



# Dirranbandi P-10 State School

# Student Code of Conduct

# 2020-2023

## ***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

## Purpose

Dirranbandi P-10 State School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

The Dirranbandi P-10 State 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.

## Contact Information

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## Endorsement

Principal Name:	Andrea Killen
Principal Signature:	
Date:	2-06-2020
P/C President and-or School Council Chair Name:	Laura Easton
P/C President and-or School Council Chair Signature:	
Date:	2-06-2020

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## Principal's Foreword

Dirranbandi P-10 State School has a long and proud tradition of providing high quality education to students from across the rural and remote south west of Queensland. We believe strong, positive relationships between all members of our school are the foundation to supporting the success of all students.

Dirranbandi P-10 State School is committed to providing safe, supportive and disciplined learning environments for students and staff, where students have opportunities to engage in quality learning experiences, acquire values supportive of their lifelong wellbeing.

As a Positive Behaviour for Learning school, we foster safe and supportive learning environments by explicitly communicating expected behaviours, teaching and recognising these behaviours and proactively responding to data and evidence related to student behaviour.

This Plan sets out an agreed set of expectations and processes which is shared among students, staff, parents and the community.

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.

Our Student Code of Conduct provides an overview of the school's local policies on use of mobile phones and other technology, removal of student property 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 exclusion.

## P&C Statement of Support

As president of the Dirranbandi P-10 State School P&C, I am proud to support the new Student Code of Conduct.,

We encourage all parents to familiarise themselves with the Dirranbandi P-10 State 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 also encourage parents to take the time to talk with their children about the expectations and discuss any support they may need.

Bullying is a community-wide issue in which we all have a role to play in combating; however, it can have particularly devastating impacts on our young people. It is important that every parent and child of Dirranbandi P-10 State School knows what to do if subjected to bullying, regardless of where it occurs. This includes cyberbullying, through the misuse of social media or text messaging. It is important that parents and children know that schools provide support and advice to help address problems of bullying, and the flowchart on page 31 provides an excellent starting point to understand how to approach the school about these types of problems.

Any parents who wish to discuss the Dirranbandi P-10 State 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 Dirranbandi P-10 State School P&C. 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.

## Learning and Behaviour Statement

At Dirranbandi P-10 State School we take pride in fostering the individual achievement of each student, as well as developing each student's capacity to be a socially responsible citizen with a positive sense of self, and as such, are committed to fostering student wellbeing. We strive to be successful in this through having and explicitly communicating high expectations to our students, staff and community. Dirranbandi P-10 State School holds high expectations around teaching, learning (of both students and staff) and the behaviour of all school community members and these expectations are explicitly conveyed through the school's Code of Conduct and supporting documents:

At Dirranbandi P-10 State School we are RESPONSIBLE for our own behaviours and learning when we are:

- ACTIVE LEARNERS
- SAFE
- RESPECTFUL

At Dirranbandi P-10 State School we consider the teaching and learning of social and emotional concepts and skills as integral to behaviour management, and see this as a valuable opportunity for the development of student wellbeing. We acknowledge that competency in these areas greatly contributes to maximising students' academic success. Positive Behaviour for Learning has been embraced at Dirranbandi P-10 School in order to ensure that the management of student behaviour within the school is supportive and productive for all parties involved.

We acknowledge and respect that each individual develops socially, emotionally, physically and in intellect at differing rates. We maintain that the rights of all individuals is to be recognised and catered for in relation to these elements, while simultaneously expecting that all individuals within our school community will contribute to ensuring a positive, safe and supportive learning environment is fostered and maintained. As part of this, we strongly advocate for tolerance and understanding, supporting each individual student based on his or her individual needs. 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 this school.

## Tiered Systems of Support

Dirranbandi P-10 State School uses tiered systems of support as the foundation for our integrated approach to learning and behaviour. A tiered System of Support is a preventative, differentiated model grounded in practical strategies, targeted planning and data-informed decision-making. Based on a problem-solving model, staff match increasingly intensive interventions to the identified needs of individual students.

Tier	Prevention Description
1	<p><b>All students</b> (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:</p> <ul style="list-style-type: none"> <li>• teaching behaviours in the setting they will be used</li> <li>• being consistent when addressing challenging behaviour, while taking developmental norms and behavioural function into account</li> <li>• providing refresher lessons and targeted recognition throughout the school year so skills are ready and likely to be used when students need them</li> <li>• asking students and their families through the students and parents opinion survey for their perspectives on school climate, instruction, reinforcement, and discipline so improvements in Tier 1 may be made.</li> </ul>
2	<p>Targeted instruction and supports for <b>some students</b> (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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• there is a clear connection between the skills taught in the interventions and the school-wide expectations.</li> <li>• interventions require little time of classroom teachers and are easy to sustain</li> <li>• targeted to meet specific needs</li> <li>• interventions have a good chance of working (e.g., they are "evidence-based" interventions that are matched to the student's need).</li> </ul> <p>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.</p>
3	<p>Individualised services for <b>few students</b> (2-5%) who require the most intensive support a school can provide. These are usually delivered in very small groups or on an individual basis.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• PREVENT problem behaviour</li> <li>• TEACH the student an acceptable replacement behaviour</li> <li>• REINFORCE the student's use of the replacement behaviour</li> <li>• MINIMISE the payoff for problem behaviour.</li> </ul>

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 Dirranbandi P-10 State School take into account students' individual circumstances, such as their behaviour history, disability, mental health and wellbeing, religious and cultural considerations, home environment and care arrangements when teaching expectations, responding to inappropriate behaviour or applying a disciplinary consequence.

In considering the individual circumstances of each student, we recognise that the way we teach, the support we provide and the way we respond to students will differ. This reflects the principle of 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 school, or the way our staff have responded to their behaviour, please make an appointment with the principal to discuss the matter.

## Student Wellbeing

Dirranbandi P-10 State 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.

### 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*

Dirranbandi P-10 State 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*

Dirranbandi P-10 State 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.

Dirranbandi P-10 State School 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*

Dirranbandi P-10 State 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 a [Student Plan](#).

### *Suicide prevention*

Dirranbandi P-10 State School staff who notice suicide warning signs in a student should seek help immediately from the school guidance officer, senior 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, Dirranbandi P-10 State 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 postvention*

In the case of a suicide of a student that has not occurred on school grounds, Dirranbandi P-10 State School enacts a postvention 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, Dirranbandi P-10 State 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 Service Network

Dirranbandi P-10 State School has Student Support Services in place to help the social, emotional and physical wellbeing of every student.

