

# Student Code of Conduct

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## Purpose

Australian Trade College North Brisbane is committed to providing a safe, supportive, respectful and disciplined learning environment for students and staff, where students have the opportunity to engage in quality learning experiences and obtain the values supportive of their lifelong wellbeing.

Our Code of Conduct is designed to facilitate high standards of behaviour so that the learning, teaching and training in our school can be effective and students can engage positively within our industry work placements. This policy outlines the approach to promoting positive behaviour, the range of student support provided and how the College responds to unacceptable behaviour so that students may succeed.

## Review Statement

The Australian Trade College North Brisbane Student Code of Conduct will undergo annual minor updates to reflect changing circumstances, data and staff. A fulsome review is conducted every five years in line with the scheduled College Accreditation review process.

# Principal's Foreword

Australian Trade College North Brisbane prides itself on the ability to provide a structured and well-supported trade and business focused curriculum, leading to strong Queensland Certificate of Education (QCE) attainment and employment pathways. This is based on the philosophy that students can reach their potential through many and varied pathways. There is not just one way to reach your career goal. We believe strong, positive relationships between all members of our school are the foundation to supporting the success of all students.

Australian Trade College North Brisbane has three core characteristics students should exemplify in day to day life - Courage, Engagement and Gratitude.

<b>Courage</b>	Act according to the College expectations and pursue individual learning and industry goals.
<b>Engagement</b>	Demonstrate purpose, curiosity, interest, optimism, and passion in all areas of the learning within the classroom, trade training workshop and while on industry work placements.
<b>Gratitude</b>	Be aware of and thankful for the good things that happen in your life and take the time to express appreciation and return kindness.

These characteristics 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.

Australian Trade College North Brisbane staff take an educative approach to discipline, that behaviour can be taught and that mistakes are opportunities for everyone to learn. Our Code of Conduct provides an overview of the school's related policies to ensure a safe learning and working environment, student support process and the approach to preventing and addressing incidents of bullying. 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 cancelation of enrolment.

Australian Trade College North Brisbane is a school for students wanting to learn in a 'hands on' industry standard training environment and kick start their trade career. Central to our core focus is the belief that all students can succeed and achieve their goals – our job being to steer them on this journey.

Every opportunity – that will 'Nail the Connection'.

Brett Kavanagh  
College Principal



# Australian Trade Training College RTO #31399

## Statement of Support

The Australian Trade Training College RTO #31399 is proud to support the new Australian Trade College North Brisbane Student Code of Conduct.

We encourage all parents to familiarise themselves with the Australian Trade College North Brisbane Student 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 educate students on the importance of Workplace Health and Safety (WHS) while they are preparing to make the transition from school to work.

Young and inexperienced workers make up a significant proportion of people killed or injured at work. Students need to have an understanding of WHS before, or at least when, they start work in order to develop the knowledge, skills, values, attitudes and behaviours that lead to responsible behaviour in the workplace.

Our trade training programs aim to:

- Enhance students' understanding of the work environment;
- Provide opportunities to develop work-related skills and increase self-understanding, maturity, independence and self-confidence, especially in the workplace; and
- Strengthen the connections between VET courses, school studies and workplace activities.

Any parents who wish to discuss the Australian Trade College North Brisbane Student Code of Conduct and the role the Australian Trade Training College RTO #31399 plays in supporting the behavioural expectations of students are welcome to contact myself. It is with your support that we can work collaboratively with RTO and school staff to ensure all students are safe and appropriately supported to meet their individual social, training and employment needs.

Pauline Grant-Smith  
RTO Manager – Australian Trade Training College

# 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. We encourage any student or parent to make an appointment with the principal to discuss the model of behaviour support and discipline used at the college.

## Consideration of Individual Circumstances

Staff at Australian Trade College North Brisbane 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, such as bullying, involves your child. You can be assured that school staff take all matters, such as bullying, very seriously and will address them appropriately. We expect that parents and students will respect the privacy of other students and families.

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

## **Student Wellbeing**

Australian Trade College North Brisbane 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 teachers and trainers 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. Our student learning and wellbeing framework supports College staff by creating a positive school culture and embedding student wellbeing in all aspects of College life through connecting the learning, training and vocational environment, curriculum and pedagogy, policies, procedures and industry partnerships for a successful career pathway.

# Student Wellbeing Framework

*Australian Trade College promotes student wellbeing and safety through inclusivity, education and connection.*



## Culture

- Build and promote a culturally safe and healthy college centered around the core values of courage, engagement and gratitude
- Shared responsibility for supporting students at risk
- Foster positive, caring and respectful relationships
- Whole school approach through shared leadership
- Celebrate school culture and tradition



## Student Centered

- Seek and include student voice
- Collaborate with students regarding policy and change
- Provide student centered learning environments
- Provide opportunities for students to experience a sense of purpose and belonging
- Students are provided an opportunity to succeed and success is celebrated



## Connection

- Foster supportive and collaborative relationships with families
- Build and maintain connection to culture
- Strengthen connections with community organisations and services to provide targeted support for students and families
- Active involvement of staff
- Provide opportunities to form a strong and ongoing connection to industry



## Learning

- Educate and reinforce protective behaviours
- Promote help-seeking behaviours
- Educate and model ways students can manage their wellbeing
- Model and encourage positive and respectful relationships
- Provide learning opportunities including mental health, relationships, alcohol and other drugs, benefits of physical activity and personal safety.

