

# DETENTION POLICY



## Rationale

At Innisfail State College, we require a safe and effective learning environment that allows student to reach their potential. Along with rewarding students for good behaviour, there are a range of punitive measures aimed at holding students to account and deterring undesirable behaviours.

## Purpose

The purpose of this document is to clearly outline the procedures for the application and use of the school detention rooms.

## Relevance to related legislation and DETE Policy

### Legislation:

- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006

### Relevant Policy:

- Innisfail State College - Responsible Behaviour Plan
- ISC Behaviour Model

## Policy Review

This policy will be reviewed on an annual cycle.

## Operation of the policy

- HoY - Head of Year Level
  - YLC – Year Level Coordinator
  - HoD- Head of Department - Curriculum
  - AO – Administration Officer
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- The detention room is a Positive Behaviour for Learning (PBL) initiative run by Year Level Coordinators (YLC), Heads of Year (HoY) and Curriculum HoDs. The detention rooms are located in Senior XG03/ Junior AG33 and operate during first break, every day of the week. Students are referred for detentions through YLC/HoY/HoD/AO.
  - The AO/YLC/HoY/HoD will verbally inform the student that they have been issued a detention. The YLC/HoY will inform the AO - who will enter the detention on ID Attend.
  - Students on detention will enter the relevant student services area (XG03 or AG33) and report to the AO to record their attendance. Students on detention will complete a behaviour reflection activity, generic numeracy and literacy work, or community service. Students are to remain on detention for a maximum of 20 minutes. Members of the student services team staff detention rooms according to the playground duty roster (PGD).

Reasons for issuing a detention:

1. Late to school without a note or phone calls from parents/carers
2. At the discretion of the HoY/YLC as a consequence – *Level 3 ISC Behaviour Model*
3. At the discretion of the HoD as a consequence - *Level 1 ISC Behaviour Model*
4. Uniform infringements

Note: A student can be issued with multiple detentions for different reasons, which must be attended as separate detentions. Teachers are not permitted to issue detentions for these rooms without the direction and support of the YLC/HoD/HoY and in accordance with the ISC Behaviour Model.

Rules for use of detention room:

1. Students must not move furniture within the room and must sit in chairs at tables.
2. Students must not eat or drink during the detention.
3. Students must not use mobile phones.
4. Staff member must ensure room is returned to original condition.

**Roles and Responsibilities**

| Leadership Team   | HoD/ HoY/YLC  | Teaching Staff  |
|---|---|---|
| <ul style="list-style-type: none"> <li>• Annual review of the policy in consultation with HoY/HoD.</li> </ul> | <p>Year Level Coordinator:</p> <ul style="list-style-type: none"> <li>• Issue detentions and attend detention room as per PGD roster.</li> <li>• Follow up students who do not attend detentions.</li> </ul> <p>HoY and Curriculum HoDs:</p> <ul style="list-style-type: none"> <li>• Issue detentions.</li> <li>• HoYs attend detention room as per PGD roster.</li> <li>• HoYs follow up students who do not attend detentions.</li> <li>• Liaise with AO &amp; YLC to confirm process is complying with policy.</li> </ul> | <ul style="list-style-type: none"> <li>• Refer minor behaviour incidents on the third occasion to HoD.</li> <li>• Refer all major behaviour incidents to HoYs within a reasonable timeframe.</li> </ul> |

**STUDENT SERVICES DETENTION ROOM FLOW CHART**

