



OUTDOOR MISCONDUCT FORM PROCEDURE

Ensure active supervision at all the times. Take a proactive approach to de-escalate situations to promote child safety. Verbal warning should be ensured first for minor misconduct excluding serious Misconduct.

Resolved

Requirements to complete and submit outdoor misconduct form.

- Duty teachers investigates and resolves issue.
- Duty teacher may issue consequence depending on misconduct and or repeated instance of misconduct.
- If consequence is issued it should be appropriate and relevant to misconduct and student's age and year. Refer to Matrix.
- Class teacher to be informed.

Unresolved

Requirements to complete and submit outdoor misconduct form.

- Duty teachers investigates incident and if situation is not resolved a form is required to be filled up and handed to reception.
- Class teacher to be informed.
- Reception will hand to Pastoral Care Coordinator who will investigate.
- Pastoral Care Coordinator will inform parents they are investigating the incident and what they can expect.
- Investigation closed and appropriate consequence issued.

REVIEW

YEAR OF REVIEW	REVIEWED BY	AMENDMENTS/RERVIEW
2021	MJ	Originally Released
2022	MJ	Amended <ul style="list-style-type: none"> • Resolved – to complete form