## **Curriculum and pedagogy**

Australian Trade College North Brisbane builds the foundations for wellbeing and lifelong learning through curriculum embedding personal, social and career capabilities (self-awareness, self-management, social awareness and social management) in the implementation of our senior secondary curriculum and assessment framework.

The College acknowledges the positive impact that a meaningful relationship between teacher/trainer and students can have on students' academic, social and career outcomes. As part of the whole school's curriculum at Australian Trade College North Brisbane, we provide age-appropriate drug and alcohol education that reinforces public health and safety messages, road safety education, student leadership and teambuilding skills, a positive relationships education program and ensure either First Aid qualifications or CPR skills are provided to all students by the end of Year 12.

## **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.

### **Drug education and intervention**

Australian Trade College North Brisbane implements drug education and intervention measures for students involved in drug-related incidents at school, during school activities or while in school uniform. This is managed to protect the health and safety of the student/s involved, other students, College and RTO staff, host employers and the wider community.

### **Specialised health needs**

Australian Trade College North Brisbane works closely with parents to ensure students with specialised health needs e.g. asthma, anaphylaxis, diabetes, 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**

Australian Trade College North Brisbane requires parent consent and medical authorisation to administer any medication (including over-the-counter medications e.g. paracetamol, ibuprofen) to students. For students requiring medication to be administered during school hours, the College 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.

Australian Trade College North Brisbane maintains a minimum of one adrenaline auto-injector and asthma reliever/puffer, stored in the school's/campus first aid kit to provide emergency first aid medication if required.

## Mental health

Australian Trade College North Brisbane 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 a Student Plan.

## Student Support Services

Australian Trade College North Brisbane is proud to have a comprehensive Student Support Services team in place to help the social, emotional and physical wellbeing of every student. In addition to the assistance provided by class teachers and trade trainers, 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 Australian Trade College North Brisbane 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 Services team.

Role	What they do
Community Elder	Provides support and advice for students, staff and parents in order to enhance the educational experience for Indigenous and non-Indigenous students.
Industry Liaison Officer	Provides support and career advice for students, staff, parents and host employers in order to maximise industry work experience placements.
Form Teacher	Provides support to students. Monitors student attendance
Year Level Coordinator	Ensures students feel safe and comfortable and want to come to school. Analyses student attendance data and arranges intervention. Supports new students joining the college and nurtures a sense of belonging to the form class, year level, industry rotation groups and school.
Trade College Support Teacher	Provides timely individual and/or small group learning support and intervention for students to ensure they can fully engage with the curriculum in the dedicated Trade College Support Centre.
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 / trainers, or other external health providers as needed as part of the counselling process.
Assistant Principal	Monitors behaviour, academic, training and industry placement data to identify areas of additional need and individual intervention through Leadership of the College Engagement and Intervention team.
Principal	Leadership of student support services to promote an inclusive, positive school culture

It is also important for students and parents to understand there are a range of community, support services also available to supplement the school services. These include the Redcliffe Encircle Community Centre, Headspace, Kids Help Line, ASSURE Programs. For more information about these services and their roles, please speak with the College Guidance Officer, Mrs Leah Pollock.

# Whole School Approach to Discipline

All areas of the Australian Trade College North Brisbane are learning and teaching environments. We consider behaviour management to be an opportunity for valuable sociable learning as well as a means of maximising the success of our Essential Learning, Trade Training programs and Industry Work Experience Programs.

Our Code of Conduct outlines our system for facilitating positive behaviours and responding to inappropriate and unacceptable behaviours. Through our school plan, shared expectations for student behaviour are explicit to everyone, helping to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understanding of their role in the educational and training process.

At the Australian Trade College North Brisbane, it is expected that all members of the school community will actively participate in the creation of a supportive learning environment that promotes courage, engagement and gratitude. This is supported by our college classroom and trade training workshop expectations:

- Be prepared and on time
- No mobile phone during session times
- Respect for yourself, others and property
- Follow fair and reasonable instructions

## Process for Facilitating Standard of Positive Behaviour and Responding to Unacceptable Behaviour

### **Universal Support – Base Support**

The first step in facilitating standards of positive behaviour is communicating those standards to all students. At the Australian Trade College North Brisbane we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support – a strategy directed towards all students designed to prevent problem behaviour and provides a framework for responding to unacceptable behaviour.

A set of behavioural expectations has been developed for each of our three College characterises. The College Wide Expectations Teaching Matrix below outlines our agreed rules and specific behavioural expectations in all College settings.

These expectations are communicated to students via a number of strategies including:

- Form Class lessons conducted by classroom teachers;
- Reinforcement of learning from behaviour lessons on School Assemblies / Form Class and during active supervision by staff during classroom, trade training and non-classroom activities.

