

2.6 Behaviour Support and Management Policy

Fundurba Kids Club recognises the wide range of age groups that access School Age Care, as well as the differing developmental needs of individual children and the variety of diverse backgrounds. Behaviour support and management strategies play a vital role in providing a safe and happy environment and are approached by:

- Applying appropriate measures (in keeping with community standards)
- Focusing on supporting children to develop skills to self-regulate
- Preserving and promoting children's self esteem
- Having regard to the other principles set out in the Philosophy Statement of the Service.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*

Duty of Care

'My Time, Our Place' Framework for School Age Care

NQS Area: 1.1.5, 1.1.6; 2.1.1; 2.3; 4.1; 4.2.1; 5.1; 5.2; 6.1.1, 6.1.3; 6.2; 6.3.2, 6.3.3; 7.1.2, 7.1.4, 7.1.5; 7.2.2; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Policies: 2.1 - Respect for Children, 2.3 – Educator Ratios, 2.7 – Exclusion for Behavioural Reasons, 2.11 – Including Children with Special/Additional Needs, 3.3 – Educators Practice, 3.10 – Observational Recording, 4.6 – Medication, 5.2 - Food and Nutrition, 9.3 – Communication with Families, 9.5 – Complaints Handling.



Procedures

This procedure has been developed to establish a process of dealing with behavioural problems at Fundurba. We have developed a process that the educators at Fundurba will follow and everyone will be informed on enrolment into the program.

Educators involve the children in developing behaviour expectations and behaviour management plan for the Service.

These behaviour expectations will be clear, child focused, based on acceptable wider community expectations, easy to understand and will be on display throughout the Service. This information is also in the Educator Handbook and in the Family Handbook issued to all parents/guardians on enrolment.

Educators are required to discuss the behaviour expectations and behaviour management plan with the children on a regular basis, reinforcing why they are necessary.

The process for dealing with children's behaviour:

1. If any inappropriate behaviours occur then Educators will give the child a warning. Depending on the severity of the behaviour some children may need to be redirected to another activity or area immediately.

2. Educators will try a variety of behaviour management strategies including: Redirection or distraction changing focus of the activity behaviour and have a discussion with the child asking “What are you doing? What are you supposed to be doing? and What will the consequences be if you continue?”. Supervised cooling off time to allow child to calm down before talking to them about their behaviour. The strategies we use will depend on the severity of the behaviours and the individual child. Educators will talk to the child about their behaviour and discuss ways to help the child manage better behaviour.
3. If the behaviour continues then a ‘Inappropriate Behaviour/Incident Record’ form will be completed and signed by the parent on arrival for pickup.
4. Educators are to discuss with the parent about the child’s behaviour and together work out strategies to deal with the behaviour. These strategies may include a behaviour tracker or a communication book or both if agreed by management and parent/guardian.
5. On the child receiving **several** Inappropriate Behaviour/Incident Records the Senior Co-ordinator/Assistant Co-ordinator and Educator will sit with the child and fill out a “Behaviour Contract.” We will discuss the inappropriate behaviours that have occurred and set goals for the child to meet. We will also discuss and decide the consequences if they don’t reach their goals. Consequences for inappropriate behaviour will reflect the dignity and rights of the child. Such consequences will never include physical, verbal or emotional punishment.
6. If a child’s inappropriate behaviour is **major** and threatens the safety or wellbeing of any child or other person in the Service, puts others or self at risk of harm, significantly violates the rights of others, is deliberately destructive or the behaviour is illegal then the parent/guardian of that child will be contacted immediately and asked to collect the child from the service. An Inappropriate Behaviour/Incident Record will be recorded. Consequences for these behaviours could result in suspension or exclusion from the service. The final decision is up to the descretion of the Senior Co-ordinator and Management Committee.
7. If the child is suspended from the service prior to the child’s return to the service a “Re-entry” meeting is organised with the child, parent and Senior Co-ordinator to discuss strategies the service will put in place to help the child manage their behaviour.
8. On return to the Service the child may be put on a “Tracker”. The Educator will track the child’s behavior at regular intervals during a session. This information is then passed onto the parent for their information. Communication books between the Educator and Parent can also be set up to track the child’s behaviour. This will be up to the discretion of the Senior Co-ordinator and Parent and a decision will be made at the re-entry meeting.
9. If the behaviour continues when the child returns to the service then the child can be excluded permanently from the Service. The final decision is up to the Senior Co-ordinator.

