



Ipswich Special School

Student Code of Conduct 2024-2026

Every student succeeding

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

Queensland Department of Education
State Schools Strategy 2020-2024

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Principal Signature:

Date:

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P/C President
Signature:

Date:

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UNDER REVIEW

Purpose

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

The Ipswich Special School Student 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.

Principal's Foreword

Ipswich Special School has a long and proud tradition of providing high quality education to students from across the west of Brisbane. We believe strong, positive relationships between all members of our school are the foundation to supporting the success of all students.

Ipswich Special School has three core values, **Be Safe**, **Be Respectful** and **Be a Learner**.

Be Safe For self and others both in the school and community environment

Be Respectful Be accountable for your actions, resolve differences in constructive and peaceful ways, contribute to society and civic life and take care of the environment

Be a Learner

Engage in classroom programs

These values have been used in the development of this Student Code of Conduct, with the aim of helping shape and build the skills of all our students to be confident, self-disciplined and kind young people. Our school staff believe that communication and positive connections with other people are the most valuable skills our communities need now and in the future.

Ipswich Special School staff take an educative approach to discipline, that behaviour can be taught and that mistakes are opportunities for everyone to learn. Our Student Code of Conduct provides an overview of the school's local policies on use of personal devices and other technology, removal of student property and the approach to preventing and addressing incidents of inappropriate behaviour. It also details the steps school staff take to educate students about these policies and how students are explicitly taught the expected behaviours. Finally, it details the consequences that may apply when students breach the expected standards of behaviour, including the use of suspension or exclusion.

I thank the students, teachers, parents and other members of the community for their work in bringing this Ipswich Special School Student Code of Conduct together over the last six months. Your interest and views shared through the process of developing this document have been invaluable. It provides a clear explanation of what we expect from students and how we will support them to meet those expectations.

P&C Statement of Support

As president of the Ipswich Special School's P&C Committee, I support the new Student Code of Conduct. The inclusive, transparent consultation process led by Mr Robert McDowall and his team has ensured that all parents have had opportunities to contribute and provide feedback on the final product. This has been an important aspect in the development of the Ipswich Special School Student Code of Conduct, as the awareness and involvement of parents is critical to ensuring all adults are able to support the students of the school to meet the set expectations.

We encourage all parents to familiarise themselves with the Ipswich Special School Code of Conduct, and to take time to talk with their children about the expectations and discuss any support they may need. In particular, we want to emphasise the systems in place to help students affected by bullying.

Any parents who wish to discuss the Ipswich Special School Student Code of Conduct and the role of families in supporting the behavioural expectations of students are welcome to contact myself or to join the Ipswich Special School P&C Association. It is with your support that we can work collaboratively with school staff to ensure all students are safe, supported and appropriately supported to meet their individual social and learning needs.

Consultation

The consultation process used to inform the development of the Ipswich Special School Student Code of Conduct occurred in two phases.

In the first phase, we collaborated with our school community to develop our school's priority areas and strategic plan. This incorporated members from the school community, P & C, school staff and parents. During this process we established a school PATH plan along with the development of our school priorities. This working group discussed opening our communication around behaviour and working on a more positive approach to managing behaviour.

In the next phase a draft Student Code of Conduct was prepared and distributed for comment to all members of the school community.

The third phase of consultation was completed November and the finished version, incorporating suggested changes and feedback, was sent to the P&C Association meeting in November 2020 for endorsement. The P&C Association endorsed the Ipswich Special School Student Code of Conduct for implementation in 2020.

A communication strategy has been developed to support the implementation of the Ipswich Special School Student Code of Conduct, including parent information sessions in MyTime, promotion through the school website, the fortnightly newsletter and staff fortnightly staff communication. Any families who require assistance to access a copy of the Ipswich Special School Student Code of Conduct, including translation to a suitable language, are encouraged to contact the principal.

Review Statement

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

Data Overview

This section is used to report on key measures related to student discipline, safety and wellbeing using existing data sets available to all schools. This provides an open and transparent reporting mechanism for the school community on the perceptions of students, parents and staff about school climate, attendance and school disciplinary absences.

The data sets that inform the Student Code of Conduct policy include parent, student and staff satisfaction data drawn from the School Opinion Survey conducted in 2020. The School Opinion Survey is an annual collection designed to obtain the views of parents/caregivers, students and school staff from each school on what they do well and how they can improve. Opinions on the school, student learning, and student wellbeing are sought from a parent/caregiver in all families and a sample of students from each state school. Opinions on the school as a workplace are sought from all school staff and principals. There are additional questions for teaching staff on their confidence to teach and improve student outcomes.

For more information, refer to [frequently asked questions page](#).

Please see our School Opinion Survey data from the last 3 years as shown below.

School Opinion Survey

Parent opinion survey

Performance measure			
Percentage of parents/caregivers who agree [#] that:	2017	2018	2019
their child is getting a good education at school (S2016)	92%	86%	90%
this is a good school (S2035)	92%	100%	78%
their child likes being at this school* (S2001)	94%	96%	100%
their child feels safe at this school* (S2002)	92%	100%	100%
their child's learning needs are being met at this school* (S2003)	77%	75%	80%
their child is making good progress at this school* (S2004)	85%	75%	90%
teachers at this school expect their child to do his or her best* (S2005)	92%	86%	90%
teachers at this school provide their child with useful feedback about his or her school work* (S2006)	92%	86%	90%
teachers at this school motivate their child to learn* (S2007)	92%	88%	90%
teachers at this school treat students fairly* (S2008)	85%	75%	78%
they can talk to their child's teachers about their concerns* (S2009)	85%	100%	90%
this school works with them to support their child's learning* (S2010)	93%	88%	80%
this school takes parents' opinions seriously* (S2011)	85%	88%	70%
student behaviour is well managed at this school* (S2012)	77%	63%	60%
this school looks for ways to improve* (S2013)	83%	87%	78%

this school is well maintained* (S2014)	100%	75%	70%
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Student opinion survey

Performance measure

Percentage of students who agree [#] that:	2017	2018	2019
I like being at my school (S3400)	N/A	N/A	85%
I feel safe at my school (S3401)	N/A	N/A	85%
My teachers at my school treat me fairly (S3402)	N/A	N/A	78%
My school gives me opportunities to do interesting things (S3403)	N/A	N/A	93%
I am getting a good education at my school (S3404)	N/A	N/A	93%
I can access computers at my school (S3405)	N/A	N/A	97%
My teachers encourage me to do my best (S3406)	N/A	N/A	93%
My teachers care about me (S3407)	N/A	N/A	93%
My school encourages me to participate in school activities (S3408)	N/A	N/A	90%
This is a good school (S3409)	N/A	N/A	89%

Staff opinion survey

Performance measure

Percentage of school staff who agree [#] that:	2017	2018	2019
they enjoy working at their school (S2069)	97%	78%	91%
they feel that their school is a safe place in which to work (S2070)	100%	70%	88%
they receive useful feedback about their work at their school (S2071)	89%	64%	81%
they feel confident embedding Aboriginal and Torres Strait Islander perspectives across the learning areas (S2114)	93%	86%	93%
students are encouraged to do their best at their school (S2072)	93%	88%	96%
students are treated fairly at their school (S2073)	96%	79%	92%
student behaviour is well managed at their school (S2074)	70%	60%	78%
staff are well supported at their school (S2075)	83%	59%	74%
their school takes staff opinions seriously (S2076)	86%	55%	65%
their school looks for ways to improve (S2077)	93%	71%	86%
their school is well maintained (S2078)	90%	56%	79%
their school gives them opportunities to do interesting things (S2079)	89%	64%	84%

* Nationally agreed student and parent/caregiver items

'Agree' represents the percentage of respondents who Somewhat Agree, Agree or Strongly Agree with the statement. DW

= Data withheld to ensure confidentiality.

