



# The Co-operative Nursery School of Almonte

## **Behaviour Management Policies and Procedures**

The Child Care Early Years Act requires that child care agencies develop policies and procedures for behaviour management. Children are disciplined in a positive manner at a level appropriate for age level and actions.

### **General Information**

Behaviour management practices are:

1. Used in a positive and consistent manner and tone
2. Implemented as soon as possible after the inappropriate behaviour
3. Appropriate to the developmental level of the child
4. Related to the inappropriate behaviour
5. Designed to assist the child to learn positive behaviour
6. Discussed with parents to remain consistent and help reinforce positive behaviours and outcomes

### **Preferred Practices**

Staff, placement students and volunteer parents are expected to use the following behaviour management practices when necessary:

1. Channel the child's negative behaviour away from the situation
2. Use positive verbal reminders at eye level in regards to inappropriate behaviour
3. Redirection
4. As a last resort, if no other strategy has been successful, "Time Away" methods may be used however, children should sit no more than periods longer than their age

### **Prohibited Practices**

Staff, placement students and volunteer parents are not to be permitted to use any of these measures:

1. Corporal punishment of a child (E.g. spanking, hitting, shaking, biting, etc.)
2. Deliberate use of harsh or degrading measures that would humiliate child or undermine a child's self-respect.

3. Deprivation of a child's basic needs such as nourishment, shelter and clothing.
4. Physical restraint of a child such as confining the child in a locked room, to a chair or other device for the purpose of discipline.
5. Locking the exits of the Nursery School in the purpose of confining a child for the purpose of discipline.

### **Contravention of Behaviour Management Practices**

All staff, placement students and volunteer parents are expected to comply with the programs stated policies and procedures and the requirements of the Child Care Early Years. Failure to comply will result in termination.

#### **For Employees**

1. A verbal warning
2. A written warning
3. Dismissal

#### **For Placement Students and Volunteers Parents**

1. A Verbal warning
2. A written warning
3. Dismissal

When determining which disciplinary measure will be taken, the following criteria will be considered by the Director/President:

1. Seriousness of the offense
2. Actual or potential risk, or harm to the child
3. Frequency of the occurrence
4. Previous disciplinary action taken
5. Past or recent occurrences of the employee, placement student or volunteer parent

When action is necessary, it will be taken IMMEDIATELY by the Director/President for employees, placement students and volunteer parents. In the case, the Director is accused the President of the executive board will take IMMEDIATE action.

### **Monitoring Behaviour Management Practices**

The following practices are in place to help ensure that only preferred behaviour management practices are used:

1. An overview of the behaviour management practices will be completed with employees, placement students and volunteer parents upon date of hire and/or commencing any role in the program.
2. Behaviour Management Policies and Procedures will be signed and dated by all staff, placement students, and volunteers on an annual basis.
3. Regular observation of employees, placement students and volunteer parents will be completed on an ongoing basis by the director and staff, and when needed the president.
4. All complaints regarding behaviour management practices will be investigated and acted upon by an immediate supervisor and if needed by The Co-operative Nursery School of Almonte Executive Board of Directors. Serious occurrence procedures will be followed when required.

A record of the monitoring of behaviour practices will be kept on file. Records will contain information including dates of observation of employees, placement students and volunteer parents if needed; type of occurrence; and any action that was taken, as well as summaries and discussion of complaint containing unusual behaviour. Records will be kept where only the Director and President can obtain due to confidentiality. Records will be kept for 2 years.

#### **Review and sign off**

The director of the Nursery School will review the behaviour management policy annually to ensure that everything is up to date. A review date will be found in the sign off sheet.

**Record Retention** -All records related to the review and sign-off of behaviour management policies as well as the monitoring of behaviour management practices, will be kept on file at the Nursery School for a max of 2 years.