



# School Registration

## Young Person Discipline Policy and Procedures

### Introduction

Gumma Place is required to have a student discipline policy that is based on principles of procedural fairness and prohibits corporal punishment.

### Purpose

Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at Gumma Place. They also have the right to be treated fairly and with dignity. Discipline is necessary to ensure the safety and welfare of all our students, teachers and staff and to provide a conducive learning environment. This Student Discipline Policy and its Procedures are part of the framework through which Gumma Place manages student discipline.

### Scope

**This policy and procedure applies to all persons engaged in child-related work at Gumma Place, in accordance with the Child Protection (Working with Children) Act 2012 (NSW) and guidance from the Office of the Children's Guardian.**

**This policy applies to:**

- **All employees (permanent, temporary, and casual)**
- **Contractors and sub-contractors**
- **Volunteers and work experience participants**
- **Members of the Governing Body and Advisory Committees (where applicable)**
- **Any other person engaged by Gumma Place in child-related work**

## **This policy applies when:**

- **A role involves direct contact with children and young people**
- **A role involves work in a child-related environment where contact is reasonably foreseeable**
- **Individuals are participating in school activities, programs, excursions, or events under the direction or supervision of Gumma Place**

## **This policy covers:**

- **WWCC clearance requirements prior to engagement**
- **Verification, recording, and monitoring of WWCC status**
- **Ongoing compliance obligations of workers and the school**
- **Actions required in response to changes in WWCC status (including barred or interim barred persons)**

## **This policy does not apply to:**

- **Persons who are exempt under the Act (e.g. children under 18, parents volunteering in activities involving their own child only), except where Gumma Place determines that a WWCC clearance is required as a condition of engagement based on risk assessment**
- **Visitors attending the school site who are not engaged in child-related work and are appropriately supervised**

**This scope ensures that all relevant persons are captured under a consistent and risk-based approach to WWCC compliance, supporting Gumma Place's commitment to child safety and regulatory compliance.**

This Policy and its Procedures apply to all staff, volunteers and contractors at Gumma Place.

## **Roles and Responsibilities**

### **Teachers' Responsibilities**

To support teachers in attaining and maintaining Proficient Teacher accreditation, the Gumma Place encourages teachers to take responsibility for managing challenging behaviour by establishing and negotiating clear expectations with young persons and addressing discipline issues promptly, fairly and respectfully.

To support experienced teachers in attaining and maintaining Highly Accomplished Teacher accreditation, the Gumma Place encourages experienced teachers to take responsibility for developing and sharing with their colleagues a flexible repertoire of behaviour management strategies using expert knowledge and workplace experience.

To support highly experienced teachers in attaining and maintaining Lead Teacher accreditation, the Gumma Place encourages highly experienced teachers to take responsibility for leading and implementing behaviour management initiatives to assist their colleagues to broaden their range of strategies.

**Gumma Place is committed to maintaining a child safe environment and ensuring all staff, contractors, and volunteers comply with the requirements of the Child Protection (Working with Children) Act 2012 (NSW) and the Office of the Children's Guardian.**

**Gumma Place adopts a zero-tolerance approach to non-compliance with Working With Children Check (WWCC) requirements. All relevant persons engaged in child-related work must hold a valid WWCC clearance prior to commencing employment or engagement, and must maintain that clearance at all times. "WWCC" Application in progress – notes by law the worker can commence in child related work pending final clearance.**

**The school ensures that WWCC clearances are verified, recorded, and continuously monitored in accordance with legislative requirements. Any barred, interim barred, or disqualified person is strictly prohibited from engaging in child-related work at Gumma Place.**

**Gumma Place is committed to:**

- **implementing robust WWCC verification and monitoring procedures**
- **maintaining accurate and up-to-date WWCC records**
- **responding immediately to any changes in WWCC status**
- **fulfilling all reporting and notification obligations to the Office of the Children's Guardian**
- **embedding WWCC compliance within its broader child safe framework**

**Failure to comply with WWCC requirements constitutes a serious breach of this policy and may result in disciplinary action, including termination of employment or engagement.**

**This policy supports Gumma Place's commitment to child safety, legal compliance, and the wellbeing of all young people.**

## **Young Person Discipline**

Every young person has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They also have the right to be treated fairly and with dignity.

Discipline is necessary to ensure the safety and welfare of all our young persons, teachers and staff and to provide a conducive learning environment.

This Policy sets the framework through which Gumma Place manages young person discipline.

## **Strategies to Promote Good Discipline**

The Gumma Place seeks to develop a culture of positive discipline by setting clear expectations of young persons and encouraging positive behaviour. Strategies for developing this culture include:

- clearly setting behaviour expectations
- establishing specific teaching and learning programs
- communicating expectations with the wider Gumma Place community
- acknowledging positive behaviours in a range of ways from informal verbal acknowledgement through to structured merit awards
- maintaining records with respect to young person behaviour.

## **Prohibition of Corporal Punishment**

It is our policy that:

- we prohibit corporal punishment
- we do not explicitly or implicitly sanction the administering of corporal punishment by non-Gumma Place persons, including parents/carers, to enforce discipline at the Gumma Place.

The use of any corporal punishment by a staff member is strictly prohibited. Any staff member who breaches this rule will be subject to disciplinary proceedings which may include dismissal.

## **Procedural Fairness**

Young Persons have a right to procedural fairness in dealings that involve their interests. This includes disciplinary decisions.

