



## **PLP 114 Behaviour Guidance Policy**

Park Lawn Preschool Inc. is committed to promoting a positive and healthy environment for children by using behaviour guidance techniques that foster the social and emotional well-being of all children in our care.

Park Lawn Preschool Inc.'s goals for guiding children's behaviour are:

- Recognize and accept each child's individuality and developmental level
- Demonstrate mutual respect, acceptance and caring among children and adults
- Encourage autonomy through staff's active participation in the program
- Encourage positive social interactions through small group experiences
- Encourage socially acceptable behaviours: self-regulation, cooperation, respect, and conflict resolution
- Set clear and consistent expectations and limits for children
- Provide an age appropriate program that follows the interests of the child
- Recognize children's unacceptable behaviours and address them in a timely manner
- Offer positive redirection and positive reinforcement

Guiding children's behaviour is encompassed in our daily program. Staff use different strategies when dealing with children's behaviours and create program schedules and routines to support their needs.

Park Lawn Preschool Inc. recognizes that children's behaviour can be affected by many different factors:

- Child's age and development
- Child's health and wellbeing
- Family home life and relationships
- Learning environments, including physical indoor and outdoor settings
- Child's relationship with their peers
- Staff behaviour guidance strategies and practice

### **Staff Strategies for Positive Behaviour Guidance**

- Model positive communication. Praise the child for demonstrating behaviours you want to see.
- Focus on positive interactions and on the areas where the child's skills need developing. Assist children with social interaction, play, language development, problem-solving and self-control skills. Anticipate potential challenges and be proactive in your response instead of reactive.
- Create a calm-down area for the child - a quiet reading area, solitary cognitive play, sensory activity or a comfort toy. Children are able to self-regulate when doing something calming.
- When dealing with children's behaviours that are challenging, focus on the skill deficit rather than on the challenging behaviour.

- State expectations clearly in a neutral tone, telling the child **what to do** instead of what **not** to do. Positively state what is acceptable behaviour in a short clear sentence.
- Reintroduce the child to the same activity and praise the child for any success.
- If the child continues to experience difficulty, the staff may redirect the child to another area to play, and if the child is still displaying challenges, they may be encouraged to use the calm down area to regain self-control, especially to ensure safety of the child or others.
- Follow through with expectations and ensure consistency among all children and staff.
- Discuss continuing behaviour issues with parents and develop a plan to address the issues.

### **Behaviour Guidance Prohibited Practices**

As stated in the *Child Care and Early Years Act, 2014*, the following practices are NOT permitted:

- a) **corporal punishment of the child;**
- b) **deliberate use of harsh or degrading measures on the child** or threats or use of derogatory language directed at or used in the presence of a child **that would humiliate**, shame or frighten **the child or undermine his or her self-respect**, dignity or self-worth;
- c) **depriving the child of basic needs including food**, drink, shelter, sleep, toilet use, **clothing or bedding**; or
- d) **locking the exits of the child care centre for the purpose of confining the child**, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures

In addition, the following practices are NOT permitted:

- **physical restraint of the child**, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- **inflicting any bodily harm on children** including making children eat or drink against their will

### **Monitoring of Behaviour Guidance Policy**

#### **A. Review of Behaviour Guidance Policy**

The Operations Manager will review the Behaviour Guidance Policy annually and is responsible for reviewing the policy and procedure with employees before they begin their employment.

The Supervisor will review this policy with the employees annually and with volunteers or students before they begin and annually afterwards.

All staff are required to review the Behaviour Guidance Policy and sign the Affirmation of Policies and Procedures yearly. The signed affirmation will be maintained for at least 2 years

#### **B. Behaviour Guidance Monitoring**

The behaviour guidance practices of staff will be evaluated and documented through the Behaviour Guidance Monitoring evaluation process. The evaluation will be conducted for all employees twice a year.

The Operations Manager will monitor behaviour guidance practices for Supervisors through ongoing observations and individual meetings. A Behaviour Guidance Evaluation will be completed twice a year.

The Supervisor will monitor behaviour guidance practices on an ongoing basis through observations, on an individual basis through regular supervision and/or on a group basis through staff meetings. Behaviour Guidance Evaluations will be completed twice a year.

### **Contravention of Behaviour Guidance Policy**

**All staff are responsible for reporting observed or suspected infractions of this policy to the Supervisor or Operations Manager in a timely manner. The Operations Manager will inform the Board of Directors. Some incidents may also be reportable to a Children's Aid Society. See PLP HS 208 Child Abuse Policy.**

All suspected infractions of these guidelines will be investigated by the Supervisor, Operations Manager and/or the Board President within twenty-four (24 hours).

Investigation Process:

- Set up a meeting with the reported staff member.
- Identify the implications for the child.
- Discuss the resolution of implications for the child.
- Identify strategies for positive behaviour guidance.
- Set a time frame where the employee must demonstrate compliance with the strategies.
- Indicate clearly that the Supervisor and/ or Operations Manager will be monitoring compliance.
- Clarify that all forms of support and discipline up to and including termination may be employed.

A record of the meeting and findings will be documented and a copy of the report will be given to the employee. The employee will be required to sign a copy of the report indicating that its contents have been read and that they have been provided a copy.

A copy of the signed report will be provided to the Board of Directors and will be kept on file in the employee or volunteer's Human Resource file at Head Office.

Where a Supervisor is observed to be contravening the Behaviour Guidance Policy, it should be reported immediately to the Operations Manager and to the Board President.

Failure to comply with this policy may result in disciplinary action up to and including dismissal.

## **Guidelines for De-escalating Volatile Situations**

Park Lawn Preschool Inc. staff may find themselves having to respond to a crisis situation when a child demonstrates extreme behavioural challenges and may try to hurt themselves or others. If this situation arises, staff must:

- Inform the Supervisor or in-charge staff for additional support.
- If possible, move all other children into another room with a staff
- Ensure the child is never left alone and, if possible, have two staff available; one staff to calm the child and the other to work with the other children and act as a witness.
- Provide the child an opportunity to cool down away from other children.
- When the child is calm, supportively reintroduce the child back into the program. A staff will remain with the child until they are settled into an activity or task.

## **Guidelines for De-escalating Volatile Situations - Follow Up Procedures**

- Staff will document the incident that occurred, including staff name, date and events leading up to the situation and the resolution.
- Inform the Operations Manager and provide a copy of the documented report.
- Staff will call the parents and inform them of the incident and request a meeting to discuss strategies.
- The staff and the Supervisor will meet with the child's parents to discuss the incident and determine the strategies which will be utilized, should the child encounter a similar situation. The parents will sign off on both the incident report and the strategies.
- The staff and the Supervisor will keep the parent up-to-date on the child's progress using weekly documentation notes along with a review of the strategies.
- Consultation with a support agency for additional support, if needed. Parent consent is required. The consultant, family and staff will devise specific strategies and interventions to support the child.
- If physical intervention is required, the situation must be reported as a Serious Occurrence.
- If the child alleges they have been injured, the centre must comply with the Child Abuse Reporting Policy.
- It may be determined that short term support may be beneficial in ensuring the continuation of the child's placement. A request for Child Care Support Funds will be presented.

Park Lawn Preschool Inc. is committed to working with families to seek professional supports to aid a child demonstrating challenging behaviours. In the event the child's behaviour remains a threat to the other children in the program and Park Lawn Preschool Inc.'s Directors have determined that Park Lawn Preschool Inc. has done all that we can to support the family, termination of services will occur. A two week withdrawal notification will be provided to families and referral to other services may be available. Park Lawn Preschool Inc. will also notify the Toronto Children's Services Consultant, if applicable.