

Behaviour Management Policy Staff Guidelines

One of the most challenging aspects of working in child care is dealing with children's behaviour. There are a number of things staff can do to make behaviour management more effective.

1. Children are expected to behave well at all times. They are expected to show courteous, thoughtful and sensible behaviour, show respect for themselves and others, and respect for property. Staff need to convey the following rules to the children and discuss the consequences of breaking these rules. Use positive reinforcement at all times.

Rules

- a. Children must stay within the boundaries set by the supervisors
 - b. Bad language is not acceptable
 - c. Bullying of any kind will not be tolerated
 - d. Physical aggression of any kind will not be tolerated
 - e. Rudeness of any kind will not be tolerated
 - f. Purposeful damage to equipment will not be tolerated
2. These rules are intended to protect the rights of all children participating in the programme.

Children's Rights

- a. The right to feel safe and be safe.
 - b. The right to be treated fairly with dignity and respect by staff and other children.
 - c. The right to be able to enjoy and be included in activities and relaxation.
3. Staff, parents and children have a responsibility for maintaining an acceptable standard of behaviour as prescribed by these rules. Staff and parents need to provide encouragement and guidance but the children themselves are directly responsible for how they behave. Serious or repeated cases of unacceptable behaviour will not be tolerated and the following steps have been set in place for continued misbehaviour.

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Unacceptable Behaviour Action

When a child misbehaves or ignores a programme rule, the following will apply:

4. **Reminder:** Remind the child in an assertive but non-aggressive manner of what is expected of them and the consequences of ignoring a programme rule.
5. **Verbal Warning:** Warn the child that to repeat the behaviour will result in their name being noted in the Behaviour Book.
6. **First Behaviour Book Entry:** If the child continues with the behaviour, record the behaviour/actions and date in the Behaviour Book (*first offence*). **Parent/caregiver to sign the entry** and ask them to support your attempts to encourage the child to behave.
7. **Second Behaviour Book Entry:** If the child continues to misbehave, record the behaviour/actions and date in the Behaviour Book (*second offence*). **Parent/caregiver to sign the entry** and ask them to support your attempts to encourage the child to behave. Parents are advised that a standard letter is to be given to the parent/caregiver advising that continued unacceptable behaviour will result in the child being suspended from the programme for a set period of time.
8. **Third Behaviour Book Entry:** If the child continues to misbehave record the behaviour/actions and date in the Behaviour Book (*third offence*). A letter signed by A0 (in A0's absence CoS is to be consulted) is to be given to the parent/caregiver advising that **the child is suspended for a period of time** determined by the Committee. Fees will be charged during the suspension period at half the normal amount paid.

Note 1: Behaviour Book entries are valid for a period of 12 months and includes both the school terms and holiday programme. A record of suspensions will be kept and if unacceptable behaviour continues paragraph 12 below may be enforced.

Note 2: If a parent/guardian is unavailable to sign the behaviour book, the Manager is to email the concerned parties outlining the misdemeanour and requesting acknowledgement of receipt of email. Once acknowledgement is received, it is to be filed and receipt noted in the behaviour book.

Abusive or Aggressive Behaviour

9. If a child behaves in an aggressive or abusive manner and the behaviour requires firmer action than a verbal or written warning, the child may be suspended from the programme immediately for a period of time to be recommended by the Committee to A0, even if there have been no previous entries in the Behaviour Book.
10. If a child continually behaves in an unacceptable manner, or endangers themselves or other children, despite the above measures, parents/caregivers will to be notified and asked to remove the child from the Programme.

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Destructive Behaviour

11. If a child damages a piece of equipment or property and it is deemed not to be an accident, or caused through negligence on the child's behalf, the event is to be entered in the Behaviour Book. The parent/caregiver is to be informed and expected to replace or reimburse the centre for the item damaged.

Second Suspension

12. If a child is suspended for a second time, parents/caregivers will be notified and asked to remove the child from the Programme. The child will be removed from all WASC activities on a permanent basis.

Punitive Discipline

13. At no time should punitive discipline be used. This includes punishing children by physically hitting, withholding food and drink, isolation from the group, and verbal or emotional abuse.

- a. If a child is disruptive remove them from the activity and put them into "time-out". The child must sit away from the group, in a clearly visible spot, for a predetermined period. Before they are allowed to return to the group, review what is expected of them.
- b. If a child continually leaves the defined boundaries, reduce their physical play boundaries.
- c. If a child continually misuses a piece of equipment, forbid them to play with it for a set period.

Conflict Resolution

14. When children are in conflict with each other, encourage them to resolve the situation themselves and help them by making suggestions on how to do this. If they cannot resolve the conflict themselves, try removing them from the situation, for example, do not allow them to play with the toy or to play together.

At all times be fair and consistent. Only physically restrain children if their immediate safety is at risk and verbal commands have failed.