Students can approach any trusted school staff member at Dirranbandi P-10 State 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 Services.

Parents who would like more information about the student support roles and responsibilities are invited to contact the school office.

Role	What they do
SWD/StLan Teacher	<ul style="list-style-type: none"> <li>• leadership of Student Support Network to promote an inclusive, positive school culture</li> <li>• monitors attendance, behaviour and academic data to identify areas of additional need.</li> <li>• lead role for implementation of Positive Behaviour for Learning (PBL)</li> <li>•</li> </ul>
Guidance Officer	<ul style="list-style-type: none"> <li>• 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</li> <li>• assists students with specific difficulties, acting as a mediator or providing information on other life skills</li> <li>• liaises with parents, teachers, or other external health providers as needed as part of the counselling process.</li> </ul>
Secondary Coordinator	<ul style="list-style-type: none"> <li>• coordinate transition to secondary for students moving from Year 6 to Year7</li> <li>• key contact for all secondary student matters</li> </ul>
Class teacher/Form teacher	<ul style="list-style-type: none"> <li>• responsible for student welfare at each year level</li> <li>• provides continuity of contact for students and their families</li> <li>• ensures students feel safe and comfortable and want to come to school</li> <li>• nurtures a sense of belonging to the home group, year level and school.</li> </ul>
Chaplain	<ul style="list-style-type: none"> <li>• responsible for student welfare</li> <li>• ensures students feel safe and comfortable and want to come to school</li> <li>• provides an additional layer of wellbeing support to students</li> </ul>

It is also important for students and parents to understand there are regional and statewide 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 Dean of Students, Malcolm Smith.

## Whole School Approach to Discipline

Dirranbandi P-10 State 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 Dirranbandi P-10 State School we believe discipline is about more than punishment. It is a word that reflects our belief that student behaviour is a part of the overall teaching and learning approach in our school. Our staff take responsibility for making their expectations clear, for providing supportive instruction about how to meet these expectations and strive to use behavioural incidents as opportunities to re-teach.

The development of the Dirranbandi P-10 State 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 Positive Behaviour for Learning (PBL) expectations in place for students, at **Dirranbandi P-10 State School we are RESPONSIBLE** for our own behaviours and learning **when we are:**

- **ACTIVE LEARNERS**
- **SAFE**
- **RESPECTFUL**

#### 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 Dirranbandi P-10 State School.

	When I am an <b>ACTIVE LEARNER</b> I:	When I am <b>SAFE</b> I:	When I am <b>RESPECTFUL</b> I:
<b>Arrival at School</b>	<ul style="list-style-type: none"> <li>place my school bag on the appropriate port rack upon arrival at school</li> <li>access Breakfast Club if required</li> <li>go to the toilet before the 8:50am bell</li> <li>get a drink before the 8:50am bell</li> <li>move to class quickly and quietly upon hearing the 8:50am bell</li> <li>hand my mobile phone to the office</li> <li>make sure pencils are sharpened and other equipment is ready</li> <li>place my homework/notes in appropriate place</li> </ul>	<ul style="list-style-type: none"> <li>use the crossing area to cross the road</li> <li>place my lunch in the appropriate fridge</li> <li>sit quietly under A Block until the 8:30am bell</li> <li>hold balls still while waiting for the 8:30am bell</li> <li>sign in at the office if I am late</li> </ul>	<ul style="list-style-type: none"> <li>play responsibly (taking turns, playing by the rules)</li> <li>follow instructions</li> </ul>
<b>Port Racks</b>	<ul style="list-style-type: none"> <li>place my bag neatly in the right place</li> <li>be sure to take all of my equipment and belongings home at the end of the day, including notes and homework</li> </ul>	<ul style="list-style-type: none"> <li>place all of my equipment and belongings, including my hat, <b>in</b> my bag</li> <li>zip my bag closed</li> </ul>	<ul style="list-style-type: none"> <li>leave appropriate space between my bag and another's</li> <li>touch my bag/belongings only</li> </ul>
<b>Lockers</b>	<ul style="list-style-type: none"> <li>remember my locker combination</li> <li>if I do not remember my locker combination, ask form teacher the combination before form class.</li> <li>take all my necessary equipment for my classes at the beginning of each session</li> </ul>	<ul style="list-style-type: none"> <li>keep my locker door closed, locked and key removed</li> <li>keep locker combination safe</li> </ul>	<ul style="list-style-type: none"> <li>access only my allocated locker</li> </ul>
<b>Laptops and iPads</b>	<ul style="list-style-type: none"> <li>only log onto approved/instructed online sites and games</li> <li>listen to music when approved by staff</li> </ul>	<ul style="list-style-type: none"> <li>store my password safely and privately</li> <li>carry a laptop or iPad safely with a firm grip</li> <li>return equipment to the correct location</li> <li>listen to audio at an appropriate volume</li> </ul>	<ul style="list-style-type: none"> <li>am following the Internet Agreement form</li> <li>close down any inappropriate content that is found during searches and report this to staff immediately (videos, music etc)</li> </ul>
<b>Transitions</b> (including class to class; class to break; school to home & vice versa)	<ul style="list-style-type: none"> <li>leave my workplace neat and tidy</li> </ul>	<ul style="list-style-type: none"> <li>take my hat to outdoor lessons and breaks</li> <li>walk sensibly</li> <li>use the appropriate pathways</li> </ul>	<ul style="list-style-type: none"> <li>wait patiently to be dismissed from class</li> <li>take only my lunch from the fridge or my bag</li> </ul>