School Disciplinary Absences (SDA)

Principals use a range of disciplinary consequences to address inappropriate behaviour. Suspensions, exclusions and cancellations of enrolment are only used as a last resort option for addressing serious behaviour issues. Principals balance individual circumstances and the actions of the student with the needs and rights of school community members.

All state schools are required to report School Disciplinary Absences (SDA) for the school year in their school annual report. There are four main categories of SDA: short suspension, long suspension, exclusion and charge-related suspension.

The following table shows the count of incidents for students recommended for each type of school disciplinary absence reported at the school.

IPSWICH SPECIAL SCHOOLSCHOOL DISCIPLINARY ABSENCES			
Type	2017	2018	2019
Short Suspensions – 1 to 10 days	9	9	3
Long Suspensions – 11 to 20 days	0	0	1
Charge related Suspensions	0	0	0
Exclusions	0	0	1

Learning and Behaviour Statement

Everyone brings their own sets of personal beliefs to a school community. These beliefs influence their decisions, behaviour and social practices. It is reasonable to expect that not everyone will share the same sets of beliefs, and this contributes to a richly diverse social environment in each school. It can also contribute to differences in expectations and force us to reflect on our own understanding of what we consider acceptable and unacceptable on an individual student basis. We encourage any parent or caregiver to make an appointment with the principal to discuss the model of behaviour support and discipline used at this school.

Multi-Tiered Systems of Support

Ipswich Special School uses Positive Behaviour for Learning (PBL) as the foundation for our integrated approach to learning and behaviour. PBL provides the framework for a whole-school evidence-based approach to behaviour support. PBL takes an instructional approach to behaviour, recognising that schools need to teach the behaviours needed for success at school and beyond. School-wide PBL provides the foundations for Classroom PBL, which can be described as the consistent implementation of proactive, research-informed practices for classroom management.

Tier	Prevention Description
1	All students (100%) in the school receive support for their academic and behavioural development. Focus is on the whole-school implementation of both the Australian Curriculum and Positive Behaviour for Learning (PBL) expectations. This involves: • teaching behaviours in the setting they will be used • being consistent when addressing challenging behaviour, while taking developmental norms and behavioural function into account • providing refresher lessons and targeted recognition throughout the school year so skills are ready and likely to be used when students need them • asking students and their families for their perspectives on school climate, instruction, reinforcement, and discipline so improvements in Tier 1 may be made.

2	Targeted instruction and supports for <u>some students</u> (10-15%) are more intense than Tier 1 services, providing more time and specialisation in services from a range of school-based staff to enable students to meet the required academic and behavioural standards. Tier 2 supports build on the lessons provided at Tier 1, and may prevent the need for more intensive interventions. Tier 2 supports are provided to small groups of students with similar needs, offering more time and/or detailed instruction on the Australian Curriculum or particular aspects of Positive Behaviour for Learning (PBL) expectations. The types of interventions offered at this level will vary
	according to the needs of each school's student body, but all have certain things in common: • There is a clear connection between the skills taught in the interventions and the school-wide expectations. • Interventions require little time of classroom teachers and are easy to sustain • Variations within each intervention are limited • Interventions have a good chance of working (e.g., they are "evidencebased" interventions that are matched to the student's need). If the school data indicates that more than 10-15% of students require targeted services, then a review of Tier 1 is needed to address the basic implementation and quality of instruction.

3 Individualised services for **few students** (5%) who require the most intensive support a school can provide. These are usually delivered in very small groups or on an individual basis.

Tier 3 supports continue to build on the lessons and supports provided at Tiers 1 and 2, becoming more individualised and more intensive until teams can identify what is needed for a student to be successful. Tier 3 supports are based on the underlying reasons for a student's behaviour (their FBA) and should include strategies to:

- PREVENT problem behaviour
- TEACH the student an acceptable replacement behaviour □
REINFORCE the student's use of the replacement behaviour □
MINIMISE the payoff for problem behaviour.

Tier 3 supports exist along a continuum. Many students can benefit from a simple (or brief) Functional Behaviour Assessment (FBA) that identifies unique strategies to help the student achieve success. A smaller percentage of students may require a more comprehensive FBA that includes a more thorough process for data collection, teaming, and problem solving. A much smaller percentage of students may need an intensive FBA and wraparound plan that includes personnel from outside agencies and rigorous problem solving procedures.

If the school data indicates that more than 2-5% of the student population requires individualised services, a review of Tier 1 and Tier 2 supports and organisation is recommended.

Consideration of Individual Circumstances

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

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

Our teachers are also obliged by law to respect and protect the privacy of individual students, so while we understand the interest of other students, staff and parents to know what punishment another student might have received, we will not disclose or discuss this information with anyone but the student's family. This applies even if the behavioural incident involves your child. You can be assured that school staff take all matters very seriously and will address them appropriately. We expect that parents and students will respect the privacy of other students and families.

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

Student Wellbeing

Ipswich Special School offers a range of programs and services to support the wellbeing of students in our school. We encourage parents and students to speak with their class teacher or make an appointment to meet with the guidance officer if they would like individual advice about accessing particular services.

Learning and wellbeing are inextricably linked — students learn best when their wellbeing is optimised, and they develop a strong sense of wellbeing when they experience success in learning. The [student learning and wellbeing framework](#) supports state schools with creating positive school cultures and embedding student wellbeing in all aspects of school life through connecting the learning environment, curriculum and pedagogy, policies, procedures and partnerships for learning and life.

Curriculum and pedagogy

Schools build the foundations for wellbeing and lifelong learning through curriculum embedding [personal and social capabilities](#) (self-awareness, self-management, social awareness and social management) in the implementation of the [P–12 curriculum, assessment and reporting framework](#).

Schools acknowledge the positive impact that a meaningful relationship between teacher and students can have on students' academic and social outcomes. As part of the whole school's curriculum at Ipswich Special School, we provide age-appropriate drug and alcohol education that reinforces public health and safety messages.

Policy and Expectations

Within a school community there are specific health and wellbeing issues that will need to be addressed for the whole school, specific students, or in certain circumstances.

Specialised health needs

Ipswich Special School works closely with parents to ensure students with specialised health needs, including those requiring specialised health procedures, have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

This means that appropriate health plans are developed and followed for students with specialised health needs, that staff are aware of the student's medical condition and that an appropriate number of staff have been trained to support the student's health condition.

