

# Checklist – Student Discipline

## Reporting Requirements

I have considered whether to:	
1. make a report about the incident to:	
a. <u>Family and Community Services</u> (intranet only) or	
b. <u>the Department’s Child Wellbeing Unit</u> (intranet only)	
2. <u>report the incident to the Police</u> (intranet only)	
3. <u>report the incident to the Safety &amp; Security Directorate</u> (intranet only)	
4. report to the incident to the <u>Work Health and Safety Directorate</u> (intranet only)	

## Process

1. I have considered:	
a. whether I have the authority under the <u>Education Act 1990</u> (intranet only) to impose a suspension or expulsion	
b. whether to use <u>Chapter 16 A of the Children and Young Persons (Care and Protection) Act 1998</u> to obtain information about the student or involve other organisations to assist in developing a response to the incident	
c. where the student has a disability, making a reasonable adjustment to the way I apply the discipline policy to the student and have consulted with the student and/or parent about the need to make the reasonable adjustment	
d. the need to review any <u>behaviour support plan</u> (intranet only) in place for the student	
2. I have complied with work, health and safety obligations in ensuring the safety of staff and students to the extent that this is reasonably practicable including considering any welfare support needs of those involved	
3. When communicating with the parent/carer about the incident I have described the facts without trying to legally define the incident (e.g. the student hit another rather than assaulted another student)	
4. When communicating with the parents/carers of any other students I have considered any restrictions privacy law may place on the provision of information	
5. Where the matter involves a short suspension I have completed the <u>short suspension checklist</u> (intranet only)	
6. Where the matter involves a long suspension I have completed the <u>long suspension checklist</u> (intranet only)	
7. Where the matter involves an expulsion I have completed the <u>expulsion checklist</u> (intranet only)	
8. I have made a record of the incident and all action I have taken	