			<ul style="list-style-type: none"> <li>line up outside designated area or classrooms before starting each session with all equipment</li> <li>move quickly to my next class</li> </ul>
<b>Eating Time</b>	<ul style="list-style-type: none"> <li>choose and eat healthier food first</li> <li>bring only fruit and/or vegetables for healthy snack break (P-2 students)</li> <li>when I am eating I am sitting</li> <li>finish my lunch before I play</li> <li>if I do not have lunch report to the office</li> <li>if waiting for lunch, wait on the designated benches and do not leave the school grounds</li> </ul>	<ul style="list-style-type: none"> <li>sit in the right place for at least 10 minutes (P-6 students; see eating area map)</li> <li>leave my lunchbox back in the designated place (on seating in the eating areas). Collect my lunchbox at the end of play.</li> <li>sit at tables, not on tables</li> </ul>	<ul style="list-style-type: none"> <li>place my rubbish in the bin</li> <li>wait until the duty teacher has checked my area and said I can go (P-6)</li> <li>for the first 10 minutes of eating time remain around B Block or be active on the oval (Yr 7-10)</li> <li>eating my own food and no body else's</li> </ul>
<b>Tuckshop</b>	<ul style="list-style-type: none"> <li>place my tuckshop order in the box at the 8:50am bell (P-4 students) OR</li> <li>order my tuckshop before the 8:50am bell (Year Prep-10 students)</li> <li>all food is to be ordered through the bag system</li> </ul>	<ul style="list-style-type: none"> <li>collect my lunch from my teacher (P-2)</li> </ul>	<ul style="list-style-type: none"> <li>wait quietly</li> <li>am polite, using 'please' and 'thank you'</li> </ul>
<b>Time Out, Solutions Room and Kids Club</b>	<ul style="list-style-type: none"> <li>will be collected by the duty teacher</li> <li>complete the required task</li> </ul>	<ul style="list-style-type: none"> <li>follow all instructions from duty teacher</li> <li>when completed I return my lunch box and then go to the playground</li> </ul>	<ul style="list-style-type: none"> <li>walk with duty teacher to the library</li> <li>take my lunch box with me and leave it inside the library door on the lino, against the wall</li> </ul>
<b>Toilets</b>		<ul style="list-style-type: none"> <li>wash my hands with one pump of soap for at least 30 seconds</li> <li>use 1-2 paper towels to dry my hands, then place paper towel in the bin</li> <li>dispose of items in the appropriate bin</li> <li>leave food and water bottles outside the door</li> <li>sit on the toilet</li> </ul>	<ul style="list-style-type: none"> <li>water is for washing hands only</li> </ul>
<b>Play Time</b>		<ul style="list-style-type: none"> <li>follow the playground area rosters and break time routines</li> <li>play running games on the ovals or basketball court only</li> <li>kick balls only on the big or small oval</li> </ul>	<ul style="list-style-type: none"> <li>play kicking and hitting sporting games on the big oval only</li> <li>follow the organised playtime rosters</li> <li>play games by the set rules</li> </ul>

<b><i>Sandpits</i></b>	<ul style="list-style-type: none"> <li>• put my shoes and socks on before leaving the sandpit area</li> </ul>	<ul style="list-style-type: none"> <li>• play in the appropriate sandpit</li> <li>• walk only</li> <li>• dig only small holes</li> <li>• fill holes at the end of play time</li> <li>• keep all body parts above the sand</li> <li>• only play with sand and sand play toys</li> <li>• check the area around me so that I am not covering someone else in sand</li> </ul>	
<b><i>Sports Shed</i></b>	<ul style="list-style-type: none"> <li>• complete my duty when required</li> <li>• only one rostered student on duty at one time</li> </ul>	<ul style="list-style-type: none"> <li>• wait for your turn in one line</li> </ul>	<ul style="list-style-type: none"> <li>• wait quietly</li> <li>• am polite, using 'please' and 'thank you'</li> <li>• return your own equipment promptly</li> </ul>
<b><i>Library</i></b>	<ul style="list-style-type: none"> <li>• only enter if a staff member is on duty</li> </ul>	<ul style="list-style-type: none"> <li>• line up on the left side of the walkway/entrance</li> </ul>	<ul style="list-style-type: none"> <li>• am quiet</li> <li>• use a browsing paddle (Prep – Yr 2)</li> </ul>
<b><i>First Bell</i></b>	<ul style="list-style-type: none"> <li>• stop play</li> <li>• get a drink</li> <li>• use the toilet</li> </ul>	<ul style="list-style-type: none"> <li>• walk sensibly back to my classroom</li> <li>• carry any equipment, including footballs and handballs, in my hands</li> </ul>	<ul style="list-style-type: none"> <li>• wait patiently for my turn when waiting to use the drink taps, tank water and toilets</li> </ul>
<b><i>Second Bell</i></b>	<ul style="list-style-type: none"> <li>• am lined up ready to begin learning</li> <li>• have all equipment for lessons in that session (Yr 7 -10)</li> </ul>		<ul style="list-style-type: none"> <li>• wait quietly</li> </ul>
<b><i>Computer Lab</i></b>	<p>save my files to the appropriate place</p> <ul style="list-style-type: none"> <li>• check that I am printing in black and white unless a teacher has said that I can print in colour</li> </ul>	<ul style="list-style-type: none"> <li>• sit still on the chairs</li> <li>• only touch the hardware when required to</li> <li>• report any problems with hardware/software or printer to staff</li> </ul>	<ul style="list-style-type: none"> <li>• sit/line up in designated area until supervising staff member collects you</li> <li>• enter the computer lab only if a staff member is on duty unless I am an ambassador</li> <li>• ask the teacher if I can print and only print when given permission</li> <li>• log off when instructed, or at the first bell at breaks</li> </ul>
<b><i>Bike Racks</i></b>		<ul style="list-style-type: none"> <li>• walk my bike, scooter or skateboard in and out of the school to the designated storage area</li> <li>• place my bike, scooter or skateboard appropriately in the designated area</li> <li>• secure my bike in the designated storage area.</li> <li>• enter and exit the school safely using gates</li> </ul>	<ul style="list-style-type: none"> <li>• touch and take only the bike, scooter or skateboard that I brought to school</li> </ul>