Medications

Ipswich Special School requires parent consent and medical authorisation to administer any medication (including over-the-counter medications) to students. For students requiring medication to be administered during school hours, the School can provide further information and relevant forms.

For students with a long-term health condition requiring medication, parents need to provide the school with a [Request to administer medication at school](#) form signed by the prescribing health practitioner.

Ipswich Special School maintains a minimum of one adrenaline auto-injector and asthma reliever/puffer, stored in the school's first aid kit to provide emergency first aid medication if required.

Mental health

Ipswich Special School implements early intervention measures and treatments for students where there is reasonable belief that a student has a mental health difficulty. This includes facilitating the development, implementation and periodic review of an [Individual Risk Management](#) plan.

Suicide prevention

Ipswich Special School staff who notice suicide warning signs in a student should seek help immediately from the school guidance officer or other appropriate staff.

When dealing with a mental health crisis, schools call 000 when there is an imminent threat to the safety of student in the first instance, and where necessary provide first aid. In all other situations, Ipswich Special School staff follow suicide intervention and prevention advice by ensuring:

- The student is not left alone
- Their safety and the safety of other students and staff is maintained
- Students receive appropriate support immediately
- Parents are advised
- All actions are documented and reported.

Suicide Post-Vention

In the case of a suicide of a student that has not occurred on school grounds, Ipswich Special School enacts a post-vention response, by communicating with the family of the student and ensuring immediate support is provided to students and staff who may be affected.

Where a suicide has occurred on school grounds or at a school event, Ipswich Special School staff immediately enact the School Emergency Management Plan and communicate with the family of the student and ensure immediate support is provided to students and staff who may be affected.

Student Support Network

Ipswich Special School is proud to have a comprehensive Student Support Network in place to help the social, emotional and physical wellbeing of every student. In addition to the assistance provided by class teachers, we have a team of professionals whose dedicated roles are to help ensure our school is an inclusive, nurturing environment.

Students can approach any trusted school staff member at Ipswich Special School to seek assistance or advice. If they are unable to assist they will provide guidance and help ensure the student is connected to the appropriate representative of the Student Support Network.

Parents who would like more information about the student support roles and responsibilities are invited to contact the administration team on the school phone number.

Role	What they do
Community Education Counsellor	Provides educational counselling and support services to Aboriginal and/or Torres Strait Islander students and communities.
School Chaplain	- Promote student wellbeing, particularly through the provision of pastoral care. - Encourage reflection about the spiritual dimensions of life. - Have an educative role in the areas of beliefs, values, morals, ethics and religion. - Work as part of the school support team to facilitate connection into the school network and wider community of students who are suffering from bereavement, family breakdown or other crisis and loss situations.
Guidance Officer	- Provides a comprehensive student support program within the school environment offering counselling with students on a one-on-one basis or in a group setting - Assists students with specific difficulties, acting as a mediator or providing information on other life skills - Liaises with parents, teachers, or other external health providers as needed as part of the counselling process.
Student Services	- A wrap-around team including the school leadership meet weekly to discuss and prioritise interventions for student with complex well-being needs. - The Student Services program co-ordinates and activates external support to promote ready to learn behaviours in students through supporting home life, access to the NDIS and other support mechanisms.

Registered Nurse

- Works with school staff to build their competence and confidence to safely manage procedures and interventions required by students with specialised health needs
- Provides assessment, health management planning, training and ongoing support and supervision for students with specialised health needs.

It is also important for students and parents to understand there are regional and state-wide support services also available to supplement the school network. These include Principal Advisor Student Protection, Mental Health Coach, Autism Coach, Inclusion Coach, Success Coach, Advisory Visiting Teachers and Senior Guidance Officers. For more information about these services and their roles, please speak with the Deputy Principal or Principal.

Whole School Approach to Discipline

Ipswich Special School 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 Ipswich Special School we believe discipline is not about 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 Ipswich Special School 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 and a Learner.

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 Ipswich Special School.

Safe

- I will stay safe within the school boundaries
- I am sun safe
- I use equipment safely

Respectful

- I will move respectfully past classrooms
- I will use respectful words with others
- I will respect others and will communicate with them

Learner

- I will be in the correct place, following my program
- I will try my best when learning
- I work with others and learn with them

Parents and staff

The table below explains the PBL expectations for parents when visiting our school and the standards we commit to as staff.

Safe

<i>What we expect to see from families</i>	<i>What you can expect from us</i>
Families ensure children attend school every day and notify the school promptly of any absences or changes in contact details.	We will create a safe, supportive and inclusive environment for every student.
Parents and carers are respectful in your conversations at home about school staff.	We will ensure positive behaviours are role modelled for all students.
Parents and carers leave and collect your child from the designated area at school.	We will give clear guidance about a designated area for parents to leave and collect students.

Respectful

<i>What we expect to see from families</i>	<i>What you can expect from us</i>
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Families respect the obligation of staff to maintain student and family privacy.	We will maintain confidentiality about information relating to your child and family.
Parents and carers are respectful in your conversations at home about school staff.	We will ensure positive behaviours are role modelled for all students.
Parents and carers recognise people are different and will be non-judgemental, fair and equitable to others in the school community.	We will welcome and celebrate a diverse school community with recognition of significant social, cultural and historical events.
Parents and carers make an appointment to speak with the class teacher or principal to discuss any matters relating to your child.	We will respond as soon as practicable to your request for an appointment and negotiate a mutually agreeable date and time with you.

Learner

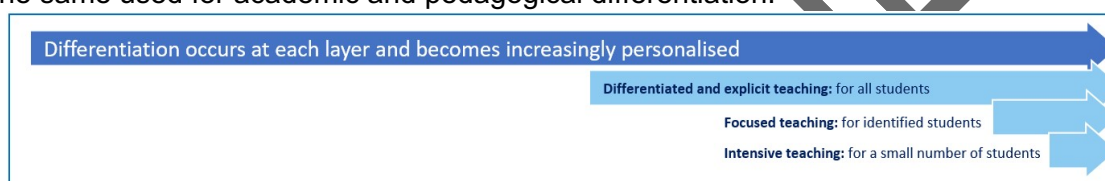
<i>What we expect to see from families</i>	<i>What you can expect from us</i>
Families support their child to meet the learning and behavioural expectations at school.	We are clear about our learning and behavioural expectations, and contact you to provide regular feedback about your child's progress.
Parents and carers stay informed about school news and activities by reading the school newsletter and other materials sent home by school staff.	We will use the electronic school newsletter as the primary means of notifying parents about school news, excursions or events.
Parents or carers approach the class teacher or principal if you are concerned about the behaviour of a staff member, another student or parent.	We will work with every family to quickly address any complaints or concerns about the behaviour of staff, students or other parents.

Differentiated and Explicit Teaching

Ipswich Special 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 Ipswich Special 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 Lesson Expectations 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, used as the basis of teaching expectations throughout the year and revisited regularly to address any new or emerging issues.

