



NO

IS THE INCIDENT MAJOR?

YES

NOWRA PUBLIC SCHOOL BEHAVIOUR REFERRAL FLOW CHART

- Verbal Warning
- Restate Expectation

Behaviour ceases
No further action

- Name on board
- Link to STAR Values

Behaviour ceases
No further action

- Cross next to name
- Time Out in classroom

X

Behaviour ceases
No further action

- Cross next to name
- Time out in Buddy Class - Ten minute maximum
- Teacher to record on RISC

XX

Behaviour ceases
No further action

Phone appropriate staff when sending a student to Time Out or to the Stage Supervisor

- If behaviour continues after Time Out student sent to Stage Supervisor
- Follow Major Referral Incident

XXX

If a student refuses to go to Time Out class phone Stage Supervisor or off-class executive.

- Stage Supervisor determines course of action. Matter may be referred to the Deputy Principal / Principal
- Executive record additional information on RISC
- Notify parents of major incident by phone or by White Note – executive to discuss with teacher
- Teacher informed of the action to be taken
- Aboriginal Education Officer informed where appropriate

**Duty of Care – Students in Time Out must be supervised
Do not send students to a casual teacher for Time Out – refer to stage supervisor**