



Minor Major Behaviours

Should a behaviour incident need recording in Education Queensland’s OneSchool database as a record or for follow-up, the staff member should input the details as soon as possible.

When should I enter a behaviour incident on OneSchool?

- You have recognised a pattern of low-level behaviour contrary to our schoolwide expectations.
- Student has displayed behaviours that have a serious or significant impact on themselves or others.
- You have referred a student to the Responsible Thinking Room (RTR).
- You have given a student a breach on their behaviour monitoring card or attendance card.

Is it minor or major?

- Minor behaviours are problem behaviours that are managed by individual staff members, sometimes with the support of their HOD/s.
- Major behaviours are defined as problem behaviours that require immediate referral to the Deputy Principal due to violation of the rights and/or safety (physical or emotional) of others.

Main & Secondary Behaviours	Strategies	Motivation
This refers to the type/s of behaviour displayed. Select only ONE main behaviour. The definition/s will appear once a behaviour has been selected.	This refers to the actions taken to manage the behaviour. You may select multiple strategies. (Select ‘RTR’ if the student was sent.)	This refers to the function of the behaviour; access or avoid. If the function/motivation is not known, you can select ‘don’t know’.

Which students should I include in the behaviour incident report?

- Only include the student/s directly involved in the incident that are displaying poor behaviour.
- Victims/complainants/bystanders/witnesses should be listed in the “Witnessing Individuals” section of the incident report. (These students should not have an incident recorded against them as this incorrectly registers a negative behaviour against them and it skews the behaviour data.)

What should I include in the ‘details’ field of the report?

- Details of the incident; who, what, when, where and how. Stick to the facts – do not use opinion, hearsay, emotive language/phrasing or conjecture. (Records may be provided to parents, be viewed by others in the department or be subpoenaed by a court. Ensure your record is well-written and as accurate as possible.)
- The name of the student/s involved – no initials. (Copies provided to parents/carers get redacted by Admin.)
- The antecedent and function of behaviour (if known).

When should I contact home in relation to student behaviour?

- The parent/carer must be contacted after a student has been sent to the Responsible Thinking Room (RTR).
- It is strongly recommended that parent/carer contact is made when a student has demonstrated behaviours concerning enough for a behaviour incident to be recorded. Multiple entries require contact home.
- Contact home can be used as a proactive and preventative measure. Phone calls are recommended.
- All contacts must be recorded as a ‘Record of Contact’ in OneSchool.



Not all behaviour incident reports need to be referred... so when should I refer?

- Support in managing ongoing patterns of challenging behaviour in class is required.
- Support is needed to manage challenging behaviour in the playground.
- A major incident has occurred.

If follow-up action is required, who should I refer the incident to?

Minor – in the classroom	Minor – playground at lunchtime	Major
Curriculum HOD for minor incidents or ongoing behaviours.	HOD of specific PGD area minor incidents or ongoing behaviours.	Year level Deputy Principal regardless of location/period.
NOTE: Only refer to one person if a follow-up action is required. (A Record of Contact should be used to refer 'FYIS'.)		

Major behaviours:

- Are those that pose a physical or emotional risk or danger to others.
- These require immediate referral to the Deputy Principal due to violation of the rights and/or safety of others.
- Should a major behaviour incident occur, it must be recorded in OneSchool and referred for follow-up as soon as possible.

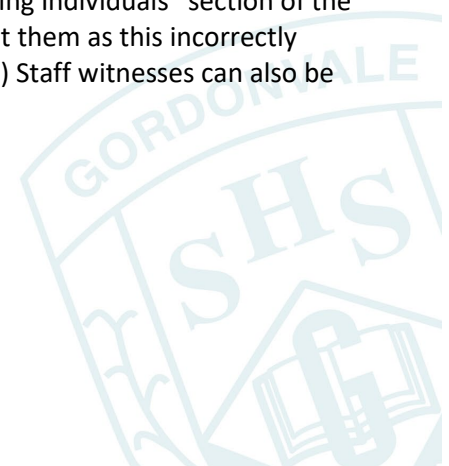
Main & Secondary Behaviours	Strategies	Motivation
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Who should record the incident?

- If/when multiple staff members attend to an incident, only ONE record is needed.
- After the event, the staff members involved need to determine who will be the main person that enters the incident. Other staff involved may wish to email or provide their account of the events to this person so that it can be included as an attachment on the behaviour incident record.

Which students should I include in the behaviour incident report?

- Only include the student/s directly involved in the incident; the one/s who displayed inappropriate behaviour.
- Victims/complainants/bystanders/witnesses should be listed in the "Witnessing Individuals" section of the incident report. (These students should not have an incident recorded against them as this incorrectly registers a negative behaviour against them and it skews the behaviour data.) Staff witnesses can also be listed here.





Gordonvale State High School

What should I include in the 'details' field of the report?

- Details of the incident; who, what, when, where and how. Stick to the facts – do not use opinion, hearsay, emotive language/phrasing or conjecture. (Records may be provided to parents, be viewed by others in the department or be subpoenaed by a court. Ensure your record is well-written and as accurate as possible.)
- The name of the student/s involved – no initials. (Copies provided to parents/carers get redacted by Admin.)
- The antecedent and function of behaviour (if known).

If follow-up action is required, who should I refer the incident to?

- Major incidents should be referred to the Year level Deputy Principal as a matter of urgency.