Term 1

	Expectation	Behaviour
Week 1	Safe, Respectful, Learner	Teach all expectations - Establish classroom rules and explain classroom behaviour processes in your own class
Week 2	Safe, Respectful, Learner	Practice/explain Playground expectations (Oval, undercover, Playground)

Week 3	Safe, Respectful, Learner	Practice/explain Pool/Library/Terracotta Expectations
Week 4	Respectful	I will move respectfully past classrooms
Week 5	Safe	I will stay safe within the school boundaries
Week 6	Learner	I will ask for help or gain an adults' attention respectfully
Week 7	Respectful	I respectfully listen to the teacher's instructions
Week 8	Safe	I will wait safely for the bus or to be picked up after school
Week 9	Learner	I will be in the correct place, following my program
Week 10	Respectful	I will use respectful words with others

Term 2

	Expectation	Behaviour
Week 1	Safe	Review school Area Expectations (Playground, Oval, Undercover, pool, terracotta, classroom, library)
Week 2	Respectful	When I hear the teacher at the end of play time I will go to class
Week 3	Learner	I am a learner
Week 4	Safe	I will move safely around the school

	Expectation	Behaviour
Week 1	Safe, Respectful, Learner	Review school Area Expectations (Playground, Oval, Undercover, pool, terracotta, classroom, library)

Week 5	Respectful	I will learn the classroom rules
Week 6	Learner	I will respect others and will communicate with them
Week 7	Safe	I can use toileting facilities safely
Week 8	Respectful	I show members of our school and outer community respect
Week 9	Learner	I wait patiently
Week 10	Respectful	I will respect other's privacy

Term 3

Week 2	Learner	I can take turns
Week 3	Safe	I will wear my school uniform
Week 4	Respectful	I will respect others during play time
Week 5	Learner	I am a respectful listener
Week 6	Safe	I am sun safe
Week 7	Respectful	I can help others
Week 8	Learner	I am a proud learner
Week 9	Safe	I use equipment safely
Week 10	Respectful	I give others respect when they are upset

Term 4

	Expectation	Behaviour
Week 1	Safe, Respectful, Learner	Review school Area Expectations (Playground, Oval, Undercover, pool, terracotta, classroom, library)
Week 2	Respectful	I use respectful words with my friends
Week 3	Learner	I use appropriate hygiene procedures
Week 4	Safe	I communicate safely and respectfully
Week 5	Respectful	I can allow others to learn

Week 6	Respectful	I respect others belongings
Week 7	Safe	I move around my classroom safely
Week 8	Learner	I celebrate others' learning
Week 9	Respectful	I respectfully enter other classrooms
Week 10	Learner	I use respectful and safe behaviours with my friends

UNDER REVIEW

Focused Teaching

Some of the students at our school 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. Our school will support these students by developing an individualised Positive Behaviour Plan. This will involve the classroom teacher/s working with the behaviour coach or Tier 2 behaviour team to develop strategies to support the behaviour development of the student and encompass a holistic approach to manage student behaviours.

Support staff, including teachers with specialist expertise in learning, language or development, work collaboratively with class teachers at Ipswich Special School 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.

For more information, please organise a meeting with our principal.

Intensive Teaching

Research evidence shows that even in an effective, well-functioning school there will always be some students 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 a behaviour coach at the school that will support the coordination of their program and communicate with stakeholders.

Legislative Delegations

Legislation

In this section of the Ipswich Special School Student Code of Conduct are links to legislation which influences form and content of Queensland state school discipline procedures.

- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Child Protection Act 1999 \(Qld\)](#)
- [Commonwealth Disability Discrimination Act 1992](#)
- [Commonwealth Disability Standards for Education 2005](#)
- [Criminal Code Act 1899 \(Qld\)](#)
- [Education \(General Provisions\) Act 2006](#)
- [Education \(General Provisions\) Regulation 2017](#)
- [Human Rights Act 2019 \(Qld\)](#)
- [Information Privacy Act 2009 \(Qld\)](#)
- [Judicial Review Act 1991 \(Qld\)](#)
- [Right to Information Act 2009 \(Qld\)](#)
- [Police Powers and Responsibilities Act 2000 \(Qld\)](#)
- [Workplace Health and Safety Act 2011 \(Qld\)](#) □ [Workplace Health and Safety Regulation 2011 \(Cwth\)](#)

Delegations

Under the Education (General Provisions) Act 2006, state school principals are responsible for “controlling and regulating student discipline in the school”.

Principals are afforded a number of **non-delegable powers** to assist them to meet this obligation, including the authority to suspend, exclude or cancel the enrolment of a student at the school. These decision-making responsibilities cannot be delegated to other staff in the school, such as deputy principals.

The details of these responsibilities are outlined in the legislative instruments of delegation and instruments of authorisation provided below:

- [Education \(General Provisions\) Act 2006 Director-General's delegations](#) □ [Education \(General Provisions\) Act 2006 Minister's delegations](#)
- [Education \(General Provisions\) Act 2006 Director-General's authorisations](#) □ [Education \(General Provisions\) Regulation 2006 Minister's delegations](#)
- [Education \(General Provisions\) Regulation 2017 Director-General's delegations](#)

Disciplinary Consequences

The disciplinary consequences model used at Ipswich Special 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. Some students 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, 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 10 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 say go")
- 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 wide incentives
- Reminders of incentives or class goals
- Redirection
- Low voice and tone for individual instructions
- Give 30 second 'take-up' time for student/s to process instruction/s
- Reduce verbal language
- Break down tasks into smaller chunks
- Provide positive choice of task order (e.g. "Which one do you want to start with?")
- Prompt student to take a break or time away in class
- Model appropriate language, problem solving and verbalise thinking process (e.g. "I'm not sure what is the next step, who can help me?")
- Provide demonstration of expected behaviour

- Private discussion with student about expected behaviour
- Warning of more serious consequences (e.g. removal from classroom)

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 small group
- Alternate settings during lunch
- Behavioural contract
- Counselling and guidance support
- Temporary removal of student property (e.g. mobile phone)
- Check in Check Out strategy
- Teacher coaching and debriefing
- Referral to Student Support Network for team based problem solving
- Development of a PBL Plan
- 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.

The following tables and diagram provide a summary of how minor and major behaviours are defined and managed at Ipswich Special School.

