



Behaviour Management Policy and Procedure

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Behaviour Management at Foundation College:

Foundation Learning Centre Inc. is dedicated to the behaviour management of students undertaking programs with our Non Schools Senior Secondary department.

Foundation College's objective is to:

- Adhere to the Child Safe Standards
- Encompass everything the centre does to meet the personal, social and learning needs of students.
- Create a safe, caring environment in which students are nurtured as they learn.
- Enable student success through the curriculum and the way it is delivered.
- Incorporate effective classroom management and discipline.
- Incorporate preventative health, wellbeing and social skills programs.
- Stress the value and importance of collaborative early intervention when problems are identified.
- Provide ongoing educational services to support students.
- Recognise diversity within the community and provide programs and support which acknowledge difference and promote harmony.
- Recognise the role that the centre plays as a resource to link students and families with community support services.
- Provide opportunities for students to:
 - Enjoy success and recognition in a safe and harassment free environment
 - Make a useful contribution to the community
 - Derive enjoyment from their learning



Foundation College provides effective learning and teaching within well managed venues, in partnership with parents / guardians / care givers and the wider community. The objectives and outcomes that follow therefore relate to:

- Effective Learning and Teaching
- Behaviour Management
- Monitoring Student Attendance
- FLC Responsibilities

Effective Learning and Teaching:

Foundation College's objective is to:

- Encourage students to take responsibility for their own learning and behaviour.
- Identify, assess and accommodate for the individual learning needs and styles of students.
- Establish well managed teaching and learning environments.
- Ensure that learning and assessment activities build on prior knowledge and experiences and are socially and culturally relevant.
- Provide frequent opportunities for students and their parents to discuss learning programs, student behaviour and academic and personal progress.
- Through the curriculum and learning activities, provide opportunities for students to develop both key social and life skills.

Behaviour Management:

Foundation College's objective is to:

- Encourage student participation in decision making through our student voice.
- Establish clear rules that are agreed upon and understood by all staff and students. These rules relate to student behaviour whilst in the classroom. The following topics are discussed and negotiated as a part of this process:
 - Attendance
 - Lateness / communication
 - Disruptive behaviour
 - Music
 - Language / swearing
 - Breaks
 - Mobile Phones
 - Individual learning plans
 - Individual behavioural strategies
 - Anti bullying and harassment



- Identify inappropriate behaviour and manage it through conflict resolution, communication and negotiation skills.
- Ensure all students read, understand and sign a student contract during the initial induction to the course. This contract outlines the expectations of students whilst participating in courses at Foundation College.
 - If in the event that a student breaches the signed contract, appropriate meetings will be arranged by the wellbeing team. These meetings may be in conjunction with relevant personnel such as:
 - ❖ CEO
 - ❖ General Manager
 - ❖ Head of Department – Foundation College
 - ❖ Educator/s
 - ❖ Wellbeing staff
 - ❖ Pathways and Transitions Co-ordinator/Team member
 - ❖ Parents, guardians, care givers
 - ❖ Home school
 - ❖ Case managers
 - ❖ Social workers
 - ❖ Drug and alcohol / mental health workers
 - ❖ Relevant Medical Professionals
- There are three options for students as a result of breaching a signed student contract. They are as follows:
 - Individual Student Contract / Official Warning Contract
 - Modified Program or Suspension
 - Exit interview and Referral

Foundation College strictly prohibits any form of corporal punishment.

If it is discussed and agreed that a student will be placed on an Individual Student Contract / Official Warning Contract, a meeting will be arranged between the Head of Department – Foundation College, Team Leader, Wellbeing staff and the student. An adult representative will be required where the student is under 18 years of age. This could be a case worker, parent, guardian or care giver. During this meeting, the conditions of the Individual Student Contract / Official Warning Contract are very carefully explained to the student (and their representative.) Head of Department – Foundation College, Team Leader and Wellbeing staff will discuss strategies with the student on ways to ensure their commitment to this contract is met. Head of Department – Foundation College or Team Leader, will explain that if in the event the contract is broken, the student's position in the program will be terminated immediately.