<b>Courage</b>	<b>Engagement</b>	<b>Gratitude</b>
<i>Act according to the College values and pursue individual goals.</i>	<i>Demonstrate attention, curiosity, interest, optimism, and passion</i>	<i>Be thankful and express appreciation and return kindness</i>
<ul style="list-style-type: none"> <li>✓ Follow college expectations in all settings</li> <li>✓ Be responsible with mobile devices during session times and industry placements</li> <li>✓ Be in correct uniform with all required PPE</li> <li>✓ Be respectful to all members of the college and wider community</li> <li>✓ Use appropriate language at all times</li> <li>✓ Respect the personal space and privacy of others</li> <li>✓ Allow teaching/training to occur without interruption</li> <li>✓ Allow the teacher/trainer to manage the learning environment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be on time</li> <li>✓ Be prepared for learning</li> <li>✓ Complete all individual work tasks to the best of your ability</li> <li>✓ Participate in group activities to produce the best quality outcomes</li> <li>✓ Follow fair and reasonable instructions and directions of college staff promptly</li> <li>✓ Resolve conflicts and disagreements without physical or verbal aggression</li> <li>✓ Tolerate other people's differences</li> <li>✓ Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be thankful for all learning and support shown by College staff</li> <li>✓ Maintain a safe environment for all</li> <li>✓ Keep area around you clean</li> <li>✓ Assist others wherever possible and appropriate</li> <li>✓ Be polite to all members of the college and wider community</li> <li>✓ Be appreciative while on industry work experience and/or School-Based Apprenticeship or Traineeship placements</li> </ul>

The Australian Trade College North Brisbane implements the following proactive and preventative processes and strategies to support student behaviour:

- Postcards are mailed home to celebrate students success;
- Courage, Engagement and Gratitude Awards regularly presented on the College Assembly;
- A regular feature section of the college newsletter, enabling parents to be actively and positively involved in college behaviour expectations;
- Written communication (email) from teacher and trainers at least twice per school term to keep parents and carers well informed of essential learning and trade training course work, assessment and associated timelines;
- Key College staff members regularly provide support to staff and parents by sharing successful practices;
- Comprehensive induction programs in the Australian Trade College North Brisbane Code of Conduct delivered to new students as well as new and relief staff;
- Individual Behaviour Plans developed for students with targeted needs, enabling staff to make the necessary adjustments to support these students consistently across all classroom, trade training workshops and non-classroom settings.

### **Reinforcing Expected School Behaviour**

At the Australian Trade College North Brisbane, communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. All staff members are trained to give consistent and appropriate acknowledgement in line with our positive education support model.

### **Responding to Unacceptable Behaviour**

Students come to school to learn. Behaviour support represents an important opportunity for learning how to get along with others.

### **Re-directing low-level and infrequent behaviour**

When a student exhibits low-level and infrequent problem behaviour, the first response of school staff members is to remind the student of the relevant expected school behaviour, then ask them to change their behaviour so that it aligns with our school's expectations.

Our preferred way of re-directing low-level problem behaviour is to ask them how they might be able to act in order to meet the positive student behaviour characteristics (Courage, Engagement and Gratitude). This encourages students to reflect on their own behaviour, evaluate it against expected school behaviour, and plan how their behaviour could be modified to align with the expectations of the school community.

### **Targeted Behaviour Support**

Each year a number of students at Australian Trade College North Brisbane are identified by staff through our data as needing extra in the way of targeted behavioural support. In most cases, the problem behaviours of these students may not be immediately regarded as severe, but the frequency of their behaviours may put these students' learning and social success at risk if not addressed in a timely manner. Features of this Targeted Behaviour Support include:

- Use of behaviour data to accurately identify students requiring additional behaviour support;
- A school based referral process for teachers seeking assistance to support the identified students;
- A team approach to supporting students on targeted programs;
- Making adjustments for individual learning needs within the learning environment;
- A timely referral to the Trade College Support Centre to support individual learning needs
- Social skilling;

All staff members are provided with continuous professional development consisting of an overview of the program, the referral and response process, and the reporting responsibilities of staff and of the students being supported.

Australian Trade College North Brisbane makes systematic efforts to prevent inappropriate or unacceptable behaviour by teaching and reinforcing expected behaviours on an ongoing basis. Australian Trade College North Brisbane uses a range of clearly articulated responses and consequences for inappropriate behaviour. When unacceptable behaviours occur, the school seeks to ensure that there are clear consequences and that students understand these consequences and recognise them as consistent, fair and appropriate.

Consequences are applied to:

- Provide an opportunity for all students to learn;
- Ensure the safety of staff and students;
- Assist students to accept responsibility for themselves and their actions.

Our school also seeks, through restorative practice, to repair relationships that have been damaged. We do this by bringing a sense of remorse and restorative action on the part of the offender and forgiveness of the victim.

### **Minor and Major Behaviours**

When responding to behaviour incidents, the staff member determines if the problem behaviour is minor or major, with the following agreed understanding:

- Minor behaviour incidents are handled by staff members at the time it happens

- Major behaviour incidents are referred directly to the school Administration Team (Principal, Assistant Principal, Head of Department, Guidance Officer)

**Minor** Problem behaviours are those that:

- Are minor breeches of the school rules;
- Do not seriously harm others or cause you to suspect that the student may be harmed;
- Do not violate the rights of others in any other serious way;
- Are not part of a pattern of problem behaviours; and
- Do not require involvement of specialist support staff or Administration.

**Minor** problem behaviours may result in the following consequences:

- A minor consequence logically connected to the inappropriate behaviour, such as complete removal from an activity or event for a specified period of time, partial removal (time away), individual meeting with the student, apology, restitution or detention for work completion;
- A re-direction process where a staff member takes the student aside; and
- Removal from industry work experience placements.

**Major** behaviours are those that:

- Significantly violate the rights of others;
- Put others / self at risk of harm;
- Require the involvement of College Administration; and
- Compromise the good order and management of the school.

**Major** behaviours may result in an immediate referral to school Administration because of their seriousness. When major unacceptable behaviour occurs, staff members calmly state the behaviour and remind the student of expected school behaviour. The staff member notifies the College Reception, and if needed escorts the student to Administration or calls for assistance. A report of the student's behaviour is recorded on the College TASS Student Management System.

