

2.3 Behaviour Support and Management



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

This Service recognises the wide range of age groups that access OSHC as well as the differing developmental needs of individual children and the variety of diverse backgrounds. Behaviour support and management strategies play a vital role in providing a safe and happy environment and are approached by:

- applying appropriate measures (in keeping with community standards)
- using consistency and compassion
- having regard at all times to the respect and dignity and individual uniqueness of the child
- having regard to the other principles set out in the Philosophy Statement of Cranbourne Primary School OSHC

Procedures

- Staff will apply appropriate behaviour support and guidance techniques which are consistent with the Cranbourne Primary OSHC Philosophy Statement. Further support will be provided through the Centre's:
 - Essential Agreement;
 - IB Learner Profile attributes and PYP attitudes; and
 - Behaviour Rubric.
- The OSHC Essential Agreement and Learner Profile attributes will guide the behaviour of students and will be supported by the Cranbourne Primary School OSHC Behaviour Rubric
- Staff will involve the children as far as reasonably possible in developing the Essential Agreement for Cranbourne Primary School OSHC
- The Essential Agreement will be clear, child focused, based on acceptable wider community expectations and easy to understand and will be on display throughout the Cranbourne Primary School OSHC centre
- Staff are required to discuss the Essential Agreement and Learner Profile attributes with the children on a regular basis, enforcing why they are necessary
- The Learner Profile attributes will be supported through a raffle ticket award system where students will be nominated by staff members
- Staff are required to:
 - model appropriate behaviour to children
 - constantly and consistently enforce the rules of the Essential Agreement and Learner Profile attributes
 - assist the children to focus on the consequences of the child's actions and to make suitable choices regarding their actions and behaviour

- acknowledge when children behave positively and strive to solve problems in keeping with the Essential Agreement
 - direct children towards appropriate behaviour, using acceptable behaviour techniques in line with the Behaviour Rubric
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- Staff are not permitted at any time to humiliate or physically punish children for inappropriate behaviour
 - Supervised timeout will be used where required to allow a cooling off period for the child. This timeout will be no longer than 10 minutes
 - Parents/guardians are not permitted to approach other children attending Cranbourne Primary OSHC regarding misbehaviour
 - Behaviour support plans will be implemented if deemed necessary by the Coordinator. Support plans will be developed collaboratively with the Coordinator, parent/guardian, Principal or delegate and other health/educational professionals as required.

Consequences

The Behaviour Rubric of Cranbourne Primary School OSHC will form the basis for behaviour management. The four stages of the Behaviour Rubric are:

- Warning - redirection
- Withdrawal - sent to another area of the room
- Time out in office (not to exceed 10 minutes) – parent informed of incident on collection
- Severe Behaviour – removal from centre, referred to Principal or delegate

Cranbourne Primary School OSHC has a Duty of Care to all children who attend and staff who work within Cranbourne Primary School OSHC. If:

- a child exhibits inappropriate behaviour, or behaviour which threatens the safety or wellbeing of any child or other person in Cranbourne Primary OSHC;
- in the Coordinator's reasonable opinion, the behaviour amounts, or may amount, to a threat to the safety or wellbeing of any child or other person in the Service; and
- the behaviour support and management procedures have been properly applied first but without success, or the behaviour presents such an immediate potential threat that it is not reasonably possible to apply those procedures, the staff member who was present will write an incident report detailing the incident. The staff member is to sign the report and parent/guardian requested to do so. Each report will represent a formal warning.

After a third incident has been recorded, a letter will be sent to the parent / guardian from the Principal, stating that the child cannot return to Cranbourne Primary School OSHC for one week. At the end of that week, a meeting will be held between the Coordinator, parent and child and Principal or delegate to discuss possible strategies and behaviour support plans developed for including the child back in to the program. If the child is included back and the same behaviour continues upon return, the child will be excluded permanently from Cranbourne Primary School OSHC.

Physical Danger to Child or Others

If a child's behaviour causes or may reasonable cause physical danger to other children, staff or the child himself or herself, the parent/guardian of that child will be contacted immediately and asked to collect the child.

The child will be excluded from the program effective immediately and the lifting of the exclusion will be at the discretion of the Coordinator and Principal or delegate.

