

# **PORT NOARLUNGA PRIMARY SCHOOL OSHC**

## **BEHAVIOUR MANAGEMENT POLICY**

The Port Noarlunga Primary School Governing Council operates the Port Noarlunga OSHC and Vacation Care Service. That Council ratifies the policies of the service. As the OSHC and Vacation Care service is an integral part of the whole school community, the behaviour management policy and procedures reflect those of the whole school where we encourage and support the school values of caring, respect, responsibility, independence, and honesty. At the heart of our policy, and also in line with the School, are the principles of "Play is the Way."

The behaviour management policy is based on the following principles:

- All individuals will be treated with respect at all times.
- Individuals choose their own behaviour to meet their needs within the group.
- Families, society, peers, staff and other significant adults influence children's developmental ability.

## **STRATEGIES**

**The OSHC/Vacation Care Staff should use a positive approach in managing children's behaviour.**

To use a positive approach, staff need to:

- Use a co-operative approach to the development of the rules, expectations and procedures with the involvement of children, parents and staff.
- Display, discuss and practice positive rules.
- Use encouragement, eye contact, nods and smiles to reinforce positive behaviour.
- Provide an environment and activities that recognise and promote success and build children's self-esteem.
- Work in partnership with parents and the School in promoting a positive approach to behaviour management.
- Encourage parents and children to offer constructive evaluation of the policies and practices by speaking with either the Director, School Principal or Counsellor.

As a tool to support positive strategies, staff are encouraged to follow the principles of restorative justice. When things go wrong children are encouraged to ask:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you did?
- What do you need to do to make things right?

**In OSHC and Vacation Care, children will develop an acceptance of responsibility for their own behaviour.**

To develop this acceptance, children need:

- To understand that behaviour is a choice made by an individual.
- Encouragement to respect the rights of others and fulfil responsibilities.
- To be given opportunities to be involved in the development, implementation and review of the OSHC service's behavioural expectations, rules and procedures.
- To have responsible behaviour acknowledged.
- To be provided with appropriate support services

**Within the school community, there are effective partnerships to create an OSHC and Vacation Care Service that is a safe, caring and stimulating recreational environment where the rights of all children and adults are supported**

To support and protect these rights, the operator will:

- Develop and use policies, procedures and consequences that respect the rights of individual children and their parents/caregivers.
- Support the staff team and enable team members to access professional support and advice
- Develop a system of consequences tailored to both appropriate and irresponsible behaviours and consistently apply these consequences.
- Develop and implement guidelines in relation to sexual and racial harassment and bullying
- Clarify the procedures for dealing with complaints from children, parents/caregivers and staff.

## **RESPONSIBILITIES**

### **The Operator and the OSHC Advisory Committee**

- Will jointly develop service policies, procedures and practices on behaviour management with the involvement of the children, parents and staff.
- Will over-see the implementation and review of policies and procedures.
- Ensure that all staff adheres to the behaviour management policy and procedures on suspension and exclusion of children from the service.
- Ensure that there is an appeals process through the grievance policy and procedures.
- Ensure that parents have access to the behaviour management policy and procedures and that they are advised of changes to that policy.
- Ensure that policies and procedures are explained to the children when they are enrolled and that there are regular reminders of the expectations of them.

### **Parents/Children**

All parents should be encouraged to:

- Participate in the development, implementation and review of the OSHC/Vacation Care behaviour management policy and procedures.
- Seek information about the policy and how it is being implemented if unsure.
- Quickly seek to clarify any issues that arise with the Director or the Principal.
- Keep staff and management informed of concerns or other relevant matters.
- Respect the rights of others and maintain confidentiality.

### **Director**

The Director of the OSHC and Vacation Care Service will:

- Develop and foster positive relationships with children, staff and parents.
- Engage in collaborative problem solving relationships with children, parents and the school community.
- Develop an environment and program that takes into account the strengths, needs and interests of individual children and provides a range of choices.
- Ensures that expectations relating to children's behaviours are fair, explicit and clear and that the consequences are consistently applied by staff.
- Where appropriate and in consultation with families, involve Departmental personnel and other agencies to support staff and families in the effective management of children's behaviour.
- Report to the operator and management on behaviour issues where relevant.

## **OSHC Staff**

Staff will:

- Develop and foster positive relationships with the children
- Ensure that expectations relating to children's behaviour are explicit and clear and that consequences are consistently applied.
- Assist the Director by engaging in collaborative problem solving relationships at all levels.
- Assist the Director in developing an environment and program which takes into account the strengths, needs and interests of individual children and specific groups of children and which provides a range of choices for children.

