



## Procedure for responding to Physicality incidents

At St John's, physicality with intent is classified as a **'major' behaviour**. Please see the steps outlined that will be undertaken by staff when responding to physicality.

### 1. Immediate Response

- **Prioritise Wellbeing:** The first response staff member will ensure the safety and wellbeing of the impacted child. Provide a child or another adult to escort the impact child to the First Aid room if medical attention is required.
- **Request Leadership Support:** The staff member will call the office to request a leader.
- **Escort & Co-regulation:** A leader will escort the child who has been physical to the office to provide opportunities for co-regulation and calming before discussing the incident.

### 2. Investigation & Communication

- **Interviews:** To ensure all perspectives are heard, a leader will speak with involved children individually and witnesses as a group when required.
- **Timeline:** It is our intention to investigate the incident as soon as possible. However, if the incident occurs during the second break, at the end of the day, or if no leader is available, the investigation will need to continue into the next school day.
- **Parent Notification:** Parents of all involved children must be notified on the day of the incident. If the investigation is delayed we will also inform parents that a follow-up will occur the next day.
- **Re-entry Meeting:** Once the investigation has been completed, parents will be contacted again to update as well as set up a time for them to attend a re-entry meeting with their child. Parent/s and child will meet with a leader to discuss expectations and follow up actions. If the child is able to name the expectations and strategies they will use in future they will be able to return to their hub at the agreed upon time. This could be the next school day or straight after the meeting depending on when the re-entry meeting takes place. The child will not return to their hub until the re-entry meeting has taken place.

### 3. First-Time Incident Procedures

	Action Steps
<b>Wellbeing</b>	<ul style="list-style-type: none"> <li>• First aid as needed and regular check-ins for the remainder of the day.</li> <li>• Immediate notification if medical attention is required.</li> <li>• Restorative Conversation: Facilitated once investigated to allow for apologies and expression of feelings. A restorative conversation will only take place if the impacted child is willing to participate.</li> </ul>

<b>Immediate Removal</b>	<ul style="list-style-type: none"> <li>• The child who has been physical is removed from the yard and/or hub for the remainder of the day supervised by a leader.</li> <li>• Learning tasks or social skills learning modules will be provided for the child to complete while they are removed from their hub.</li> <li>• Parents called to discuss the incident and immediate next steps.</li> <li>• Re-entry meeting booked with a leader, parent and the child.</li> </ul>
<b>Reflection Time</b>	<ul style="list-style-type: none"> <li>• Automatic loss of yard time during breaks the following day (including restricted areas for play when returning to break times).</li> <li>• Follow-up as a reteaching of the expectations with a leader.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>• Phone calls or meetings to ensure partnership with the family.</li> <li>• Creation of safety or wellbeing plans in collaboration with parents.</li> </ul>


#### 4. Repeated Physicality

Should physicality become a repeated offence, St John's will follow established procedures in partnership with **MACS (Melbourne Archdiocese Catholic Schools)** and the family. This may include:

- In-school or out-of-school suspension.
- Structured return-to-school transitions.
- Formal referral to the **MACS Behaviour Team** for specialist support and advice.
- Development of intensive Safety, Behaviour, or Wellbeing plans.

Links :

 [Behaviour Support Response .pdf](#)

 [MACS-Guidelines-for-Schools-Suspension,-Negotiated-Transfer-Expulsion-of-Students-v2-0-2022...](#)

[St John's Policies on the school Website](#)