Relevant Laws and Regulations

Children's Services Act 1996

Children's Services Regulations 2009

Education and Care Services National Law Act 2010 Education and Care Services National Regulations (156, 168)

Relevant Policies

Anti-bullying

CRANBOURNE PRIMARY SCHOOL – OSHC BEHAVIOUR RUBRIC

ACCEPTABLE BEHAVIOUR	WARNING STAGE	WITHDRAWAL IN THE ROOM	RE-THINK	SEVERE BEHAVIOUR
How the child is expected to behave	Verbal Warning	Sent to another area of room for 'reflection'	Sent to supervisor for 're-think' & parent informed of incident on collection	Students who repeatedly reach this stage will be placed on an Individual Behaviour Plan and parents contacted.
CHILD	EDUCATOR	EDUCATOR	SUPERVISOR	PRINCIPAL CLASS
<ul style="list-style-type: none"> • Follow the Essential Agreement • Solve problems calmly, fairly and sensibly. • Cooperate and help others • Celebrate differences 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Minor conflict over rules of a game, ownership of toys, etc <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Verbal warning 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Conflicts causing disruption to learning or games • Not following carers directions <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Withdrawal from activity 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Repeated/serious conflict (eg. physical fighting) causing disruption to learning or games • Continual refusal to follow carer's instruction <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Refer to supervisor for re-think 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Severe conflicts endangering others or disruption to activity or game / play • Severe abuse of carer or ongoing refusal to follow instruction <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Removal from centre to member of Principal Class • Parents notified in writing – possible suspension from program

<ul style="list-style-type: none"> • Following carer directions with good grace 				
<ul style="list-style-type: none"> • Treat people kindly and with respect • Use manners when speaking and listening • Follow staff directions with good grace 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Minor teasing, put downs, exclusion etc <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Verbal warning 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Verbal intimidation or physical harm <p>should incur withdrawal or be referred to the supervisor for advice.</p>	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Repeated verbal intimidation or physical <p>bullying should be directed to the supervisor</p> <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Refer to supervisor for re-think 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Severe verbal intimidation, harassment or physical <p>bullying should be directed to member of the Principal Class</p> <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Parents notified in writing – possible suspension from program
<ul style="list-style-type: none"> • Use LEARNING TIME effectively • Allow others to participate in activities without disruption • Share ideas • Participate appropriately in BASIC 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Minor interruption to activity <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Verbal warning 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Repeated interruption to program or activity <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Withdrawal from activity within same or adjoining room / area 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Continued interruption to OSHC program / activities <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Refer to supervisor for re-think 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Ongoing disruptive behaviour <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Removal from centre to member of Principal Class • Parents notified in writing – possible suspension from program

<p>sessions</p>				
<ul style="list-style-type: none"> • Move safely around the centre • Ensure self and others are safe • Play in correct areas • Stay out of "out of bounds" areas such as canteen, office and compactus • Ensure you stay in sight of a carer 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Minor issues eg. running in centre, incorrect use of sport equipment <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Verbal warning 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Disruptive movement in or around the centre or adjoining areas • Out of bounds <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Withdrawal from activity within same or adjoining room / area 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Repeated disruptive movement in or around the centre, endangering self or others. <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Refer to supervisor for re-think 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Severe disruptive movement around the OSHC centre / yard, endangering self / others <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Removal from centre to member of Principal Class • Parents notified in writing – possible suspension <p>from program</p>
<ul style="list-style-type: none"> • Take care of all property, eg. sport equipment, iPads and toys • Use property for the purpose 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Taking someone's property without asking • Not returning property graciously <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Replace or clean property 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Destruction of own or other's property or equipment eg. graffiti, breaking <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Clean, replace or return item • Withdrawal from activity within same or adjoining room / area 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Intentional damage, graffiti or theft <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Refer to supervisor for re-think 	<p>BEHAVIOUR:</p> <ul style="list-style-type: none"> • Theft or severe, deliberate destruction of property <p>CONSEQUENCE:</p> <ul style="list-style-type: none"> • Removal from centre to member of Principal Class • Parents notified in writing – possible suspension <p>from program</p>

<ul style="list-style-type: none"> intended • Ask for permission when you wish to use the property of others. 	<ul style="list-style-type: none"> • Verbal warning 			
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PROPERTY SAFETY LEARNING BULLYING CONFLICT

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025