**Major** unacceptable behaviours may result in the following consequences:

- Detention;
- Time out;
- Removal from activity;
- Community service interventions;
- Loss of privilege;
- Restitution;
- Removal from industry work experience placements
- Warning regarding future consequence for repeated or persistent inappropriate behaviour;
- Stand down (suspension) from school;
- Cancellation of enrolment;
- Removal of invitation to school events e.g. Leadership program, College Football Team, Year 12 Formal.

<b>Definition of Consequences</b>	
<b>Detention</b>	The College Principal or staff member may use detention as a consequence for disobedience, misconduct, or other breaches of college expectations. A detention is no more than 20 minutes during college lunch or up to 120 minutes after college (parent/guardian will be contacted before an out of hours college detention is imposed).
<b>Time Out</b>	The College Principal or staff member may use time out as a strategy for students to manage their own behaviour and to assist the student to calm down. During time out, student is to supervised and given an opportunity to re-join class in intervals of no more than 10 minutes.
<b>Community Service Interventions</b>	With the consent of the student and their parent, the student performs work or activities out of college hours that are beneficial to the community.
<b>Temporary Removal of Property</b>	The College Principal or staff member of Australian Trade College North Brisbane has the power to temporarily remove property from a student, per the procedure Temporary Removal of Students Property by College Staff.
<b>Behaviour Improvement Plan</b>	A Behaviour Improvement Plan is a written agreement that sets out strategies and steps to improve a student's behaviour. It outlines the expectations for behaviour, the consequences for inappropriate behaviour and the support that will be provided by the college.
<b>Stand Down (Suspension)</b>	<p>The College Principal may stand down (suspend) a student from the College under the following circumstances:</p> <ul style="list-style-type: none"> <li>- Disobedience by the students;</li> <li>- Misconduct by the student;</li> <li>- Misbehaviour;</li> <li>- Conduct that adversely affects, or is likely to adversely affect, other students enrolled at the college;</li> <li>- Conduct that adversely affects, is likely to adversely affect, the good order and management of the college;</li> <li>- The student's attendance at the college poses an unacceptable risk to the safety or wellbeing of other students or staff of the college;</li> <li>- The student is charged with a serious offence (as defined in the Commission for Children Young People and Child Guardian Act 2000);</li> <li>- The student is charged with an offence, other than a serious offence, and the College Principal is reasonably satisfied it would not be in the best interests of other students or staff for the student to attend the college while the charge is pending.</li> </ul>
<b>Cancelation of Enrolment</b>	<p>A student may be stood down (suspended) pending a decision to cancel the student's enrolment when the student's behaviour is so serious that a temporary stand down (suspension) of the student from the college would be inadequate to deal with the behaviour. A student may be have their enrolment cancelled for the following reasons:</p> <ul style="list-style-type: none"> <li>- Persistent disobedience;</li> <li>- Misbehaviour;</li> <li>- Conduct that adversely affects, or is likely to adversely affect, other students enrolled at the college;</li> <li>- Conduct that adversely affects, or is likely to adversely affect, the good order and management of the college;</li> <li>- The student's behaviour amounts to a refusal to participate in the educational program provided at the college.</li> </ul>

	<ul style="list-style-type: none"> <li>- The student's attendance at the college poses an unacceptable risk to the safety or wellbeing of other students or staff of the college;</li> <li>- The student has been convicted of an offence and the College Principal is reasonably satisfied it would not be in the best interests of students or staff for the student to be enrolled at the college.</li> </ul>
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### Examples of Inappropriate Behaviour and Possible Consequences

The disciplinary consequences model used at Australian Trade College North Brisbane 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.

Inappropriate Behaviour	Possible Consequences
Verbal assault (Abusive Language / Gestures / Extreme Rudeness). Disrespect directed towards the college or staff in public, at college or via social media. Discriminatory language	Towards another student: <ul style="list-style-type: none"> <li>- Withdrawal from class or the college grounds</li> <li>- Restoration of relationships conducted by Guidance Officer, Administration or trained staff member.</li> <li>- Community Service Intervention</li> <li>- Stand Down - Suspension</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Refusal to follow a reasonable direction / college rules.	<ul style="list-style-type: none"> <li>- Withdrawal from class or the college grounds</li> <li>- Detention</li> <li>- Stand Down - Suspension</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Bringing the college into disrepute (including travelling to and from college, hooning / burnouts or inappropriate use of motor vehicle in local street around the college, representing the college, while truanting or on social media.	<ul style="list-style-type: none"> <li>- Detention</li> <li>- Car keys surrender to College Reception daily</li> <li>- Letter of apology to neighbours</li> <li>- Behaviour Improvement Plan</li> <li>- Removal from work experience / SAT</li> <li>- Stand Down – Suspension</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Inciting others to behave inappropriately (including fighting, theft and unsafe behaviour).	<ul style="list-style-type: none"> <li>- Removal from class prior to student / teacher / Admin interview</li> <li>- Alternative temporary class placement with a teacher</li> <li>- Monitoring sheet</li> <li>- Parent / student / teacher / trainer interview</li> <li>- Guidance support</li> <li>- Removal of privilege</li> <li>- Removal from work experience / SAT</li> <li>- Community Service Intervention</li> <li>- Behaviour Improvement Plan</li> <li>- Stand Down - Suspension</li> </ul>
Truancy / Excessive unauthorised absenteeism	<ul style="list-style-type: none"> <li>- Contact parents – absentee letters</li> <li>- Detention</li> <li>- Monitoring sheet</li> <li>- Out of college hours detention</li> </ul>