Ipswich Special School MAJOR AND MINOR BEHAVIOURS

Behaviour	Definition	Minor Example	Example Consequences	Major Example	Example Consequences
Bullying/harassment	Purposely targeting, hurting or overpowering another verbally, physically &/emotionally over a period of time	☐ Name calling towards another student more than once	• Verbal warning • Reminder of expectations • Student to rectify/repair • Moved within the class	☐ Persistent (3 minor incidents within one day)	• Office referral • Mediation • In school suspension • Contact with parents
		☐ Stand over tactics towards another student		☐ Racial slurs towards staff or students	
		☐ Intimidation towards another		☐ Physically and/or targeting another student	
		☐ Invading and remaining in students personal space		☐ Stalking another student	
Defiant/threats to adults	Verbal or physical gesture that is intended to harm and/or cause fear	☐ Threats towards adult	• Verbal warning • Reminder of expectations • Students to rectify/repair • Moved within the class • Transfer adult	☐ Follow through with threat towards an adult	• Time in ☐ Suspension – administration decision with a view to creating an intervention to rapidly reduce problem behaviour. • Suspension – administration decision • Contact parent
		☐ Swearing towards adult		☐ Offensive language directed towards an adult.	
		☐ Confrontation towards adult		☐ Explicit descriptions with objects in possession towards an adult	
		☐ Invading and remaining in adults personal space		☐ Physical harm towards adult	

Disruptive	Behaviour that results in an interruption in the class, school	☐ Leaving work area without permission	• Verbal warning • Choices given, limits set • Moved within the class	☐ Leaving room without permission, kicking objects, screaming	• Time in • Office referral • Repair damage • Verbal warning • Time in
	routines or school activity ☐ Throwing object around the room ☐ Tearing up tasks ☐ Loud continuous vocalisations ☐ Interrupting other students learning			• Pushing desk/chairs over • Throwing multiple objects ☐ Encouraging others to disengage ☐ Persistent (3 minor incidents within one day)	☐ Stakeholder meeting
IT misconduct	Inappropriate use of any electronic devices	☐ Failure to hand in electronic device etc. ☐ Not following Internet or Mobile devices policy. ☐ Access inappropriate websites (games etc.) ☐ Using computer without permission	• Verbal warning • Written warning / email (parent cc'd) • Loss of privilege	• Failure to hand in electronic device 3 times in a week. • Using prohibited electronic devices 3 times in a week. ☐ Access inappropriate websites (blocked sites, images) ☐ Accessing computer on others username or password without permission ☐ Cyberbullying while at school	• Verbal warning • Written warning / email (parent cc'd) • Loss of privilege • Contact parents
Lying/Cheating	Student delivers message that is untrue and/or deliberately	☐ Denies behaviour ☐ Lying to get something	• Apology • Mediation	• Premeditated and planned. • Accusations made of incidents that did not occur	• Contact parents • Mediation with parents present • Administration referral

	violates rules and/or harms	□ Lying to avoid task or instruction	
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Ipswich Special School MAJOR AND MINOR BEHAVIOURS

Behaviour	Definition	Minor Example	Example Consequences	Major Example	Consequence Examples
Misconduct involving object	Inappropriate use of an object for the non-intended purpose of that object Taking another person's belongings without permission or taking items from a store without purchasing,	☐ Misuse of property ☐ Approaching someone with an object with intention to hurt ☐ Taking another students belongings	☐ Loss of privilege ☐ Choices given, limits set ☐ Sent to another class-buddy class (same sector)	☐ Use an object to deliberately cause injury ☐ Stealing items from a business ☐ Intentionally stealing items from other students or staff	☐ Suspension – administration decision ☐ Contact parents ☐ Items to be returned to the business by parents or arranged otherwise ☐ Police involvement – Administration decision
Noncompliant with routine	Behaving in a way that does not comply with classroom and playground routines	☐ Not transitioning from area to area ☐ Not following direction	☐ Choices given, limits set	Do not enter this category on One School	
Physical misconduct	Fighting or actions that involve physical contact	☐ Student not respecting personal space and touching another person	☐ Moved within the class ☐ Parents/guardians contacted ☐ Loss of privilege ☐ Thinking chair ☐ Change of environment	☐ Deliberate physical contact with another to cause harm (including biting and scratching requiring first aid).	☐ Suspension – administration decision ☐ Contact parents ☐ Behavioural intervention

		☐ Contact with another person without permission e.g. pushing, tripping		☐ Deliberate spitting at or on a person	
		☐ Spitting in the environment			
Possess prohibited items	Possessing on their person or in their bag an item declared by the school as prohibited	☐ Chewing gum, electronic devices, spray deodorant, nail polish, electronic device (without contract)	• Loss of privilege • Verbal warning • Contact parents	• Cigarettes, lighter, knives, R rated magazines. • Drugs/alcohol • Weapons to cause harm	• Exclusion – administration decision • Possible suspension – administration decision • Contact parents • Confiscation of item/s
Property misconduct	Participating in an activity that results in damage, destruction or disfigurement of property	☐ Draw on school property (can be removed)	• Student to rectify/repair damage • Parents/guardians contacted	• Damage of school property (requires financial contribution to repair/replace) • Graffiti/Tagging	• Financial contribution to repair damage • Administration referral • Possible suspension
		☐ Break/damage someone else's belongings (can be fixed)		☐ Deliberately impairs the usefulness of someone else's property (requires financial contribution to repair/replace)	
Refusal to participate in program of instruction	Non-Verbally or verbally refusing to participate in activities or engage in tasks	☐ Passive (head on desk)	• Time in to complete work • Verbal warning • Choices given, limits set	• Leaving the area of instruction (out of sight). • Absconding • Leaving school grounds without adult	• Office referral • Time in • Parent contact • Emergency services (if missing in community)
		☐ Not listening			
		☐ Walking away from group (within sight)			

Third minor referral	3 minor incidents referred to buddy room or reflection room	Do not enter this category on One School		☐ 3 minor incidents in one day requiring administration assistance/alert.	
Threat/s to others	Any verbal or nonverbal threat to a person's physical or emotional wellbeing	☐ Making statements to receive a reaction from another e.g. 'Don't listen to the teachers' or 'Come with me' ☐ Spreading rumours/gossip	• Apology • Mediation • Verbal warning	• Making statements to encourage a reaction from another (violence occurs as a result) e.g. directing someone to hit someone else • Threatening violence on staff or students	• Time in • Administration referral • Possible suspension – Administration decision ☐ • Contact parents
Truant/skip class	Unexplained absence with or without parent's	Do not enter this category on One School		☐ Leaving school grounds without permission	• Parent contact • Emergency services (if missing in community)
Verbal misconduct	Knowledge Any spoken, written or non-verbal communication that insults, mocks, belittles or slanders another	☐ Comments or gestures targeted at another person's race/disability/gender etc.	• Apology • Choices given, limits set • Students to rectify/repair	☐ Offensive language, sexual connotation words or gestures directed at another person.	• Verbal warning • Contact parents • Removal from class • Contact GO • Administration Referral • Possible suspension – Administration decision

*Please note that this is not an exhaustive list. Other behaviours will be dealt with as appropriate.

UNDER REVIEW

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 Ipswich Special 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 and a risk to the safety and well-being of the student. During the time of suspension the student's education team will be working toward developing strategies that will develop both a deeper understanding of the function of the behaviour that caused the suspension, to develop environmental, positive and reactive strategies to make it less likely the student repeats the behaviour upon re-entry to school. This may include the development of a safety plan, the re-configuring of their PBL plan and written protocols to ensure all staff working with the student are aware and have the skill to quickly reduce and replace the maladaptive behaviour.

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 Ipswich Special 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

Ipswich Special 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 Ipswich Special 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).

