



## Curly Kids OOSH

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### IMPORTANT UPDATE ON THE Curly Kids OOSH BEHAVIOUR MANAGEMENT POLICY

Dear Families,

We are writing to you today to inform you of a change in the behaviour management policy of the Curly Kids OOSH, this is in response to some serious and unacceptable behavioural incidents that have been occurring at the centre. Your children's safety and security whilst in our care at Curly Kids OOSH is our number one priority.

Curly Kids OOSH is a P&C run service within the school grounds and as such is part of the school. The principal and the P&C would like to make it clear that we expect the same level of respect and behaviour from the children as they give during school hours, following the Curly Code at all times.

We have enclosed a Behaviour Management Report for you to read. As you will see, the Policy and Report concerns any behaviour by child/children considered to be inappropriate such as:

- Bullying
- Physical violence
- Unsafe Play
- Refusal to comply with Educator and Staff directions
- Inappropriate Language and threats
- Intentionally damaged OOSH or school equipment

We would encourage you to read the Report carefully as the issues listed on the form affect the well-being of all the children who attend the Service. The Behaviour Management Policy and Report has been implemented by Curly Kids OOSH Out of School Hours Care for the benefit of the children and the effective operation of the Service.

The change we are announcing in this letter that will commence immediately is a new 3-strikes procedure for any child that receives a formal warning from the centre.

**Warning 1:** The child's parent(s) will be asked to attend an interview with the Director of the service and a representative of the P&C to discuss the behaviour. At this interview we will discuss the behaviour observed, how it will be managed and offer support for the child. This can take the form of engaging NSW/ACT Inclusion Support Agency with permission, a period of reduced hours and other techniques that can assist in the change of behaviour.

**Warning 2:** The child will be suspended from the service for a period of one week, more support will be offered in an attempt to rectify the behaviour.

**Warning 3:** The child will be excluded from the service.

If in the future, there is a demonstrable stable change in behaviour we will consider an application for re-admittance into Curly Kids OOSH.

Please note that any warnings that are given will be maintained as a school record and may need to be referred to in the future.

This standard was compiled with consideration to the Children's Young Persons (Care and Protection) act 1998, the Voluntary Code of Practice, Section 12 (exclusion for unacceptable behaviour), the United Nations Convention on the Rights of Children, and lastly, Play – Rights and Responsibilities of Children, Educators, Staff and Parents for a Cooperative OOSH Environment (Network of Community Activities National Standards for Outside School Hours Care).

Yours faithfully,

Curly Kids OOSH

## BEHAVIOUR MANAGEMENT REPORT

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inappropriate behaviour recorded: **tick box** and **circle behaviour**

***NB: The Curly Kids OOSH staff follow the Centres policy on written documentation to be recorded and filed for behavioural concern occurring in the before, after and vacation care sessions. All managers communicate to the family or families involved on the behavioural incidents at collection of the centre. The Director is notified and further action required is implemented.***

- Bullying – a repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, sexual orientation. Bullying in any form, or for any reason can have long-term effects on those involved, including bystanders.
- Physical violence / behaviour – including but not limited to hitting, biting, kicking, pushing, pinching, scratching, spitting, pulling hair or other.
- Unsafe Play – including but not limited to going out of bounds, inappropriate use of equipment, deliberate use of equipment to endanger others, actions potentially harmful to others (e.g. tackle instead of tipping)
- Refusal to comply with Staff directions – including but not limited to disobedience/refusal to listen (e.g. after clarification of expectations, the child continues to disobey instructions), disrespectful gestures, refusal to listen, leaving the care environment.
- Inappropriate Language – including but not limited to comments that are racial, swearing, malice, threatening and inappropriate sexual references or gestures.
- Damaged OOSH or school equipment

Brief description of incident:

\_\_\_\_\_  
\_\_\_\_\_

Outcome from this behaviour:

- Endangered safety of him/herself
- Endangered safety or wellbeing of others
- Physically hurt another child/staff member/parent

