



Department of  
**Education**

# **Student Behaviour in Public Schools Procedures**

Effective date: 26 April 2016

Version: 2.6

Accurate at the time of printing 29/07/2021.

These procedures must be read in conjunction with the Student Behaviour in Public Schools Policy.

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**These procedures must be read in conjunction with the Student Behaviour in Public Schools Policy.**

## **1. Policy supported**

Student Behaviour in Public Schools Policy

## **2. Scope**

These procedures apply to principals in public schools.

## **3. Procedures**

### **3.1 Document a plan for whole school positive student behaviour support**

The principal will document a whole school plan to support positive student behaviour that includes:

- a school code of conduct stating the behaviours that students are required to learn and maintain at the school;
- the roles and responsibilities of staff in implementing whole school behaviour support;
- teaching and classroom management strategies that support positive student behaviour including:
  - the management of the school environment to promote positive student behaviour;
  - the school's strategy for communicating to parents on students' behaviour;
  - the school's strategy for deciding on the application of disciplinary measures;
  - the school's approach to coordinating with external agencies where required;
  - measures to address:
    - all forms of bullying;
    - aggression;
    - drug and alcohol misuse by students, including provision of evidence-based drug and alcohol education;

- the presence of weapons on school sites;
- risks of suicidal behaviour and/or non-suicidal self-injury, including risks associated with cumulative harm from child maltreatment;
- the rules regarding personal use of mobile and other electronic devices, and responses to breaches of these rules; and
- the strategy for record keeping, and use of data in assessing the effectiveness of whole school behaviour support.

The principal will:

- consult with the school council/board on this planning;
- review whole school behaviour support planning at least annually, and whenever school data indicates the need; and
- report at least annually to the school council/board on the school's performance in behaviour support.

### **3.2 Implement the whole school plan for positive student behaviour support**

The principal must implement the documented whole school plan to support positive student behaviour in ways that:

- make the best interests of the child a primary consideration;
- consider the safety and wellbeing of all school staff and all other members of the school community;
- maintain a positive school approach and the good order of the school;
- incorporate personalised adjustments based on student need;
- maintain cohesion of behaviour support for students across contexts and teachers;
- build consistency in behaviour support in and out of school, through liaison with parent(s) and community;
- are culturally, developmentally and psychologically appropriate;
- support the growth of self-regulation and peer-regulation and reduce the need for adult intervention;
- use the least restrictive alternative that will prevent or de-escalate student conduct or emotional

states that risk harm to self or others;

- take into account the agreed behaviour interventions or therapies provided by external practitioners or agencies;
- respond to the assessment of school behaviour data; and
- comply with the [Requirements related to the Student Behaviour in Public Schools policy](#).

### **3.3 Provide individual student behaviour support where the need is identified**

The principal must provide individual student behaviour support where the need is identified through:

- monitoring students whose behaviour needs are not adequately met by the whole school support plan;
- advice received from regional and Statewide Services staff, as required;
- liaising with external agencies or experts, as required;
- information received from the student and his/her parent(s) to inform the personalised behaviour support plan; and
- reviewing records of enhancements in behaviour support and their outcomes.

#### **Guidance**

Resources and tools to assist with behaviour support planning, provision and assessment are available through the [Teaching and Student Services Support website](#).

## 4. Definitions

### **Behaviour**

The educational support a student receives from the school in order to learn and maintain identified behaviour.

### **Behaviour support**

The educational support a student receives from the school in order to learn and maintain identified behaviour.

### **Parent(s)**

A person or persons who at law have responsibility for the care, welfare and development of the child, whether long term or day to day.

### **School's code of conduct**

The school's code of conduct describes the behaviours that students are expected to learn and maintain.

### **Student**

A person who is enrolled at a Department of Education school.

## 5. Related documents

### **Relevant legislation or authority**

[Children and Community Services Act 2004 \(WA\)](#)

[Disability Discrimination Act 1992 \(Commonwealth\)](#)

[Disability Standards for Education 2005](#)

[Equal Opportunity Act 1984 \(WA\)](#)

[School Education Act 1999 \(WA\)](#)

[School Education Regulations 2000 \(WA\)](#)

[State Records Act 2000 \(WA\)](#)

### **Related Department policies**

[Child Protection in Public Schools](#)

[Dress Codes for Students in Public Schools](#)

[Duty of Care for Students for Public Schools](#)

[Incident Management on Department of Education Sites](#)

[Records Management](#)

[Risk and Business Continuity Management](#)

[Student Attendance in Public Schools](#)

[Students at Educational Risk in Public Schools](#)

[Students Online in Public Schools](#)

### **Other documents**

[Complaints Management Toolkit](#)

[Effective Teaching](#)

[Incident Management Plan Template \(staff only\)](#)

[Guidelines for Implementing Documented Plans in Public Schools \(staff only\)](#)

[School Response and Planning Guidelines for Students with Suicidal Behaviour and Non-Suicidal Self-Injury](#)

[Homework Guidelines](#)

[Keeping Our Workplace Safe](#)

[Physical Contact with Students \(staff only\)](#)

[Records Management Manual for School College and Campus Records \(staff only\)](#)

[Talking with My School](#)

## **6. Contact information**

### **Policy manager:**

Director, Student Support Services

T: (08) 9402 6384

### **Policy contact officer:**

Principal Consultant, Behaviour and Attendance Branch

T: (08) 9402 6447

## **7. History of changes**

**Effective date**

4 January 2016

**Last update date**  
**Policy version no.**



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<b>Notes</b>	This new policy replaces the Behaviour Management in Schools policy. Endorsed by the Director General on 9 December 2015 D15/0557873.
<b>Effective date</b>	26 April 2016
<b>Last update date</b> <b>Policy version no.</b> <b>Notes</b>	Amendments under section 3.2 of the Procedures. OOS Corporate Executive approval, endorsed by the Director General on 26 April 2016 and to be effective from this date. D16/0254477
<b>Effective date</b>	26 April 2016
<b>Last update date</b>	11 August 2016
<b>Policy version no.</b> <b>Notes</b>	Updated contact information D16/0522722
<b>Effective date</b>	26 April 2016
<b>Last update date</b>	4 October 2016
<b>Policy version no.</b> <b>Notes</b>	Updated link under section 3.2 D16/0626913
<b>Effective date</b>	26 April 2016
<b>Last update date</b>	20 June 2018
<b>Policy version no.</b> <b>Notes</b>	Updated link name under section 3.3 D18/0272093
<b>Effective date</b>	26 April 2016
<b>Last update date</b>	3 October 2018
<b>Policy version no.</b> <b>Notes</b>	Minor changes to include reference to Public Schools D18/0151652 and updated legislation links D18/0207680

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<b>Effective date</b>	26 April 2016
<b>Last update date</b>	24 February 2021
<b>Policy version no. Notes</b>	Minor change in the Student Behaviour policy to link to the Requirements. Approval D21/0100046

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## 8. More information

### Supporting content

#### Policy

[Student Behaviour in Public Schools Policy](#)

### Procedure review date

4 January 2019

### Procedure last updated

24 February 2021

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