

# MAHANA SCHOOL PROCEDURE

## MAINTAINING POSITIVE RELATIONSHIPS

Mahana School staff and community are committed to applying restorative practises to all student behaviour and relationships. When an incident occurs the following steps are applied.

### Stage One

- Where the issue is of a minor nature such as an isolated occurrence of non-inclusion or name calling, the student is listened to and encouraged to attempt to solve the issue themselves by approaching the other person or people and explaining how they feel and what they would like to happen next.

### Stage Two

- Where the issue is of a nature that requires teacher intervention such as intentional breaking of property, put downs and inappropriate physical contact (pushing, kicking, hitting) but is an isolated occurrence the teacher will use the Restorative Chat cards and talk to both parties immediately.
- These incidents are recorded on the behaviour management section in eTap.
- Depending on the nature of the incident, parents of those students involved may be informed.

### Stage Three

- Where the issue is of an ongoing or repeated nature, the teacher or principal may utilise one (or more) of the following:
  - Classroom conferences
  - Small group conferences
- In order to facilitate these conferences effectively, teachers should consult the Conference Facilitator Checklist in the Restorative Practice Manual.
- At the conclusion of the conference, a Conference Evaluation (see Restorative Practice Manual) must be completed by all participants.
- In all cases, parents will be advised of the nature of the incident, how the school plans to address this and what the outcomes were.
- When the incident is of severe nature, parents will be requested to attend a small group conference.
- Teachers will maintain a Wellbeing Register to ensure specific children's needs are met.
- Depending on the nature of the behaviour, a referral may be made to Resource Teacher of Learning and Behaviour (RTLB), Special Education Services (SES) or Child Youth and Family (CYF).

### Peer Mediation

- At any stage, peer mediators are available to help students.

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