Methodology of STANDALONE DISCIPLINE AUDITS

1. Auditors: Trained Auditors visit the schools according to school size. (West End-2 auditors/1day)

2. Preparation:
   a. **Electronic copies of documents** required for auditor’s analysis prior to audit visit
      i. Current four-year Strategic Plan
      ii. Annual Implementation Plan
      iii. Data and assessment collection schedule
      iv. Staff Professional Learning Plan
      v. Responsible Behaviour Plan for Students
      vi. Role Statements for all Classified Officers and other Officers in key roles
      vii. Names of recent student/s who have had an SDA this year including details of the misdemeanor and parent contact details.
   b. **Paper copies of documents:**
      i. the master timetable of all classes, including playground duty roster.
      ii. Most recent student relative gain graphs for NAPLAN Yr3 –Yr 5 and Yr 5 – Yr 7
      iii. a map of the school.
   c. **Office space** a small office space made available for the purpose of conducting private interviews.

3. Audit Schedule:
   i. **Entrance Interview with Principal** (7.45am – 8.45am):
      1. Meet with the Principal and any other members of the leadership team. The purpose of this meeting is to gain a clear perspective from the Principal of the Explicit Improvement Agenda for the school, with a focus on Student Behaviour.
      2. During this interview, information is collected across the 5 domains of the Discipline Audit Instrument.
      3. Questioning to ensure a very clear picture of Principal’s perspective of where the school is at the moment and its strategic direction.
   ii. **Interviews with key staff:** The interviewees will be key members of the school who will be able to provide details relating to the operation and strategic direction of the school particularly relating to Behaviour Management. Only the Auditor will interview each person.
   iii. **Classroom Visits (5 scheduled visits and random visits):** Some of these visits are scheduled visits and others will be at random.
      1. 5 scheduled visits are appropriate for West End State School.
      2. Random classroom visits will also be conducted throughout the day.
      3. Discipline Auditors focus teacher conversations on the Discipline Audit Instrument
      4. The same teacher will not be interviewed twice.
      5. Auditors will engage in whole class/small group discussions with students
      6. Some schools organize a teacher to accompany the Auditors to classrooms to cover the class for the teacher being interviewed. This is appreciated.
      7. Auditors will tour playground areas during school lunch times to observe duty procedures, speak and observe students engaged in lunch time activities available using playground roster/map.
   iv. **Discipline Audit Interviews:** Discipline Auditors interview the following:
      1. Students who have been suspended or been involved in intensive intervention programs this year. To determine the students in this group, a list of eligible students and their misdemeanours is to be provided from which auditors will select students.
      2. A staff member who can explain & demonstrate how OneSchool attendance/behaviour data is recorded, analysed and actioned.
      3. Other staff members including, the Chaplain/Student Support Worker, Guidance Officer, School Based Police Officer and School Nurse if applicable. These latter personnel will be interviewed as a group if possible.
   v. **President of the P&C and/or the Chair of the School Council Interview:** Discipline Auditor interviews the President of the P&C and/or the Chair of the School Council or their representative for 15 minutes.
   vi. **Other Parents:** Discipline Auditor contacts other parents by phone during the course of the audit. These will be selected at random by the Auditor based on the OneSchool database of all parents of students currently enrolled.
   vii. **Student Leaders:** Discipline Auditor interviews the student leaders of the School.
   viii. **Findings and Preparation of Reports:** Time to contact parents, collate findings and prepare reports.
   ix. **Meeting with the Principal only** to discuss:
      1. The draft Discipline Audit Profile
      2. The draft Executive Summary containing Commendations, Affirmations and Recommendations in relation to the Discipline Audit.
      3. The draft Executive Summary will form the basis for the content of the briefing that will be conducted with staff at the end of the day of the audit.
   x. **Meeting with the Principal and Administration Team Members.** This discussion will focus on the overall result of the audit (but not the detail contained in the Profile and Executive Summary) and will provide an opportunity to discuss the achievements of the School and its direction based on the audit findings.
   xi. **Staff Briefing** Whole staff briefing arranged in the afternoon of the audit after school. This briefing will be no longer than 30 minutes in duration.