

## Centennial Infant and Child Centre

CATEGORY: Child Care and Early Years Act 2014 DATE: Sep 2016

SUBJECT: Behaviour Management

APPROVED BY: Barb Hannah, Executive Director



UPDATED: October 28, 2016

Please find herewith the policies and procedures which shall govern behaviour management of children at **Centennial Infant and Child Centre**.

### Behaviour Management Policy

It is the practice of Centennial Infant and Child Centre to provide quality care in an enriched and supportive environment. The goal of the behaviour management policy is to reflect these ideals while helping the children to cope with feelings, aggression and conflicts in a positive and cooperative way. It is the practice of Centennial Infant and Child Centre to treat children in a fair, positive, and equitable manner while maintaining a safe, positive environment.

### Procedures:

1. Classrooms will be set up in such a way that children are free from unnecessary restrictions allowing child directed play. Staff will ensure that all areas are safe for the children.
2. If necessary, staff will set out whatever limits are necessary prior to activities beginning. They will follow through on these limits consistently.
3. Staff will at all times approach problems in a calm and patient manner. Their behaviour will model appropriate interaction with each other and with the children.
4. By maintaining close observations on all children, staff will be aware of potential problems. They will try to position themselves if necessary close to children who may have trouble coping.
5. Activities will be interesting, varied and developmentally appropriate to ensure children are engaged in positive behaviour.
6. Staff will help the children to verbalize their feelings, to identify and express anger, frustration, sadness and happiness.
7. In the event of a volatile circumstance such as when a child becomes harmful to him/herself or others, staff will implement the following procedures to de-escalate the behaviour:
  - Seek assistance from other staff
  - Remove child from classroom if necessary
  - Implement calming techniques such as: take the child to the snoezelen room and sit quietly until the child calms down enough to return to the classroom.

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8. Children will never be labelled as bad, rotten, or even good. Staff will strive to help the children see that hitting, biting, pushing, etc. are not acceptable. They will help all the children find a constructive way of expressing feelings.
9. If staff is having problems dealing with a situation they may need to call upon another staff member for support and/or assistance.

### **Behaviour Management Policy for Individual Children:**

When an individual child is exhibiting a consistent behaviour that can cause self-harm or harm to another individual i.e. biting, hitting, or kicking, an ABC functional assessment card is to be completed. Once this is completed, a Behaviour Support Plan is to be developed and implemented by staff to modify this behaviour.

All staff, volunteers, students and child's parents are to be notified and given instructions about the Individual Behaviour Support Plan.

See Attached:

- Article: The ABC Functional Assessment Card
- ABC Functional Assessment Chart
- Article: Creating a Behaviour Support Plan

### **The following actions will not be allowed under any circumstances**

1. Any form of CORPORAL PUNISHMENT including but not limited to hitting, spanking, kicking, heavy pushing, shaking, shoving, grabbing, squeezing arms, ears, etc.
2. Physical restraint of children, including but not limited to confining to a chair etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent) as outlined in the Child Care and Early Years Act 2014.

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3. Locking the exits of the child care centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency
4. Use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, scare or frighten the child or undermine their self-respect, dignity or self-worth.
5. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use or clothing
6. Inflicting any bodily harm on children including making children eat or drink against their will.

### Procedures:

1. Behaviour management policies will be reviewed with staff upon employment and at least annually thereafter.
2. Behaviour management policies will be reviewed with volunteers and students before they begin working in the classrooms.
3. Behaviour Management policies and techniques will be reviewed with volunteers annually.
4. Behaviour Management techniques of staff, volunteers and students will be monitored on a frequent basis.
5. Behaviour Management techniques will be formally evaluated annually for all staff and volunteers.

### Procedures:

Any contravention of the Behaviour Management Policy will be dealt with in the following manner:

### Staff:

1. Any staff observed using disciplinary measures, which contravene the Behaviour Management Policy, shall be reported immediately to the Centre Manager.

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2. The Centre Manager will speak to the individual immediately, in private. The incident shall be recorded and a letter of warning sent to the staff member. A copy of the letter will be kept in the staff member's personnel file and a copy will be forwarded to the Executive Director.
3. If a second incident occurs and the Centre Manager is reasonably certain that it has occurred, the Centre Manager will take the employee aside, discuss the situation with the individual and send them home. A meeting will be arranged within two days with the employee, the Centre Manager, Executive Director and a representative from the Centre Board of Directors. Dismissal would be considered at this meeting.
4. If the Centre Manager is observed using disciplinary measures that contravene the Behaviour Management Policy, the observer will report the incident to the Executive Director. A meeting will be called within two days to discuss the incident. The Executive Director and a representative from the Centre Board of Directors will investigate the incident. If this is in fact an accurate report and it is an isolated incident, a letter will be given to the Centre Manager and a copy placed in their personnel file. A second incident could result in dismissal again at the discretion of the Executive Director and a representative of the Centre Board of Directors.

### **Volunteers:**

1. Any volunteer observed using disciplinary measures, which contravene the Behaviour Management Policy, shall be reported immediately to the Centre Manager.
2. The Centre Manager will speak to the volunteer immediately, in private. The incident shall be recorded and a letter of warning sent to the volunteer. A copy of the letter will be kept in the volunteers personnel file and a copy will be forwarded to the Executive Director.
3. If a second incident occurs the volunteer will be dismissed.

### **Students:**

1. Any student observed using disciplinary measures, which contravene the Behaviour Management Policy, shall be reported immediately to the Centre Manager.
2. The Centre Manager will speak to the student immediately, in private. The incident shall be recorded and a letter of warning given to the student. A

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copy of the letter will be kept in the students personnel file. The program coordinator of the school the student is currently attending will be contacted.

3. If a second incident occurs the student will be dismissed.

This Behaviour management policy will be reviewed with staff, volunteers and students upon employment and at least annually thereafter.