	<ul style="list-style-type: none"> <li>- Behaviour Improvement Plan</li> <li>- Early warning of cancellation of enrolment</li> <li>- Meeting with Head of Department and/or Assistant Principal to formulate attendance plan</li> <li>- Guidance support</li> <li>- Removal of privilege</li> <li>- Removal from work experience / SAT</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Failure to meet college requirements – incomplete assessment, attendance / lateness issues, resource issues, ongoing behaviour issues, refusal to participate in program of instruction	<ul style="list-style-type: none"> <li>- Removal of privilege</li> <li>- Removal from work experience / SAT</li> <li>- Behaviour Improvement Plan</li> <li>- Requirement to attend special programs outside college hours</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Unauthorised lateness	<ul style="list-style-type: none"> <li>- Class make-up time</li> <li>- Monitoring Sheet</li> <li>- Detention</li> <li>- Loss of privilege</li> <li>- Internal Suspension</li> </ul>
Unsafe behaviour (e.g. throwing stones, climbing, water bombs, arson, inappropriate games, using prohibited items such as aerosol cans, glue, etc.)	<ul style="list-style-type: none"> <li>- Withdrawn from college grounds</li> <li>- Withdrawal from situation</li> <li>- Withdrawal from subject / course (if Workplace Health and Safety Risk)</li> <li>- Removal from work experience / SAT</li> <li>- Detention</li> <li>- Restoration of relationships</li> <li>- Community Service Intervention</li> <li>- Behaviour Improvement Plan</li> <li>- Stand Down – Suspension</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Physical assault Inciting physical assault (Including bystander behaviour)	<ul style="list-style-type: none"> <li>- Stand Down – Suspension</li> <li>- Antiviolence / bullying program on return from suspension</li> <li>- Referral to support programs</li> <li>- Restoration of relationships</li> <li>- Removal from work experience / SAT</li> <li>- Behaviour Improvement Plan</li> <li>- Community Service Intervention</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Videoing, uploading and / or distributing inappropriate content that is aimed at harming others or the college reputation	<ul style="list-style-type: none"> <li>- Confiscation of electronic device</li> <li>- Appropriate use of electronic media program</li> <li>- Behaviour Improvement Plan</li> <li>- Stand Down – Suspension</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Bullying / Harassment (including bystander and threatening behaviour, verbal, non-verbal and the use of social media)	<ul style="list-style-type: none"> <li>- Restoration of relationships</li> <li>- Anger management program</li> <li>- Anti-bullying program</li> <li>- Mediation</li> <li>- Removal from work experience / SAT</li> <li>- Behaviour Improvement Plan</li> <li>- Stand Down – Suspension</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Sexual harassment (verbal and physical)	<ul style="list-style-type: none"> <li>- Student complaint documented and referred to Administration</li> <li>- Respectful relationship session with Guidance Officer</li> <li>- Behaviour Improvement Plan</li> <li>- Stand Down – Suspension</li> </ul>

	<ul style="list-style-type: none"> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Unacceptable moral behaviour involving self, others, or offensive material (pornographic, debasing or degrading) including image based abuse of others with technology.	<ul style="list-style-type: none"> <li>- Contact police if appropriate</li> <li>- Behaviour Improvement Plan</li> <li>- Removal from work experience / SAT</li> <li>- Stand Down – Suspension</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Unlawful behaviour	<ul style="list-style-type: none"> <li>- Contact police if appropriate</li> <li>- Behaviour Improvement Plan</li> <li>- Stand Down – Suspension</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Theft / Possession of stolen property Damage to other people's property	<ul style="list-style-type: none"> <li>- Restitution</li> <li>- Payment for damage</li> <li>- Confiscation of stolen property</li> <li>- Loss of privileges</li> <li>- Removal from work experience / SAT</li> <li>- Letter of apology</li> <li>- Stand Down – Suspension</li> <li>- Community Service Intervention</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Graffiti / Vandalism	<ul style="list-style-type: none"> <li>- Payment for damage and/or community service</li> <li>- Removal / Restitution / Replacement of item</li> <li>- Removal of graffiti</li> <li>- Detention</li> <li>- Stand Down - Suspension</li> </ul>
Breaking the college's electronic device policy (including the use of mobile phones) Bringing the college into disrepute via the inappropriate use of electronic med	<ul style="list-style-type: none"> <li>- Confiscation of device/s</li> <li>- Withdrawal of network access</li> <li>- Regular monitoring and storage of device on a daily basis</li> <li>- Stand Down – Suspension</li> <li>- Removal from work experience / SAT</li> <li>- Community Service Intervention</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Storage of non-education and / or illegal files / software on the college network / hacking / damage to the college network / deliberate avoidance of College internet filtering	<ul style="list-style-type: none"> <li>- Withdrawal of network access</li> <li>- Stand Down – Suspension</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Possessing, providing and / or using harmful / illicit substances (e.g. alcohol and/or drugs). Possessing, providing and / or using drugs, alcohol or smoking implements (e.g. vaping). Being under the influence of drugs at college. Sharing prohibited items. Bystander behaviour.	<ul style="list-style-type: none"> <li>- Drug education and counselling</li> <li>- Contact police</li> <li>- Behaviour Improvement Plan</li> <li>- Stand Down – Suspension</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Smoking Possession of cigarettes, lighters, e-cigarettes etc Acting as a "spotter" for smokers	<ul style="list-style-type: none"> <li>- Detention</li> <li>- Health support / referral</li> <li>- Loss of privileges</li> <li>- Stand Down – Suspension</li> <li>- Community Service Intervention</li> <li>- Stand Down - Cancellation of Enrolment</li> </ul>
Failure to wear appropriate uniform as outlined in the college uniform policy	<ul style="list-style-type: none"> <li>- Unable to participate in trade training classes</li> <li>- Change into correct uniform</li> <li>- College grounds withdrawal</li> <li>- Detention</li> <li>- Daily monitoring</li> </ul>
Persistent and repeated refusal to cooperate / comply with the college code of behaviour or	<ul style="list-style-type: none"> <li>- Behaviour Improvement Plan</li> <li>- Removal from work experience / SAT</li> <li>- Stand Down – Suspension</li> </ul>

