

## D-24 Exclusion for Unacceptable Behaviour

### NQS

QA. 2.1.1	Wellbeing and comfort.
QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 4.1	Staffing arrangements.
QA. 5.2.2	Self-regulation.
QA. 6.1	Supportive relationships with families.
QA. 6.1.3	Families are supported.
QA. 6.2.2	Access and participation.
QA. 7.1.2	Management systems.

### National Regulations

Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 86	Notification to parents of incident, injury, trauma and illness
Reg. 87	Incident, injury, trauma and illness record
Reg. 155	Interactions with children
Reg. 156	Relationships in groups
Reg. 168	Education and care service must have policies and procedures
Reg. 176	Time to notify certain information to Regulatory Authority

### My Time, Our Place

LO. 1	Children feel safe, secure, and supported
	Children learn to interact in relation to others with care, empathy and respect
LO. 2	Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
	Children respond to diversity with respect
	Children become aware of fairness
LO. 3	Children have a strong sense of wellbeing
LO. 5	Children are effective communicators

### Policy Statement

We aim to provide an environment which promotes the safety and wellbeing of all children in our care. Where a child displays consistent unacceptable behaviour, or presents a threat to others,

reasonable steps will be taken to ensure the safety and wellbeing of others within the Centre. The Management Committee and Nominated Supervisor will work together with parents to establish and implement a Behaviour Management Plan. If unacceptable behaviour continues, temporary or long term exclusion may be enforced at the discretion of the Management Committee.

## **Related Policies**

- Normanhurst West OSHC Policy A-3: Philosophy
- Normanhurst West OSHC Policy A-11: Maintenance of Records
- Normanhurst West OSHC Policy A-15: Role of the Management Committee
- Normanhurst West OSHC Policy A-17: Privacy and Confidentiality
- Normanhurst West OSHC Policy A-22: Code of Conduct
- Normanhurst West OSHC Policy C-12: Communication
- Normanhurst West OSHC Policy C-13: Interactions with Children
- Normanhurst West OSHC Policy D-23: Child Management / Behaviour Guidance
- Normanhurst West OSHC Policy D-25: Harassment, Bullying and Violence
- Normanhurst West OSHC Policy D-30: Supervision

## **Procedure**

### **Consistent Unacceptable Behaviour**

Where a child demonstrates consistent unacceptable behaviour, educators will:

- ensure the child is aware of the limits and what is appropriate behaviour
- ensure the expectations are appropriate for the child's level of development and understanding
- review the consequences to ensure they are not inadvertently encouraging the behaviour
- identify and assess possible causes for the behaviour
- discuss the issue with the parents and the child
- record all incidents, indicating what happened before and after the incident, time, date and who was involved
- develop a plan of action involving behaviour management in discussion with all educators, parents, school, the child, and other professionals, as required
- record the plan of action, ensuring all are aware of how to implement the plan and develop an evaluation system and review date

Where the unacceptable behaviour is violent, threatening or injures other children and/or educators, the "Exclusion for Unacceptable Behaviour" procedure may be implemented immediately.

If a child physically hurts other children or adults, educators will:

- remove the child from the situation
- ensure the hurt person is attended to and given proper attention and care

- record the incident, indicating date, time, victim, injury, offender and attendant
- ensure that the parents of all children involved are notified of the incident, as soon as possible, but no later than 24 hours following the incident (such incidents will be referred to the Management Committee, as soon as practicable)

Repeated incidents of consistent unacceptable behaviour, or physically injuring or threatening injury to other children and/or adults at the Centre may result in a temporary suspension of a child's enrolment. The "Exclusion for Unacceptable Behaviour" procedure will be followed in such an instance.

### **Exclusion for Unacceptable Behaviour**

Should unacceptable behaviour continue and the above strategies are not working, the Nominated Supervisor will inform the Management Committee and the School Principal. Management, in consultation with the Nominated Supervisor and educators, will discuss the issue.

Where, in the interest of the child and other children at the Centre, exclusion is seen as the only step to be taken, this will be decided by the Management Committee. Exclusion may be a temporary arrangement for three booked OSHC sessions whilst strategies for dealing with the behaviour are discussed with all involved parties. If this time frame is not considered long enough for strategies to be discussed with all parties, this may be extended.

Where long term exclusion is decided upon by the Management Committee, it will be considered only after:

- adequate support and counselling
- parents have been notified and given the opportunity to discuss their child's behaviour and have input into a behaviour management plan for their child
- parents have been referred to other agencies, where necessary
- careful consideration has been given to the situation by staff and Management
- clear procedures have been established for accepting the child back into the Centre, including proof of a change in behaviour.

Management Committee reserve the right to refuse re-enrolment of a child if the situation requires such an action. Consideration for re-enrolment will be at the discretion of the Nominated Supervisor and Management and conditional on development and compliance with the devised behaviour management plan.

Strategies outlined in Network's 'Play – Rights and Responsibilities' will be used as a guide or point of reference.

### **Sources**

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Privacy Act 1988

- Children's and Young Persons (Care and Protection) Act 1998
- Voluntary Code of Practice, Section 12 (Exclusion for unacceptable behaviour)
- United Nations Convention on the Rights of the Child
- Network of Community Activities Factsheet - Play - Rights and Responsibilities of children, staff and parents for a co-operative OOSH environment
- Network of Community Activities Factsheet – 'Excluding Children'



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