

## **Prohibited Practices/Behavioural Guidance Policy**

Royal City Cooperative Preschool believes in guiding the behaviour of children in a positive manner at a level appropriate to their actions and ages in order to promote self-discipline, ensure health and safety, respect the rights of others and maintain equipment. Research has shown that a consistent, positive, caring and supportive environment nurtures the positive development of the child including their behaviour, and helps to prevent the development of some behaviour problems and to reduce challenging behaviour (Dunlop et.al. 2006) All volunteers and employees must comply with the regulations in the Ministry of Education's Child Care Early Years Act.

### **The following practices will NOT be used:**

- corporal punishment of the child;
- 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;
- locking the exits of the child care centre or home child care premises 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;
- use of harsh or degrading measures 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;
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- inflicting any bodily harm on children including making children eat or drink against their will. Our staff and volunteers will use their best judgement in every situation, and will intervene when necessary and allow some incidents to resolve themselves.

### **At Royal City Cooperative Preschool we WILL use the following practices:**

- Promote positive behaviour through a consistent, positive, caring and supportive environment.
- Make our expectations clear.
- Use directive statements.
- Model desirable behaviour with the children and with other staff and volunteers.
- Ensure that our behaviour guidance is appropriate to the development level of the child.

- Encourage the children to respect the rights and belongings of others, and of the group.
- Address troublesome behaviour in an appropriate manner as soon as possible.
- Use observation to avoid potential situations as they arise.
- Take note of good behaviours as often as we do negative behaviours.
- Encourage self-regulation
- Communicate incidents with parents and caregivers taking into account the child's overall behaviour for the duration of the class. If the behaviour is repeated and all strategies have been exhausted, other inclusion support services may be requested after parental consent has been granted. (see Challenging Behaviour below)

**Strategies to ensure these practices:**

- Observe and listen to mitigate or diffuse possible conflicts. Verbal intervention may be used to refer to a relevant rule to allow the child to choose a different course of action.
- Know when the children in our care are having an 'off day' and help them to identify and name their feelings and discuss events of the day with them.
- Help children in our care to identify physical changes in their body, such as feeling hot, heart racing, clenching hands, when they are angry, frustrated, overwhelmed. Work on calming techniques to help children learn self-regulation skills.
- Model good behaviours and positive communication skills (being considerate with each other).
- Use positive language that is simple and understandable ('we walk inside' not 'don't run!').
- Use positive body language and tone (eye contact, soothing tones, encouraging 'inside voices').
- Personal requests and responses (reminding children of the appropriate rules spoken at eye-level, not shouted across the room).
- Give examples and options so that children learn to make wise choices.
- Acknowledge and support good decisions and behaviours by the children ("Thank you for sharing" or "I see you're working hard to make sure others are included!")
- Distraction (suggest a child come and look at something interesting other than that which is causing distress)
- Redirection ("Why don't we try...").
- Allow the children to choose a new course of action. ("Would you like to ask for the toy again?")
- Negotiate solutions with the children by suggesting a few simple rules (i.e., first child gets the toy for 2 minutes, followed by the next child for 2 minutes etc. or another toy offered in exchange)
- Regular and effective daily communication with parents/ caregivers, letting them know what happened and what was done to resolve the issue.

Each volunteer or employee is required to review this policy upon commencing duties and annually afterwards. Each volunteer or employee is required to sign the record indicating he/she has read and understands the Behaviour Guidance Policy for Royal City Cooperative Preschool. Any violation of these practices by staff or volunteer must be reported immediately to any Board

of Director who, in turn must report it directly to the President of the Corporation. The President will use discretion in the prompt resolution of the violation dependent upon the severity. The President of the Board of Directors (in conjunction with the Supervisor where appropriate) may follow the ‘Procedure for Monitoring Behaviour Guidance Practices’ and the Disciplinary Action Procedure and complete a Disciplinary Warning Notice Form. This is a direct reference to the Policy within the Child Care Early Years Act.

### **Challenging Behaviour**

When a child’s behaviour becomes challenging, not only for herself/himself, but also for the other children in our care it becomes a concern to parents, preschool staff and all personnel involved. In an effort to deal with these types of behaviours, the following procedures will take place:

1. Incidents of behaviour difficulties will be observed and documented in the daily log as well as the methods used to intervene. Parents will be made aware of concerns verbally.
2. Staff will discuss and plan consistent strategies.
3. If, after several incidents, the staff believes their strategies are being challenged, a meeting with the child’s parent or guardian, preschool staff and the President of the Board of Directors will be arranged. Permission to contact an outside agency for assistance and assessment may be sought if deemed appropriate. A “Release of Information” form should be signed at this time.
4. Written summaries of all further actions will be kept on file and a copy given to the parent.
5. The above procedure is based on the full cooperation of the parents in seeking a solution to the challenging behaviour exhibited by the child. If the parent refuses to cooperate or will not recognize the efforts of the Royal City Cooperative Preschool to seek a solution, the Board of Directors may discuss a notice of withdrawal of services.