests of the student, of other students, or staff for the student to attend the College while the charge is pending.

The suspension of a student will typically (although not always) be appropriate in circumstances where the behaviour of the student giving rise to disciplinary action is an isolated incident or where, at the sole discretion of the Principal or authorised delegate,



the behaviour is determined to be not severe enough to warrant termination of the student from the College. A suspension is intended to allow the student time to reflect on the consequences of their actions and prepare for restorative meetings with fellow students, teachers, and College leaders.

Where the Principal or authorised delegate is deciding whether to suspend a student, the Principal or authorised delegate will:

- consider whether the student's behaviour constitutes grounds for suspension
- explain to the student and the parents/carers why the student's behaviour may warrant suspension.

1.2.1. Deciding to Suspend a Student

Where a student's behaviour may warrant suspension, the matter must be referred to the Head of House or Head of School.

The Head of House or Head of School will investigate the matter using procedural fairness. A report will be compiled by the Head of House or Head of School for consideration by the Principal or delegate, who, in conjunction, can make a reasonable and unbiased decision.

In cases where termination is being considered, the Principal must be informed by the Head of School and/or Deputy Principal.

1.2.2. Internal Suspension

- The Principal or authorised delegate may suspend a student.
- If suspension is served internally, the student must attend school but be withdrawn from all normal classes and other daily activities. If the student fails to attend the internal suspension, then on consideration, there would be a pause to the student's attendance.

1.2.3. External Suspension

- The length of the suspension will vary according to the seriousness of the incident.
- A suspension of one (1) to four (4) school days will be referred to as a 'short' suspension.
- A suspension of five (5) to twenty (20) school days will be referred to as a 'long' suspension.
- During a suspension, a student will be provided with coursework and learning materials. However, they will not be authorised to communicate and receive assistance from teachers and other staff members unless authority is provided by the Principal or authorised delegate.
- During the external suspension period, the student is expected to be under the care and supervision of his parents/carers, and he is not permitted to enter the College grounds or attend College activities unless with prior approval from the Principal or authorised delegate.
- During the external suspension period, the student is not permitted to participate in any co-curricular events unless with prior approval from the Principal or authorised delegate.

If the Principal or authorised delegate decides to proceed with the suspension,



the Principal or authorised delegate will inform the student and their parents/carers of the decision in writing and outline the dates on which the suspension will commence and finish. In their sole discretion, the Principal or authorised delegate may determine the length of a student's suspension.

A suspension of the student will be documented in the College's records. The Principal or authorised delegate may consider prior suspensions when determining what disciplinary action should be taken against a student in circumstances of further misbehaviour or misconduct.

The Principal or authorised delegate will ensure a staff member is appointed as the contact for the student and his parents/carers while the suspension is in effect. The Principal or authorised delegate will also take reasonable steps to arrange for the student's access to an educational program that allows them to continue their education during the suspension.

1.2.4. Re-Entry Following Suspension

At the end of the period of external suspension, the Principal or authorised delegate will organise a conference with relevant staff, the student, and the student's parents/carers to ensure a mutual understanding surrounding the path for the student's ongoing education and expected behaviour.

The outcomes of this conference will be recorded in wellbeing notes and communicated to the student and the student's Parents/Carers.

The Principal or authorised delegate will oversee any proposed strategies to ensure the understanding is enacted.

Following the student's re-entry to the College, the student may be required to participate in a behaviour support plan or contract so that the student's behaviour can be monitored. Further misconduct by the student following re-entry may result in more serious disciplinary action being taken.

1.3. Termination

The Principal is the only staff member to decide to terminate an enrolled student.

When a student is terminated, the Enrolment Contract governing that student's enrolment will be terminated.

Termination is the most serious disciplinary action the Principal can take against a student and must only be used if other disciplinary consequences are demonstrably inadequate to deal with the student's behaviour. A student is not required to have been suspended for misconduct before the Principal makes a decision to terminate the student from the College.

The Principal may terminate a student from the College if they are reasonably satisfied that grounds exist for the termination. When deciding the grounds on which to terminate a student from the College, the following matters will be taken into consideration:

- Persistent or serious disobedience, misconduct, misbehaviour, or negative behaviour.
- Persistent or serious breaches of the College's Code of Conduct, Enrolment Contract, or other policies or procedures of the College.
- Conduct that adversely affects, or is likely to adversely affect other students or staff.
- Conduct that adversely affects, or is likely to adversely affect the good order and management of the College.



- Whether the student's attendance at the College would put the wellbeing and safety of the student or other members of the College Community at risk.
- If suspension of the student is inadequate to deal with the disobedience, misbehaviour, conduct, or risk.

It is also grounds for termination if the student has been convicted of an offence and the Principal is reasonably satisfied it would not be in the best interests of other students or staff for the student to remain enrolled at the College.

The Principal exercises absolute discretion when determining whether the student's behaviour or conduct warrants termination from the College.

Where the Principal is considering a decision to terminate a student, the Principal will:

- consider whether the student's behaviour constitutes grounds for termination.
- provide the student and the parents/carers with an opportunity and reasonable time to discuss the relevant evidence about their son's behaviour and respond to the allegations before making a decision.

If the Principal decides not to proceed with the termination, they may consider a less serious disciplinary action such as suspension or an alternative consequence.

If the Principal decides to proceed to terminate a student, the Principal must inform the student and their parents/carers of the decision in writing.

A decision to terminate a student may be appealed in writing to the Chair of the Board of Villanova College within seven days of the decision being made. The decision of the Chair is final.

1.4. Alternative Consequences

Should the Principal or authorised delegate decide not to proceed with the above disciplinary consequences (1.1, 1.2, 1.3), alternative consequences can be applied to students who have breached College rules or are disobedient.

These disciplinary consequences may include:

- warnings or reprimands (verbal and written)
- time outs
- clean up duties
- cancellation of privileges
- withdrawal from College activities
- lunch-time or after-school re-engagement

The Principal has the right to determine additional, alternative consequences depending on the situation.

2. NOTIFICATION OF DECISION

The decision made under the policy will be communicated in writing to the student's parents/carers. Where reasonably possible, the Principal or authorised delegate will attempt to communicate this decision verbally.

The student and the student's parents/carers must abide by the decision.



ACCOUNTABILITY

Role	Responsible For
College Board	Oversight and Governance
College Principal	Management of Implementation and Complaints
Deputy Principal	Policy review and updates
College Leadership Team	Compliance with this policy and the complaints handling process
All Staff	Complying with this policy

ASSOCIATED DOCUMENTS

Description	Document Type
Code of Conduct for Students	Policy
Enrolment Contract	Policy
Child Safe Risk Management Strategy	Strategy
Student Protection Policy	Policy

Legislation
<i>Anti-Discrimination Act 1991 (Qld)</i>
<i>Disability Discrimination Act 1992 (Cth)</i>
<i>Non-State Schools Education (Accreditation of Non-State Schools) Act 2017</i>
<i>Education (Accreditation of Non-State Schools) Regulation 2017</i>
<i>Human Rights Act 2019 (Qld)</i>
<i>Information Privacy Act 2009 (Qld)</i>
<i>Working with Children Check Act 2000 (Qld)</i>

REVIEW AND APPROVAL

Version	Review	Author/s	Authorisation	Approval Date	Next Review
1.0		Deputy Principal	College Board	2019	2024
2.0	Period review and name change	Deputy Principal	College Board Chair	April 2026	2027