

Introduction

This overarching policy details Faith Lutheran College's commitment to developing a safe College community through a whole-school approach that is aligned to Faith Lutheran College's Mission Statement and to Lutheran Education Australia's (LEA) ethos and values. This policy is founded on an educative approach for dealing with unacceptable actions and choices by members in the College community that impact others. The College processes are to ensure members of the College community feel safe, and accept responsibility for developing and sustaining a safe and supportive environment.

God encourages and supports good order in all communities. Due to the nature of human beings, all societies and communities, including Faith Lutheran College, need basic rules and regulations:

- to maintain order;
- to provide a safe and secure environment; and
- for the welfare and benefit of the whole community, its reputation and its harmonious functioning.

Scope

All International Students enrolled at Faith Lutheran College must at all times adhere to the College's Relational Management and Wellbeing Policy. Failure to do so may result in the College cancelling the student's enrolment and the non-refunding of fees. For further information, please refer to the College Student Deferment, Suspension and Cancellation Policy, Refund Policy and Complaints and Appeals Policy included in the International Student Handbook and available on the College website.

Definitions

Day	Any day including weekends and public holidays in or out of term time.
Extenuating Circumstances	<p>If the student's health or wellbeing, or the wellbeing of others, is likely to be at risk. For example:</p> <ul style="list-style-type: none"> ○ the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)the student is missing ○ the student has medical concerns or severe depression or psychological issues which lead the College to fear for the student's wellbeing ○ the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others ○ is at risk of committing a criminal offence, or ○ the student is the subject of an investigation relating to criminal matters.

Details of Policy

1. Language Specific to Faith Lutheran College

Faith Lutheran College utilises a Restorative Practices model and as such there is some specific language or vocabulary that the College uses.

Word	Faith Specific Language
Behaviour	Choices/Actions
Misbehaviour	Unacceptable Choices or Actions
Behaviour Management	Relational Management
Restorative Practices	RP
Suspension	Withdrawal (internal or external)
Exclusion/Expulsion	Withdrawal from the College

2. Unacceptable Choices and Actions

Unacceptable student choices and actions that may lead to the cancellation of enrolment include:

- a) Failure to maintain satisfactory course progress. (visa condition 8202- Please see the Student Course Progress Policy included in the International Student Handbook and available on the College website).
- b) Failure to maintain satisfactory attendance. (visa condition 8202- Please see the Student Attendance Policy included in the International Student Handbook and available on the College website).
- c) Failure to maintain approved welfare and accommodation arrangements. (visa condition 8532- Please see the International Student Accommodation and Welfare Policy included in the International Student Handbook and available on the College website).
- d) Failure to comply with Faith Lutheran College Policies and Protocols.
- e) The possession of illegal substances and materials, including but not limited to:
 - o Illicit drugs
 - o weapons or items modified for the use as a weapon
 - o explosives
 - o pornographic material
 - o terrorist material

3. Values and Relational Management Aims for all Students

From the College's foundation, Faith Lutheran College has developed policies that align with its beliefs and values. Therefore, a range of proactive programs to foster the development of relationships are implemented across the College. These programs foster healthy and caring relationships that build community and contribute to effective teaching and learning.

In addition, the College utilises RP; a philosophy and continuum of processes based on the premise that repairing harm done to people and relationships, is a very effective way to resolve conflict. A core belief is that the unacceptable choices and actions that bring disruptions to classrooms, and the harmful actions that are often associated with conflict, are primarily not just 'breaking rules', but actually result in harm to individuals, groups and the whole school community.

In the College setting, restoration of relationships for effective learning is a key goal of RP. In response to this, RP encourages a profound fairness, and a culture of listening across the College community. It is based on core values that build an ethos of respect,

inclusion, accountability, taking responsibility, commitment to relationships and the development of social and emotional competencies. People involved develop personal awareness and responsibility while learning and using lifelong skills such as active listening, expressing emotion, facilitating dialogue and problem solving.

RP is also based on the belief that the people involved in a conflict or incident need to be actively involved in the process of resolution. Imposed (and purely punitive) solutions can be less effective and less educative.