Fundurba Kids Club BEHAVIOUR MANAGEMENT PLAN

Our Rules

We expect children to: 😊 (**Appropriate**)

- Follow rules and routines.
- Follow instructions promptly and without arguing. We listen when all Fundurba staff are speaking.
- Play appropriately with others.
- Model and use appropriate language and good manners. We use sensible and responsible behaviours at all times.
- Respect all people and self. Treat others the way you wish to be treated. Bullying is not tolerated.
- Respect and use all Fundurba and school property and equipment safely and appropriately.
- Help to clean up. Tidy as you go.

- Play safely and fairly with others and within the boundaries.
- Stay within sight of a staff member at all times.
- Ask a staff member for help if needed.
- Keep our hands and feet to ourselves.
- Be quiet when staff are marking rolls.
- We must wear our shoes at all times unless participating in an activity which we need to remove our shoes.
- Use the High 5 to solve problems.

We expect children not to: ☹️ (**Inappropriate**)

- Roll eyes, answer back, yell or disrespect staff.
- Disobey staff instructions
- Hurt other people, fight or use any aggressive behaviour (hitting, kicking, pushing, pinching, punching, biting, spitting etc)
- Use bad language (swearing)
- Tease, use “put downs”, telling secrets about people, call people names, exclude others, make others cry or be racist. (Any kind of bullying behaviour)
- Littering, damaging property/equipment or disrespecting environments including Fundurba, School and our community
- Go into out of bounds areas or leaving school grounds.
- Go out of sight of the staff or running away from the group.
- Use or steal other people’s property without permission.

What We Want the Children to Learn at Fundurba Kids Club

- Take responsibility for their own actions and consequences.
- Have respect for their surroundings, others and themselves,
- To develop the skills to make right and safe choices in life,
- To have FUN☺️

Educators are required to:

- Model appropriate behaviour to children including using positive language, gestures, facial expressions, tone of voice and body language.
- Monitor children’s play, pre-empting potential conflicts or challenging situations and support children to consider alternative behaviours
- Constantly and consistently using positive guidance strategies when reinforcing the service’s behavior expectations.
- Support children to make choices, accept challenges, manage change, cope with frustration and to experience the consequences of their actions.
- Assist the children to focus on the consequences of their actions and to make suitable choices regarding their actions and behaviour.
- Acknowledge children through encouragement or reward when they make a positive choice in managing their own behavior.
- Direct children towards appropriate behaviour, using acceptable behaviour techniques
- Educators are not permitted to use physical force/restraint or physical, verbal or emotional punishment and practices that demean, humiliate, frighten or threaten a child. (This also includes not withdrawing food or water from children for inappropriate behaviour.) If a child is in danger of hurting themselves ie. Running on the road, then the staff may do what is required to keep the child safe.

- A supervised redirection period will be used where required to allow a cooling off period for the child.
- Educators are required to follow Fundurba Kids Club behaviour management strategies and behaviour management plan including completion of an inappropriate behaviour/incident record to be signed by the parent/guardian at the end of the day.
- Behaviour support plans (behaviour contract) will be implemented if deemed necessary by the Senior Co-ordinator. Support plans will be developed collaboratively with the Senior Co-ordinator, parent/guardian, child and other health/educational professionals as required.
- Parents/guardians are **NOT** permitted to approach other children attending the service regarding ANY incidents and/or issues. Parents/guardians are to raise all issues with the Senior Co-ordinator or Assistant Co-ordinator. Educators are to redirect parent/guardian to Senior Co-ordinator or Assistant Co-ordinator if any issues arise. Parents/guardian will be given a written warning if they breach this condition and any subsequent occurrence will result in the parent concerned being prevented from entering Fundurba.
- Educators are trained in the developmental stages of the differing ages of the children who attend the Service, and will apply appropriate behaviour support and guidance techniques which will be consistent with the Philosophy Statement of the Service.
- Educators involve the children as far as reasonably possible in developing Behaviour Management Plan for the Service.
- The Behaviour Management Plan will be clear, child focused, based on acceptable wider community expectations and easy to understand and will be on display throughout the Service, as well as in the Staff Handbook and in the Parent Handbook issued to all parents/guardians on enrolment.
- Remain bias and fair when dealing with or managing behaviours.

