



POSITIVE GUIDANCE & BEHAVIOUR MANAGEMENT POLICY

Policy number		Version	1
Drafted by	Stacey Bayliss	Approved by MC on	23.01.2018
Responsible person	Management Team	Scheduled review date	Jan 2019

Applies to: All Staff Managers, clients, stakeholders, Management Committee and Volunteers / Students.	
Specific responsibility: Management Team & Management Committee	
Policy context:	
Standards or other external requirements	National Disability Standards in Action: <ul style="list-style-type: none"> - Standard 1: Rights - Standard 2: Participation & Inclusion - Standard 3: Individual Outcomes Standard 5: Service Access
Legislation or other requirements	United Nations Convention on the Rights of a child (Federal) <ul style="list-style-type: none"> - Children and Young Person (Care and Protection) Act 1998 (State) - Work Health & Safety Act 2011 (State) - Work Health & Safety Regulations 2011 (State)
Contractual obligations	Employment Agreement Service Agreements

POLICY STATEMENT:

Staff will provide a safe, secure, caring and stimulating environment which encourages children to positively interact with peers, staff, their family and others. Through the implementation of strategies to positively guide each child to choose acceptable behaviours, children will build a strong self-identity and an understanding of themselves as being significant and respected.

PROCEDURE:

Staff at Early Connections - Coffs Coast use appropriate strategies to guide children to recognize, manage and reflect on their behaviours and express their emotions in positive, developmentally appropriate ways. All children will be supported to develop self-regulation skills in a safe and empowering environment.

Families are supported by staff in developing strategies for use in the home and community settings in relation to positive behaviour management. Training and support within our service will be offered to families, such as Circles of Security, and other community supports will be arranged with family agreement.



STAFF will:

- ✓ Ensure children feel safe secure and supported at all times.
- ✓ Have due regard to appropriate age and developmental expectations and individual temperaments, and will be positive and supportive at all times.
- ✓ Consider the interests, needs and abilities of each individual child.
- ✓ Use language that is positive, clear and developmentally appropriate for each individual child.
- ✓ Be consistent with behaviour expectations.
- ✓ Provide clear expectations and limits, presenting these via a range of formats eg using visuals.
- ✓ Ensure that the physical environment supports children's awareness of expectations and limits.
- ✓ Empower children to make choices and problem solve to meet their needs in particular circumstances and a range of environments.
- ✓ Actively encourage appropriate behaviours through positive modelling.
- ✓ Work in partnership with parents in the child's community in guiding children's behaviour.
- ✓ Develop and implement in collaboration with parents/carers and professionals a positive behaviour management plan (see below).
- ✓ Guide children to make choices which lead to positive outcomes and support children to understand the implications of their choices.
- ✓ Gain support from other relevant staff members/therapists within our service or through other community sources.
- ✓ Motivate and encourage families to use consistent, appropriate behaviour management strategies in all environments.
- ✓ Support and assist child care staff and other community members with strategies to make each child's inclusion in all activities positive and worthwhile.
- ✓ Use an appropriate tone of voice and appropriate language at all times when interacting with children and their families.
- ✓ Promote and guide children to develop self-regulation strategies so that they can develop skills in managing or partially managing their own behaviours. Offer strategies and visual representations of calming alternatives.

THE SERVICE PROVIDER - Early Connections – Coffs Coast will ensure that all staff:

- ✓ Are familiar with and abide at all times by this Policy - *Positive Guidance and Behaviour Management Policy*



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- ✓ Are appropriately supported through training opportunities and staff development days. Guidance and mentoring will be offered to new staff and ongoing internal staff support will be offered to discuss and share strategies and ideas
- ✓ Are aware of the Organisation's expectations regarding positive, respectful and appropriate behaviour and acceptable responses and reactions when working with young children and their families
- ✓ Are aware that it is an offence to subject a child to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances (National Law: Section 166)
- ✓ Have regard to the cultural and family values, age and developmental stage of each child and their social and emotional needs
- ✓ Have procedures in place for effective communication with families and carers in regard to their challenging behaviours
- ✓ Use positive and respectful strategies and respond to conflict and the behaviour of others.

THE USE OF PHYSICAL FORCE, EMBARRASSMENT OR SARCASM IS NEVER PRACTISED.

If behaviour becomes significantly challenging staff will:

- ✓ Observe, record and identify triggers that lead to significantly challenging behaviour.
- ✓ Observe and record behaviours to assist with the development of a written behaviour management plan.
- ✓ Collaborate with parents, staff and other stakeholders to develop a coordinated plan that can be implemented in a range of settings.
- ✓ The use of tools such as a Routines Based Interview will be used to assist in determining specific challenging periods throughout the day and determine possible strategies.
- ✓ Implement the plans/strategies consistently across all staff members.
- ✓ Meet regularly to discuss and evaluate child's progress and review the behaviour management plan. Use of COPMS measurement scales may assist in evaluating progress of the plan.

Behaviour Management Plan

When developing a collaborative behaviour management plan the following points should be considered:

- ✓ The plan should only implement positive behaviour management strategies.
- ✓ The plan involves collaboration between teacher, parent and other involved professionals.
- ✓ The Workplace Health and Safety of staff members implementing the plan must be considered.



- ✓ Restraint of a child should be minimal and used as a last resort and only happen if the child is hurting themselves or others.
- ✓ The Program Manager should approve the plan and be informed regarding the child's progress.
- ✓ Any concerns of inappropriate management of a child's behaviour should be discussed with the Program Manager.

Sources

- Early Years Learning Framework for Australia 2009.
- Early Childhood Australia Inc. (2007). The code of ethics.
- Porter, L. (2003). Young children's behaviour: Practical approaches for caregivers and teachers (2nd ed). NSW: MacLennan & Petty.
- Porter, L. (2006). Children are people too: A parent's guide to young children's behaviour. Adelaide: East Street Publications.
- Stonehouse, A.; & Gonzalez-Mena, J (2004). Making links: A collaborative approach to planning and practice in early childhood services. NSW: Pademelon Press.
- UNICEF (n.d). Fact Sheet: A summary of the rights under the Convention on the Rights of the Child. Retrieved April 23, 2010 from: <https://www.unicef.org/crc/>
- United Nations Convention on the Rights of a Child
- Standards in Action – ADHC Second Edition 2011 (Meets standards 1, 2, 3, 4, 5, 6)
- Children and Young Person (Care and Protection) Act 1998
- Occupational Health and Safety Regulations 2001
- ADHC Behaviour Support Policy & Practice Manual

DOCUMENTATION

Documents related to this policy	
Related policies	<ul style="list-style-type: none"> - Interaction with Children Policy - Case Management Policy - Complaints Handling Policy - Child Protection Policy
Forms, record keeping or other organisational documents	<ul style="list-style-type: none"> - Service Agreement documentation - Routines Based Interview documentation - Behaviour Management Plan documentation - Echidna file



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Reviewing and approving this policy		
Frequency	Person responsible	Approval
Every 2 Years	Manager and Management Committee	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1			
2			
3			

Management Committee:

Signed:

Name: Jan Newland - President

Date: 23.01.18