The RP continuum of interventions and processes is applicable across all levels of the College community: from more formal responses such as round tables to more informal restorative chats. It is the cornerstone of the College's anti-bullying, relational management and pastoral care procedures and policies. Trained staff facilitate the processes. Staff, students, and parents/legal guardians are all encouraged to participate in a 'restorative pedagogy' that builds a school culture that is fair, safe, and encourages effective relationships and thus learning. For more information regarding RP, please review the International Students Handbook.

4. The College aims:

- a) To provide a safe and healthy learning space in which all members for the College community are able to flourish in an environment free from disruption and harassment caused by others
- b) To develop and maintain a sense of ownership for each individual's choices, making everyone responsible for the actions they make
- c) To ensure courtesy is displayed at all times for other members of the College community
- d) To ensure everyone respects one another and display a sense of community in everything each person does
- e) To learn and enjoy learning, ensuring people do not hinder others in their quest to flourish
- f) To build and maintain a positive network where difficulties exist for students

5. The College's expectations for all students:

- a) All students are expected to come to school wanting to learn and students are responsible for their own learning. Students are expected to set their own learning goals and work hard to achieve these
- b) All students are expected to respect the rights and property of others
- c) All students are expected to be safe and take responsibility for their own actions and choices
- d) All students are expected to display acceptable choices and actions at all times. Common sense, consideration and cooperation are non-negotiables
- e) All students are expected to speak kind words, give hope and inspire through their actions

6. College-initiated exclusion from class

- a) Faith Lutheran College may exclude a student from class studies on the grounds of unacceptable choices and actions by the student. Exclusion may occur as the result of any choice or action that is identified as causing significant harm to other members of the College or property.
- b) Students may also be excluded from class for failure by their parents/legal guardians to pay fees that they were required to pay in order for their student to undertake or continue the course, as stated in the written agreement.

- c) Where Faith Lutheran College intends to exclude a student from class it will notify the student and parents/legal guardians of this intention. A follow-up letter will provide details of the reason/s for the intended exclusion, as well as information about how to access Faith Lutheran College's internal appeals process. Further information about the appeals process in the event of a College-initiated exclusion from class is outlined below.
- d) Excluded students must abide by the conditions of their exclusion from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the International Student Liaison Coordinator.
- e) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- f) Exclusions from class will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

7. College-initiated suspension of studies

- a) Faith Lutheran College may initiate a suspension of studies for a student on the grounds of unacceptable choices and actions by the student. Withdrawal from the College community may occur as the result of any choice and action that causes or has the potential to cause significant harm.
- b) Students may also be suspended for failure by their parents/legal guardians to pay fees that they were required to pay in order for their student to undertake or continue the course, as stated in the student's written agreement.
- c) Where Faith Lutheran College intends to suspend the enrolment of a student, it will notify the student and parents/legal guardians of this intention. A follow-up letter will provide details of the reason/s for the intended suspension, as well as information about how to access Faith Lutheran College's internal appeals process. Further information about the appeals process in the event of a College-initiated suspension is outlined below.
- d) Suspended students must abide by the conditions of their suspension from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the College Principal or representative.
- e) Students who have been suspended for more than 28 days may need to contact Department of Home Affairs. (Please see contact details at: <https://www.homeaffairs.gov.au/about/contact/offices-locations>)
- f) Suspensions will be recorded on PRISMS.
- g) The period of suspension will not be included in attendance calculations.

8. College Initiated Cancellation of Enrolment

- a) Where Faith Lutheran College intends to cancel the enrolment of a student it will first issue a letter which notifies the student and parents/legal guardians of this intention. The letter will also provide details of the reason/s for the intended cancellation, as well as information about how to access Faith Lutheran College's internal appeals process. Further information about the appeals process in the event of a College-initiated cancellation is outlined below.
- b) Faith Lutheran College is required to report any confirmed breach of course progress and attendance requirements to the Department of Home Affairs. Where a student is reported for breach of visa condition, his/her enrolment at Faith Lutheran College will be cancelled and this may impact on the student's visa. Further information can be found in Faith Lutheran College's Student Course Progress and Attendance Policies.
- c) For the duration of the internal appeals process, Faith Lutheran College will maintain the student's enrolment and the student will attend classes as normal.

