

Student Behaviour Investigation Procedure

1. Introduction

The purpose of the Student Behaviour Investigations Procedure is to provide a guide for Canterbury personnel when investigating and resolving student behavioural matters.

Behaviour Investigations may be carried out from time to time in accordance with the Canterbury Student Behaviour Policy. As stated in the Whole College Student Behaviour Statement:

“4.2 Whole College Student Behaviour Statement

Canterbury College will focus on providing opportunities and support for students to experience success. To ensure student success:

4.2.1 Canterbury College will implement behaviour management strategies to ensure positive learning opportunities for all students.

4.2.2 Responses to unacceptable student behaviour will involve staff, students and families in a partnership which focuses on student success and support for students in crisis, while reinforcing the rights of other students to learn and teachers to teach in safety and without disruption.

4.2.3 Staff, students, families and caregivers will work in partnership to acknowledge student behaviour, which meets the expectations of the Canterbury College community.”

2. Steps to be followed

STEP 1: In the event that a serious incident occurs, the first consideration is student safety. Before any investigation occurs, staff should ensure that all students involved are safe and cared for and receiving medical attention if required.

STEP 2: The matter should be reported to an appropriate person. As a rule, matters that are at Level “Yellow” or “Orange” should be investigated by the class teacher or Head of House. For co-curricular matters, the Director of Sport and Activities or Director of Performing Arts could be the appropriate staff member. At Level “Red”, the Assistant Heads of Junior or Senior School should coordinate the investigation.

STEP 3: As soon as practicable after the incident has occurred, parents should be informed that an incident involving their child has occurred, that their child is being cared for, and that an investigation has started to determine what took place. Any potential consequences should not be discussed at this stage.

STEP 4: Each student involved in the incident (and if appropriate other witnesses) should be given the opportunity to provide an account of what took place. This may initially be in the form of a written statement or an interview. A second staff member may be present to act as a support person for the student, depending on the nature of

the investigation. (Advice should be sought from the Head of School regarding this). An interview report form should be completed and signed by the student and support person to verify that it is a true reflection of the statements made.

STEP 4: Once each student has provided their account, the staff member investigating should evaluate the information received and if necessary, conduct follow up interviews with the students to clarify any remaining matters. Again, a support person may be present in the interviews, if necessary.

STEP 5: The investigating staff member should then compile the statements into an investigation report, make recommendation for action with reference to the Student Behaviour Policy and pass the report to the Assistant Head of School (for orange level incident) or Head of School (for red level incident) for a decision. All staff should be aware of their mandatory reporting responsibilities in the event of a student protection concern and in this event, advice can be sought from a Student Protection Officer.

STEP 6: The Assistant Head of School or Head of School will then determine the consequences in accordance with the Student Behaviour Policy. The Principal will be consulted in the event that an suspension is considered.

STEP 7: The Head of School will then communicate the decision to the students involved and their parents. Where conflict has occurred, in addition to behavioural consequences being applied, restorative action should occur. This should include as appropriate, apologies between the parties involved, an acknowledgement of the impact that the incident has had on others and additional steps to restore damaged relationships. The support of the School Counsellor should be offered to all students if appropriate.

STEP 8: A copy of the incident report and subsequent decision should be uploaded to the student’s record on TASS.

3. Review

This procedure will be reviewed annually. Canterbury College, however, reserves the right to review this procedure at any time.

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