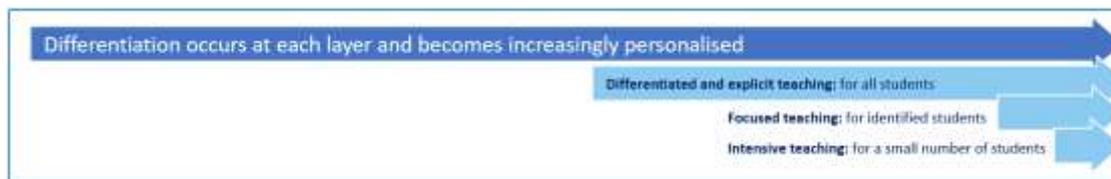
<i>Bus Stop / Bus Travel</i>		<ul style="list-style-type: none"> <li>• move to the bus area (outside Library) quickly</li> <li>• sit on the bench seats area in front of the library veranda</li> <li>• keep the library stairway clear</li> <li>• tell the duty staff if I am not catching the bus</li> <li>• remain seated on the bus</li> </ul>	<ul style="list-style-type: none"> <li>• wait quietly for my name to be called</li> <li>• respond to my name being called</li> <li>• wait until instructed to move to the bus</li> <li>• walk to the bus</li> <li>• greet and thank the bus driver</li> </ul>
<i>Office Area</i>	<ul style="list-style-type: none"> <li>• only access the office area when required</li> </ul>	<ul style="list-style-type: none"> <li>• sign out through office when leaving early</li> </ul>	<ul style="list-style-type: none"> <li>• if office is unattended, ring the bell once and wait</li> <li>• wait quietly and orderly for staff</li> </ul>
<i>End of Day</i>	<ul style="list-style-type: none"> <li>• take my lunch box, water bottle, swimmers, jumpers, track pants and other belongings home</li> <li>• collect my mobile phone from office</li> </ul>	<ul style="list-style-type: none"> <li>• sit on seating provided</li> <li>• walk as I exit the school</li> <li>• use the crossing area to cross the road safely</li> <li>• go directly to Homework Centre, after school sport programs, my home or the place that I am to go to</li> </ul>	
<i>Pool</i>	<ul style="list-style-type: none"> <li>• bring my bathers, towel, rash shirt and sunscreen</li> <li>• get dressed quickly and quietly and promptly go to the sitting area undercover when I am dressed and ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>• wear sunscreen and a rash shirt</li> <li>• enter and exit the pool immediately on teacher instructions</li> <li>• follow instructions immediately</li> <li>• walk whilst in the pool area</li> <li>• keep my hands, feet and objects to myself</li> </ul>	<ul style="list-style-type: none"> <li>• I leave my clothing, shoes and socks in a neat pile in the dressing shed</li> <li>• ask questions of the teacher politely</li> <li>• get dressed quickly</li> </ul>

## Differentiated and Explicit Teaching

Dirranbandi P-10 State School is a disciplined school environment that provides differentiated teaching to respond to the learning needs of all students. This involves teaching expected behaviours and providing opportunities for students to practise these behaviours. Teachers reinforce expected behaviours, provide feedback and correction, and opportunities for practise.

Teachers at Dirranbandi P-10 State School vary what students are taught, how they are taught and how students can demonstrate what they know as part of this differentiated approach to behaviour. These decisions about differentiation are made in response to data and day-to-day monitoring that indicates the behavioural learning needs of students. This enables our teachers to purposefully plan a variety of ways to engage students; assist them to achieve the expected learning; and to demonstrate their learning.

There are three main layers to differentiation, as illustrated in the diagram below. This model is the same used for academic and pedagogical differentiation.



These three layers map directly to the tiered approach discussed earlier in the Learning and Behaviour section. For example, in the PBL framework, Tier 1 is differentiated and explicit teaching for all students, Tier 2 is focussed teaching for identified students and Tier 3 is intensive teaching for a small number of students. Each layer provides progressively more personalised supports for students.

Every classroom in our school uses the PBL 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.

	When I am an <b>ACTIVE LEARNER</b> I:	When I am <b>SAFE</b> I:	When I am <b>RESPECTFUL</b> I:
<i>All Areas</i>	<ul style="list-style-type: none"> <li>• am on time</li> <li>• am prepared with all required equipment</li> <li>• actively participate</li> <li>• am in the right place</li> <li>• reflect upon my decisions and actions</li> <li>• accept the consequences of my actions</li> </ul>	<ul style="list-style-type: none"> <li>• keep my hands, feet, teeth, objects and bodily fluids to myself</li> <li>• respect other people's personal space</li> <li>• use equipment and furniture properly</li> <li>• report problems to staff</li> <li>• comply to school dress code</li> <li>• walk when moving around the school</li> </ul>	<ul style="list-style-type: none"> <li>• follow instructions</li> <li>• listen actively</li> <li>• am polite</li> <li>• wait for my turn</li> <li>• clean up after myself</li> <li>• understand and consider the needs of others</li> <li>• care for property</li> <li>• think before I act and react</li> </ul>
<i>Classrooms/ Library</i>	<ul style="list-style-type: none"> <li>• give my best effort</li> <li>• request assistance when required</li> <li>• persist</li> <li>• set goals</li> <li>• challenge myself</li> </ul>	<ul style="list-style-type: none"> <li>• enter and exit in an orderly manner</li> <li>• walk</li> <li>• ask permission to leave</li> <li>• remain seated unless negotiated</li> </ul>	<ul style="list-style-type: none"> <li>• put my hand up to speak</li> <li>• wait my turn to speak</li> <li>• respect the right of my peers to learn</li> <li>• remove my hat when I enter</li> <li>• return equipment and resources to their rightful place</li> <li>• leave my learning space neat and tidy</li> </ul>
<i>Online</i>	<ul style="list-style-type: none"> <li>• use approved online sites and games</li> </ul>	<ul style="list-style-type: none"> <li>• keep passwords private</li> <li>• follow all staff instructions about keeping private information off online sites</li> <li>• report inappropriate use of internet to a staff member</li> </ul>	<ul style="list-style-type: none"> <li>• am courteous and polite in all online communications</li> <li>• post only appropriate content online</li> </ul>

