

# Tapawera Area School

## Behaviour Action Plan



**Minor Classroom behaviour**  
- dealt with by the teacher (including 5 min time out)

At any time during this process it may be deemed necessary to contact parents/caregivers. A record of this needs to be kept and relevant leaders informed.

**Minor Playground behaviour**  
- dealt with by the teacher

**Major Classroom behaviour**

**Severe Classroom behaviour**

**Major or Severe Playground behaviour**

Involved student(s) are removed from the classroom and sent to:  
Secondary withdrawal room  
Primary designated adult

If Physical Restraint has been used, Grey section of flowchart is also followed

Recorded in edge by the teacher sending them out

Syndicate Leaders, DP, Principal notified by edge

**Syndicate leader or DP follow up**

Recorded in edge by the Syndicate Leader or DP

Recorded in edge by the Syndicate Leader or DP

Recorded in edge by the DP or Principal

MOE Report form completed by the teacher

Completed MOE Report form is emailed to the Principal

Completed MOE Report form is emailed to MOE by the Principal

**Restorative meeting - Affected parties**

**Pastoral meeting**  
Student  
Syndicate Leader  
DP and/or Principal  
BoT  
Parent/Caregiver

Involved student(s) are removed from classroom or playground and brought to office area

If Physical Restraint has been used, Grey section of flowchart is also followed

Recorded in edge by the teacher dealing with the incident

Syndicate Leaders, DP, Principal notified by edge

**DP or Principal follow up**

### Physical Restraint

On occasion it may be necessary to restrain a student. This is a last resort and used only to keep a student(s) safe. Teaching staff and trained Teacher Aides are authorised to apply physical restraint. An MoE form is completed after each incident (even if the same child is involved) and forwarded to the Principal for proof reading, prior to emailing to MoE - Wellington.