



**POSITIVE GUIDANCE &  
BEHAVIOUR MANAGEMENT POLICY –  
INCLUDING RESTRICTIVE PRACTICE**

Policy number		Version	2
Drafted by	Management Team	Approved by MC on	25.05.2020
Responsible person	Management Team	Scheduled review date	MAY 2023

**Applies to:** All Staff, Managers, clients, stakeholders, Management Committee and Volunteers / Students.

**Specific responsibility:** Management Team & Management Committee

Legislation / Standards or other external requirements	<ul style="list-style-type: none"> <li>National Disability Insurance Scheme Act 2013</li> <li>National Disability Insurance Scheme Rules and Guidelines 2018 - 2019</li> <li>NDIS Quality and Safeguards Framework, 2018</li> <li>NDIS Code of Conduct for Workers 2018</li> <li>United Nations Convention on the Rights of Persons with Disabilities</li> <li>Australian Human Rights Commission Act 1986ECIA</li> <li>ECIA Best Practice in Early Intervention Guidelines</li> <li>The Privacy Act 1988</li> <li>Privacy Amendment (Enhancing Privacy Protection) Act 2012</li> <li>Information Privacy Act 2000</li> <li>Australian Charities and Not-for-profits Commission Act 2012</li> <li>Associations Incorporation Act 2009</li> <li>Associations Incorporation Regulation 2016</li> <li>Children and Young Person (Care and Protection) Act 1998 (State)</li> </ul>
Contractual obligations	<ul style="list-style-type: none"> <li>NDIS Service Registered Service Provider obligations</li> <li>DoE - Sector Capacity Building Project Contract and Funding Terms and Conditions (Funding Agreement)</li> </ul>

**POLICY STATEMENT:**

Early Connections – Coffs Coast 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.



Early Connections – Coffs Coast supports and advocates for the reduction and where possible, elimination of the use of Regulated Restrictive Practices. Current practice DOES NOT support the use of restrictive practices as a way of responding to challenging behaviours and all staff will be educated on and agree to comply to these principles.

Restrictive Practices involve the use of interventions and practices that have the effect of restricting the rights or freedom of movement of a person with disability, who display challenging behaviours, where the purpose of that practice is to protect that person or others from harm. These, as below in definitions, can include restraint (chemical, mechanical, environmental or physical) and seclusion (keeping someone in isolation).

Early Connections – Coffs Coast appreciates that the NDIS Quality and Safeguards Commission regulate behaviour support for NDIS registered service providers, including restrictive practices. We understand that Restrictive Practices Authorisation is required by the NDIS Safeguards Commission when a Behaviour Support Plan (BSP) is part of a client's Service Agreement. **At this time, we do not deliver any supports and services to children with BSP's. Should a child with a BSP commence accessing supports from this Program will ensure compliance with the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018 and support families to follow the recommendations and guidance of the person registered to implement a BSP.**

#### **Regulated Restrictive Practice:**

A restrictive practice is a **regulated restrictive practice** if it is or involves any of the following:

(a) **seclusion**, which is the sole confinement of a person with disability in a room or a physical space at any hour of the day or night where voluntary exit is prevented, or not facilitated, or it is implied that voluntary exit is not permitted;

(b) **chemical restraint**, which is the use of medication or chemical substance for the primary purpose of influencing a person's behaviour. It does not include the use of medication prescribed by a medical practitioner for the treatment of, or to enable treatment of, a diagnosed mental disorder, a physical illness or a physical condition;

(c) **mechanical restraint**, which is the use of a device to prevent, restrict, or subdue a person's movement for the primary purpose of influencing a person's behaviour but does not include the use of devices for therapeutic or non-behavioural purposes;

(d) **physical restraint**, which is the use or action of physical force to prevent, restrict or subdue movement of a person's body, or part of their body, for the primary purpose of influencing their behaviour. Physical restraint does not include the use of a hands-on technique in a reflexive way to guide or redirect a person away from potential harm/injury, consistent with what could reasonably be considered the exercise of care towards a person.

(e) **environmental restraint**, which restrict a person's free access to all parts of their environment, including items or activities.



**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 Circle 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 e.g. 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, appropriate strategies to make each child's inclusion in all activities positive and worthwhile in all environments. (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 Program or through other community sources.
- ✓ Motivate and encourage families to use consistent, appropriate strategies to make each child's inclusion in all activities positive and worthwhile 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 will ensure that all staff:**

- ✓ Are familiar with and abide at all times by this Policy - *Positive Guidance and Behaviour Management Policy*
- ✓ 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.
- ✓ Are familiar with and comply with National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018

**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 plan to assist in developing alternate communication and behaviours, thus reducing the need to engage in challenging behaviours.
- ✓ 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 strategies identified. Use of COPMS measurement scales may assist in evaluating progress of the plan.

**When supporting families in implementing a Behaviour Support Plan**

All team members will:

- ✓ be educated and trained on the individual BSP.
- ✓ Liaise with the practitioners developing the BSP
- ✓ Provide observations and feedback to the practitioners who developed the BSP

**DOCUMENTATION**

Documents related to this policy		
Related policies	<ul style="list-style-type: none"> <li>- Incident Policy</li> <li>- Complaints Handling Policy</li> <li>- Child Protection Policy</li> </ul>	
Forms, record keeping or other organisational documents	<ul style="list-style-type: none"> <li>- Service Agreement documentation</li> <li>- Routines Based Interview documentation</li> <li>- Behaviour Management Plan documentation</li> <li>- Echidna file</li> </ul>	
Reviewing and approving this policy		
Frequency	Person responsible	Approval
Every 3 Years	Manager and Management Committee	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	23.01.18	Management Committee	Jan 2021
2	26.05.2020	Management Committee	May 2023
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COFFS COAST

Management Committee:

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Ian Braine'.

Signed:

Name: Ian Braine - President

Date: 25.05.2020