

GUIDING PRINCIPAL BEHAVIOUR GUIDANCE

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY
QUALITY AREA 5: RELATIONSHIP WITH CHILDREN

Introduction:

PCYC-Out of School Hours believes that children have the right to feel physically and psychologically safe. We aim to provide an environment where all children and educators feel safe, cared for and relaxed and which encourages cooperation and positive interactions between all persons (My Time, Our Place Outcome 1).

This behaviour management policy is based on guidance, redirection and positive reinforcement. Educators will aim to guide rather than control the behaviour of the children in our care.

Basic rules will be established based on safety, respect for others, order and cleanliness and will be communicated to all families, children and educators along with consequences for inappropriate behaviour. The service recognises the importance of children's input into developing the basic rules and helping to determine appropriate consequences for inappropriate behaviour (My Time, Our Place Outcome 2). Our service promotes a positive approach to managing the behaviour of all children. Children will be encouraged to resolve problems, defeats and frustrations where appropriate. This can be achieved by exploring possible solutions, and helping children understand and deal with their emotions. This will depend on the child's age and level of development (My Time, Our Place Outcome 3).

The service will ensure no child being cared and educated for by the service is subjected to any form of corporal punishment or any discipline that is unreasonable in the circumstances.

The service will ensure that every reasonable precaution is taken to protect children being cared for or educated by the service from harm and any hazard likely to cause injury.

Governance:

- All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC- Out of School Hours.

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Version	2	Last Revised	January 2020	Revision Date	May 2021

Definition:

- Educators: Staff who hold qualifications in Children’s Education and Care
- Staff: Staff who don’t hold any qualifications in Children’s Education and Care
- Family: Parent or legal guardian of child

When a behaviour has been identified as severely inappropriate and/or ongoing, the following procedures will be used.

Procedure:

The service Coordinator will:

- Work with Educators to begin identifying triggers or warnings that are likely contributing to the inappropriate behaviour. This will be recorded on the Behaviour Incident Log.
- Communicate with the family to arrange a suitable time to discuss the child’s behaviour and develop, in conjunction, a Behaviour Support Plan
- Communicate with all staff and Educators the details of the Behaviour Support Plan and any strategies identified within the support plan
- Ensure support plan is implemented in daily routine with the child and all staff and Educators understand their responsibilities.
- Review the plan as per review dates noted in Behaviour Support Plan and make any changes as necessary. If new strategies have been identified, whether through daily observations or on advice of the child’s medical specialist, a new plan must be developed in conjunction with the child’s family.
- If at any time the child presents physical danger to staff or other children, the child will be removed from the area and the coordinator will arrange for the child to be collected. Temporary suspension can be enforced until a Behaviour Support Plan is developed. Temporary suspension will be at the discretion of the Coordinator and Regional Support Officer.
- Behaviour guidance training can be made available if needed through PCYC training budget.

The Educators/Staff will:

- If an unacceptable behaviour has been identified, report to the Coordinator.
- Observe the child and contribute to the Behaviour Incident Log.
- Read and understand the Behaviour Support Plan and follow any identified strategies as outlined in the plan.
- Behaviour guidance training can be made available if needed through PCYC training budget.

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The Family will:

- Arrange a suitable time with the service coordinator to develop a Behaviour Support Plan
- Notify the service of any changes needing to be made to behaviour strategies as identified from daily observations and/or by medical specialists.

Persistent Inappropriate Behaviour

In extreme cases, to protect other children and educators, the service reserves the right to exclude the child from the service; this may be a temporary or permanent measure. Exclusion will only be considered after:

- The child's family has been notified and given the opportunity to discuss their child's behaviour.
- Educators, Nominated Supervisor and Approved Provider have carefully considered all factors.
- Adequate support and counselling are sought (if necessary).
- Clear procedures have been established for accepting the child back into the service.

Documents Considered:

- Education and Care Services National Law 2010 updated 2018
- Education and Care Services National Regulations 2018 (r73,74,76,155,156,157,168)
- National Quality Standards (1.2,2.3,3.1,3.2,5.1,5.2,6.1,6.3)
- My Time, Our Place
- Confidentiality Policy
- Enrolment & Orientation Policy
- Providing a Child Safe Environment Policy
- Child Protection Policy

Related Policies and Documents:

- Behaviour Support Plan
- Behaviour Incident Log

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