1. Introduction

This Policy protects the safety and wellbeing of all children and staff who attend the service. Where children's behaviours become unacceptable or of concern this policy will be implemented.

2. Scope

This Policy applies to all Children's Services operated by Coast Services Group Limited (a wholly owned subsidiary of Coast Community Connections LTD) and our employees. This applies to Early Childhood Programs, Occasional Care, Out Of School Hours Care and Vacation Care programs and services.

3. Policy

We provide an environment where all parents, staff and children feel safe, cared for and relaxed and which encourages co-operation and positive interactions between all persons. Rules will be clearly established based on safety, respect for others, order, cleanliness and which help create a caring environment. Positive behaviour will be encouraged, and self-regulation skills developed through positive example and direction.

4. Procedures and Implementation

4.1   Basic rules and clear guidelines of acceptable behaviour will be established through consultation with staff and children.

4.2   Rules will encourage respect for the rights of others and help create a caring environment and be based on safety, order, and cleanliness.

4.3   Children and parents will have the opportunity to be involved in developing rules.

4.4   All rules will be clearly expressed in a positive way and role modeled and reinforced consistently.

4.5   Staff, parents and children will be made aware of the rules.

4.6   Rules will be displayed.

4.7   Children will have the consequences of breaking the rules explained.

4.8   All consequences will be relevant to the individual situation and not demeaning to the child.

4.9   No child is to be subjected to, or threatened with, corporal punishment.

4.10   No child is to have food or other basic needs withdrawn as part of a consequence.

4.11   Staff will follow up all behavioural issues by discussing the situation with the child and working together on better solutions for future behaviour.

4.12   Positive behaviour will be encouraged by role modeling, diverting children to more appropriate activities, showing appreciation for appropriate behaviour and building on each child's strengths and achievements.

4.13   Children are to be given opportunities that enable them to be responsible for their own behaviour through the development of problem-solving skills and self-regulation.

4.14   Children will be encouraged to seek support when necessary.

4.15   Staff will have access to training and support in positive approaches to behaviour management.

4.16   Staff, parents and school where relevant should work in partnership in promoting a consistent and positive approach to behaviour management.

4.17   Staff and parents will raise concerns as they arise and discuss ways of working together to assist children to make changes in inappropriate behaviour.

4.18   To assist in maintaining a positive, safe and caring environment the staff and children will have the following responsibilities.

5. The Children will:

5.1   Accept and value every child and adult regardless of race, cultural background religion, gender or ability.

5.2   Treat each other with respect, courtesy and understanding.

5.3   Be encouraged to maintain positive communication and relationships between staff, children and other adults.

5.4   Ensure that appropriate language is used at all times.

5.5   Know and fulfill their responsibilities.

5.6   Settle their differences in a peaceful manner, try to use communication to resolve difficulties rather than resort to aggressive behaviour.

5.7   Develop self -regulation skills through positive example and direction.

5.8   Develop an understanding that behaviour results from choice made by the individual and that all behaviour has consequences.

6. The Staff:

6.1   Accept and value every child and adult regardless of race, cultural background religion, gender or ability.

6.2   Treat children with respect, courtesy and understanding.

6.3   Maintain positive communication with the children at all times.

6.4   When communicating with children staff will ensure that they are understood and communicate at the child's level in a friendly positive and courteous manner.

6.5   Use voice intonations, facial expressions, and explanations as methods of communicate effectively.

6.6   Shouting at children is not an appropriate strategy and must be avoided.

6.7   To encourage children to take responsibility for their actions, staff will:

6.7.1   Initiate conversations with all children, and develop an understanding of the child and their interests.

6.7.2 Form friendly and warm relationships with the children in their care and be supportive and encouraging.

6.7.3 Ensure that expectations, relating to the children's behaviour is explicit and clear and consequences are consistently applied.

6.7.4 Act as a role model for acceptable behaviour

6.7.5 Encourage and reward acceptable behaviour.

6.7.6 Focus on the behaviour, not the child.

6.7.7 Give praise and positive feedback to the children as often as possible.

6.7.8 Provide an environment, which will foster the child's self esteem.

6.7.9 Help children develop self-regulation skills through positive example and direction.

6.7.10 Introduce older children to simple conflict resolution skills.

6.7.11 Help children to appreciate and care for each other and their surroundings.

6.7.12 Ensure that appropriate language is used at all times.

6.7.13 Never single out any children or make them feel inadequate at any time.

6.7.14 Avoid threatening or verbally abusing the children in any way.

7. CONSISTENT UNACCEPTABLE BEHAVIOUR

7.1 Where a child demonstrates consistent unacceptable behaviour the staff will:

7.1.1 Ensure the child is aware of the limits and what is appropriate behaviour.

7.1.2 Ensure the expectations are appropriate for the child's level of development and understanding.

7.1.3 Review the consequences to ensure they are not inadvertently encouraging or reinforcing the behaviour.

7.1.4 Look for and assess possible causes for the behaviour.

7.1.5 Discuss the issue with the parents and the child.

7.1.6 Record all incidents, indicating what happened before and after the incident, time, date and who was involved.

7.1.7 Develop a plan of action involving behaviour management in discussion with all staff, parents, school, and other professionals as required.

7.1.8 Record the plan of action, ensuring all are aware of how to implement this and develop an evaluation system and review date.

7.2 *If the child physically hurts other children or adults the staff will:*

7.2.1 Record the incident on appropriate form

7.2.2 Ensure the other person is all right and given proper attention and care.

7.2.3 Discuss this behaviour with the child to understand the reasons behind the behaviour. Explain to the child the reasons why the behaviour is inappropriate and talk about possible strategies that are more effective

7.2.4 Ensure that the parents/guardians are notified of the incident.

8. EXCLUSION FOR UNACCEPTABLE BEHAVIOUR.

8.1 Should unacceptable behaviour continue and the above strategies are not working the Nominated Supervisor will inform the Manager Children Services.

8.2 The management in consultation with the Educators will discuss the issue.

8.3 A decision by management that exclusion is in the best interest of all children will occur only after:

8.3.1 Adequate support and counseling.

8.3.2 Parents/Guardians have been notified and given the opportunity to discuss their child's behaviour.

8.3.3 Parents/Guardians have been referred to other agencies, where necessary.

8.3.4 Careful consideration has been given to the problem by Management.

8.3.5 Clear procedures have been established for accepting the child back into the centre.

8.3.6 Strategies outlined in Network's "Play, Rights and Responsibilities' and "Accentuate the Positive" should be followed.

Other related policies and procedures

Inclusion support policy, Excursions

Behaviour Management Policy

Forms and Records

Incident report forms

Behaviour Management Plan