2.7 Exclusion for Behavioural Reasons Policy

Fundurba has a Duty of Care to all children who attend and staff who work within, the Service.

If a child exhibits inappropriate behaviour, or behaviour which threatens the safety or wellbeing of any child or other person in the Service, puts others or self at risk of harm, significantly violates the rights of others, is deliberately destructive or behaviour is illegal; In the Senior Co-ordinator's reasonable opinion, the behaviour amounts, or may amount, to a threat to the safety or wellbeing of any child or other person in Service; and the behaviour support and management procedures (see Policy 2.6) have been properly applied first but without success, or the behaviour presents such an immediate potential threat that it is not reasonably possible to apply those procedures then the child whose behaviour is inappropriate or has caused the threat to safety or wellbeing may be excluded from the Service temporarily or, in some cases permanently. This is up to the discretion of the Senior Co-ordinator.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*

NQS Area: 2.1.1; 2.3.2; 4.2.1; 5.2.2, 5.2.3; 6.1.1; 7.1.1, 7.1.2; 7.3.1, 7.3.2, 7.3.4, 7.3.5.

Policies: 2.1 - Respect for Children, 2.6 - Behaviour Support and Management, 3.10 – Observational Recording, 9.3 – Communication with Families, 9.5 – Complaints Handling.



Procedures

If a child's inappropriate behaviour is **major** and threatens the safety or wellbeing of any child or other person in the Service, puts others or self at risk of harm, significantly violates the rights of others, is deliberately destructive or behaviour is illegal then the parent/guardian of that child will be contacted immediately and asked to collect the child from the service. An Inappropriate Behaviour/ incident record will be recorded. Consequences for these behaviours could result in suspension or exclusion from the service. The final decision is up to the descretion of the Senior Co-ordinator and Management Committee.

The Educator who was present will complete an Inappropriate Behaviour/ incident record detailing the behaviour or incident. The Educator is to sign the report and have the Senior Co-ordinator or Co-ordinator on duty to also sign, as well as the parent/guardian and child in question.

Major Incident:

- If a major incident has occurred then a letter will be sent to the parent/guardian from the Senior Co-ordinator or Management Committee, stating that the child cannot return to the Service for one week or at the discretion of the Senior Co-ordinator.
- Prior to the child's return to the service a "Re-entry" meeting is organized with the child, parent and Senior Co-ordinator to discuss strategies the service will put in place upon their return to the service to help the child manage their behaviour.
- On return to the Service the child may be put on a "Tracker" where the Educator will track the child's behavior at regular intervals during a session. This information is then passed onto the parent for their informtion. Communication books between the Educator and

Parent can also be set up to track the child's behaviour. This will be up to the discretion of the Senior Co-ordinator and Parent on re-entry meeting.

- If the behaviour continues when the child returns to the service then the child can be excluded permanently from the Service. The final decision is up to the Senior Co-ordinator.

Physical danger to child or others:

If a child's behaviour causes or may reasonably cause physical danger to other children, educator or the child themselves, the parent/guardian of that child will be contacted immediately and asked to collect the child. An Inappropriate Behaviour/ incident record will be recorded.

The child will be excluded from the service effective immediately and the lifting of the exclusion, if any, will be at the discretion of the Senior Co-ordinator and Management Committee.

Exclusion from school

As our service is located on a school site, if the Senior Co-ordinator becomes aware of any child, who usually attends the service, being excluded from the school, they will:

- Contact the school to confirm exclusion;
- Speak with the Principal to confirm exclusion; or
- Contact the parent to confirm exclusion from the service (in accordance with Principal's direction)

If a child is excluded from the school then they will be excluded from the service until the child has completed the school's re-entry procedure.