

Behaviour Management

Children are expected to abide by the following code of behaviour:

- * To behave in such a manner that does not impinge on the rights and enjoyment of others, or damage equipment or property;
- * To abide by requests/instructions from programme Staff;
- * To abide by the rules of BOSCO Incorporated (including school rules);
- * To remain in the environment of the programme unless authorized by their parent/caregiver or Staff to leave;
- * To come straight to BOSCO Incorporated after the school bell rings.

At all times Staff will maintain a fair, consistent and positive approach to children's behaviour. At no time will children be physically punished, disciplined or treated in a way that is degrading, humiliating or cause fear or anxiety. Children will only be physically restrained if their immediate safety or the safety of others is at risk and verbal commands have failed. A second Staff member must be present.

Children, with help from Staff, will decide on the rules at BOSCO Incorporated at the beginning of each year, and will be reviewed each term or when a child starts and Holiday Programme period. These will be located on the wall for children, parents/caregivers and Staff to see at all times.

To encourage appropriate behaviour Staff will incorporate a reward scheme that works best for majority of the children and suit a variety of ages. This will vary depending on what works best for the children and staff. The focus of the scheme will be on reinforcing positive behaviour.

When children are in conflict with each other, Staff will act as mediators where possible to help the children to resolve the situation themselves and aid them by making suggestions on how to do so to ensure the situation is resolved in a safe and healthy environment. If children cannot resolve the conflict, they will be removed from the situation, for example they will not be allowed to play with the toy or with each other.

If a child displays unacceptable behaviour, permitted discipline measures include:

- * Verbal reprimand with preferred behaviour stated;
- * Removal of privileges; e.g. not allowed to go swimming or other such limits related to incident leading to reprimand;
- * Reparation; e.g. picking up what has been thrown down;
- * Time Out – the child is instructed to sit on a chair for an appropriate time (i.e. one (1) minute per age) to consider their behaviour and will be expected to come up with an idea, or discuss how they could have handled the situation differently;
- * Writing out the rules or writing a letter of apology explaining what they did wrong and what they will change to ensure this behaviour won't happen again;

- * Where behaviour endangers self or others, the parent/caregiver is to be contacted immediately to collect the child.

All disciplinary procedures are to be recorded on an Incident Form by Staff (in consultation with the Manager), signed and placed in the child's incident and accident file. The Manager or Supervisor will discuss the behaviour with the parent/caregiver when they come to collect the child and have the parent/caregiver sign the Incident Form.

If disciplinary procedures fail to manage the unacceptable behaviour (for example, the Behaviour occurs again in any one day or frequently) then the Manager will notify the committee and contact the parents/caregivers the same day to arrange a meeting with a member of the committee to discuss the child's on-going enrolment at BOSCO.

A meeting with the parent/caregiver, Manager, Supervisor and the Chairperson regarding a child's on-going enrolment may result in the following outcomes:

- (a) A behaviour management plan may be implemented by the Manager in consultation with the parent/caregiver and with approval from the Management Committee. The plan must include desired outcomes and a timeframe.
- (b) A recommendation is made to the committee to suspend the child for a fixed period of time after which time the child will be allowed to return to the program. The decision to suspend a child is taken only after all other options have been explored with both the parent/caregiver and the child. The parent/caregiver must receive written notification of the suspension from the Manager
- (c) A recommendation is made to the Management Committee to terminate the enrolment of the child. The decision to terminate enrolment is taken only after all other options have failed or the safety of the other children or Staff at the program is threatened. The parent/caregiver must receive written notification of termination of enrolment from the Manager.