

Suspension of Students Checklist



Melbourne Archdiocese
Catholic Schools

Schools may use this checklist to support procedural fairness and compliant record keeping. It does not replace the Student Behaviour Support Procedures or the Suspension, Negotiated Transfer and Expulsion of Students Procedures.

School name	
Student name	
Student year level	
Student age	
Date	

	ACTIONS	CHECK
PRE-CHECK	This checklist is being completed by the principal (or delegate).	☐
	The Student Behaviour Support Policy, Student Behaviour Support Procedures and Suspension, Negotiated Transfer and Expulsion of Students Procedures have been reviewed.	☐
AUTHORITY	The suspension has been authorised by the principal (or delegate).	☐
	If the suspension is for longer than five days, it has been approved by the MACS General Manager (Region).	☐
GROUND	The student has met the following grounds for suspension:	
	(a) has breached the school's enrolment agreement, including but not limited to the MACS Student Code of Conduct, Student Behaviour Support Policy, Student Bullying Prevention and Response Policy, and ICT Acceptable Usage Policy – Students	☐
	(b) behaves in a way that poses a serious risk to the health, wellbeing or safety of any person	☐
	(c) verbally or physically abuses another student, staff member or member of the community	☐
	(d) engages in behaviour that vilifies, defames or humiliates another person who is identified or perceived by reference to any characteristics protected under the Equal Opportunity Act	☐
	(e) does not comply with a clear and reasonable instruction from a staff member which disrupts class activities or places a person at risk	☐
	(f) causes significant damage or destruction to property	☐
	(g) brings an item to be used as a weapon onto school property	☐
	(h) commits, attempts to commit or is knowingly involved in the theft of property	☐



	ACTIONS	CHECK
	(i) possesses, uses or sells, or deliberately assists another person to possess, use or sell, illicit substances or weapons	☐
	(j) commits a serious offence which jeopardises the safety or security of other members of the school community, or which has the potential to seriously harm individuals and/or the reputation of the school	☐
	(k) engages in cyberbullying, exchanges violent imagery or text, and/or inappropriately uses artificially generated materials and/or deepfakes within online environments against others regardless of where the content was created	☐
	(l) engages in inappropriate conduct with, or in relation to, staff online or on social media platforms.	☐
PROCEDURAL FAIRNESS	Policy and procedures have been applied in a fair, reasonable and consistent manner, ensuring procedural fairness and non-discriminatory practices.	☐
	Any information provided to the student and parents and carers is accessible, age-appropriate and available in multiple languages and formats as required.	☐
	The student, staff and parents and carers have been given meaningful opportunity to be heard throughout the suspension process.	☐
	Information about the behaviour gathered from students, staff and/or parents and carers has been carefully reviewed and considered.	☐
SUPPORT/ CONSIDERATIONS	In accordance with Child Safe Standard 5, the additional circumstances of students who may experience vulnerability have been carefully considered, and direction and support have been sought from the MACS Student Engagement unit and Senior Manager, School Leadership prior to any suspension being issued.	☐
	Alternative behavioural interventions and reasonable adjustments have been considered as opposed to suspension.	☐
	Sufficient interventions and support strategies have been implemented prior to the suspension decision, with documented evidence available.	☐
CONSULTATION	The student/s, parents and carers have been consulted for additional information.	☐
REPORTING	Where there is reasonable suspicion that a criminal offence may have occurred, the matter has been referred to Victoria Police.	☐
	Any incident resulting in injury has been reported via MACS Guard .	☐
☐ DURATION/TIMING	The suspension will:	
	• commence immediately due to the student's behaviour posing a serious risk of harm to others	☐
	• last for a duration of five consecutive school days or less	☐
	• exceed five consecutive school days (requires approval from the MACS General Manager (Region))	☐
	• not exceed 15 school days within the school year, unless prior approval has been obtained from the MACS General Manager (Region)	☐

	ACTIONS	CHECK
	be internal (in school)	☐
	be external (out of school).	☐
DUTY OF CARE	Internal suspension: Arrangements are in place for the student to remain in a safe, supervised area on school grounds.	☐
	External suspension: Arrangements are in place for the student to be collected from school or to remain in a safe, supervised area on school grounds until collection.	☐
COMMUNICATION	The student and parents and carers have been notified verbally of the suspension.	☐
	Written notification has also been provided to the student and parents and carers via the Suspension of Student Notice to Parents and Carers, which includes the Suspension of Students: Information for parents and carers as an appendix.	☐
STUDENT SUPPORT	An urgent review of appropriate behavioural interventions and reasonable adjustments to support the student has been conducted.	☐
	A Program Support Group (PSG) is in place.	☐
	A Student Behaviour Support Plan is in place.	☐
	A Student Safety Plan is in place.	☐
CONTINUATION OF LEARNING	In accordance with the Student Absence Guidelines for MACS Schools, appropriate learning arrangements have been made for the duration of the student's suspension: Suspensions of five days or less: provided meaningful and accessible schoolwork. Suspensions exceeding five days: enabled access to learning that supports continued educational engagement. Suspensions involving a recommendation for negotiated transfer or expulsion: The principal arranges for the student to participate in learning that enables them to maintain progress in their education during the suspension.	☐
RETURN TO SCHOOL	A Return to School Plan is in place.	☐
	A return to school meeting has been held with the student, parents/carers and members of the PSG. The principal may allow a support person to attend.	☐
RECORDING AND DOCUMENTATION	An accurate record of suspension is maintained in a register and kept on the student's file.	☐
	The suspension has been recorded as an approved absence in the school's learning management system.	☐