

MUSEC School Discipline Policy & Procedures

PART 1: DISCIPLINE POLICY

Policy Statement

MUSEC School (Macquarie University Special Education Centre) maintains discipline in a manner that is fair, consistent and based on procedural fairness. Disciplinary action at MUSEC School is grounded in respect for the dignity and individual needs of each student, and is used only where necessary to maintain a safe and productive learning environment. This policy sets out how the School disciplines students, including the use and definition of suspension, expulsion and exclusion, and expressly prohibits corporal punishment. MUSEC School makes this Discipline Policy publicly available on its website.

This policy is made under the Education Act 1990 (NSW), section 47(1)(h), and meets NESA requirement B9.1 Disciplinary action must be based on procedural fairness (*NSW Registered and Accredited Individual Non-government Schools Manual*, Feb 2026, p. 60). It is reviewed at least annually.

Scope

This policy applies to all students enrolled at MUSEC School and to all disciplinary action taken by the School. Day-to-day support for student behaviour and engagement is dealt with under the separate B8.2 Student Behaviour Management Policy and Procedure; this policy governs disciplinary action and the procedural fairness that must accompany it.

Guiding Principles

- Discipline is approached positively and supportively, consistent with each student's disability, communication needs and Individual Education Plan (IEP), and with the School's expectations that students Be Safe, Be Respectful and Be a Learner.
- Disciplinary measures focus on supporting students to develop skills and maintain participation, rather than on punishment.
- Disciplinary action is not used in response to behaviour that is developmentally appropriate or that arises from a student's disability, such behaviour is supported under the Student Behaviour Management Policy and Procedure, not disciplined.
- All disciplinary action is based on procedural fairness.
- Suspension, expulsion and exclusion are measures of last resort, used only after other strategies have been considered and in consultation with the student's family and the multidisciplinary team.
- Corporal punishment is strictly prohibited in any form.

Definitions

Term	Meaning
Suspension	Temporarily removing a student from all their normal classes for a defined period.
Expulsion	Permanently removing a student from the School.
Exclusion	Preventing a student's enrolment at another school, where an exclusion policy or agreement exists between schools.

Prohibition of Corporal Punishment

Corporal punishment is strictly prohibited at MUSEC School. Any use of corporal punishment by a staff member is prohibited and will result in disciplinary proceedings, which may include dismissal. The School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons (such as parents) to enforce discipline at the School.

Public Availability

A copy of this Discipline Policy and Procedure is made publicly available on the School's website and is provided to students and their parents or guardians.

PART 2: PROCEDURES

Identifying Incidents and Disciplinary Action

The School is responsible for identifying incidents that may require disciplinary action and the nature of any disciplinary measures that may apply. Because MUSEC School educates only students with diagnosed disability, the Principal first considers whether the behaviour is a behaviour of concern to be supported under the Student Behaviour Management Policy and Procedure, or a matter warranting disciplinary action under this policy. In deciding whether disciplinary action is warranted and what form it should take, the Principal considers the seriousness of the incident, any risk to the safety of the student or others, the student's individual circumstances, disability, communication profile and IEP, and the support strategies already in place.

Procedural Fairness

All disciplinary action is based on procedural fairness, which has two key elements: the hearing rule and the right to an unbiased decision.

The hearing rule. A student who has had an allegation made against them (and their parents or guardians) has the right to:

- know the specific allegation and any other information that will be taken into account;
- know the process for considering the matter;
- respond to the allegation; and
- know how to seek a review of any decision made in response to the allegation.

The right to an unbiased decision. A student has the right to an impartial investigation and decision-making process and an unbiased decision-maker.

In practice, procedural fairness at MUSEC School includes:

- giving students and their parents or guardians a copy of this Discipline Policy and Procedure;
 - providing details of the specific allegation, which may include an outline of allegations made in witness statements;
 - considering the need to protect the identity of witnesses; and
 - providing an interpreter for parents or guardians who need one.
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Investigation and Decision-Making

Where possible, the investigation and the decision are carried out by different people, for example, a member of the MUSEC School Leadership Team conducts the investigation and the principal makes the decision. Where it is not possible to separate these roles, the Principal may act as both investigator and decision-maker, and in doing so must be reasonable and objective, act justly, and be seen to do so.

Serious Matters — Long Suspension, Expulsion or Exclusion

Suspension, expulsion and exclusion are measures of last resort, applied only after other support strategies have been considered and in consultation with the student's family and the wider multidisciplinary team.

Where the Principal is considering a long suspension, expulsion or exclusion, the student and their parents will be informed of the procedural steps to be followed, and the Principal will emphasize procedural fairness by:

- offering to have a support person or observer present at formal interviews; and
- recording the key points of interviews and discussions in writing.

Review of a Decision

A student and their parents or guardians who wish to seek a review of a disciplinary decision may do so by writing to the Principal. The review is conducted by a member of the MUSEC School Leadership Team who was not the original decision-maker. A concern about the handling of a disciplinary matter may also be raised under the *B8.2 Complaints Handling Policy and Procedure*.

Records

Records of disciplinary action, including the key points of interviews and discussions, are kept confidential and stored securely in SENTRAL and/or on the password protected, restricted-access file 'MUSEC Executive Files' on the MUSEC School Common 'S' drive, and retained in line with the School's records requirements.