- The Head of Department – Foundation College or Team Leader will communicate relevant information and details relating to student’s Individual Student Contract / Official Warning Contracts to all relevant staff.
- If it is discussed and agreed that a student will be exited from a course, a meeting will be arranged between the Head of Department – Foundation College or Team Leader, Wellbeing staff, Pathways and Transitions Co-ordinator and an adult representative where the student is under 18 years of age. This could be a case worker, parent, guardian or care giver. If in the event that the student is under a Memorandum of Understanding with a mainstream school, a representative from the school will be asked to attend. A range of relevant options and pathways will be discussed at this meeting, including the possibility of returning to Foundation College in the future providing relevant changes and modifications have been addressed.
- The procedure for appeal against any of the above actions is outlined in the Student Handbook.

Monitoring Student Attendance:

Foundation College’s objective is to:

- Monitor student’s attendance and ensure that students are attending school regularly.
 - Attendance records are kept during every class, including day trips and excursions. These records provide information on students who are on time, late, or left early. This information is then entered on to our Student Management System (SMS) at the beginning of the following week.

The Wellbeing Team will monitor student attendance on a weekly basis and provide the Head of Department – Foundation College or Team Leader with details of students with poor attendance. The Head of Department – Foundation College or Team Leader will follow this up with individual students and their parents, guardians and/or care givers.

- Weekly staff meetings are another opportunity for communication / discussion around the monitoring of student attendance. Minutes of these meetings are documented and acted upon according to allocated timelines.
- On a weekly basis, Foundation College reports attendances/absences to relevant home school attendance officers for Foundation College students who are under Memorandum of Understanding contracts with a mainstream school.
- Progress reports are sent home to all parents, guardians or care givers at the completion of each term. These progress reports contain information relating to student attendance for each class over the term.



Responsibilities:

Foundation College will ensure that:

- A commitment to student welfare underpins all the policies, procedures and activities of the centre.
- Student welfare is regularly reviewed.
- Student wellbeing is monitored regularly and imbedded into teaching and classes
- Behaviour management is regularly reviewed.
- All policies, procedures and practices are regularly reviewed to ensure that they meet the needs of all students enrolled at the centre.
- Staff and students work together to develop strategies for addressing student welfare and discipline needs within the centre.
- All teaching and support staff are familiar with this procedure. A copy will be issued to all staff during their staff induction.
- All students, parents, guardians and care givers are familiar with this procedure. A copy is included in the student handbook which will be issued during enrolment day.
- We contribute to the provision of a caring, well managed, safe and harassment free environment for all student, staff, parents, guardians and care givers.

Duty of Care:

While Foundation College applies adult learning principles throughout the centre we recognise that students enrolled that are considered Youth students could be vulnerable to risks not normally encountered by adult learners therefore the following precautions are also taken to ensure student safety:

- Students are advised of the boundaries outside the premises where they are permitted to go during breaks
- Staff yard duty roster for in and outside the school boundaries
- Local businesses are made aware that our students may visit their shops during break times and are encouraged to contact us should they feel it necessary
- Use of the Foundation College checklist for planning an incursion/excursion
- A First Aid Kit is taken on all off site excursions, camps and activities
- Additional measures to ensure the safety of students under the age of 18 are provided as detailed below

For students under the age of 18 Foundation College will ensure that:

- A detailed permission slip is signed off by the parent/guardian or caregiver prior to any student leaving the premises during any break times



- A detailed excursion form is signed off by the parent/guardian or caregiver prior to any student leaving the premises for any off site excursions, camps or activities

In the case of a parent/guardian or caregiver not allowing permission for their child to leave the premises during break times then the Head of Department – Foundation College or Team Leader will be responsible for ensuring that this is enforced.