** 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 Ipswich Special 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 Ipswich Special 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 Ipswich Special 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 Ipswich Special 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 Ipswich Special 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 Personal 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, Ipswich Special School has determined that explicit teaching of responsible use of personal 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.

It is also agreed that time and space should be provided at school where technology is not permitted, and students are encouraged to engage in other social learning and development activities.

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 Ipswich Special School Student Code of Conduct. In addition students and their parents should:

- Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- Ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- Be aware that:
 - Access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
 - The school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
 - Schools may remotely access departmentally-owned student computers or mobile devices for management purposes
 - Students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
 - Despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
 - Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Also see below our school's recently updated Personal Technology Policy:

Ipswich Special School's

Personal Technology Policy

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using Personal Technology Devices.

Personal Technology Devices include, but are not limited to the following devices; mobile phones, portable gaming devices, iPod Touch or iPad, laptop computers, cameras and/or voice recording devices (whether or not integrated with a mobile phone) and devices of a similar nature.

Personal Technology Devices at Ipswich Special School

Students are NOT to bring valuable Personal Technology Devices to school as there is a risk of damage, theft and/or the inappropriate use of the device during school times. Should students bring Personal Technology Devices to school, they will need to be handed into the school office and may be collected at the end of the day.

Special Circumstances Arrangement

Students who require the use of a Personal Technology Device in circumstances that would contravene this policy, parent/guardians are eligible to negotiate a Special Circumstances Arrangement with the Deputy Principal or Principal. It is at the discretion of the Principal to accept or decline the arrangement for Special Circumstances.

Breach of Personal Technology Policy

Students who are deemed to have breached this Personal Technology Policy will have their personal technology handed into the office by a staff member. Students will be able to collect their personal technology from the office after school hours. Should ongoing breaches occur, Parents/Guardians of the student will be contacted to come and collect the device from the office on behalf of their child. Continual breaches of this policy may result in further school consequences at the discretion of the Principal.

Procedures for use of Personal Technology Devices for students with Special Circumstances

Every member of the school community should feel confident about participating fully in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

Students who have a Special Circumstances Arrangement with Ipswich Special School must adhere to the following procedures and acceptable use of their Personal Technology Device:

- Students must not take photos or make video or audio recordings of any individual or group
- Students must not communicate with other students during school hours using their Device
- Students must not use their Device to seek out, share, access, and store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory. Such use may result in disciplinary and/or legal action
- Students are to leave their Device in a secure location (such as on the teacher's desk or in their bag) during class and play times, but can request their device from the teacher as negotiated within their Special Circumstances Arrangement
- Students will be asked to sign a formal agreement to adhere to these procedures prior to Special Arrangements being approved by the Principal.

Please note: Any Breaches to these procedures may result in the loss of Special Arrangements at the discretion of the Principal.

Students may receive disciplinary consequences for bullying or cyber bullying or other inappropriate online behaviour that occurs out of school hours, and affects the good order and management of the school.

Inappropriate behaviour on a Personal Technology Device in accordance with State and Federal Laws

Students and Parents/Guardians should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children) are against the law and if detected by the school may result in a referral to Queensland Police Service.

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to discipline and possible referral to Queensland Police Service. Students receiving such text messages at school should ensure they keep the message as evidence and bring the matter to the attention of the school office.

Students may be subject to discipline (including suspension and recommendation for exclusion) if they breach the policy by being involved in recording and/or disseminating material (through text messaging, display, internet uploading or other means) or are knowingly the subject of such a recording.

In Accordance to State and Federal Laws, devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes. Students and Parents/Guardians will be advised to contact Queensland Police Service (QPS) directly.

Preventing and Responding to Bullying

Ipswich Special School uses the [Australian Student Wellbeing Framework](#) to promote positive relationships and the wellbeing of all students, staff and visitors at the school.

Our staff know student learning is optimised when they feel connected to others and experience safe and trusting relationships. Students who feel secure are more likely to be active participants in their learning and to achieve better physical, emotional, social and educational outcomes. Teachers who feel valued and supported are more likely to engage positively with students and build stronger connections within the school community. Parents who are positively engaged with their child's education leads to improved student self-esteem, attendance and behaviour at school. Enhancing the wellbeing of students and their educators delivers overall long-term social, health and economic benefits to the Australian community.

Bullying

The agreed national definition for Australian schools describes bullying as

- Ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
- Involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- Happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
- Having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements (where there is no power imbalance)
- Not liking someone or a single act of social rejection
- One-off acts of meanness or spite
- Isolated incidents of aggression, intimidation or violence.

However, these conflicts are still considered serious and need to be addressed and resolved. At Ipswich Special 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 Ipswich Special School 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.

Ipswich Special 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:

Classroom Teacher
School Principal

First hour
Listen

- Provide a safe, quiet space to talk
 - Reassure the student that you will listen to them
 - Let them share their experience and feelings without interruption
- If you hold immediate concerns for the student's safety, let the student know how you will address these. Immediate in this circumstance is where the staff member believes the student is likely to experience harm (from others or self) within the next 24 hours

Day one

Ask the student for examples they have of the Write a record of your communication with the

Document

- - Check back with the student to ensure you have the facts correct
- Enter the record in OneSchool
- Notify parent/s that the issue of concern is being investigated

Day two

- Gather additional information from other students, staff or family
- Review any previous reports or records for students involved

- Make sure you can answer who, what, where, when and how □ Clarify information with student and check on their wellbeing

- Evaluate the information to determine if bullying has occurred or if another disciplinary matter is at issue

Day three

- Make a time to meet with the student to discuss next steps □ Ask the student what they believe will help address the situation

Discuss

- Engage the student as part of the solution
- Provide the student and parent with information about student support network □ Agree to a plan of action and timeline for the student, parent and yourself

Day four

- Document the plan of action in OneSchool

Implement

- Complete all actions agreed with student and parent within agreed timeframes
- Monitor student and check in regularly on their wellbeing
- Seek assistance from student support network if needed

Day five

Review

- Meet with the student to review situation
- Discuss what has changed, improved or worsened
- Explore other options for strengthening student wellbeing or safety
- Report back to parent
- Record outcomes in OneSchool

Ongoing

- Continue to check in with student on regular basis until concerns have been mitigated

□ Record notes of follow Refer matter to specialist staff within 48 hours if prob-up meetings in OneSchoollems escalate

- - Look for opportunities to improve school wellbeing for all students

Cyberbullying

Cyberbullying is treated at Ipswich Special 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. If they wish they may also make a meeting to discuss the issue with the Principal or Deputy.

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.

Many students with disability have significant difficulty navigating the online world and developing independent protective and safe behaviours when dealing with other people virtually. Although they may have the ability to log on to apps and social media platforms they have not yet learnt the permanency of the written word. It is the parents and carers responsibility to ensure no harmful material is put on social media by students, that their interactions online are monitored

Students enrolled at Ipswich Special 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 Deputy Principal or Principal.

Ipswich Special 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](#).