- The International Student Liaison Coordinator will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- d) If a student decides to access Faith Lutheran College's complaints and appeals process because they have been notified of a College initiated suspension or cancellation of enrolment under Standard 9, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
 - e) Where extenuating circumstances are deemed to exist, a student may still access the complaints and appeals process, but Faith Lutheran College need not await the outcome of this process before changing the student's enrolment status in PRISMS. If the College has issued a CAAW for such a student, welfare provisions under Standard 5.6 are applicable.
 - o The use of extenuating circumstances by Faith Lutheran College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
 - o The final decision for evaluating extenuating circumstances lies with the College Principal.

9. Use of Restorative Practices

- a) The use of RP is NOT PERMITTED under the following circumstances (but RP may be used to conclude a matter on the advice of legal personnel):
 - o Where mandatory reporting is required e.g. alleged child sexual abuse. Advice from the Police or the Department of Child Safety to be followed.
 - o Where an adult wishes to make a complaint through the Lutheran Church of Australia's Safe Place Process. Advice from the Safe Place Committee to be followed.
 - o Where a matter involves unlawful behaviour and it is deemed necessary to report it to the Police. Advice of Police or Department of Child Safety to be followed.
 - o Where a parent/legal guardian expressly forbids the use of RP with a child under the age of 18.
 - o Where a staff member, after discussion with the Complaints Contact Officer, chooses to follow another path to achieve resolution of a complaint.
- b) The use of Restorative Practices MAY NOT BE RECOMMENDED:
 - o Where the matter is a very sensitive one (e.g. sexual harassment), or involves particularly sensitive students or staff members.
 - o Where there is a significant disparity of power or status between parties to the conflict. This may require the use or offer of a support person during the conference.
 - o Where considerable time has elapsed since the dispute and parties have clearly 'moved on'.
 - o Where one party has initiated legal proceedings.
 - o When either party does not accept responsibility for their wrongdoing. In these situations the College will remain solution focussed by concentrating on strategies to allow both parties to be successful in the College community.
- c) The use of Restorative Practices WILL GENERALLY BE REQUIRED by the College:
 - o Where a student or staff member has admitted to wrongdoing or harmful behaviour (intentionally or unintentionally).

- o Where the College requires Restorative Practices to be used as part of disciplinary proceedings in response to alleged harmful behaviour by a student or staff member.
- d) In the classroom the classroom teacher will:
- o Help guide students' decisions and actions including the referral and re-direction of students needing to reflect on inappropriate interactions or actions.
 - o Set clear expectations for classroom and playground interactions and relationships, and establish fair and consistent consequences where appropriate.
 - o Create positive relationships between students and teachers through a variety of in-class strategies (e.g. 'circle chat')
 - o Implement a variety of pro-active, College wide strategies that enhance the personal and social competencies of students.
 - o Display and refer to general College expectations and class negotiated expectations in the classroom.
 - o Use restorative language, (what has happened? what were you thinking?, who have you affected?, what can we do to fix things up?) when addressing the choices students make.
 - o Be responsible for tracking and recording an individual student's classroom actions.
 - o Contact parents/legal guardians when necessary.
 - o Where necessary establish/monitor individualised support strategies for students who are experiencing difficulty.
 - o Direct any student requiring individualised support to the relevant staff member and inform other teachers as necessary
 - o Liaise with College Pastoral Care leaders and refer students for further support as required.
 - o Speak with all members of the Faith Lutheran College community in a calm and respectful manner.
 - o Maintain and/or develop a working understanding of RP principles.
 - o Utilise de-escalation strategies at all times.
 - o Reflect and modify their actions when an incident or conflicts occur

10. Student to seek information from Department of Home Affairs

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Home Affairs Website <http://www.homeaffairs.gov.au/Trav/Stud> for further information about their visa conditions and obligations.