The principles of procedural fairness include the right of young persons to:

- know what the rules are and what behaviour is expected of them

- have decisions determined by a reasonable and unbiased person
- be informed of, and have an opportunity to respond to, any allegations against them
- be heard before a decision is made
- have a decision reviewed (but not to delay an immediate punishment).

Gumma Place is committed to ensuring procedural fairness when disciplining a young person.

## **Gumma Place Rules and Expected Standards of Behaviour**

Young Persons are expected to abide by the rules of the Gumma Place, and the directions of teachers and staff.

Examples of written rules that young persons are expected to follow are dealt with in:

- [Gumma Place Student Code of Conduct](#)
- Agreements will be negotiated with young people
- Gumma Place gear and safety wear. Young people will come in work ready attire e.g. covered in boots, cotton shirt and pants.

## **Consequences**

There are a range of consequences that young persons will face if they breach Gumma Place rules or are disobedient. These include:

- warnings or reprimands (verbal or written)
- time outs
- clean up duties
- cancellation of privileges
- withdrawal from Gumma Place activities
- detentions
- suspension
- expulsion
- exclusion.

A decision to suspend or expel a young person may only be made by the Relieving Principal or the Principal.

## **Individual Behaviour Management Plan**

Where the level of misbehaviour breaches the Gumma Place's Code of Conduct, individual behaviour management plans may be made.

Plans will be negotiated between Gumma Place staff, young persons and parents/carers, and will consider the young person's:

- age
- developmental needs
- behavioural context.

The desired behaviour of the young person will be clearly described. The plan will outline changes required to the learning environment to support the young person to modify their behaviour.

The Gumma Place will refer the young person to other support available and review, assess, change and modify the plan as needed.

## **Procedures**

**Gumma Place implements the following procedures to ensure ongoing financial viability and compliance with regulatory and audit requirements:**

### **1. Financial Planning and Budgeting**

- **An annual budget is developed prior to the commencement of each financial year.**
- **The budget is informed by enrolment projections, staffing requirements, operational costs, and strategic priorities.**
- **The budget is reviewed and approved by the Proprietor.**
- **Financial forecasts are updated periodically to reflect changes in income or expenditure.**

### **2. Financial Monitoring and Reporting**

- **Financial performance is monitored on a regular and systematic basis against the approved budget.**
- **Monthly and/or quarterly financial reports are prepared and provided to the CEO and Governing/Advisory Body.**
- **Variances are analysed, documented, and addressed through corrective actions where required.**
- **Financial risks are identified, assessed, and escalated in accordance with governance requirements.**

### **3. Financial Record Keeping**

- **Accurate, complete, and up-to-date financial records are maintained in accordance with applicable accounting standards and legislative requirements.**
- **All income and expenditure is recorded, supported by appropriate documentation, and retained for audit and compliance purposes.**
- **Financial records are stored securely and are accessible only to authorised personnel.**

### **4. Internal Controls and Risk Management**

- **Appropriate internal controls are implemented to ensure the integrity of financial management processes.**
- **Segregation of duties is applied where practicable to reduce the risk of error or fraud.**
- **Expenditure approvals, delegations, and procurement processes are clearly defined and adhered to.**
- **Any suspected financial irregularities or breaches are reported and managed in accordance with organisational policies.**

### **5. Annual Audit Process**

- **An independent, qualified auditor is engaged annually to conduct an audit of financial statements.**
- **All required financial documentation, records, and supporting evidence are made available to the auditor.**
- **The audit is conducted in accordance with Australian Auditing Standards.**
- **The audited financial statements and audit report are reviewed by the Proprietor and Governing/Advisory Body.**

### **6. Audit Findings and Continuous Improvement**

- **Audit findings, recommendations, and management letters are formally reviewed.**
- **Actions arising from audit findings are documented, assigned, and implemented within agreed timeframes.**
- **Improvements to financial systems, controls, and processes are implemented to strengthen financial management and compliance.**

### **7. Compliance and Reporting Obligations**

- **Gumma Place complies with all applicable legislative, regulatory, and registration requirements relating to financial viability.**
- **Required financial information and audit documentation are submitted to relevant authorities, including registration bodies, within required timeframes.**
- **Records of compliance activities are maintained for accountability and review.**

## **Procedures for Suspension, Expulsion and Exclusion**

Gumma Place has developed specific procedures that must be followed when considering the suspension or expulsion of a young person. Refer to our Gumma Place suspension and expulsion procedures.

## **Implementation**

The Board and Principal are responsible for the effective implementation of this Policy.

## **Definitions**

<b>Term</b>	<b>Definition</b>
Suspension	Suspension is a temporarily removing a young person from all their normal classes.
Expulsion	Expulsion is permanently removing a young person from the school.
Exclusion	Exclusion is preventing a young person's admission at another school, where an exclusion policy or agreement exists between the schools.

## **Source of Obligation**

The NSW Registration Manual (B9.1) requires the Gumma Place's discipline policy to be based on principles of procedural fairness. The policy must either expressly prohibit corporal punishment or clearly and exhaustively list the school's discipline methods, plainly excluding corporal punishment. A school cannot explicitly or implicitly sanction corporal punishment by non-school persons (such as parents) to enforce discipline.

## **Related Policies**

- Gumma Place Student Code of Conduct
- Agreements will be negotiated with young people
- Gumma Place gear and safety wear. Young people will come in work ready attire e.g. covered in boots, cotton shirt and pants.

## Policy Administration

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