

BEHAVIOUR MANAGEMENT POLICY

A comprehensive guide to how we manage challenging student behaviour at Tutors SA

At Tutors SA, we maintain a strong commitment to fostering a positive learning environment, and we have a zero-tolerance policy for disruptive student behavior. Our dedication to creating the best possible learning atmosphere is unwavering, ensuring our students have the opportunity to thrive and succeed.

BEHAVIOUR MANAGEMENT POLICY

OVERVIEW

This document serves as an informative guide for parents, outlining the Behavior Management Policy implemented at Tutors SA. It reflects our organisation's mission and values, detailing how our tutors and administration team handle various student behaviors. The policy is designed to guide tutors in dealing with diverse student behaviors and fostering a safe and positive learning environment for all.

SCOPE

The Behavior Management Policy is applicable to all behavior strategies and responses employed by tutors within our organisation. It has been meticulously developed, drawing insights from the Department of Education's relevant policies.

THE PURPOSE OF THE BEHAVIOUR MANAGEMENT POLICY

- To set a clear policy on how to manage challenging behaviour of students during lessons.
- Being able to identify when a student is challenging in the class.
- Define steps to be followed to rectify any behaviour issues to ensure consistent and fair behaviour in-class to establish an environment positive for learning.
- Maintaining a positive working environment that will encourage and help students prosper, in line with Tutors SA values.
- To ensure that tutors and support staff are supported with a clear policy so that they can conduct their work confidently.

Challenging behaviours can be within a wide range of definitions, these include but are not limited to:

- Disengagement from the lesson that is deemed disruptive and/or disrespectful to their tutor and/or peers,
- Language that is aggressively charged, negative or incorporates a nature that is sexist, discriminative, racially motivated, ageist, homophobic or offensive in any way to themselves, their tutors or their peers.
- Complex and unsafe behaviours ranging from severe to creating an uncomfortable environment.
- Lack of respect for their tutor or peers that include not listening, respecting and communicating that is therefore challenging.

OUR PURPOSE, MISSION AND VALUES AT TUTORS SA

PURPOSE

- Inspire Learning

MISSION

- Hight value tutoring services from Reception to Yr12 in small groups available in hybrid format.

VALUES

- **Smarter Collectively:** We hire, teach and work smarter
- **Academic Excellence:** Impact, delivery and outcomes
- **Commitment and Hard Work:** Focused approach to learning through commitment and hard work
- **Growth Mindset:** Persistence, drive and ambition
- **Mentorship and connection:** Togetherness, care, support and empathy

EXPECTATIONS AND RULES

SUMMARY OF STEPS THAT OUR TUTORS AND SUPPORT STAFF FOLLOW TO MANAGE CHALLENGING STUDENT BEHAVIOUR:



PROCEDURE

STEP 1: WARNING
THE FIRST STEP OF DEALING WITH A DISRUPTIVE STUDENT IS A WARNING.

If a tutor is having difficulty with a student that is being verbally disruptive in class for example:

- A student that is interrupting you or other students and not following instructions
- Distracting another student(s) while you are conducting your lesson
- Talking or messing around while you are conducting your lesson.

Tutors SA then exercise the following:

- Inform the student that this is their first warning, and if they continue, they will be asked to leave the classroom temporarily for 2 minutes.
- If it is a small group, separate the student or get that student to sit in a difference location in the class.

STEP 2: TIME OUT (2 MINUTES)
IF AFTER A WARNING OR SEPARATION HAS NOT IMPROVED STUDENT'S BEHAVIOUR, THE NEXT STEP IS A 2-MINUTE TIME-OUT.

If after this verbal warning or moving the student within the class has not improved their behaviour:

Tutors SA then exercise the following:

- Tutor to escort the student out of the class to reception and our receptionist on duty will supervise them as they sit in silence in the Initial assessment area for 2 minutes.
- Once completed, the reception team member will be escorting them back to the classroom.

This is to ensure that the admin team is aware of the situation, and we can follow up appropriately.

STEP 3: REMOVE FROM THE CLASS FOR THE REST OF THE LESSON

Once they rejoined the class, if their behaviour is still disruptive, it is unfortunately time to remove them from that class.

Tutor will escort the student out of your class to reception and our receptionist on duty will call student's parent/caregiver to have them picked up.

STEP 4: TUTOR TO FILL THE BEHAVIOUR REPORT FORM

This ensures that we have a record of behaviour issues/disturbances so we can report to parents/caregivers and handle accordingly.

STEP 5: OPERATIONS COORDINATOR MEETING THE PARENTS

If we receive more than 3 Behaviour Reports for the same student (related to Steps 1 -3) or one Behaviour Report related to Step 3, as next steps, the Operations Coordinator will be holding a meeting with the parents to escalate the situation and discuss a solution. **While Tutors SA put best efforts to support the student with their learning, in extreme circumstances, bad behaviour could result in the student being unenrolled from Tutors SA**.

BEHAVIORS OF IMMEDIATE CONCERN

- Challenging, complex or unsafe behaviors that are of greater severity, frequency or duration may result in unenrollment from Tutors SA.
- Please note, we take any and all disturbances seriously and action as appropriate.

WE ARE HERE TO HELP!

If you would like to discuss any of the above information in this policy, please do not hesitate to contact our administration team!

Contact:



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