			<ul style="list-style-type: none"> <li>• respect others' right to use online resources free from interference or bullying</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• demonstrate good sportsmanship</li> <li>• take direction from student leaders</li> </ul>	<ul style="list-style-type: none"> <li>• play in the appropriate areas</li> <li>• play by the rules</li> <li>• use equipment in the appropriate place</li> <li>• wear footwear at all times (except when playing in sandpit areas)</li> <li>• wear a hat</li> </ul>	<ul style="list-style-type: none"> <li>• play fairly</li> <li>• return equipment and resources to their rightful place</li> <li>• consider others</li> </ul>
<b>Eating Areas</b>	<ul style="list-style-type: none"> <li>• eat a healthy lunch</li> <li>• ensure I have lunch for the day</li> </ul>	<ul style="list-style-type: none"> <li>• sit in the right place</li> </ul>	<ul style="list-style-type: none"> <li>• place my rubbish in the bins</li> <li>• ask the duty teacher if I can leave</li> <li>• eat my lunch only</li> <li>• sit when eating or drinking</li> </ul>
<b>Parade</b>	<ul style="list-style-type: none"> <li>• am actively engaged</li> <li>• show interest</li> <li>• know the words of the National Anthem</li> </ul>	<ul style="list-style-type: none"> <li>• sit in the right place</li> <li>• put my belongings in the appropriate place prior to parade</li> </ul>	<ul style="list-style-type: none"> <li>• look at the speaker</li> <li>• sit quietly</li> <li>• sing the National Anthem</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• use toilets during breaks</li> <li>• use designated toilet</li> </ul>	<ul style="list-style-type: none"> <li>• wash my hands with soap</li> </ul>	<ul style="list-style-type: none"> <li>• respect the privacy of others</li> <li>• leave toilets clean and tidy</li> <li>• am environmentally friendly</li> </ul>
<b>Transitions</b> <i>(including class to class; class to break; school to home and vice versa)</i>	<ul style="list-style-type: none"> <li>• am aware of my surroundings</li> </ul>	<ul style="list-style-type: none"> <li>• walk sensibly</li> <li>• use stairs one at a time</li> <li>• allow space for others to move through the school and community</li> </ul>	<ul style="list-style-type: none"> <li>• walk quietly near classrooms and workspaces</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• am actively engaged in community affairs</li> <li>• am aware of and following the appropriate rules and laws (including road rules, etc)</li> <li>• read and follow signage</li> </ul>	<ul style="list-style-type: none"> <li>• follow appropriate rules and laws</li> <li>• walk along footpaths</li> </ul>	<ul style="list-style-type: none"> <li>• clean up after myself</li> <li>• address people by their name</li> </ul>

## Focused Teaching

Approximately 15% of all students in any school or classroom may require additional support to meet behaviour expectations, even after being provided with differentiated and explicit teaching. These students may have difficulty meeting behavioural expectations in a particular period of the day or as part of a learning area/subject, and focused teaching is provided to help them achieve success.

Focused teaching involves revisiting key behavioural concepts and/or skills and using explicit and structured teaching strategies in particular aspects of a behaviour skill. Focused teaching provides students with more opportunities to practise skills and multiple opportunities to achieve the intended learning and expected behaviour.

Support staff, including teachers with specialist expertise in learning, language or development, work collaboratively with class teachers at Dirranbandi P-10 State 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.

Dirranbandi P-10 State School has a range of Student Support Network staff in place to help arrange and deliver focused teaching to students who need more support to meet expectations. In addition, the school invests in the following evidence-informed program to address specific skill development for some students:

- Functional Based Assessment.

For more information about these programs, please speak with the StLan/SWD Support Teacher, Monica Hadenfeldt.

## Intensive Teaching

Research evidence shows that even in an effective, well-functioning school there will always be approximately 5% of the student population who require intensive teaching to achieve behavioural expectations. Intensive teaching involves frequent and explicit instruction, with individuals or in small groups, to develop mastery of basic behavioural concepts, skills and knowledge.

Some students may require intensive teaching for a short period, for particular behaviour skills. Other students may require intensive teaching for a more prolonged period. Decisions about the approach will be made based on data collected from their teacher or teachers, and following consultation with the student's family.

For a small number of students who continue to display behaviours that are deemed complex and challenging, then individualised, function-based behaviour assessment and support plans and multi-agency collaboration may be provided to support the student. This approach will seek to address the acute impact of barriers to learning and participation faced by students who are negotiating a number of complex personal issues.

Students who require intensive teaching will be assigned an individual mentor at the school that will oversee the coordination of their program, communicate with stakeholders and directly consult with the student.

# Legislative Delegations

## Legislation

In this section of the Dirranbandi P-10 State School 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 Dirranbandi P-10 State School follows the same differentiated approach used in the proactive teaching and support of student behavioural expectations.

The majority of students will be confident and capable of meeting established expectations that are clear, explicitly taught and practised. In-class corrective feedback, sanctions and rule reminders may be used by teachers to respond to low-level or minor problem behaviours.

Some students will need additional support, time and opportunities to practise expected behaviours. Approximately 15% of the student population may experience difficulty with meeting the stated expectations, and even with focussed teaching, in-class corrective feedback, sanctions and rule reminders continue to display low-level problem behaviour. A continued pattern of low-level behaviour can interfere with teaching and learning for the whole class, and a decision may be needed by the class teacher to refer the student to the school administration team immediately for determination of a disciplinary consequence.

For a small number of students, approximately 2-5%, a high level of differentiated support or intensive teaching is required to enable them to meet the behavioural expectations. This may be needed throughout the school year on a continuous basis. The determination of the need will be made by the principal in consultation with staff and other relevant stakeholders. On occasion the behaviour of a student may be so serious, such as causing harm to other students or to staff, that the principal may determine that an out of school suspension or exclusion is necessary as a consequence for the student's behaviour. Usually this course of action is only taken when the behaviour is either so serious as to warrant immediate removal of the student for the safety of others, and no other alternative discipline strategy is considered sufficient to deal with the problem behaviour.

The differentiated responses to problem behaviour can be organised into three tiers, with increasing intensity of support and consequences to address behaviour that endangers others or causes major, ongoing interference with class or school operations.

