

# Time-Out Procedure



## PHILOSOPHY

At Albany Creek State High School, we are committed to providing a safe and supportive learning environment for students and staff. This commitment includes assisting every student to achieve to the best of their ability. The school acknowledges that there are times when an individual may feel vulnerable and under specific guidelines, requires the capacity to take time out of a class or the school playground and to move to a preferred environment. The Time-Out Card procedure is intended to protect such students and to assist them to be able to engage fully in their program of learning.

## PURPOSE OF A TIME-OUT CARD

A 'Time-Out Card' is used as a means for students who have a current Support Provision (OneSchool) and may at times during the school day feel acutely vulnerable and need to exit the classroom for a short time (up to 10 minutes). This is a means of assisting students to regulate within a safe and preferred environment (the ACCESS Hub).

## PROTOCOLS

### Administration and ACCESS Staff:

- Time-Out Cards are approved by the Principal and Deputy Principals only
- Guidance Officers, Social Worker, School-based Youth Health Nurse and Heads of Student Services may refer students they believe would benefit from a Time-Out card to the appropriate Deputy Principal for approval
- Students who are accessing Time-Out and have a Time-Out card have a Support Provision in OneSchool detailing the conditions and the reason for the card
- Teachers of students with Time-Out cards will be notified via Daymap messages
- At the end of each semester, there will be a needs review conducted by the ACE Team for each student with a Time-Out Card

### ACCESS Hub:

- All students using a Time-Out Card report to the ACCESS Hub and are signed in and signed out through Daymap
- Students given a maximum of 10 minutes to regulate, in order to be able to return to class. After 10 minutes, students are prompted return to class, unless otherwise approved.
- Students who feel unable to return to class are informed that their parent/carer will be contacted to advise that the student is having difficulty in managing their school day and will need to be retrieved.
- Weekly reports are generated by the ACCESS Teacher Aide for the ACCESS team to monitor Time-Out usage in ACCESS meetings.
- Contact with parent/carer via email from ACCESS Teacher Aide, for each student accessing this support.

### Students:

- All students sign an agreement acknowledging they understand and agree with the conditions around the use of the card.
- All students who leave their class using a Time-Out Card, report directly to the ACCESS Hub, signing in and out via ACCESS Teacher Aide
- Students invited to fill in a check-in form and a short mindfulness activity while they are on Time-Out.
- Albany Creek State High School Student Code of Conduct applies to all students while they are on Time-Out.
- A maximum of 10 minutes to regulate, so they can to return to class. After 10 minutes, students prompted to return to their class, unless otherwise approved.
- All students using a Time-Out Card who are returning to class from the ACCESS Hub must do so directly.
- ACCESS Hub will make contact with parent/carer of any student unable to return to class, to arrange to go home.
- No Time-Out card use allowed in the first 15 minutes of a lesson or during Roll.

### Parents/Carers:

- Parents/Carers will sign an agreement acknowledging they understand and agree with the conditions around the use of the Time-Out card.
- ACCESS Hub staff will contact parents/carers if their student does not feel able to return to class within the Time-Out Card timeframe, to arrange for the student to go home.
- ACCESS Hub staff will advise parents/carers via email at the end of the week when their student has accessed this support.