



Minor Incident reporting guide:



Teacher managed

The following incidents are to be teacher managed at the time of the incident but not recorded.

Teacher managed minor incidents will be recorded when the behaviour is continual from the same student.

<p>Minor- Warning Disrespectful Manner/ Swearing</p>	<p>Swearing as an exclamation, not used as a verbal attack. Indistinct mutterings to themselves. Isolated lack of respect in manner, a one off incident. Talking while a teacher is speaking. Loud voices or noises.</p>
<p>Minor- Warning Intimidation/ Harassment/ Exclusion</p>	<p>Isolated name calling or put downs, minor in nature, out of character. Intimidation or exclusion from activities, minor in nature and can be solved straight away and the activity can continue.</p>
<p>Minor- Warning Inappropriate use of Property (Equipment/Resources).</p>	<p>Careless use or accidental breakage of property. Student breaks another student's equipment or possessions (e.g. snaps a pencil, scribbles on work). Student plays with outdoor equipment inappropriately or damages school equipment accidentally. There isn't a continual incidence of the behaviour and the behaviour is an accident. The event is minor in nature.</p>
<p>Minor- Warning Defiance or Dishonesty</p>	<p>Slow to comply with requests or complete tasks. Out of character for the student and the request is adhered to.</p>
<p>Minor- Warning Physical violence/ Aggressive play, Rough games.</p>	<p>Unintentional contact (i.e. over-affectionate behaviour, patting, light tapping, game based accidents). Deliberate interference with other people's games.</p>
<p>Minor- Warning Touching</p>	<p>Inappropriate touching without intent (accidents in games, non-aggressive accidents). Out of character for the student and the request to stop, or change behaviour is adhered to.</p>

<p>Minor- Warning Toilet Play</p>	<p>Playing in the toilet. Non aggressive play in the toilet, no damage to the toilet area, student leaves when asked, student has already moved away,</p>
<p>Minor- Warning Climbing</p>	<p>Climbing without supervision, student is not affecting others. Walking on seats or other school property. Isolated incident, student complies with direction. Swinging on, or climbing trees.</p>
<p>Minor- Warning Out of Bounds</p>	<p>Careless wandering without realising. Student is corrected at the time of the incident.</p>

Teacher managed: Other

<p>Minor- Warning Late to class</p>	<p>Missing the beginning of class time by more than 5 minutes, or where a valid explanation is not given for being late.</p>
<p>Minor- Warning Cheating/ Plagiarism</p>	<p>Act dishonestly or unfairly in order to gain an advantage, esp. in a game or examination: to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Acting dishonestly in an outdoor game.</p>