follow instructions Compromising the good order and management of the college	- Community Service Intervention - Stand Down - Cancellation of Enrolment
Purposefully endangering the safety of other staff, students and / or self	- Removal from work experience / SAT - Behaviour Improvement Plan - Stand Down – Suspension - Stand Down - Cancellation of Enrolment
Refusal to cooperate with investigation, dishonesty	- Detention - Behaviour Improvement Plan - Stand Down – Suspension
Loitering / suspicious behaviour bringing the college into disrepute (includes local streets and parks, Train Station, Buses)	- Loss of college privileges - Removal from college buses - Behaviour Improvement Plan - Stand Down – Suspension - Community Service Intervention - Stand Down - Cancellation of Enrolment
Bringing weapons including knives and any other items that could be considered a weapon to college	- Behaviour Improvement Plan - Stand Down – Suspension - Stand Down - Cancellation of Enrolment
Students found in breach of the law (including behaviour outside of college which brings the college into disrepute, is unlawful or poses an unacceptable risk to the safety and wellbeing of staff and / or students)	- Stand Down – Suspension - Stand Down - Cancellation of Enrolment

It is important to note that this is not and at exhaustive list, as it simply identifies examples. Every case will have the particular circumstances considered before consequences are applied. The College Principal reserves the right to make the final determination.

### **Relate inappropriate or unacceptable behaviour to expected college behaviours**

When responding to inappropriate or unacceptable behaviours, staff members ensure that students understand the relationship of the behaviour to expected college behaviour. One method that staff members might use to achieve this is to have students:

- Articulate the relevant expected college behaviour;
- Explain how their behaviour differs from expected college behaviour;
- Describe the likely consequences if the problem behaviour continues; and
- Identify what they will do to change their behaviour in line with the expected college behaviour.

Should an inappropriate or unacceptable behaviour be repeated, the staff member may not repeat the discussion/explanation process but simply remind the student of the consequences of their problem behaviour.

### **Ensuring consistent responses to inappropriate or unacceptable behaviour**

At the Australian Trade College North Brisbane, staff members authorised to issue consequences for behaviour incidents are provided with appropriate professional development and / or training. Through training activities, we work to ensure consistent responses to behaviour incidents across the college.

Students also receive training about how to respond when other students display inappropriate or unacceptable behaviour. The courteous way to respond when a staff member redirects a student's behaviour is taught and rehearsed to reduce the impact of peer engagement in the behaviour incident.

# Delegations

The College Principal is responsible for controlling and regulating student discipline in the College including the authority to stand-down/suspend, or cancel the enrolment of a student at the College. These decision-making responsibilities cannot be delegated to other staff in the college, such as the Assistant Principal or Heads of Department.

## Stand Down

A Stand Down is an enforced period of absence from attending the Australian Trade College North Brisbane, applied by the Principal as a consequence to address poor student behaviour. There are two types of Stand Down:

- Suspension
- Cancellation of Enrolment

A Stand Down (Suspension and Cancellation of Enrolment) may be considered:

- In the event of a serious, one-off behaviour incident or
- After consideration has been given to all other responses.

At the Australian Trade College North Brisbane, the use of a Stand Down is considered a very serious decision. It is only used by the Principal when other options have been exhausted or the student's behaviour is so dangerous that continued attendance at the college is considered a risk to the safety or wellbeing of the college community.

Parents and students may appeal a Stand Down. A review will be conducted in line with the Australian Trade College North Brisbane and MRAEL Complaints Policy.

### **Re-entry following stand down**

Students who are stood down from the Australian Trade College North Brisbane may be invited to attend a re-entry meeting on the day of their scheduled return to college. The main purpose of this meeting is to welcome the student back to the college. It is **not a time** to review the student's behaviour or the decision to stand down, the student has already received a punishment through their disciplinary absence from college. The aim of the re-entry meeting is for college staff to set the student up for future success and strengthen home-college 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 college 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 the College TASS Student Management System, under the Pastoral Care 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 college community.

Possible agenda:

- Welcome back to college
- Check in on student wellbeing
- Discuss any recent changes to college 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

## College Policies

Australian Trade College North Brisbane has tailored college 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
- Managing electronic devices – *Separate document*
- MRAEL Group Drugs and Alcohol policy – *Separate document*
- 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 college, to maintain and foster mutual respect between all college staff and students. The **Temporary Removal of Student Property** policy outlines the processes, conditions and responsibilities for the College Principal and College staff when temporarily removing student property.

In determining what constitutes a reasonable time to retain student property, the principal or college 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 college.

