



Crisis Behaviour Policy

Rationale:

Te Puna Wai o Waipapa – Hagley College’s core value of mana [respect] is central to how we expect everyone to behave in our school.

This policy is designed to ensure consistency and a timely response when dealing with behaviours in school that are deemed as ‘crisis’ due to the level of severity and impact on the safety of the student, other students or staff.

‘Crisis’ behaviour includes [and is not limited to] drug or alcohol use; swearing at a teacher; fighting or violence or threatening and abusive behaviour directed at a teacher or student. If the language and/or behaviour is offensive, intimidating and in front of other students, it should be handled promptly.

The jurisdiction for crisis behaviour is our Te Puna Wai o Waipapa – Hagley College site plus Hagley Park and close surrounds including the hospital bus stop within school hours and a normal commute time.

Objectives:

- To ensure a prompt response.
- To ensure that an instance of what is deemed ‘crisis’ behaviour is investigated objectively, thoroughly and in a timely way
- To be consistent; similar responses to similar situations.

Related procedures:

1. As soon as a crisis incident or behaviour involving a staff member is notified, a Senior Leadership Team member will check in on the staff member[s] impacted, with a focus on their wellbeing and safety and to offer support as needed.
2. The student should be removed to the Senior Leadership Team Area in the instance of crisis behaviour.

3. When a student arrives in the Senior Leadership Team Area, where it is appropriate Year 9-13 will be directed to the Assistant Principal or a member of the Senior Leadership Team. If neither are available, the student is to be directed to the Year Advisers office where a written statement will be taken by the duty staff member in the office.
4. **Collection of evidence:** Where possible, a parent will be contacted to indicate an incident has occurred and that we are collecting information to find out the exact nature of the incident. The parent will be informed that we will be interviewing their child. If they indicate they wish to be part of the process, they can come to the College to do so.
5. **Finding out what happened:** This will be as an individual interview where notes are recorded, read back to the student and then confirmed by the student as a true and accurate statement. The interviewer will determine who else witnessed the event so they can be used to verify details. A wide range of perspectives will be gathered if necessary. Where possible, security camera evidence will be gathered to back up statements.
6. If there is a staff member as a witness or was involved in the incident, we will ensure they have been emailed requesting their statement and emphasise the importance of this happening in a timely fashion. An incident report should include details such as what happened, what students were doing before the incident, staff's perception of the student's possible motivation, any witnesses and impact on staff and the class.
7. While the collecting of information phase is in process, the involved students should be separated where possible and where needed. They do not return to class. The Attendance Manager will be contacted re attendance or an administrator will input attendance directly.
8. **Decision making re consequences:** Information and evidence will be presented to the Principal for a decision. Where the Assistant Principal is working on the incident, they will liaise where necessary and vice versa.
9. **Consequences:** The person who carried out the investigation will inform the student of the decision. Parents will then be called as soon as possible to inform them of the decision.
 - For a suspension: Student and family will be informed of the Board process. All teachers will be approached for a behaviour and learning progress report to add to the suspension report and inform them of the suspension. Arrangements will be made to meet the family prior to the Board hearing to answer any questions. Suspension will be made in accordance with the Education and Training Act 2020.
 - For a stand down: The student will be informed that they cannot be on site or at Hagley Park and are not to participate in any school based activities for the duration of the stand down. If an internal assessment will be missed, the student will need to liaise with the teacher for an alternative.
 - If stood down or suspended, the student does not return to class. On the day the student is stood down or suspended, the parent can either give permission for the student to leave the school, or they will be supervised in the SLT area until parent contact can be made.

- The student and parent will meet with the investigating senior staff member on return from stand down. The meeting takes a restorative approach and is about repairing the harm and moving forwards. The Assistant Principal will ensure that the post stand down plan is implemented. The Assistant Principal will supply a report to the Board as required post suspension.

10. Follow up:

- Pastoral incident recorded on KAMAR
- Student's teachers informed of the consequence

11. For a physical altercation: Students will be kept separate during the investigating the incident phase. Students will be seen by the school nurse to determine any physical injury. Injuries will be photographed with the student's permission. If there is any indication of a knock to the head, we will ensure the student is picked up by a parent rather than getting permission to go home unaccompanied.

12. For suspected drug or alcohol use / involvement: A parent will be contacted in the first instance and assistance sought from the nurse. The student will be supervised until a parent can come and pick up the student. Following an incident, consent for drug screening will be sought from a parent.

13. Trespass notices

Schools have obligations under the Health and Safety at Work Act 2015 and the Education and Training Act 2020 to ensure the safety and well-being of staff and students. If there is a safety threat to staff or students or a person's presence is disruptive of the school programme, trespass notices will be used as a last resort. Prior to the issuing of a trespass order, the school will advise by letter that a trespass notice may be issued and request a response. The Board will be advised in instances where a trespass notice is to be issued. The Board will delegate authority to issue a trespass notice. Trespass notices will be advised to the Board.

Related Documentation: MOE Guidelines: Stand Downs, Suspensions, Exclusions, Expulsions

Behaviour Flow Chart

Approved by:

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Designation:

BOT Chair Presiding Member

Date Approved:

30 May 2023

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