11. Bullying and Aggressive Behaviour

- a) Bullying is defined as repeated and unreasonable behaviour directed towards another person that creates a risk to health and safety
- b) Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time
- c) Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening behaviour, whether intentional or unintentional. Behaviour may be considered to be bullying if it is repeated, unreasonable and creates a risk to health and safety. Examples of these behaviours include but are not limited to:
 - o abusive, insulting or offensive language or comments

- unjustified criticism or complaints
 - deliberately excluding someone from activities
 - withholding information that is vital for effective school performance
 - denying access to information, supervision, consultation or resources to the detriment of the student
 - spreading misinformation or malicious rumours
[\(<https://www.worksafe.qld.gov.au/injury-prevention-safety/mental-health-at-work/tools-and-resources/workplace-bullying>\)](https://www.worksafe.qld.gov.au/injury-prevention-safety/mental-health-at-work/tools-and-resources/workplace-bullying)
- d) Aggressive behaviour may be in response to a minor incitement. It can be a repetitive or one off behaviour. Aggressive behaviour may result in a heated situation where someone incites or responds to a situation in an unacceptable manner
- e) Bullying and aggressive behaviour are not acceptable and will be acted on immediately. Due to the nature of the malicious intent of bullying, it will not be tolerated. Both bullying and aggressive behaviour will be dealt with and all situations treated on a case by case basis. An RP conference is normally held to assist in the repair of the relationship.

12. Advice for students

- a) If a student believes they are being teased or harassed:
- Tell the person to stop. Faith utilises a 'Stop the Vex' phrase.
 - Walk away and find someone else to play with.
 - If it continues, report to a Teacher, Teacher Aide or Administration person as soon as possible.
- b) No one has the right to hinder anyone else from learning or feeling safe.
- c) Students and staff at Faith Lutheran College are all expected to treat each other in a manner that meets the College's Rights and Responsibilities in addition to demonstrating the Fruits of Faith values.

13. College and Classroom Rules

- a) Faith Lutheran College has 5 Rights and Responsibilities that all community members are required to abide by. These Include:
- Everyone has the right to:
 - Learn without disruptions
 - Feel safe physically and emotionally
 - Everyone has the responsibility to:
 - Be punctual, organised and have a growth mindset
 - Care for the environment
 - Listen, act and engage appropriately.
- b) In addition to these Rights and Responsibilities all members of the College community are expected to meet the values referred to as the Fruits of Faith. These values include grace, respect, care, faith, service and honour.
- c) To assist students in developing their character and social/emotional skills, a range of pastoral care programs operate at each year level twice a week. Some of the proactive College activities and programs to support the implementation of Faith Lutheran College's Wellbeing and Relational Management Policy include:
- Pastoral Care Program operating during Year Level Time and Care Group
 - Mandatory College Camps per year level
 - Utilising Circle Chat to develop the emotional intelligence and the personal and social skill sets which highlight the importance of ethical actions and choices.
 - The many co-curricular events offered at the College including sporting programs, public speaking, service trips, international and local tours,

College Musical, fundraising events and other co-curricular opportunities that assist students in developing the values and attributes expected of Faith Lutheran College community members.

- Acknowledging and highlighting student achievement (academic and pastoral) at assemblies, Year Level, House and end of year Awards Nights.
- Utilising the Fruits of Faith and Attributes to guide the values expected of all members of the College community.
- Compulsory Christian Studies Program for all students, in addition to regular devotions in Care Group, Assembly and the weekly Worship Service.

14. Student Identification

- a) Students who attend Faith Lutheran College are required to adhere to set uniform guidelines and expectations, except when there is a College-approved event or reason why this might not occur (i.e. Civvies Day, camp, shortage of uniforms available at the uniform shop). This will include set days for when students are to wear either their formal or sports uniform, as well as sometimes being able to wear their House shirts (with sports shorts). When a Faith student wears the College uniform, they are identified and acknowledged both by the College and the wider community as a student who attends Faith. As a result, this means their behaviour, whether on College grounds or out in public (including bus travel) must reflect the standards not only society expects of them, but also, the standards as set by the College.

Policy Release Details

Date of Policy:	October 2018
Approved by:	Plenary
Responsibility:	Principal
Point of Contact:	International Student Liaison Coordinator
Review Date:	