**WARNING NUMBER \_\_\_\_\_ OF MAXIMUM 3 WARNINGS or**

**A critical incident has occurred, and it is deemed unsafe for your child to return to the service. Your child's position at the service has been immediately terminated.**

*Please see our policy on Inappropriate Behaviour or Termination.*

Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Policy for Inappropriate Behaviour or Termination

If your child receives a behaviour management report, the following steps will be taken:

**Warning 1:** The child's parent(s) will be asked to attend an interview with the Director of the service and a representative of the P&C to discuss the behaviour. At this interview we will discuss the behaviour observed, how it will be managed and offer support for the child. This can take the form of inclusion support on site, a period of reduced hours and other techniques that can assist in the change of behaviour.

**Warning 2:** The child will be suspended from the service for a period of one week, more support will be offered in an attempt to rectify the behaviour.

**Warning 3:** The child will be excluded from the service.

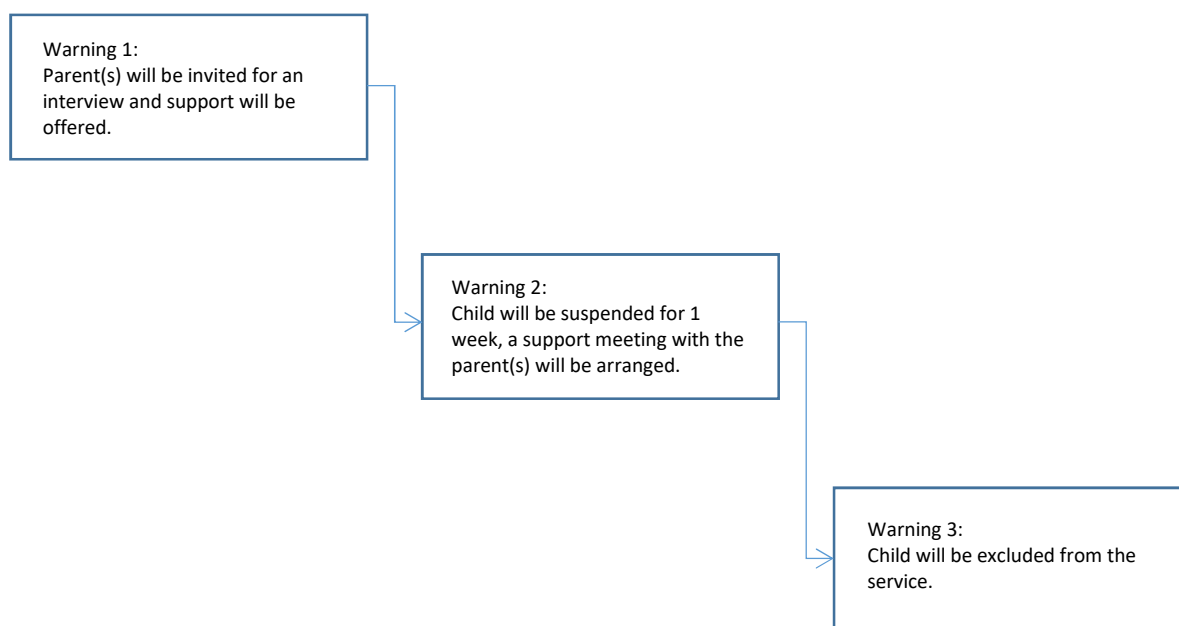
If in the future, there is a demonstrable stable change in behaviour we will consider an application for re-admittance into Curly Kids OOSH.

### IMMEDIATE EXCLUSION FOR UNACCEPTABLE BEHAVIOUR:

In the interest of the child and other children at the service, exclusion is sometimes the only step that can be taken. If an incident is deemed "critical" by the Director/Coordinator, instant termination will be considered without the three warnings being given.

### INAPPROPRIATE BEHAVIOUR POLICY

For the benefit of all the children and the effective operation of the Service, a certain level of behaviour is expected from each child.



**Note:** Each warning remains valid for 12 months from the date of the incident, excluding warning number 3 or a "critical incident" which is permanent termination of child care at Curly Kids OOSH Out of School Hours Care.