

ARMIDALE OUT OF SCHOOL HOURS CARE	
POLICY FOR GUIDING POSITIVE BEHAVIOUR	
Related Documentation	Inclusion Policy, Code of Conduct, Interactions with Children Policy, Child Protection Policy.
Policy/policies:	
Regulation/s/Standards:	Regulations 155 – 157, 168, . National Quality Areas 2, 5 and 6.
Related procedures:	Confidentiality, Workplace Health & Safety, Supervision.
References	ACECQA
Date Effective:	December 2024
Date for review:	December 2026
Purpose:	To create and maintain positive relationships with children, supporting them to develop the skills and knowledge required to behave in a socially and culturally acceptable manner.
Responsibility:	Approved Provider, Management, Nominated Supervisor, Responsible Persons, Educators & families of children.

Key Information:

Armidale Out of School Hours Care believes that positive interactions are central to ensuring quality outcomes for children. We aim to guide children to develop positive and responsible behaviours that encourage and support self-reliance and self-esteem.

We will use our best endeavours to provide children with clear and reasonable boundaries which foster security and self-confidence. We aim to provide:

- A positive and supportive learning environment,
- Strategies that build skills and strengthen positive behaviours, and
- Strategies that discourage undesired behaviours.

Roles and Responsibilities:

Approved Provider

- To ensure that obligations under the *Education and Care National Law and Regulations* are met.
- To ensure that the service provides education and care to children in a way that:
 - Encourages children to express themselves and their opinions,
 - Provides children with experiences and opportunities that develop self-reliance and self-esteem,
 - Guides and encourages children towards acceptable behaviour,

- Considers family and cultural values, age and physical and intellectual development and abilities of children.
- To ensure that all families are provided with a copy of this Policy and its procedures upon enrolment.
- To ensure that the service provides children with opportunities to interact and develop respectful relationships with each other and educators.
- To ensure that no child is subjected to any form of inappropriate punishment or discipline that is unreasonable to the circumstances.
- To take reasonable steps to ensure that Nominated Supervisors, Responsible Persons and educators follow the *Policy for Guiding Positive Behaviours Policy* and its procedures.
- To ensure that copies of this policy and related procedures are readily accessible to Nominated Supervisors, Responsible Persons and Educators and available for inspection.
- To notify families at least 14 days before changing this Policy if the change will:
 - Affect the fees charged or the way they are collected or
 - Significantly impact the service's education and care of children or
 - Significantly impact the family's ability to access the service.

Nominated Supervisor / Responsible Person

- To implement the *Policy for Guiding Positive Behaviours Policy* and its procedures.
- To gather information from families about their children's specific health and medical needs upon enrolment and as changes occur.
- To provide children with the opportunity to make choices and experience the consequences of these choices when there is no risk of harm to the child or anyone else.
- To acknowledge children when they make positive choices in managing their behaviour.
- To assist educators to implement positive strategies to encourage positive behaviour in children.
- To ensure that excessive behaviour is managed early and communicated to families.
- To support educators to enhance their skills and knowledge in guiding children's behaviour.

Educators

- To encourage the social development of individual children, encouraging them to develop self-control and understanding of the feelings of others.
- To guide children's behaviour, encouraging them to be considerate of others and think about the effects of their actions.
- To use positive guidance through redirection in instances of adverse behaviours.
- To role model appropriate behaviour and language in their interactions with children.
- To implement regular routines to support children's positive behaviour.
- To implement *Reflection Time* when all other strategies for behaviour management have been exhausted.

- To ensure that all behaviour management strategies being implemented are appropriate to a child's age and developmental capacity.
- To support children to explore different points of view and to communicate effectively when resolving differences with others.
- To listen empathetically to children when they communicate their emotions, providing them with encouragement and reassurance when appropriate.
- To guide children to remove themselves from situations where they are experiencing frustration, anger or fear.
- To remain calm and tolerant as they encourage children who are strongly expressing distress, frustration or anger.

Families

- To read and acknowledge their compliance with this Policy and its procedures, as outlined in ***Attachment A, POSITIVE BEHAVIOUR MANAGEMENT PROCEDURES.***
- To be prepared to be informed of behaviour management concerns the Nominated Supervisor or Responsible Person may have with their child.
- To collaborate and discuss openly with the Nominated Supervisor or Responsible Person when necessary, regarding their children's behaviour.
- To provide the service with all relevant information about their children's specific health and medical needs upon enrolment and as changes occur.

Communication

- The Nominated Supervisor, Responsible Person and Educators will document all notable incidents using Armidale Out of School Hours Care's Incident Report Form.
- Families will be provided with copies of all completed Incident Report Forms and are required to sign that they have received them.
- In the case of Incidents where emergency services are required to attend the service, or where a child requires medical attention because of the incident, a copy of the completed Incident Report Form will be submitted to the Regulatory body.



POSITIVE BEHAVIOUR MANAGEMENT PROCEDURES

PARENT ACKNOWLEDGMENT

Armidale Out of School Hours Care is committed to protecting all children, guiding them towards responsible behaviour and supporting their development of self-reliance and self-esteem.

Steps for the Management of Positive Behaviour:

1. The Nominated Supervisor, Responsible Persons and Educators will initially use their best endeavours to manage behavioural incident and situations by listening and following the strategies detailed in this Policy.
2. Should this not resolve the behavioural issues, the Nominated Supervisor or Responsible Person will communicate with the child's parent or guardian regarding the behavioural issues. We will seek their assistance in the implementation of strategies to assist in dealing with the identified behaviours, whilst showing respect for the values of the child's family.
3. If, following discussion with the child's parent or guardian, the measures undertaken have not resolved the identified behavioural issues, the Nominated Supervisor will refer the family to the Business Manager or Children's Services Manager. The child's parent or guardian will be invited to meet with management. The aim of this meeting is to discuss strategies which will allow Armidale Out of School Hours Care to continue to include the child in care, whilst protecting other enrolled children.
4. A child may be excluded from Armidale Out of School Hours Care if:
 - a. the child's parent or guardian is not prepared to meet or work with service management upon appropriate behaviour management strategies
 - b. or if a child's unacceptable behaviour is not able to be managed.
 - c. Unacceptable behaviours include, but are not limited to
 - : Physically or verbally abusive to educators and/or other children,
 - : Exhibit behaviours which are overtly racist, or
 - : Exhibit behaviours of a sexually inappropriate nature.

I have read, understood and agree to working with Armidale Out of School Hours Care in implementing the Steps for the Management of Positive Behaviour:

Signature: _____

Name: _____

Date: _____