The Principal or College 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 Australian Trade College North Brisbane and will be removed if found in a student's possession:

- Illegal items or weapons (e.g. guns, knives\*, throwing stars, brass knuckles, chains)
- Imitation guns or weapons
- Potentially dangerous items (e.g. blades, rope)
- Drugs\*\* (including tobacco)
- Alcohol
- Aerosol deodorants or cans (including spray paint)
- Explosives (e.g. fireworks, flares, sparklers)
- Flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- Poisons (e.g. weed killer, insecticides)
- Inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda).

\* No knives of any type are allowed at college, including flick knives, ballistic knives, sheath knives, push daggers, trench knives, butterfly knives, star knives, butter knives, fruit knives or craft knives, or any item that can be used as a weapon, for example a chisel. Knives needed for college activities will be provided by the college, and the use of them will be supervised by college staff. In circumstances where students are required to have their own knives or sharp tools for particular trade training courses, the college will provide information about the procedures for carrying and storing these items at college.

\*\* The administration of medications to students by college 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. Colleges require medical authorisation to administer any medication to students (**including over-the-counter medications such as paracetamol or alternative medicines**).

## Responsibilities

### College staff at Australian Trade College North Brisbane:

- do not require the student's consent to search college property such as lockers, desktop computers or laptops that are supplied to the student through the college;
- may seize a student's bag where there is suspicion that the student has a dangerous item (for example, a knife, illicit substance) in their college 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 Australian Trade College North Brisbane

- ensure your children do not bring property onto colleges grounds, other settings used by the college or a work experience employer that:
  - is prohibited according to the Australian Trade College North Brisbane 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 / working 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 college staff that the property is available for collection.

### **Students** of Australian Trade College North Brisbane

- do not bring property onto colleges grounds, other settings used by the college or a host work experience employer:
- is prohibited according to the Australian Trade College North Brisbane Code of Conduct
- is illegal
- puts the safety or wellbeing of others at risk
- does not preserve a caring, safe, supportive or productive learning / working environment
- does not maintain and foster mutual respect;
- collect their property as soon as possible when advised by the Principal or college staff it is available for collection.

## Preventing and Responding to Bullying

Australian Trade College North Brisbane uses the [Australian Student Wellbeing Framework](#) to promote positive relationships and the wellbeing of all students, staff and visitors at the college.

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 / trainers who feel valued and supported are more likely to engage positively with students and build stronger connections within the college community. Parents who are positively engaged with their child's education leads to improved student self-esteem, attendance and behaviour at college. Enhancing the wellbeing of students and their educators delivers overall long-term social, health and economic benefits to the Australian community.

Australian Trade College North Brisbane utilising the College Form Class structure to promote strategies to improve student wellbeing, safety and learning outcomes.



### **1. Leadership**

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

### **2. Inclusion**

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

### 3. Student voice

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

### 4. Partnerships

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

### 5. Support

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

The engagement of our Senior Student Leaders/Ambassadors in creation of the College vision statement 'Nail the Connection' (2019) and the characteristic that exemplify a trade college students namely Courage, Engagement and Gratitude (2020) have shaped the direction and development of the a number of key processes and this Student Code of Conduct. At the Australian Trade College North Brisbane we believe students should be at the forefront of advising staff, parents, industry partners and the broader community about emerging issues and practical solutions suitable to different contexts.

## 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.

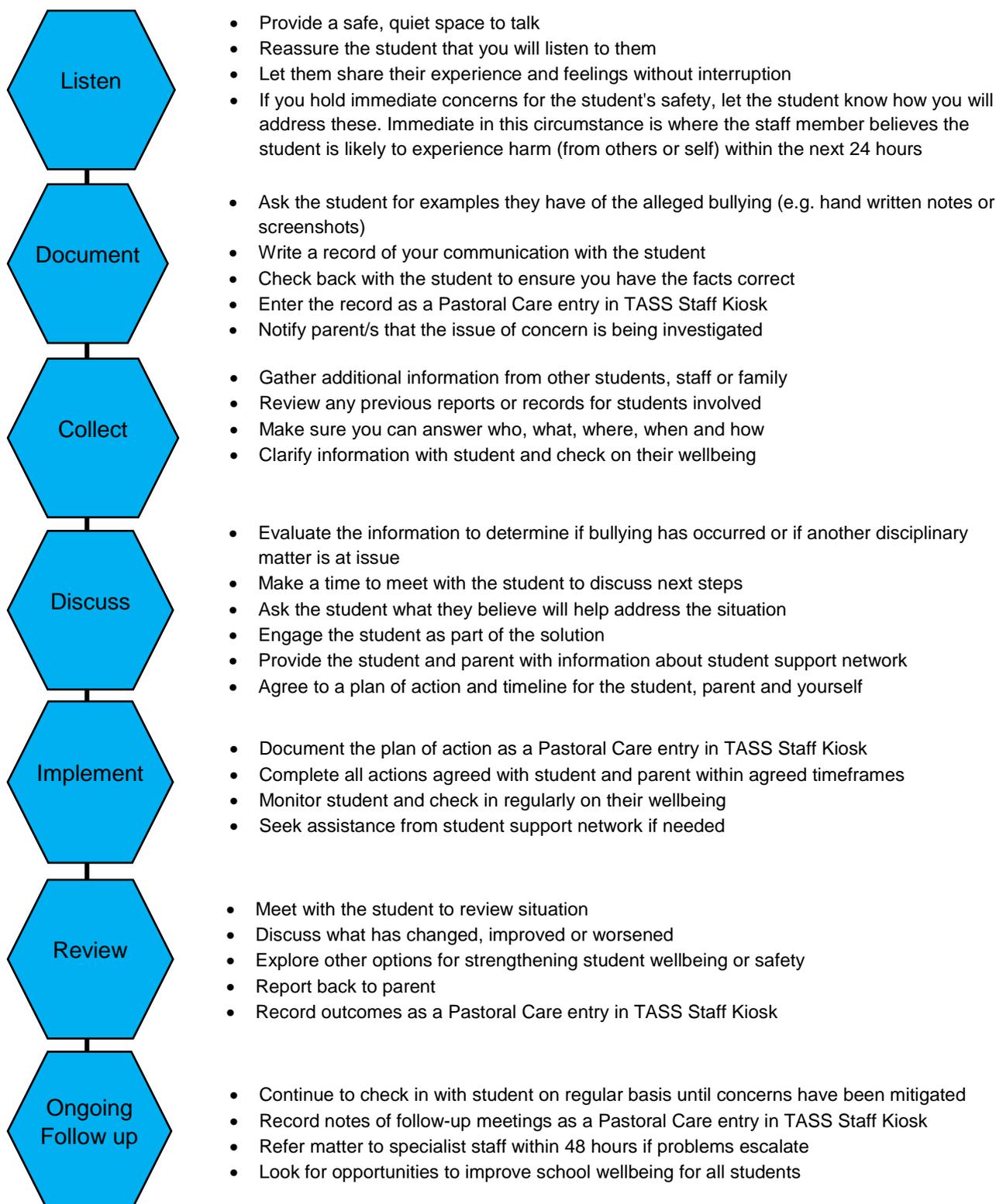
However, these conflicts are still considered serious and need to be addressed and resolved. At Australian Trade College North Brisbane our staff will work to quickly respond to any matters raised of this nature in collaboration with students and parents.