### Differentiated

Class teacher provides in-class or in-school disciplinary responses to low-level or minor problem behaviour. This may include:

- Pre-correction (e.g. "Remember, walk quietly to your seat")
- Non-verbal and visual cues (e.g. posters, hand gestures)
- Whole class practising of routines
- Ratio of 5 positive to 1 negative commentary or feedback to class
- Corrective feedback (e.g. "Hand up when you want to ask a question")
- Rule reminders (e.g. "When the bell goes, stay seated until I dismiss you")
- Explicit behavioural instructions (e.g. "Pick up your pencil")
- Proximity control
- Tactical ignoring of inappropriate behaviour (not student)
- Revised seating plan and relocation of student/s
- Individual positive reinforcement for appropriate behaviour
- Classwide 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
- Peer consequence (e.g. corrective feedback to influential peer demonstrating same problem behaviour)
- Private discussion with student about expected behaviour
- Reprimand for inappropriate behaviour
- Warning of more serious consequences (e.g. removal from classroom)
- Detention

## Focussed

Class teacher is supported by other school-based staff to address in-class problem behaviour. This may include:

- Functional Behaviour Assessment
- Individual student behaviour support strategies (e.g. Student behaviour plan)
- Targeted skills teaching in small group
- Token economy
- Detention
- Behavioural contract
- Counselling and guidance support
- Self-monitoring plan
- Check in Check Out strategy
- Teacher coaching and debriefing
- Referral to Student Support Network for team based problem solving
- Stakeholder meeting with parents and external agencies

## Intensive

Dirranbandi P-10 State School is committed to educating all students, including those with the highest behavioural support needs. We recognise that students with highly complex and challenging behaviours need comprehensive systems of support to engage in and experience success with academic, social and emotional learning and situations. Dirranbandi P-10 State School employs the following processes and strategies to support these students:

- use of behaviour data for the accurate identification of students requiring intensive, individualised support
- identification of goals and development of action plans utilising PBL Tier Two strategies, including the development of an Individualised Behaviour Plan and Functional Behaviour Assessment etc.;
- use of a team approach to support students and staff, including discussing the needs and appropriate support strategies of individual students with necessary staff in student services meetings or other appropriate meetings and staff supported by administration and leadership team to implement intensive, individualised support strategies most effectively;
- support as identified as appropriate through Curriculum Activity Risk Assessment/s for the safe participation of student/s requiring intensive, individualised support in specific curriculum activities
- flexible and alternate learning options, including ALE, suspension, individual managed program (Flexible Learning Arrangements), Individualised Behaviour Support Plan and Discipline Improvement Plan
- research validated procedures for the assessment and support of students requiring intensive, individualised support (such as Functional Behaviour Assessment) research

and implement validated procedures for the assessment and support of students requiring intensive, individualised support, including working with external support staff (Guidance Officer, AVT- Behaviour, CYMHS worker)

- access to district, regional and state behaviour support options and external agencies (as listed under *Section 7: Network of Student Support*)
- use of physical restraint (as detailed in Education Policy SMS-PR-021 and outlined in *Section 5: Emergency responses or critical incidents*)

## 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 Dirranbandi P-10 State School, the use of any SDA is considered a very serious decision. It is typically only used by the Principal when other options have been exhausted or the student's behaviour is so dangerous that continued attendance at the school is considered a risk to the safety or wellbeing of the school community.

Parents and students may appeal a long suspension, charge-related suspension or exclusion decision. A review will be conducted by the Director-General or their delegate, and a decision made within 40 schools 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 Dirranbandi P-10 State School may be invited to attend a re-entry meeting on the day of their scheduled return to school. The main purpose of this meeting is to welcome the student, with their parent/s, back to the school. It is **not a time** to review the student's behaviour or the decision to suspend, the student has already received a punishment through their disciplinary absence from school. The aim of the re-entry meeting is for school staff to set the student up for future success and strengthen home-school communication.

It is not mandatory for the student or their parents to attend a re-entry meeting. It may be offered as a support for the student to assist in their successful re-engagement in school following suspension.

### Arrangements

The invitation to attend the re-entry meeting will be communicated via telephone and in writing, usually via email. Re-entry meetings are short, taking less than 10 minutes, and kept small with only the Principal or their delegate attending with the student and their parent/s.

A record of the meeting is saved in OneSchool, under the Contact tab, including any notes or discussions occurring during the meeting.

### Structure

The structure of the re-meeting should follow a set agenda, shared in advance with the student and their family. If additional items are raised for discussion, a separate arrangement should be made to meet with the parent/s at a later date and time. This meeting should be narrowly focussed on making the student and their family feel welcome back into the school community.

Possible agenda:

- Welcome back to school
- Check in on student wellbeing
- Discuss any recent changes to school routine or staffing
- Offer information about supports available (e.g. guidance officer)
- Set a date for follow-up
- Thank student and parent/s for attending
- Walk with student to classroom

### **Reasonable adjustments**

In planning the re-entry meeting, school staff will consider reasonable adjustments needed to support the attendance and engagement of the student. This includes selecting an appropriate and accessible meeting space, organising translation or interpretation services or supports (e.g. AUSLAN), provision of written and/or pictorial information and other relevant accommodations. The inclusion of support staff, such as guidance officers or Community Education Counsellors, may also offer important advice to ensure a successful outcome to the re-entry meeting.

# School Policies

Dirranbandi P-10 State School has tailored school discipline policies designed to ensure students, staff and visitors work cooperatively to create and maintain a supportive and safe learning environment. Please ensure that you familiarise yourself with the responsibilities for students, staff and visitors outlined in the following policies:

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

## Temporary removal of student property

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

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

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

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

The following items are explicitly prohibited at Dirranbandi P-10 State School and will be removed if found in a student's possession:

- illegal items or weapons (e.g. guns, knives\*, throwing stars, brass knuckles, chains)
- imitation guns or weapons
- potentially dangerous items (e.g. blades, rope)
- drugs\*\* (including tobacco)
- alcohol
- aerosol deodorants or cans (including spray paint)
- explosives (e.g. fireworks, flares, sparklers)
- flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- poisons (e.g. weed killer, insecticides)
- inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda).

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

\*\* The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need. Schools require medical authorisation to administer any medication to students (**including over-the-counter medications such as paracetamol or alternative medicines**).

## Responsibilities

### State school staff at Dirranbandi P-10 State School:

- do not require the student's consent to search school property such as lockers, desks or laptops that are supplied to the student through the school;
- may seize a student's bag where there is suspicion that the student has a dangerous item (for example, a knife) in their school bag, prior to seeking consent to search from a parent or calling the police;
- consent from the student or parent is required to examine or otherwise deal with the temporarily removed student property. For example, staff who temporarily remove a mobile phone from a student are not authorised to unlock the phone or to read, copy or delete messages stored on the phone;
- there may, however, be emergency circumstances where it is necessary to search a student's property without the student's consent or the consent of the student's parents (e.g. to access an EpiPen for an anaphylactic emergency);
- consent from the student or parent is required to search the person of a student (e.g. pockets or shoes). If consent is not provided and a search is considered necessary, the police and the student's parents should be called to make such a determination.

