

D-20: CHILD MANAGEMENT

POLICY STATEMENT

We aim to provide an environment where all parents, staff and children feel safe, cared for, relaxed and which encourages co-operation and positive interactions between all persons. Rules will be clearly established based on safety, respect for others, order, cleanliness and which help create a caring environment. Positive behaviour will be encouraged and self-discipline skills developed through positive example and direction.

CONSIDERATIONS

Children's and Young Persons (Care and Protection) Act 1998

Voluntary Code of Practice, Section 12 (Exclusion for unacceptable behaviour)

United Nations Convention on Rights of the Child

Play-Rights and Responsibilities of children, staff and parents for a cooperative OOSH environment (Network)

OSCHQA Area 1, 2 & 7

PROCEDURE

GPBASC cannot adequately care for a child or children who:

- Deliberately affect the safety and rights of other enrolled children and/or centre staff.
- Deliberately damage centre equipment, other children's and staff or school equipment.
- Continually ignore the centre rules and staff requests.

GPBASC rules have been devised by children and staff and are displayed at the centre. The rules work in conjunction with the centre guidelines. We expect parents to be aware of these rules and guidelines and actively encourage their children to remember them whilst in care. *Please refer to table below for centre rules & guidelines.

1. We treat other people the way we would like to be treated ourselves (Be Respectful).
2. We will act in a safe, considerate and co-operative manner (Be Caring).
3. We listen to and speak respectfully to each other and the GPBASC staff (Be Proud).
4. We stay within the GPBASC play spaces (Be Safe).

Under no circumstances will any child be subjected to, or threatened with corporal punishment, verbal abuse, solitary confinement or have food or any other basic needs withdrawn as part of a consequence. Staff will only use time out for short periods, where children are encouraged to sit and think and/or calm down. Staff will follow up any time out situations by discussing the situation with the child and working together on better solutions for future and alternate behaviour.

Where a child demonstrates unacceptable behaviour staff will:

1. Give the child a simple rule reminder and/or simple direction.
2. If the behaviour continues staff will take the child aside for a discussion with reference to the centre rules and guidelines. Consequences may be applied for deliberate or repeated behaviour.
3. At staff discretion he/she will document the behaviour.
4. If the behaviour re-occurs, parent/s will be advised verbally and/or in writing of the child's behaviour by the Centre Co-ordinator. This letter will outline the overall expectations for the child whilst attending care and request the parent to discuss the behaviour/s of concern with the child.
5. If behaviour difficulties persist, and staff are unable to affect positive change, the parent is to meet with Centre Co-ordinator. Intervention and behaviour management strategies are to be mutually

decided upon, and discussed with the child, as necessary and appropriate. A trial period of five days will be recommended, during which the child’s behaviour will be monitored.

THE OVERALL EXPECTATION IS THAT GPBASC RULES AND GUIDELINES WILL BE MET BY ALL CHILDREN

- 1. Should the unacceptable behaviour continue a period of exclusion from care will be implemented. Alternative childcare arrangements will need to be made by the parent whilst the child is suspended. Expulsion may be an option.**
2. At the end of a period of exclusion it is the parent’s responsibility to contact the Centre Co-ordinator to discuss a re-entry agreement and overall expectations for the child whilst in care.
- 3. If unacceptable behaviour continues the child will forfeit his/her place at the centre. Parents will be informed both verbally and in writing of the decision.**

The Centre Coordinator will ensure that the matter is raised at the next Management meeting.

In usual circumstances the above steps will be followed sequentially. The Centre Coordinator and Management Committee retain the discretion to move to any step considered appropriate where a child’s behaviour constitutes a risk to other children, staff or to him or herself.

GPBASC staff will maintain a confidential report, where particulars regarding serious behavioural incidents will be recorded. Parents may access this information by appointment with the Centre Co-ordinator for discussion. At times and at the discretion of the Centre Co-ordinator, other documentation methods may be put in place, with the aim to maintain an ongoing record of behaviour to positively support and assist the implementation of a change in the behaviour.

If any parent has concerns about the behaviour of their child or another child, or the interaction between any children, these concerns must be raised with the Centre Co-ordinator. **Under no circumstances is any parent to approach the child/ren concerned or their parents.**

IMMEDIATE SUSPENSION

- Where a child deliberately injures, or deliberately engages in behaviour that could easily result in injury to another child, the Centre Co-ordinator reserves the right to immediately suspend the child concerned.
- Any incident outlined below will result in immediate suspension. Parents will be contacted as soon as possible and requested to arrange collection of their child immediately.
- Threats to self, other children, or staff with an object used as a weapon.
- Use of an object as a weapon, causing harm to a child or staff member.
- Attack to another child that is considered dangerous/harmful.
- Serious and deliberate vandalism/damage to property of other children staff, GPBASC and/or the school.
- Extreme display of anger towards staff and/or children accompanied by abusive language.
- If after the subsequent return to the centre, the behaviour re-occurs, the child will forfeit his/her place.

Gladesville Putney Before & After School Care Centre Rule Guidelines		
GPBASC RULE	WHAT THIS MEANS FOR THE CHILDREN	HOW GPBASC WILL FOSTER POSITIVE BEHAVIOUR
BE RESPECTFUL	<ul style="list-style-type: none"> • Accept the differences and similarities of others. • Solve problems without 	<ul style="list-style-type: none"> • Anti- Bullying Resources – posters & activities. • Role model anti- racism, anti-

	<p>fighting, aggression or bullying.</p> <ul style="list-style-type: none"> • Learning to share and be patient with others. • Saying hello and goodbye to team members & friends. 	<p>discrimination to children.</p> <ul style="list-style-type: none"> • Program activities that support children’s diversity & social skills. • Program is inclusive of multicultural activities. • Buddy system for all new children.
BE PROUD	<ul style="list-style-type: none"> • Show pride in personal appearance. • Respect GPBASC property. • Respect the property of others. • Keep the centre & outdoor areas clean. • Put all rubbish in the bin. 	<ul style="list-style-type: none"> • Expect and encourage all children to wash their hands before eating, after toileting, playing outside, patting animals and after using a tissue. • Reward children for their efforts. • Promote recycling. • Promote GPBASC within the community.
BE SAFE	<ul style="list-style-type: none"> • Stay within GPBASC play space boundaries. • Wear a hat when outdoors. • Travel safely & follow rules when on the bus. • Follow safety procedures such as fire drills. • Walk when on paths, walkways and near roads. • Use play equipment appropriately. • Arrive at aftercare or (Putney) meeting area on time. 	<ul style="list-style-type: none"> • Identify & teach play boundaries. • Expect children & team members to wear hats when outdoors. • Promote & display safety messages & rules thorough out the centre. • Expect a high standard of safe behaviour on buses. • Promote road safety issues. • Demonstrate how to use play equipment safely.
BE CARING	<ul style="list-style-type: none"> • Children will solve problems without teasing, bullying or aggression. • Children should be honest, cooperative & trustworthy. • Children should respect others and use appropriate verbal & non verbal language. • Children will be supported in learning that rights and responsibility are equal. 	<ul style="list-style-type: none"> • Provide active & quiet play activities & areas. • Team members will support children to understand that rights involve reciprocal responsibilities.