The following flowchart explains the actions Australian Trade College North Brisbane teachers will take when they receive a report about student bullying, including bullying which may have occurred online or outside of the college setting. The College will respond quickly and commence the following process without delay once a bullying report is received. Please note that the timeframes will vary depending on the professional judgment of teachers who receive the bullying complaint and their assessment of immediate risk to student/s. Timeframes will be clearly discussed and agreed with student and family.

## Australian Trade College North Brisbane - Bullying response flowchart for College Staff

### Key contacts for students and parents to report bullying:

Class teacher / trainer  
 Form teacher or Year Level Coordinator  
 Guidance Officer  
 Assistant Principal  
 College Principal



## Cyberbullying

Cyberbullying is treated at Australian Trade College North Brisbane 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 the College Assistant Principal, Principal or Guidance Officer.

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

Students enrolled at Australian Trade College North Brisbane may face in-college disciplinary action, such as detention or removing of privileges, or more serious consequences such as stand down (suspension or cancelation of enrolment) from college for engaging in behaviour that adversely affects, or is likely to adversely affect, other students or the good order and management of the college. This includes behaviour such as cyberbullying which occurs outside of college hours or settings, for example on the weekend or during college holidays. It also applies to inappropriate online behaviour of enrolled students that is directed towards other community members or students from other college 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. Any questions or concerns about the college process for managing or responding to cyberbullying should be directed to the College Principal.

## Student Intervention and Support Services

Australian Trade College North Brisbane recognises the need to provide intervention and support to all students involved in incidents of bullying, including cyberbullying.

Students who have been subject or witness to bullying have access to a range of internal support staff, as identified in the Student Support Services section earlier in this document. Students are, however, also encouraged to approach any staff member with whom they feel comfortable sharing their concerns, regardless of their role in the college. All staff at Australian Trade College North Brisbane 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. College disciplinary measures may also be used to reinforce the seriousness with which the community takes all incidents of bullying. These measures may include internal college suspension, withdrawal from social events or celebrations or more severe punishments such as suspension or exclusion from college.

## **Australian Trade College North Brisbane – Anti-Bullying Compact**

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

## **Australian Trade College North Brisbane – Anti Bullying Compact**

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

The agreed national definition for Australian schools describes bullying as

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

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

I agree to:

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

Student's signature: \_\_\_\_\_

Parent / Guardian's signature: \_\_\_\_\_

College representative signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appropriate use of social media

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

It's important to remember that sometimes negative comments posted about the college 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 college community. Reputations of students, teachers, colleges, principals, industry partners 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 college 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 colleges, staff or students?**

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

While many colleges use social media to update parents of college notices, the department prefers that parents contact colleges 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 college 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 college, hinders a child's learning and/or affects the college community at large, contact the college 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). 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 college principal, or police, as needed for escalation of serious concerns
- block the offending user
- report the content to the social media provider.

## **Critical Incidents**

It is important that all college 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 as a Pastoral Care entry on the TASS Staff kiosk.

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 college 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 college staff use to inform decisions and actions around matters associated with students wellbeing, behaviour and learning.

- Australian Trade Training College RTO #31399 Learners Handbook
- College Enrolment
- Complaints Policy
- Disclosing personal information to law enforcement agencies
- Hostile people on college premises, wilful disturbance and trespass
- Police and Child Safety Officer interviews and searches with students
- Student Uniform Policy and required Personal Protective Equipment (PPE)
- Child Protection Policy
- Temporary removal of student property by college staff
- Use of ICT systems
- Managing Electronic Devices Policy
- Workplace Health and Safety

# Resources

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