**Child Care**

**Behaviour Guidance Policy and Procedure**

**Scope**

This policy applies to unacceptable behaviour which is placing the individual concerned, other children or staff at risk.

**Values**

Tongala Community Activities Centre Inc (TCAC) Child Care is committed to the safety and wellbeing of all children, staff, students and volunteers. To achieve our values a developmentally appropriate behavioural guidance structure is provided for staff working with children.

**We believe**

* All children need a safe and secure environment with positive interaction with other children and adults.
* In encouraging positive behaviour in children and ensuring that they are respected and valued as individuals.
* That setting limits for behaviour is important for the safety and protection of children and others.
* In involving parents and guardians in issues relating to the guidance of their child/s behaviour.

**Procedures**

TCAC Child Care educators should:

* Understand the individual needs of each child.
* Base their behavioural expectations on each child’s level of development.
* Respond to children proactively rather than reactively.
* Anticipate potentially unacceptable behaviours and eliminate situations and physical arrangements that may encourage inappropriate behaviour.
* Reinforce positive behaviours and provide positive role models.
* Encourage children to resolve potential conflicts for themselves, but intervene if needed.
* Acknowledge a child’s good intentions (even if they were carried out inappropriately.
* Understand that it is the behaviour which is inappropriate, not the child.
* Be consistent in the guidance of all the children.
* Senior staff will communicate with parents and guardians on issues relating to their child’s behaviour keeping them informed of the techniques and methods used.
* Respect the confidentiality of both the parents and guardians, and the child when dealing with issues of behaviour guidance.
* Ensure that the child is not placed in a position where they feel frightened, ashamed, embarrassed, insecure or isolated.
* Senior staff will develop rules which:
* Emphasise positive actions.
* Give children reasons for the limits.
* Are implemented in a consistent manner and are reinforced regularly.

***Child care educators should seek assistance, or support, whenever necessary***

**Behaviour Guidance Plan**

A behaviour guidance plan will be developed by senior staff which is:

* Based on the consensus reached with the parent and guardian on the strategies used.
* Clear and easily followed by all child care educators and parents and guardians.
* Discussed in details with other childcare educators by senior staff.
* Reviewed as required.

***Responsible Officer – TCAC Coordinator***

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