

GUIDELINES FOR BEHAVIOUR MANAGEMENT DECISIONS MADE UNDER THE PREVIOUS POLICY AND PROCEDURES

Implementation document for the Student Behaviour policy

The [Student Behaviour policy](#) and [Student Behaviour Procedures](#) replace the Student Discipline in Government Schools Policy and Suspension and Expulsion of School Students Procedures from Day 1, Term 4 2022.

While this change is effective from Day 1, Term 4, 2022, some documents, decisions and records made before this date may still need to be administered in Term 4 and beyond. These fall under the following 3 categories:

- schools transitioning from the use of a school discipline policy to a [School Behaviour Support and Management Plan](#) to manage behaviour at the whole-school level
- managing the legacy effects of behaviour management decisions made in Terms 1, 2 and 3 2022 that have consequences extending into Term 4 2022
- maintaining correct records and data over the change period.

This document seeks to guide schools and staff in managing these situations. It will be in use until the end of Term 2, 2023 and should be read in conjunction with the updated policy and procedures.

This document is not intended to help schools understand the updated Student Behaviour policy and procedures or understand what ongoing changes they need to make to implement them into the future. Guidance on these topics can be found in [familiarisation resources](#) on the department's website. Delivery Support is also supporting the change with guidance on the [Team Around a School model](#) and ensuring easier access to support (including a QR code to make it easy to access the [School Support Contacts](#) database).

1 Introducing a School Behaviour Support and Management Plan

The Student Behaviour policy requires principals to develop a School Behaviour Support and Management Plan in consultation with the school community, for implementation and monitoring by the end of Term 2 2023. From 2024, the plan will need to be finalised by the end of Term 4 each year for implementation from the beginning of the next school year.

Until a school has finalised and published its School Behaviour Support and Management Plan (expected by the end of Term 2 2023), schools should update their existing school discipline policy to ensure any sections clearly inconsistent with the updated Student Behaviour policy and procedures are amended. Schools should check their existing school discipline policy does not include:

- detailed references to short, long or immediate suspensions, or references to the superseded grounds for suspension
- behaviour management strategies inconsistent with the updated Detention and Time-out Guidelines, such as using teacher-directed timeout as a punishment.

2 Managing decisions made in Terms 1, 2 and 3 2022

Changes in policy and procedures between Terms 3 and 4 in 2022 means that some behaviour management decisions made in Terms 1, 2 and 3 2022 under the previous Suspension and Expulsion of School Students Procedures will still have an impact in Term 4 2022.

Decisions made in these circumstances should be managed in the following ways:

- Any formal cautions issued in Terms 1, 2 and 3 will be considered valid for the remainder of 2022 (consistent with the 50 school day validity period in the Student Behaviour Procedures). This does not affect a principal's ability to suspend a student without first issuing a formal caution because there are immediate health or safety concerns for students or staff that cannot be otherwise mitigated (section 3.2 of the procedures).
- Any suspensions issued in Term 3 2022 should be completed in line with the Suspension and Expulsion of School Students Procedures rather than the updated Student Behaviour Procedures. This includes following the relevant provisions on finalising a suspension and returning the student to school.
- Suspensions issued in Terms 1, 2 and 3 2022 will not count towards the requirement for Director, Educational Leadership approval for more than 3 suspensions in a calendar year under the Student Behaviour Procedures.
- Suspensions issued in Terms 1, 2 and 3 2022 under the Suspension and Expulsion of School Students Procedures will not count towards the maximum days of suspension across a calendar year under the Student Behaviour Procedures (even if some of the suspension days occur in Term 4).
- If in Term 3 2022 a school commenced the process to expel a student, they should continue to follow the Suspension and Expulsion of School Students Procedures until the process is complete. This includes any obligation to find an alternative placement when a student has been expelled.
- Any appeals to decisions made in Term 3 2022 should follow the appeals process outlined in the Suspension and Expulsion of School Students Procedures.

3 Data collection and record keeping

A number of data collection and record keeping system changes will come into effect on day 1, Term 4 2022 to support the transition to the updated Student Behaviour policy and procedures. As part of these changes:

- behaviour and suspension management recording will transition to the Enrolment and Registration Number (ERN) database based on a similar user experience to that currently provided in ebs:central
- all historical data recorded in ebs:central will be available in ERN
- any active suspension raised in ebs:central prior to day 1, Term 4 2022 will be migrated to ERN and will remain active. Schools are advised to finalise that suspension in ERN in line with the previous Suspension and Expulsion of School Students Procedures
- ERN will allow schools to record behaviour management processes that occurred prior to day 1, Term 4 2022.

The data collection and record keeping system changes seek to ensure that schools do not need to duplicate any record management or data collection activity.

Quick reference guides and eLearning packages will be made available to support schools and staff as part of the transition process. This guidance will provide more detail about the system changes. The department will ensure that similar capabilities are applied in third party provider systems.