## **PERFORMANCE INDICATORS**

1. In a quality recreational environment, children are safe, happy and stimulated by a range of quality activities. Indicators of this positive approach include:
  - Children's active participation in review and evaluation of the service's rules and guidelines, and
  - Those rules are clearly displayed and written in positive language.
  - Parents and children are consulted in relation to the planning of activities
  - Children have regular discussion with staff about behavioural expectations
  - Staff record and evaluate methods of establishing a positive approach to managing behaviour and strategies for dealing with inappropriate behaviour.
2. There should be a close link with the service grievance policies and procedures to ensure that the rights and dignity of children, parents and staff are safe-guarded, that all people are respected and that there is no infringement of basic human rights.

## **OUR SERVICE AIMS**

- To be a safe, secure and enjoyable place for everyone.
- To be a relaxed, recreational, comfortable and stimulating environment.
- To foster, develop and enhance respect for everyone's feelings, rights, property, equipment and safety.
- To foster and develop self-management and self-discipline on the part of the child.
- To foster and develop each child's responsibility for their own activities.
- To implement the "mates" principle
  - Manage your own behaviour
  - Always follow instructions
  - Take care of others and property
  - Everyone co-operating and involved
  - Smile and have fun

## **BEHAVIOUR MANAGEMENT PLAN**

### **Our Rules**

We expect children to:

- Follow instructions promptly and without arguing
- Play appropriately with others
- Speak politely and use manners
- Respect people, property and self
- Play within the boundaries
- Stay within sight of a staff member
- Use equipment appropriately
- Ask a staff member for help if needed
- Help to clean up

We expect children not to:

- Answer back or to use inappropriate body language
- Hurt other people, fight or use any aggressive behaviour
- Use bad language (swearing)
- Tease, use “put downs”, call people names or exclude others
- Damage property
- Go into out of bounds areas
- Go out of sight of the staff
- Disobey staff instructions
- Use other people’s property without permission

We know that parents will acknowledge the importance of maintaining a safe and happy place for children and to continue to support the OSHC and Vacation Care staff in providing a high quality service for families in our community. The behaviour management plan has been developed by the staff for consultation and trial.

### **BEHAVIOUR MANAGEMENT STEPS AT PORT NOARLUNGA OSHC AND VACATION CARE**

The following strategies have been outlined to the children and new children at OSHC and Vacation Care have the “rules” explained to them. New staff members are fully informed of the management process. The policy is compatible with the School behaviour management policy and every effort is made to use similar consequences and language as that policy.

Significant infringements of rules will be recorded by staff in a “Behaviour Diary”

#### **VERBAL REMINDER/WARNING**

##### **Step 1**

OSHC/Vacation Care staff links unacceptable behaviour to specific rule

- Child/children encouraged to make strong choices.

#### **OFFICIAL WARNING TO THE CHILD/CHILDREN**

##### **Step 2**

- Appropriate consequences by staff member, eg you were hurting somebody else therefore you will now miss out on .....

#### **TIME AWAY/RELECTIONS TIME (FIVE TO TEN MINUTES)**

##### **Step 3**

- Child/children have time away from the group/activity
- Children are encouraged to think about their behaviour and how it may have affected others by thinking through the restorative questions of
  - What happened?
  - What were you thinking at the time?
  - What have you thought about since?
  - Who has been affected by what you did?
  - What do you need to do to make things right?
- Staff listen to all parties involved
- Staff discuss the rules and the restorative questions and facilitate some resolution with the children
- Staff support the child to re-enter the group and to make things right or to find an alternative activity for the child until they can do something to make it right.

## RECORDED TIME OUT WHEN ALL THREE STEPS HAVE BEEN COMPLETED

### Step 4

- Parents/caregivers will be notified of the recorded time out when collecting their child/children or contacted by telephone to come and collect their child/children, depending on the severity of the behaviour
- Child/children removed from the group until parents/caregivers arrive
- Details of the inappropriate behaviour recorded briefly (much like a traffic infringement notice) and the parent/caregiver is asked to read and sign the record.
- Principal/Counsellor advised if in term time
- Director reviews the position

## TEMPORARY SUSPENSION FROM THE SERVICE

### Step 5

- A meeting is held with the parents, OSHC/Vacation Care Director and School Counsellor after the **third recorded time-out in a term** with a view to temporary suspension of the child/children of not more than five days at the discretion of the Director/and or Principal
- A meeting is held with the parents and the Vacation Care Director after the third recorded time-out during Vacation Care (either two weeks in break 1, 2 or 3 or six weeks during Christmas Vacation Care period) with a view to suspend the child/children from Vacation Care for the duration of that Vacation Care period.

**It is important to note that any child who is suspended from school cannot attend OSHC or Vacation Care for the period of that suspension, unless negotiated with the Principal.**