



GUMMA PLACE DISCIPLINE POLICY AND PROCEDURES

1. Purpose

Gumma Place is committed to providing a safe, supportive and engaging learning environment where all young people are treated with dignity and respect.

This policy establishes a framework for:

- Promoting positive behaviour
- Responding to inappropriate behaviour
- Ensuring discipline is applied consistently, fairly and in accordance with procedural fairness

This policy aligns with the NSW Registration Manual and prohibits corporal punishment.

2. Scope

This policy applies to:

- All students (young people)
 - All staff
 - Volunteers and contractors engaged by Gumma Place
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3. Guiding Principles

As a Special Assistance School, Gumma Place approaches discipline through:

- Relationship-based learning
- Restorative approaches
- Individualised support

Behaviour is understood within the context of each young person's:

- Social and emotional needs
- Development
- Cultural identity
- Lived experience

4. Policy Statement

Every young person has the right to:

- Feel safe and supported
- Learn without bullying or intimidation
- Be treated fairly and with dignity

Discipline at Gumma Place:

- Is educative, not punitive
- Focuses on restoring relationships and repairing harm
- Supports young people to develop responsibility and self-regulation

5. Prohibition of Corporal Punishment

Gumma Place strictly prohibits corporal punishment.

This includes:

- Any physical punishment by staff
- Any sanctioning of corporal punishment by parents/carers or others

Any breach will result in disciplinary action, including possible dismissal.

6. Procedural Fairness

All disciplinary decisions are guided by procedural fairness.

Young people have the right to:

- Know expected behaviours
- Be informed of concerns or allegations
- Respond before decisions are made
- Be heard by an unbiased decision-maker
- Have decisions reviewed and appeal decisions (where appropriate)

Procedural fairness may be adapted where immediate safety or wellbeing is at risk.

7. Right to Appeal

Gumma Place recognises the right of young people (and their parents/carers) to appeal disciplinary decisions.

- Appeals must be made within a reasonable timeframe (generally within 5 school days of the decision)
- Appeals should be directed to the Principal (or Proprietor if the decision was made by the Principal)
- The appeal will be reviewed by an impartial person not directly involved in the original decision, where possible
- The young person will have the opportunity to provide their perspective and any additional information
- A written outcome of the appeal will be provided

Note: The appeal process does not delay actions taken to ensure immediate safety.

8. Expected Standards of Behaviour

Young people are expected to:

- Follow the Gumma Place Code of Conduct
- Respect staff, peers and the environment
- Engage safely in all activities, particularly workshop settings
- Wear appropriate safety gear and work-ready clothing
- Follow reasonable directions from staff

Expectations are explicitly taught, modelled and reinforced.

9. Strategies to Promote Positive Behaviour

Gumma Place promotes positive behaviour through:

- Clear and consistent expectations
 - Strong relationships between staff and young people
 - Engaging, hands-on learning experiences
 - Restorative conversations and yarning circles
 - Recognition of positive behaviour
 - Individual goal setting
 - Monitoring and recording behaviour
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10. Responding to Behaviour

Responses to behaviour are:

- Proportionate to the behaviour
- Individualised to the young person
- Focused on safety, learning and restoration

Responses may include:

- Verbal redirection and support
- Restorative conversations
- Reset spaces
- Behaviour reflection activities
- Adjustments to the learning environment
- Parent/carer communication
- Withdrawal from specific activities
- Formal behaviour documentation

Where behaviour is unsafe or significantly impacts others, more serious responses may be required.

11. Consequences

Consequences for inappropriate behaviour may include:

- Warnings or reprimands (verbal or written)
- Supervised reset
- Clean-up or restitution tasks
- Loss of privileges
- Withdrawal from activities
- Detention
- Suspension
- Expulsion or exclusion

Only the Principal may approve suspension or expulsion.

12. Individual Behaviour Management Plans (IBMP)

Where behaviour is ongoing or complex, an Individual Behaviour Management Plan may be developed.

Plans:

- Are created collaboratively with staff, the young person and parents/carers
- Identify triggers, strengths and support strategies
- Set clear behaviour goals
- Include adjustments to the environment or program
- Are regularly reviewed and updated

External supports may be engaged where appropriate.

13. Suspension, Expulsion and Exclusion Procedures

Suspension

- Used when behaviour poses a risk to safety or significantly disrupts learning
- Temporary removal from school
- Parents/carers notified immediately
- Re-entry meeting required

Expulsion

- Permanent removal from Gumma Place
- Only used after all reasonable supports and interventions
- Requires procedural fairness and full documentation

Exclusion

- May apply where there are formal arrangements with other schools

All actions:

- Follow procedural fairness
- Are documented
- Are communicated clearly with families
- Include information about the right to appeal

14. Roles and Responsibilities

Principal

- Ensures policy implementation
- Makes decisions regarding suspension and expulsion
- Oversees appeals or escalates to the Proprietor

Staff

- Model respectful behaviour
- Apply discipline consistently and fairly
- Use restorative approaches
- Record and report incidents

Young People

- Follow expectations
- Engage in restorative processes
- Take responsibility for behaviour

Parents/Carers

- Support behaviour expectations
- Participate in communication and appeals where required

15. Record Keeping

Gumma Place maintains records of:

- Behaviour incidents
- Interventions and responses
- Communication with families
- Behaviour management plans
- Appeals and outcomes

These records support consistency, monitoring and compliance.

16. Implementation and Review

- Approved by ShoreTrack (Proprietor)
 - Implemented by the Principal
 - Reviewed annually or as required
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17. Definitions

- **Suspension:** Temporary removal from school
 - **Expulsion:** Permanent removal from school
 - **Exclusion:** Prevention of enrolment in another school where applicable
 - **Procedural Fairness:** A fair and transparent decision-making process
 - **Appeal:** A formal request for a decision to be reviewed
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18. Source of Obligation

This policy complies with:

- NSW Registration Manual (B9.1)
 - Child Safe Standards
 - Relevant legislation
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19. Related Policies

- Student Code of Conduct
 - Child Protection Policy
 - Work Health and Safety Policy
 - Attendance Policy
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