



# Tanglin Gippsland

## Student Discipline and Behaviour Policy

1	Overview.....	2
2	Definitions.....	2
3	Details.....	2
4	Related Tanglin Gippsland Policies.....	6
5	Policy Review .....	6

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

# 1 Overview

- 1.1 Tanglin Gippsland is committed to providing a caring, safe, secure and friendly environment that is conducive to the personal (academic, social, physical and emotional) growth and well-being of Students and staff members.
- 1.2 At Tanglin, all members of the community are expected to demonstrate respect in all areas of conduct and relationships. This policy includes principles and practices by which members of the Campus seek to live, work and recreate in a way that is mutually beneficial for all members of its community. The policy also serves to help keep members accountable and aware of their responsibilities.
- 1.3 Discipline at Tanglin is seen as an intrinsic part of the educational process and part of the complete growth and development of a child. It involves modelling and teaching appropriate behaviour as well as shaping and correcting inappropriate behaviour and must be undertaken with fairness and justice.
- 1.4 Unacceptable behaviour often results from or leads to conflict between individuals and/or groups. Tanglin is therefore committed to being an example and a training ground for how to prevent and resolve conflict and, wherever possible, bring about reconciliation.
- 1.5 This policy relates to all incidents of unacceptable behaviour involving students where such incidents have adverse implications for an individual's welfare and/or for relationships within the campus.

# 2 Definitions

- 2.1 *Discipline* is the practice of training people to obey rules or a code of behaviour. It can be undertaken in many forms including praise, encouragement, teaching, nurturing, example and correction. It may also include chastisement, censure, warning, punishment and restitution, as well as aspects of justice, forgiveness and reconciliation.
- 2.2 *Unacceptable behaviour* refers to Student actions and words that are inconsistent with the standard of behaviour expected by Students at Tanglin.
- 2.3 *Accountability* refers to the act of reminding Students of behavioural expectations and that unacceptable behaviour will lead to consequences that need to be understood and received.
- 2.4 *Perpetrators* refers to those in breach of this policy and related procedures, and of the Student Code of Conduct.
- 2.5 *Victims* refers to those wronged by a breach of this policy and related procedures, and of the Student Code of Conduct.

# 3 Details

- 3.1 General
  - 3.1.1 Students shall be encouraged and supported in their efforts to make responsible decisions. Respect for the dignity and worth of each student should be evident in all interactions

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

between staff members and students. However, unacceptable behaviour will be addressed and will therefore always have appropriate consequences.

3.1.2 Where unacceptable behaviour occurs at Tanglin, any individual has the right to expect that incidents will be treated seriously and dealt with promptly and effectively. As a result:

- perpetrators shall be held accountable for unacceptable behaviour; and
- victims shall be supported, and their health and wellbeing given careful and compassionate attention.

3.1.3 Tanglin and individual staff members have a duty to take all reasonable measures to protect Students in their care from both actual and reasonably foreseeable risks associated with the unacceptable behaviour of other Students.

3.1.4 In circumstances where unacceptable behaviour has occurred, or is alleged to have occurred, all Students shall be entitled to a fair hearing, with the opportunity given to respond by explaining their actions and providing other relevant information.

3.1.5 The Leadership Team shall ensure that staff members implement the Student Code of Conduct and identify goals and standards for student behaviour that are consistent with this and other related policies.

3.1.6 The Leadership Team shall ensure that Tanglin is proactive in communicating its policy in relation to behaviour and discipline to students, staff members and parents. Such communication shall occur at least annually to maintain consistent open lines of communication within the community.

3.2 Teaching practice and curriculum

3.2.1 Good teaching and student management practice is regarded as vital to Tanglin's endeavours to proactively address unacceptable behaviour and encourage acceptable behaviour. Staff members are expected to provide a consistent, predictable and secure environment for Students.

3.2.2 Staff members shall periodically undertake professional development designed to increase awareness of behavioural and discipline issues, and to increase their skill and confidence in dealing with unacceptable behaviour.

3.3 Procedural documents and practices

3.3.1 Any procedural documents shall elaborate on different forms of unacceptable behaviour and give examples, and they shall set out clear guidelines for investigating and dealing with incidents of unacceptable behaviour in a consistent and fair manner.

3.3.2 Procedures in relation to unacceptable behaviour shall be both

- preventative (i.e. educating Students appropriately to avoid incidents of unacceptable behaviour and educating teaching staff in classroom management to provide appropriate support to students requiring welfare and learning support); and
- -corrective (i.e. acting appropriately as a response to incidents of unacceptable behaviour).

3.4 Disciplinary measures

3.4.1 Disciplinary and corrective measures in relation to proven incidents of unacceptable behaviour shall be determined in accordance with this policy and any related procedures.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

Such measures may vary depending on the nature and seriousness of the behaviour, but they must not include corporal punishment.

3.4.2 While Tanglin’s desire is to reconcile Students who have behaved inappropriately to community wherever possible, disciplinary measures may include temporary removal (suspension) from the Student body through to expulsion as a consequence of the Student’s inappropriate behaviour.

