



Students Under 18

Additional Considerations



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Hard Words



This book has some hard words.

The first time we write a hard word

- the word is in **blue**
- we will write what the word means.

You can get help with this book



You can get someone to help you

- read this book
- know what this book is about



- find more information.

About this book



This book is written by South West TAFE Institute.

This book is about additional information in our student [code of conduct](#) for students under 18.



A code of conduct is a list of rules that include what is and what is not acceptable behavior.



Students must follow the Code of Conduct to make sure they act in a way that is safe, fair, respectful and [lawful](#).

Lawful means following the law.

Introduction



- The Code of Conduct applies to all students. This document gives additional advice for;



- Students under 18 years old



- Vulnerable people of any age



- Students in VETDSS or Senior Secondary Program classes

Expectations for parents, guardians, carers and Employers

- Have high expectations of your child's behaviour and an understanding of the TAFE's behavioural expectations.
- Communicate respectfully with the TAFE & school in regards to your child's circumstances.
- Cooperate with the TAFE & school by assisting in the development and enforcement of strategies to address individual needs.
- Be consulted and informed of progress and other issues involving your child.
- Encourage your child's punctual and regular attendance at TAFE.

Unacceptable Conduct

- Incomplete coursework (VETDSS, Senior Secondary Program and under 18 students - with no school or parental communication);
- Mobile phone breach - inappropriate or unauthorized use.
(refer to PPP144 mobile phone guidelines)

Examples of Mobile Phone Breaches

- Minor Breach – Using Social Media, playing games or personal messaging during class without teacher permission.
- Serious Breaches – Repeated breaches in one day/Bullying or harassment/refusal to follow teacher's instructions.

Response and Procedure

(Also applies to VETDSS & Senior Secondary Program classes regardless of age)

- Remind the student that their own/others learning is being compromised by the behavior.
- Ask student to make an apology.
- Require completion of unfinished work over break or before next class (if possible).
- Withdrawal of privileges. For example: using device during break.
- Withdrawal from SWTAFE course (see authorized persons and actions below).
- Record behaviour on student file.
- Check on well-being of staff and students.
- Complete SWTAFE incident report TL116 Student Behavioural Incident Form
- Notes made on student communication log (if applicable), within 3 business days of incident occurring.

Time out or Exclusions

The use of Time out or Exclusion as an immediate behavioural management strategy is optional: If used, the following process is followed:

1. The Teaching Education Manager initiates an email using the 'VETDSS TIMEOUT" email grouping. The email is to indicate the student's name, class and location and expected arrival time at the nominated Time out location.
2. A member of the response team (as identified on the VETDSS Timeout Email grouping), must nominate to go and collect the student from the class. They inform the group by replying to the email.
3. The student will be taken to a space where they will be supervised. Depending on the incident, the nominated supervising staff member in conjunction with the class teacher will decide if student can go back to class. If not, a call will be made to parent / guardian for collection. If they can't be collected a staff member will stay with student until end of class. (Refer to 'Time out' locations) (If teaching staff member cannot stay with the student, contact VET DSS team).
4. The teacher records incident on student file communication log, notifies school and parent/guardian within 3 working days.

5. Student needs to provide a reflection and apologise to the class and teacher.
6. Discuss with teacher whether a behavior plan is required.
7. Teaching Education Manager to debrief program teacher and if required create a Behaviour Support Plan

Time out team

Includes staff from:

- Industry Engagement
- Campus Managers
- Teaching Education Managers
- VET DSS team
- Head of School/Division (teaching)

Time out locations:

- Warrnambool Campus – N Building Headspace room
- Hamilton Campus – Rm HA1.011
- Portland Campus – PA1.33
- Colac Campus – C211 or student lounge
- Sherwood Park campus – student lounge or staff offices

Expectations in class



- As a SWTAFE student under the age of 18, or in a Senior Secondary Program class, you need to follow SWTAFE rules. These include:



Student Code of Conduct

- Follow Student Code of Conduct



- Complete course work (or have a parent/guardian or school let SWTAFE know if you cannot)



- Don't **breach** mobile phone rules
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Breach means to break the rules





- Examples of small Mobile phone breaches;



- Using social media in class,



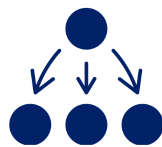
- Playing games



- Sending personal messages without permission from your teacher



- Examples of serious Mobile phone breaches;



- Multiple breaches in same day



- Bullying or harassment



- Refusing to follow teacher instruction

What happens if I don't follow these rules



- Your teacher will talk to you about interrupting your own or others learning
- You may be asked to reflect and apologise
- You may need to finish your work during break time
- You may lose privileges such as access to a device at break times
- You may be withdrawn from your course at SWTAFE
- SWTAFE will keep a record of your behaviour on your file
- A SWTAFE incident report may be completed





- If applicable, notes will be made on your student communication log within 3 business days



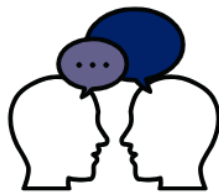
- You may be taken to Time-out if needed. This means



- A SWTAFE employee from the Time-Out response team will come and get you from class



- They will support you to get to a quieter space where you will be supervised



- The employee and your teacher will discuss whether you can return to your classroom



- If you are unable to return to class, SWTAFE will contact your parent/guardian to pick you up



- If you are unable to be picked up, a SWTAFE employee will remain with you in the Time-Out space until end of class

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