### Parents of students at Dirranbandi P-10 State School

- ensure your children do not bring property onto schools grounds or other settings used by the school (e.g. camp, sporting venues) that:
  - is prohibited according to the Dirranbandi P-10 State School Student Code of Conduct
  - is illegal
  - puts the safety or wellbeing of others at risk
  - does not preserve a caring, safe, supportive or productive learning environment
  - does not maintain and foster mutual respect;
- collect temporarily removed student property as soon as possible after they have been notified by the Principal or state school staff that the property is available for collection.

### Students of Dirranbandi P-10 State School

- do not bring property onto school grounds or other settings used by the school (e.g. camp, sporting venues) that:
  - is prohibited according to the Dirranbandi P-10 State School Code of Conduct
  - is illegal
  - puts the safety or wellbeing of others at risk
  - does not preserve a caring, safe, supportive or productive learning environment
  - does not maintain and foster mutual respect;
- collect their property as soon as possible when advised by the Principal or state school staff it is available for collection.

## Use of 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. 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, Dirranbandi P-10 State School has determined that explicit teaching of responsible use of devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students.

### Responsibilities

The responsibilities for students using devices at school or during school activities, are outlined below.

It is **acceptable** for students at Dirranbandi P-10 State School to:

- use devices for
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parents or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a technological devices

It is **unacceptable** for students at Dirranbandi P-10 State School to:

- use a mobile phone or other devices in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use a device (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use devices at exams or during class assessment unless expressly permitted by school staff.

At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of the Dirranbandi P-10 State 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 devices
  - 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.

## Mobile Phones

Mobile phones are not to be brought to school by students except by special arrangement between Principal and parents/ caregivers for temporary circumstances. Mobile phones are to be handed in at the office in the morning for safe protection and collected at the end of the school day.

## Preventing and responding to bullying

Dirranbandi P-10 State 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.

Dirranbandi P-10 State School has a **Student Representative Council (SRC)**, with diverse representatives from each year level meeting regularly with members of the school leadership team to promote strategies to improve student wellbeing, safety and learning outcomes.



**1. Leadership**

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

**2. Inclusion**

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

**3. Student voice**

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

**4. Partnerships**

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

**5. Support**

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

## Bullying

The agreed national definition for Australian schools describes bullying as

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

Behaviours that do not constitute bullying include:

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

However, these conflicts are still considered serious and need to be addressed and resolved. At Dirranbandi P-10 State School our staff will work to quickly respond to any matters raised of this nature in collaboration with students and parents.

The following flowchart explains the actions Dirranbandi P-10 State 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.

## Dirranbandi P-10 State School - Bullying response flowchart for teachers

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

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

**Prep to Year 6** – Class teacher

**Year 7 to Year 10** – Form teacher

**Principal** – Andrea Killen, 07 46258555

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  
Document

- Ask the student for examples they have of the alleged bullying (e.g. hand written notes or screenshots)
- Write a record of your communication with the student
- 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  
Collect

- 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  
Discuss

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

- Document the plan of action in OneSchool
- 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  
Follow up

- Continue to check in with student on regular basis until concerns have been mitigated
- Record notes of follow-up meetings in OneSchool
- Refer matter to specialist staff within 48 hours if problems escalate
- Look for opportunities to improve school wellbeing for all students

## Cyberbullying

Cyberbullying is treated at Dirranbandi P-10 State School with the same level of seriousness as in-person bullying. The major difference with cyberbullying however, is that unlike in-person bullying, cyberbullying follows students into their community, their homes and their bedrooms, giving them no opportunity to escape the harassment or abuse during the evening, weekends or holidays.

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

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

Students enrolled at Dirranbandi P-10 State School may face in-school disciplinary action, such as time-outs, solution room, alternative learning environment (ALE) 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 the Principal, Andrea Killen.

## How to manage online incidents that impact your school

### Student protection

If at any point the principal forms a reasonable suspicion that a student has been harmed or is at risk of harm, they have a responsibility to respond in accordance with the [Student protection procedure](#).

