

ARMIDALE OUT OF SCHOOL HOURS CARE

Positive Behaviour Management Policy

Related documentation Policy/policies:	Complaints Handling Policy, Enrolment and Orientation Policy, Interactions with Children Policy, Inclusion Policy
Regulation/s/ Standards:	Regulations 76, 1870, 182. National Quality Standards 5 & 7
Related procedures:	Workplace Health and Safety
References:	ACECQA Research and Resources
Date effective	November 2023
Date for review	November 2025
Purpose	To protect all children and to guide them towards positive and responsible behaviour that will encourage and support self-reliance and the development of positive self-esteem.
Responsibility/applies	Management, Nominated Supervisor, Educators and Families

Families are required to acknowledge that they have read and understood the Positive Behaviour Management Policy and agree to the Behaviour Management Steps of Armidale Out of School Hours Care at the time of their enrolment.

IMPLEMENTATION:

Nominated Supervisors and Educators will:

- Give positive guidance towards acceptable behaviour;
- Respect the values of the child's family;
- Give praise and encouragement to children freely;
- Communicate with families regarding professional support where unacceptable behaviour continues;
- Express limits to behaviour in clear **positive** terms;
- Encourage children to settle their differences in a peaceful manner;
- Role model positive and responsible behaviours, and
- Discourage unacceptable behaviours.

Nominated Supervisors and Educators will not:

- Use child management techniques which include physical, verbal or emotional punishment, including, for example, punishment or shouting which humiliates, frightens, threatens or immobilises children, or
- Isolate a child for any reason other than illness, accident or rest time.

Encouraging Desirable Behaviour includes:

- Ensuring a safe, engaging environment;
- Creating a positive learning environment i.e self help skills;
- Using assertive discipline;
- Providing good supervision – visual and auditory;
- Using description praise, and
- Setting a good example.

Managing Inappropriate Behaviour includes:

- Establishing clear ground rules – Few, Fair, Easy to follow, Enforceable and Positively stated;
- Using planned ignoring for attention seeking behaviour;
- Giving clear, calm instruction;
- Backing up instructions with logical consequences, and
- Using Reflection Time to deal with unacceptable behaviour.

Incident Book:

An incident book is kept of all notable incidents including swearing, aggressive or violent behaviour.

Steps for the Management of Inappropriate Behaviour

Armidales Out of School Hours care does not allow continued attendance of children who are:

- A) physically or verbally abusive to children or staff, and/or
- B) are persistently disruptive or destructive, and/or
- C) exhibit behaviours which are sexually inappropriate and/or
- D) exhibit behaviours which are overtly racist.

Step 1:

Staff manage and deal with situations as they occur by listening and then following the behaviour management strategies listed.

Step 2:

The Nominated Supervisor or responsible Person draws the attention to the child/ren's family to the unacceptable behaviour of the child/ren, and seek their assistance in dealing with the identified behaviour. If the behaviour continues.

Step 3:

Staff refer the matter to Management, which will arrange a meeting with the child's family to discuss the issue and consult on strategies which will allow the service to continue to include the child/ren into care.

Step 4:

If the unacceptable behaviour of the child/ren continues and agreed strategies cannot be implemented, the family will be advised that their child/ren will be excluded from the service, in line with the service's duty of care to all other families and children.

Parent Acknowledgement

I have read and understood the Positive Behaviour Management Policy and agree to the Behaviour Management Steps of Armidale Out of School Hours Care.

Signature

Date

Name