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.

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

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

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.