



## **PLP 114 Behaviour Guidance**

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: 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 into our every day program. Staff use different strategies when dealing with children's behaviours and create program schedules and routines to fully 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 the 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 and problem solving and self-control skills. Anticipate potential challenges and be proactive in your response instead of reacting.
- 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 regain self-control 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 by 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 the expectations and ensure consistency among all children and staff.
- Discuss continuing behaviour issues with parents.

### **Behaviour Guidance Prohibited Practices**

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

- Corporal punishment of a child
- Deliberate harsh or degrading measures used on a child that would humiliate a child or undermine a child's self-respect
- Deprivation of a child of basic needs including food, shelter, clothing or bedding.
- Confinement by locking the exits of a child care.
- Confinement of a child in a locked or lockable room or structure.

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

#### 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 the policy and procedures with the employees annually.

The *Supervisor* will review the policy and procedure 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.

#### 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 required to be reported to a Children's Aid Society.**

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 be an endangerment to themselves or others. Park Lawn Preschool Inc. does not approve the use of any restraints but recognizes that physical guidance may need to be used in order to defuse and/or deescalate a volatile situation.

When a crisis situation arises, the following guidelines should be followed to ensure the safety and supervision of all children in care:

- If the child is having a challenging time and demonstrating behaviours that may hurt themselves or others, i.e. out of control, the surrounding area will be made safe so that the child does not hurt him/herself.
- Inform the supervisor or in-charge staff, if unavailable, staff will call another room, informing them there is an emergency and additional support is required.
- Staff should not put themselves in a position where they may be injured.
- Once an additional staff arrive, the two staff should escort the child out of the classroom, if the child is willing to. If the child is unwilling to or unable to leave the room, then move all other children into another room or the hallway with a staff.
- There should always be two staff to deescalate the situation and if physical guidance is needed.
- Staff is to use behaviour guidance techniques appropriate to the child and situation prior to the use of non-violent physical guidance. Non-violent physical guidance is only used in situations where the child is in imminent danger of compromising the safety to themselves or other children in the program.
- 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.
- If the child cannot be calmed, the parent will be called to pick up the child.

### **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 a mutually agreed upon method of communication. I.e. Communication book, emails, Himama, etc.
- 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 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.

- If the child continues to exhibit inappropriate behaviour during the monitoring period, the child will be given two weeks' notice of withdrawal. Every effort will be made to aide parents in finding alternate care in a setting that may be more appropriate for the child.
- If the parents do not provide consent or are not willing to work together to develop a plan to support the child and minimize the recurrence of such situations, then the child will be given two week's notice of withdrawal.
- If it is determined that the child will be withdrawn from the program, Park Lawn Preschool Inc. will notify Toronto Children's Services Consultant and the Ministry of Education's Licensing Specialist.

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.