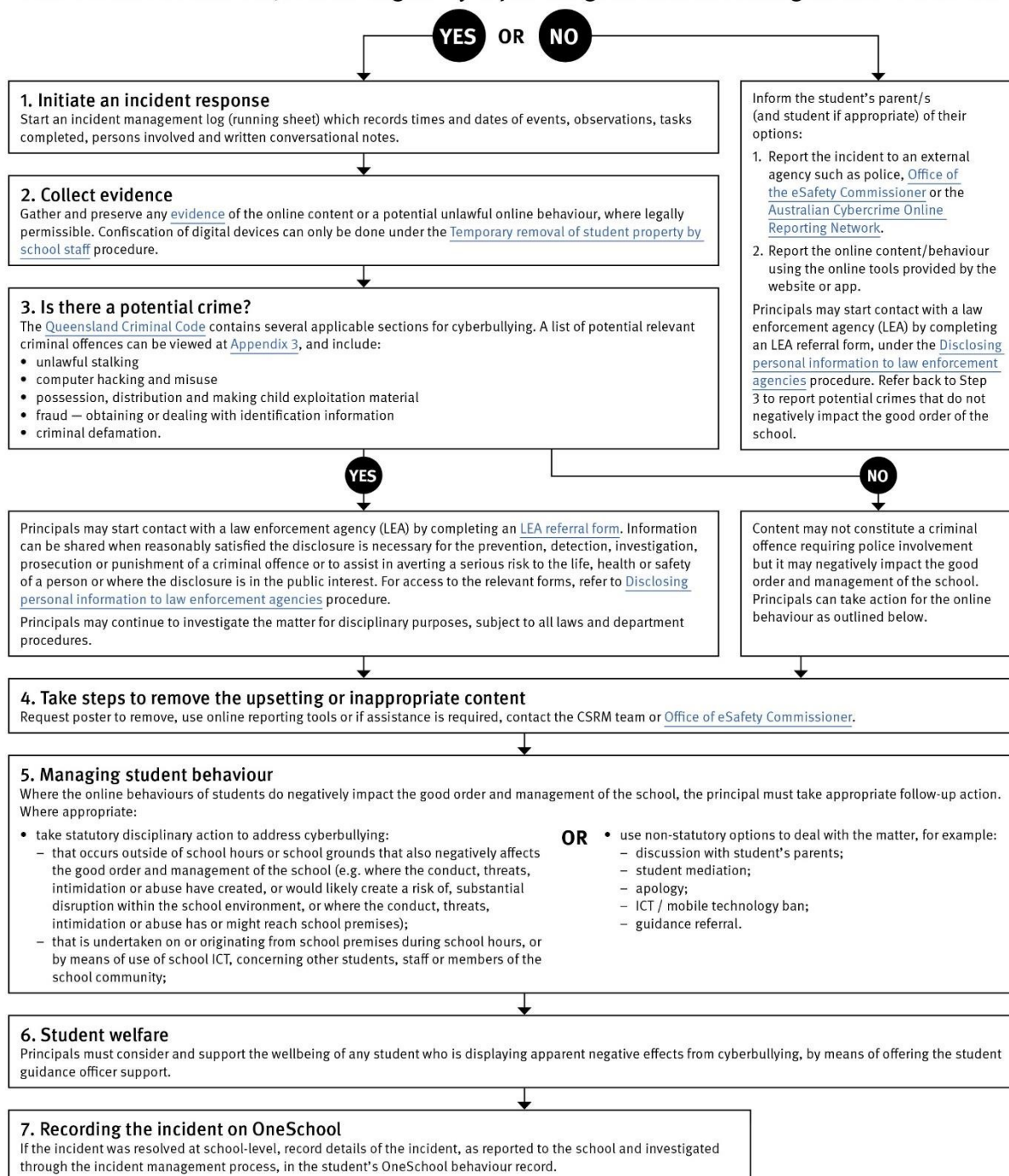
Explicit images

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 Cybersecurity 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?



Cyber Safety 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 cyber safety and reputation

management issues, effectively leading the development and implementation of departmental cyber safety 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 cyber safety 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 (Department employees only) resource to assist principals in incident management.

For more information about cyber safety sessions at your school, or for assistance with issues relating to online behaviour, contact the Principal.

Student Intervention and Support Services

Ipswich Special School recognises the need to provide intervention and support to all students involved in incidents of bullying, including cyberbullying.

Students who have been subject or witness to bullying have access to a range of internal support staff, as identified in the Student Support Network section earlier in this document. Students are, however, also encouraged to approach any staff member with whom they feel comfortable sharing their concerns, regardless of their role in the school. All staff at Ipswich Special School are familiar with the response expectations to reports of bullying, and will act quickly to ensure students' concerns are addressed. Depending on the nature of the reported bullying incident, a formal plan of action may be developed and documented to support the implementation of strategies to assist the student.

Students who engage in bullying behaviours towards others will also be provided with support to assist them to use more socially acceptable and appropriate behaviours in their interactions. This includes counselling, social development programs, referral to mental health services or involvement in a restorative justice strategy. School disciplinary measures may also be used to reinforce the seriousness with which the community takes all incidents of bullying. These measures may include internal school suspension, withdrawal from social events or celebrations or more severe punishments such as suspension or exclusion from school.

Appropriate Use of Social Media

The internet, mobile phones and social media provide wonderful opportunities for students to network and socialise online. While these technologies provide positive platforms for sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities.

It's important to remember that sometimes negative comments posted about the school community have a greater impact than expected. This guide offers some information about how to use social media in relation to comments or posts about the school community. Reputations of students, teachers, schools, principals and even parents can be permanently damaged — and in some cases, serious instances of inappropriate online behaviour are dealt with by police and the court system.

Being aware of a few simple strategies can help keep the use of social media positive and constructive:

- Before you post something online, ask yourself if the community or individual really need to know. Is it relevant, positive and helpful?
- Remember that what you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post online.
- Be a good role model. If things get heated online consider logging out and taking a few moments to relax and think. Hasty, emotive responses could inflame situations unnecessarily.
- Be mindful when commenting, try to keep general and avoid posting anything that could identify individuals.
- A few years ago parents may have discussed concerns or issues with their friends at the school gate. Today with the use of social media, online discussions between you and your close friends can very quickly be shared with a much wider audience, potentially far larger than intended.
- Taking a few moments to think about the content you are about to post could save upset, embarrassment, and possible legal action.
- As a parent you have a role in supervising and regulating your child's online activities at home and its impact on the reputation and privacy of others. Parents are their child's first teachers — so they will learn online behaviours from you.

Is it appropriate to comment or post about schools, staff or students?

Parental and community feedback is important for schools and the department. If you have a compliment, complaint or enquiry about an issue at school, the best approach is to speak directly to the school about the matter, rather than discussing it in a public forum.

While many schools use social media to update parents of school notices, the department prefers that parents contact schools directly with a compliment, complaint or enquiry due to privacy considerations. Imagine if your doctor, accountant or banking institution tried to contact you to discuss important matters via Facebook.

If you have raised an issue with a school or know that another person has, consider refraining from discussing those details on social media, particularly the names of anyone involved.