3.4.3 Factors in determining appropriate disciplinary measures shall include the safety and wellbeing of staff members and other students, the capacity of other Students to learn to their potential, and the degree to which unacceptable behaviour impacts upon classroom and community function and effectiveness.

3.4.4 Temporary Withdrawal (Suspension) and Expulsion

3.4.5 The Head of Learning or Head of Pastoral Care may approve the temporary withdrawal of a Student from classes or activities for up to two days for reasons of extreme or continuous disobedience or misbehaviour.

- The parents of a withdrawn student will be informed immediately, indicating the reasons for such withdrawal.
- The Head of Campus, may expel a Student from the campus where it is deemed that the student continues to behave in ways that are contrary to behaviour expectations despite repeated attempts to help such Student modify his or her behaviour, or where the student’s continued presence in the school is deemed to be placing other Students at risk.
- The parents of an expelled Student will be informed immediately, indicating the reasons for the expulsion and reminding them of their obligations regarding their child’s return to Singapore

3.4.6 Disciplinary and corrective measures in relation to students with a disability or impairment shall take into account the degree to which instances of unacceptable behaviour may be directly related to such disability or impairment and reasonable adjustments shall be made.

3.4.7 Clear lines of communication between Tanglin Gippsland and home are essential at all stages of the Student discipline and behaviour (management) process. Therefore, staff members shall ensure that parents are provided with relevant information and contacted in a timely manner to discuss issues of Student discipline and behaviour.

3.4.8 In addition to the disciplinary measures outlined in items 3.4.1 to 3.4.4, the following factors shall be considered by staff members:

3.4.9 While it may be helpful to appeal to a sense of empathy in the disciplinary process, it may be more effective to appeal to a student’s sense of justice by helping them think about, discern and verbalise: (1) the factors that might have been in play in a specific situation; (2) what might have been the cause of the behaviour of the participants; and (3) what would be right, helpful and fair for all those involved.

- Students may be more likely to adhere to rules, accept the need for discipline when rules have been broken, and develop a proper response of restitution when they: (1) understand the purpose of the rules; (2) have some ownership in the rule-setting

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

process; and (3) have helped determine the means by which they can make things right and restore the trust of peers.

### 3.5 Complaints and appeals

- 3.5.1 While every effort shall be made to resolve student discipline and behaviour issues in a manner consistent with the principles outlined within this policy, it is recognised that there may be occasions when parents and/or students wish to lodge a complaint and/or appeal a decision.
- 3.5.2 Where a Student lodges a complaint and/or appeals a decision in relation to a student discipline and behaviour issue, there shall be no impediment to the involvement of one or more parents or guardians, or other individuals by mutual agreement, for the purpose of support and/or advocacy.
- 3.5.3 Where a parent wishes to lodge a complaint and/or appeal a decision in relation to a Student discipline and behaviour issue, he or she should follow the steps detailed within the Complaints and Grievances Procedure Policy.

### 3.6 Search, seizure and records

- 3.6.1 Tanglin has a right to reasonable access to student cupboards, lockers and desks, which remain campus property. Consistent with Tanglin’s duty of care to the Student body and individual students, where a staff member has cause and reasonable grounds for concern, cupboards, lockers and desks may be searched without prior notification.
- 3.6.2 In addition to item 3.6.1 above, students may be instructed to empty their pockets, to provide access to personal containers (e.g. bags, pencil cases) and personal electronic devices (see also the Personal Electronic Devices Policy), and to hand over other personal belongings for inspection. Failure to comply with such instructions shall be regarded as a discipline offence.
- 3.6.3 Students can be instructed to hand over items in their possession such as alcohol, cigarettes, illegal drugs, weapons or items that may be used to disrupt lessons or distract Students in class. Where a student refuses to do so, appropriate disciplinary measures will be implemented in accordance with the provisions of this policy and relevant procedures.
- 3.6.4 Any item confiscated from a student, other than as covered in item 3.6.6 below, shall be stored in a secure location pending return to the student or his/her parents as appropriate, and should not generally be held by a staff member. Confiscated items shall not be destroyed or otherwise disposed of, other than as per item 3.6.6, and shall not be held indefinitely.
- 3.6.5 Information, data, evidence and other items in relation to unacceptable behaviour may be retained by Tanglin Gippsland. Written records of all relevant incidents, actions and discussions should be made as close in time as possible to the event and stored in a secure location accessible only by the Head of Campus or his/her delegate/s.
- 3.6.6 Further to items 3.6.4 and 3.6.5 above, Tanglin’s rights to retain information, data, evidence and other items do not extend to items of a criminal or illegal nature and/or which may place Tanglin or individual staff members in breach of the law. Any such items shall be reported to appropriate authorities as a matter of urgency, stored securely while held, and handed over at the earliest possible opportunity.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

## 4 Related Tanglin Gippsland Policies

4.1 In addition to this policy, reference should also be made to other related policies, including:

- Bullying and Harassment Prevention Policy
- Child Safety and Wellbeing Policy
- Cybersafety Policy
- Complaints and Grievances Procedure Policy
- Electronic Communications and Information Technology Policy
- Student Code of Conduct

## 5 Policy Review

5.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.

5.2 Any significant changes to this policy must be approved by the Board.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026