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# Behaviour Management Policy

## SOURCE OF OBLIGATION

The NSW Registration Manual (section B8.2) requires that a registered non-government school must have policies relating to the provision of a safe and supporting environment, including implementation of a code of conduct that includes the rights and responsibilities of students as well as procedures for behaviour management and responding to allegations of bullying.

The NSW Registration Manual (section B9.1) requires that a registered non-government school must have policies relating to discipline of students attending the school that are based on principles of procedural fairness and do not permit corporal punishment of students.

## SCHOOL CULTURE AND STUDENT BEHAVIOUR

Every student has the right to a safe and supportive learning environment, free from bullying and intimidation. They have the right to feel safe and happy at school, and to be treated fairly and with dignity.

Clear expectations and consistent, fair disciplinary procedures are necessary to ensure the safety and welfare of all students and staff and to provide a conducive learning environment.

This Policy sets the framework through which Cranbrook School manages student behaviour and disciplinary consequences. The School approaches this using a Positive Behavioural Interventions and Supports framework.

## EXPECTED STANDARD OF BEHAVIOUR

Cranbrook School seeks to develop a culture of positive discipline by setting clear expectations of students and encouraging positive behaviour.

Descriptions of behaviour that students are expected to abide by are articulated in the **Junior School Student Code of Conduct** and **Senior School Student Code of Conduct**.

## CONSEQUENCES

There are a range of consequences students may face should they not adhere to the expectations for student behaviour. The nature of these consequences and the procedures for determining and implementing consequences are articulated in the **Junior School Behaviour Support Procedures** and **Senior School Behaviour Support Procedures** documents.

**Appendix A of this policy** include specific procedures that must be followed when considering the suspension or expulsion of a student. The final decision to expel a student may only be made by the Head of School, in consultation with the relevant Head of Campus.

These procedures are based on principles of procedural fairness and prohibit the use of corporal punishment.

## PROCEDURAL FAIRNESS

Students have a right to procedural fairness in dealings that involve their interests. This includes disciplinary decisions.

The principles of procedural fairness include the right to:

- know what the rules are, and what behaviour is expected of students;
- know what the process for considering the matter is;
- have decisions determined by a reasonable and unbiased person;
- an impartial investigation and decision-making process;
- know the allegations that have been made, and have the opportunity to respond to them;
- be heard before a decision is made; and
- know how to seek a review of a decision.

## PROHIBITION OF CORPORAL PUNISHMENT

It is the School's policy that:

- Cranbrook School prohibits corporal punishment; and
- Cranbrook School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the School.

The use of any corporal punishment by a staff member is strictly prohibited. Any staff member who breaches this rule will be subject to disciplinary proceedings, which may include dismissal.

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## **BULLYING AND DISCRIMINATION**

As described in our **Anti-bullying Policy**, bullying in all its forms – physical, emotional and verbal – is totally unacceptable. The **Codes of Conduct** and **Behaviour Support Procedures** also include specific references to bullying and discrimination.

## **IMPLEMENTATION**

This policy is implemented by:

- annual staff training and professional development opportunities in behaviour management are provided;
- a session reminding staff of this policy and supporting documentation is held annually;
- communicating this policy to the School community via the School's Parent Portal;
- provision of relevant information from the **Codes of Conduct** and **Behaviour Support Procedures** to the School community via the School's Parent Portal; and
- monitoring the effectiveness of the policy through data analysis of incidents, surveys of key stakeholders and feedback sessions for staff.

*Updated 1 June 2025*

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## **APPENDIX A: SUSPENSION AND EXPULSION OF STUDENTS PROCEDURE**

### **Suspension Procedure**

1. Where a disciplinary issue arises, the School will investigate and determine consequences in line with the School's Behaviour Management Procedures.
2. An investigation will include the student being provided with information about the nature of the allegations and being given an opportunity to respond.
3. If it is determined that the behaviour warrants suspension due to its level of seriousness and/or repeated poor behaviour, the Deputy Head of Senior School or one of the Deputy Heads of Junior School will inform the parents and student that a preliminary view has been formed that the student will be suspended, either internally or externally for a determined period of time.
4. The student and family will have a further opportunity to respond before the suspension decision is finalised.
5. If the suspension served is external, before rejoining the class, a re-entry meeting will be held with the student and parents and relevant staff.

### **Expulsion Procedure**

1. Where a disciplinary issue arises which may result in expulsion, the School will investigate the circumstances surrounding the issue. The Head of Senior School or the Head of Junior School may direct the student not to attend school while the investigation takes place. An investigation will include the student being provided with information about the nature of the allegations and being given an opportunity to respond.
2. If after receiving the results of the investigation and hearing representations from the student, the Head of Senior School or the Head of Junior School form the view that the student should be expelled, the Head of Senior School or the Head of Junior School will make a recommendation to that effect to the Head of School and advise the student and parents/carer in a letter that this recommendation has been made.
3. The parents/carer or student may appeal against that recommendation to the Head of School, setting out the reasons why the Head of School should not act on the recommendation. Any appeal must be provided to the Head of School no later than 7 days (or the date specified in the letter) after the parents/carer have been advised of the recommendation.
4. If no appeal is made within the time specified, the Head of School will decide whether to accept the recommendation and advise the student and parents/carer of the decision.
5. If the student or parents/carer have lodged an appeal, the Head of School will consider the recommendations and the reasons provided by the student or parents/carer for not following the recommendation and will decide whether to accept the recommendation of the Head of Senior School or the Head of Junior School. The Head of School, or the Head of the relevant campus, will then advise the student and parents/carers of the decision.
6. The decision made by the Head of School will be final.