Keep comments calm and polite, just as you would over the telephone or by email. If you encounter negative or derogatory content online which involves the school, hinders a child's learning and/or affects the school community at large, contact the school principal.

Possible civil or criminal ramifications of online commentary

A serious instance of inappropriate online behaviour may constitute a criminal offence and become a police matter. For example, online content may substantiate the offence of 'using a carriage service to menace, harass or cause offence' (Criminal Code Act 1995 (Cth) s. 474.17). School staff may contact their union or obtain personal legal advice if they feel that online content seriously impacts their reputation. Defamatory online content may give rise to litigation under the Defamation Act 2005 (Qld).

What about other people's privacy?

If you upload photos of your children, be mindful of who might be in the background. You might be happy to share your child's successes with your friends and family via social media, but some parents are not. If you are tagging or naming students, consider that other parents may not want their child's name attached to images online.

What if I encounter problem content?

Taking the following steps may help resolve the issue in a constructive way:

□ Refrain from responding

- Take a screen capture or print a copy of the concerning online content
- If you consider problem content to be explicit, pornographic or exploitative of minors, you should keep a record of the URL of the page containing that content but NOT print or share it. The URL can be provided to the school principal, or police, as needed for escalation of serious concerns
- Block the offending user
- Report the content to the social media provider.

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Restrictive Practices

School staff at Ipswich Special 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, prearranged 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. A change of environment, however, is often used as a method to quickly and safely reduce and escalated behaviour. In this case, students will not be alone and will have support from a staff member.

Following the use of any restrictive practice, a focused review will help staff to understand how they responded to the risk in any incident that involved the use of a restrictive practice. Staff will consider whether there are other options for managing a similar situation in the future. This strategy works well for reducing the use of restrictive practices.

All incidents of restrictive practices will be recorded and reported in line with departmental procedures.

Critical Incidents

It is important that all school staff have a consistent understanding of how to respond in emergencies involving student behaviour that seriously endangers the student or others. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

A critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action (e.g. in the community, on the road). The aim in these situations is to bring the behaviour of the student under rapid and safe control. It is not a time to try and to punish or discipline the student; it is a crisis management period only.

Staff should follow the documented plan for any student involved in regular critical incidents, which should be saved and available for staff to review in OneSchool.

For unexpected critical incidents, staff should use basic defusing techniques:

1. Avoid escalating the problem behaviour: Avoid shouting, cornering the student, moving into the student's space, touching or grabbing the student, sudden responses, sarcasm, becoming defensive, communicating anger and frustration through body language.
2. Maintain calmness, respect and detachment: Model the behaviour you want students to adopt, stay calm and controlled, use a serious measured tone, choose your language carefully, avoid humiliating the student, be matter of fact and avoid responding emotionally.
3. Approach the student in a non-threatening manner: Move slowly and deliberately toward the problem situation, speak privately to the student/s where possible, speak calmly and respectfully, minimise body language, keep a reasonable distance, establish eye level position, be brief, stay with the agenda, acknowledge cooperation, withdraw if the situation escalates.
4. Follow through: If the student starts displaying the appropriate behaviour briefly acknowledge their choice and re-direct other students' attention towards their usual work/activity. If the student continues with the problem behaviour, then remind them of the expected school behaviour and identify consequences of continued unacceptable behaviour.
5. Debrief: At an appropriate time when there is low risk of re-escalation, help the student to identify the sequence of events that led to the unacceptable behaviour, pinpoint decision moments during the sequence of events, evaluate decisions made, and identify acceptable decision options for future situations.

Related Procedures and Guidelines

These are related procedures or guidelines which school staff use to inform decisions and actions around matters associated with students wellbeing, behaviour and learning.

- Cancellation of enrolment
- Complex case management
- Customer complaints management policy and procedure
- Disclosing personal information to law enforcement agencies
- Enrolment in state primary, secondary and special schools
- Hostile people on school premises, wilful disturbance and trespass
- Inclusive education
- Police and Child Safety Officer interviews and searches with students
- Restrictive practices
- Refusal to enrol – Risk to safety or wellbeing
- Student discipline
- Student dress code

- Student protection
- Supporting students' mental health and wellbeing
- Temporary removal of student property by school staff
- Use of ICT systems
- Using mobile devices

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Resources

- [Australian Professional Standards for Teachers](#)
- [Behaviour Foundations professional development package](#) (school employees only)
- [Bullying. No Way!](#)
- [eheadspace](#)
- [Kids Helpline](#)
- [Office of the eSafety Commissioner](#)
- [Parent and community engagement framework](#)
- [Parentline](#)
- [Queensland Department of Education School Discipline](#)
- [Raising Children Network](#)
- [Student Wellbeing Hub](#)

Conclusion

Ipswich Special School staff are committed to ensuring every student is supported to feel safe, welcome and valued in our school. There may, however, be occasions where parents need to raise a concern or make a complaint about an issue you feel is adversely affecting their child's education.

All Queensland state schools are committed to ensuring that all complaints - whether they relate to a school staff member or a school's operations - are dealt with in a fair and equitable manner. As a parent or carer, you can express dissatisfaction with the service or action of the Department of Education or its staff, including decisions made or actions taken in a school and/or by the local regional office.

As a complainant, it is your responsibility to:

- Give us a clear idea of the issue or concern and your desired solution
- Provide all the relevant information when making the complaint
- Understand that addressing a complaint can take time
- Cooperate respectfully and understand that unreasonable, abusive, or disrespectful conduct will not be tolerated
- Let us know if something changes, including if help is no longer needed.

The Department of Education may not proceed with your complaint if your conduct is unreasonable.

In most instances, staff members are told of complaints made about them and offered the right of reply. A complainant also has the right to have a support person throughout the process.

The following three-step approach assists parents and school staff in reaching an outcome that is in the best interests of the student:

1. **Early resolution:** discuss your complaint with the school. The best place to raise any concerns is at the point where the problem or issue arose. You can make an appointment at the school to discuss your complaint with your child's teacher or the principal. You are also welcome to lodge your complaint in writing or over the phone. You can also make a complaint through [QGov](#).

Complaints may be lodged by telephone, writing or in electronic format. Email addresses can be accessed through the [schools directory](#).

2. **Internal review:** [contact the local Regional Office](#)

If, after taking the early resolution step, you are dissatisfied with the outcome of your complaint or how the complaint was handled, you can ask the local [regional office](#) to conduct a review. You need to submit a [Request for internal review form](#) within 28 days of receiving the complaint outcome.

3. **External review:** Contact a review authority. If you are dissatisfied after the internal review, you may wish to contact a review authority, such as the Queensland Ombudsman, and request an independent, external review. More information about external review options is available at www.ombudsman.qld.gov.au.

Some matters need to be handled in a different way to school matters and will be referred to other areas in the department. These include:

- Issues about harm, or risk of harm, to a student attending a state school, which must be managed in accordance with the [Student protection procedure](#).
- Complaints about corrupt conduct, public interest disclosures; or certain decisions made under legislation, which will be dealt with as outlined in the [Excluded complaints factsheet](#).

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