

Policy on Student Behaviour and Harassment

Purpose

The purpose of this policy is to ensure that students enjoy a course journey with SMA that is free from harassment or other forms of unacceptable behaviour such as discrimination.

Principles

SMA affirms the importance and contribution of a harassment free environment to effective work and training. Every endeavour is made to promote a positive, caring and cooperative atmosphere, in which the rights and responsibilities of all parties are acknowledged and upheld. SMA acknowledges the detrimental effect that harassment can have on a person's physical, psychological and emotional wellbeing.

Some students may exhibit challenging or inappropriate behaviour and require additional support and interventions to address this behaviour. SMA's key principles in dealing with instances of harassment are as follows:

- rapid response;
- assurance of confidentiality for parties;
- respectful dealing with both the complainant and respondent;
- an emphasis on educative, non-punitive resolution;
- cultural and religious sensitivity;
- provision of information to all parties regarding rights and obligations;
- established processes for resolving behavioural incidents;
- ongoing monitoring to ensure inappropriate behaviour does not re-occur.

Student Expectations and Responsibilities

SMA endeavors to provide a learning environment, which is supportive of group and individual learning. This requires support from all students, lecturers and staff. Positive student behaviours are most effectively developed and supported through relationship-based classroom practices, and clearly communicated behavioural expectations. It is expected that students will behave in a manner which is respectful of fellow students and SMA staff at all times of their student engagement. Every person has the responsibility to:

- be respectful, truthful, courteous and considerate to all parties;
- respect individual differences;
- meet classroom expectations and contribute positively to the learning environment;
- act responsibly and safely;
- treat all property and belongings with respect and care;

- refrain from behaviour which is disruptive, offensive and may undermine group dynamics; and,
- approach any disagreements in a professional calm manner to achieve a positive outcome.

Student Rights

Every person involved in the SMA learning environment shall:

- be treated with respect and understanding;
- be treated as an individual;
- work and learn in a positive classroom environment; and
- feel safe while learning and interacting with others.

Actions

Where an individual's behaviour impacts on group learning and harmony, the lecturer or staff member in attendance, will give the individual a verbal warning. This is a courtesy provided to the student to bring to their attention actions or behavior that is disrupting the class environment. If the behaviour continues (and depending on the seriousness of the behaviour) the student/s concerned may be asked to leave the course. Under these circumstances the student will not be eligible for a refund.

Complaints or Appeals

If the student feels they have been dealt with in an unfair or unjust manner, they have the opportunity to lodge a complaint or appeal, by following the complaint and appeals procedures outlined SMA's complaints and appeals policy. SMA will consider the nature and seriousness of any behaviour which is complained about and any relevant circumstances surrounding the behaviour.

Where the student was asked to leave the course prior to the completion of all assessment, SMA will consider what options are available to the student to complete the training. Where the student fails to take the opportunity to work with SMA to complete the assessment or displays further behaviour which falls outside the guidelines set out in this policy, SMA has the right to cease their training without any refund.