RESTRAINT, SECLUSION, SUSPENSION AND EXPULSION PROCEDURE

Restraint and Seclusion

When a student has had to be restrained or secluded in accordance with the Restraint, Seclusion, Suspension and Expulsion Policy, the following steps will be followed:

- Teacher immediately notifies the Principal and, as soon as possible that day, completes and submits an incident report
- Principal or Student Care Leader immediately checks the safety of all involved
- Principal contacts parent(s) of student(s) involved to notify them of the incident
- Principal gathers information about the incident
- Principal meets with Student Care Leader to evaluate the needs of the student(s) involved and the rest of the class.
- Principal makes a decision in relation to further actions in accordance with the RedGum Restraint, Seclusion, Suspension and Expulsion Policy and the RedGum Student Behaviour Policy.
- Principal and/or Student Care Leader meet with parent(s) to discuss steps taken and support available
- Student Care Leader will coordinate follow-up support for the rest of the class and relevant staff.
- If the incident involves physical restraint, the Principal reports to to the Department of Education and Training Incident Support and Operations Centre (ISOC)
- All details are recorded on confidential student record

Suspension

When it is alleged a student has behaved in a manner which may warrant suspension, as detailed in the RedGum Restraint, Seclusion, Suspension and Expulsion Policy, the following steps will be followed:

- The teacher/staff member will immediately inform the Principal about the incident/behaviour
- The Principal will gather information about the incident
- The Principal will talk to the student, informing them of the allegation and providing them with an opportunity to give their perspective of events.

- The Principal will consider all information gathered before coming to a decision
- If the student is to be suspended, the Principal will meet with the parent(s) if possible, to provide information about the incident and to notify them of the decision to suspend the student. If a meeting is not possible, the Principal may communicate via telephone or email.
- Notification of suspension will be given in writing, with brief details of the reason, indication that the Principal has followed due process, details about the length and nature of the suspension (in school or at home) and details of how to appeal
- Parents/carers will be given an opportunity to appeal the decision. Appeals should be made directly to the Principal within 24 hours of written notification and preferably in writing, stating clearly the reasons for appeal.
- The Principal will record details of the incident and the outcome in the confidential student record.
- The Principal will notify the Chair of the Board of the suspension.
- The Student Care Leader will coordinate follow-up support for the student, class and relevant staff.

Expulsion

When it is alleged a student has behaved in a manner which may warrant expulsion, as detailed in the RedGum Restraint, Seclusion, Suspension and Expulsion Policy, the following steps will be followed:

- The teacher/staff member will immediately inform the Principal of the incident/behaviour
- The Principal will gather information about the incident
- The Principal will talk to the student, informing them of the allegation and providing them with an opportunity to give their perspective of events.
- The Principal will consider all information gathered and make a judgement about whether the incident/behaviour meets the requirements for expulsion (as listed in the RedGum Restraint, Exclusion, Suspension and Expulsion Policy) before coming to a decision
- If the student is to be expelled, the Principal will meet with the parent(s) if possible, to provide information about the incident and to notify them of the decision to expel the student. If a meeting is not possible, the Principal may communicate via telephone or email.
- Notification of expulsion will be given in writing, with brief details of the reason, indication that the Principal has followed due process and details of how to appeal
- Parents/carers will be given an opportunity to appeal the decision. Appeals should be made directly to the Principal within 48 hours of written notification and preferably in writing, stating clearly the reasons for appeal.

- The Principal will record details of the incident and the outcome in the confidential student record.
- The Principal will notify the Chair of the Board of the expulsion.
- The Principal will contact the student's destination school to ensure all appropriate information is passed on.

Document Control

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Version History

Version	Effective Date	Description of changes from previous version	Authors
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1.1	October 2022	Updated to new policy format. Procedure separated from policy, Procedure simplified and made clearer	N Johnson
2.0	19/10/2022	Ratified by the Board	N Johnson
2.1	January 2026	Updated to new name, logo, font etc	H Ashwell