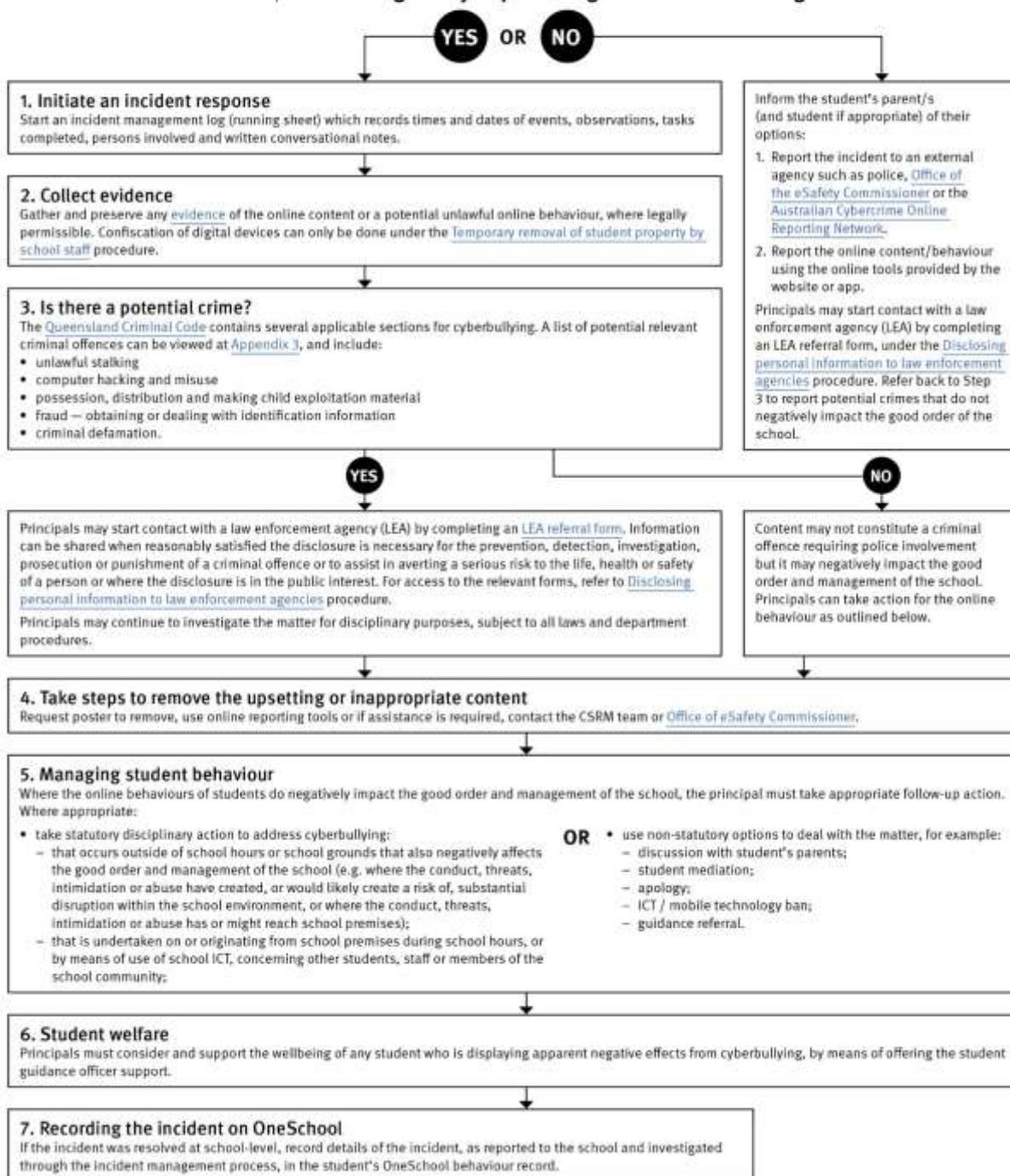
### Explicit images

If the investigation involves naked or explicit images of children, staff should not save, copy, forward or otherwise deal with the content, as per the [Temporary removal of student property by school staff procedure](#). This includes onto OneSchool records. Refer to the investigative process outlined in 'Responding to Incidents involving naked or explicit images of children' from the [Online incident management guidelines](#).

### Report

Refer to the [Online incident management guidelines](#) for more details, or if assistance is required, contact the Cybersafety and Reputation Management (CSRM) team on 3034 5035 or [Cybersafety.ReputationManagement@qed.qld.gov.au](mailto:Cybersafety.ReputationManagement@qed.qld.gov.au).

Does the online behaviour/incident negatively impact the good order and management of the school?



## Cybersafety and Reputation Management (CRM)

The Department of Education employs a dedicated team of experts to assist in maintaining the integrity of the department's reputation with regards to cybersafety and reputation management issues, effectively leading the development and implementation of departmental cybersafety processes.

This team provides **direct support for schools** to respond to concerns of inappropriate online behaviour and misuse of information and communication technology.

The team provides a [guide for parents](#) with important information about cybersafety and cyberbullying, and suggestions about what you can do if your child is a target or responsible for inappropriate online behaviour.

The team has also developed a [Cyberbullying and reputation management](#) (Department employees only) resource to assist principals in incident management.

For more information about cybersafety sessions at your school, or for assistance with issues relating to online behaviour, contact the [team](#) (Department employees only).

### Student Intervention and Support Services

Dirranbandi P-10 State School recognises the need to provide intervention and support to all students involved in incidents of bullying, including cyberbullying.

Students who have been subject or witness to bullying have access to a range of internal support staff, as identified in the Student Support 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 Dirranbandi P-10 State 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 alternative learning arrangements, withdrawal from social events or celebrations or more severe punishments such as suspension or exclusion from school.

## Dirranbandi P-10 State School – Anti-Bullying Agreement

The Anti-Bullying Agreement provides a clear outline of the way our community at Dirranbandi P-10 State School works together to establish a safe, supportive and disciplined school environment. This agreement is provided to all students and their parents upon enrolment, and may be revisited with individual students if particular problems around bullying arise.

### Dirranbandi P-10 State School – Anti-Bullying Agreement

We agree to work together to improve the quality of relationships in our community at Dirranbandi P-10 State School. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying, and improve the quality of the schooling experience for everyone.

The agreed national definition for Australian schools describes bullying as

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

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

I agree to:

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

Student's signature

Parent's signature

School representative signature

Date

## Appropriate use of social media

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

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

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

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

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

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

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

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

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

## **Possible civil or criminal ramifications of online commentary**

A serious instance of inappropriate online behaviour may constitute a criminal offence and become a police matter. For example, online content may substantiate the offence of 'using a carriage service to menace, harass or cause offence' (Criminal Code Act 1995 (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.

## Restrictive Practices

School staff at Dirranbandi P-10 State School need to respond to student behaviour that presents a risk of physical harm to the student themselves or others. It is anticipated that most instances of risky behaviour can be de-escalated and resolved quickly. On some rarer occasions, a student's behaviour may continue to escalate and staff need to engage immediately with positive and proactive strategies aimed at supporting the student to manage their emotional arousal and behaviour.

In some very rare situations, where there is immediate risk of physical harm to the student or other people, and when all other alternative strategies have failed to reduce the risk, it may be necessary for staff to use restrictive practices.

The use of restrictive practices will always be as a last resort, when there is no other available option for reducing immediate risk to the student, staff or other people. Restrictive practices are not used for punishment or as a disciplinary measure.

The department's **Restrictive practices procedure** is written with consideration for the protection of everyone's human rights, health, safety and welfare. There are six fundamental principles:

1. Regard to the human rights of those students
2. Safeguards students, staff and others from harm
3. Ensures transparency and accountability
4. Places importance on communication and consultation with parents and carers
5. Maximises the opportunity for positive outcomes, and
6. Aims to reduce or eliminate the use of restrictive practices.

Very rarely restrictive practices will be planned and staff will employ, when necessary, pre-arranged strategies and methods (of physical restraint/ mechanical restraint/ clinical holding) which are based upon behaviour risk assessment or clinical health need and are recorded in advance. The use of planned strategies will only be where there is foreseeable immediate risk consistent with the **Restrictive practices procedure**.

Seclusion will not be used as a planned response and will only be used in serious circumstances for managing an unforeseeable situation in an emergency. It will be used for the shortest time possible and in a safe area that presents no additional foreseeable risk to the student. In such emergencies, a staff member will observe the student at all times and seclusion will cease as soon as possible.

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

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

## Critical Incidents

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

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

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

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

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

## 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

# 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

Dirranbandi P-10 State 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](http://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](#).