

4.11 The FAIR Policy

Extract from School Handbook Section 4.11 (Reviewed 2016)

The FAIR policy

When we receive information about a situation from a parent, student or teacher that needs investigation, the school uses a policy known as FAIR.

FAIR stands for the following:

- **F**ind out the facts. To do this effectively, staff will need to speak with and record details from both staff and students who have been named as being involved in or witnesses to a situation. Students will often be asked to write a statement outlining their knowledge of a situation. These statements will remain the property of the school and kept in the student's file. They will not be shown to other students or parents.
- **A**scertain and acknowledge the situation. This is usually carried out by a KLA or Year Coordinator with the assistance of other staff members including the Student Wellbeing Coordinator or Assistant Principal.
- **I**nitiate appropriate actions. Actions and interventions include but are not limited to discussion, mediation, counselling, parent contact, parent and student interviews, detentions, Positive Behaviour Monitoring Card, withdrawal from the playground, withdrawal from classes, suspension from school for a specified number of days, community service, etc depending on the seriousness of the situation.
- **R**estore Respect and Responsibility - Our aim is to bring all those involved together so as to rebuild their relationships by restoring respect for one another. The Key values in this approach create an ethos of respect, inclusion and accountability in taking responsibility for what has occurred. It also helps to prevent harm and conflict occurring again in the future so as to build a sense of belonging, safety and social responsibility. This occurs in a number of forums depending on the seriousness of the situation and may involve interviews with the student and their parents as well as the students involved in a situation. This process is inspired by the philosophy and teachings of our founders Venerable Catherine McAuley and St John Baptist de la Salle which puts repairing harm done to relationships and people over and above the need for assigning blame and only dispensing punishment.

*This Policy Draft was written in 2016 by MWH, KHO, BSH and NBO
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