



CHILD GUIDANCE & BEHAVIOUR MANAGEMENT POLICY

Reviewed & approved by Childspace Day Care Corporation Board: April 16, 2017

Behaviour Management Statement

Our goal at Childspace Day Care Corporation is to provide a safe environment for the children and the staff. We encourage a secure and trusting environment for all children where they can develop individually the necessary skills to promote their growth and autonomy. The policy promotes cooperation, positive social interactions and sets/reinforces limits.

Standards

Childspace Day Care Corporation will follow the policies and procedures as described in the Day Nursery Act, Family & Children's Act and by the City of Toronto, Children's Services, and **Early Learning & Care Assessment for Quality Improvement** and the Standards & Practices of the College of E.C.E. The Behaviour Management Policy will be reviewed with all staff/students/volunteers prior to their work with the children. Childspace Day Care Corporation will then review this policy annually with all staff/students/volunteers. Written records of these reviews will be kept for a period of 2 years.

Best Practices

At Childspace, physical space and daily programming is organized and designed to engage children's active interest, respect individual needs and foster positive social development. Staff members are to be alert to potentially challenging interactions between children in order to identify or redirect behaviours before escalation occurs. Staff model appropriate behaviour by being courteous, respectful and calm while developing trusting relationships with the children and other staff members. Children are given every possible opportunity to be involved in decision-making and in assisting in the classroom, to build a sense of pride and ownership. Positive behaviours are reinforced and praise given. By establishing a sense of mutual respect, ensuring expectations are clear, providing consistency, and anticipating outbursts, the potential for difficult behaviours is greatly reduced. Staff members at Childspace Day Care Corporation recognize that outbursts are signs of social skills yet to be learned and are neither intentionally manipulative nor are they attention-seeking.

Staff's communication with children will be clear, calm and, if necessary, will point out the natural consequences of certain behaviours to assist the children in making positive choices. Appropriate and respectful language will be used by children and staff at all times. Staff will use redirection whenever possible to assist children. Statements are to be made in a positive manner, and when age appropriate should include attempts to encourage the child to recognize the error of inappropriate behaviour before telling the child no. Staff members are to be firm, fair and apply the rules consistently to all the children.



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Should an outburst occur, the child can be encouraged to go to a quiet area in the room to calm down, or if necessary other children can be moved away to facilitate creating a quiet space. A staff member will remain with the upset child and be available for discussion when the child is ready. If appropriate, staff will follow up with consequences. Staff will complete an incident report regarding the outburst and request the parent/guardian sign it on the date of the incident. Should a staff member have a concern about a behaviour or emerging pattern, they must bring it to the attention of the Supervisor, for their further observation. If the Supervisor confirms the concern, an initial plan will be set up and a meeting with the parents arranged. (See the Inclusion & Withdrawal Policy).

Childspace staffs employ the following behaviour management methods:

Infant:

- Redirection
- Staying in close proximity to the child
- Leaving space between children who might hurt another child (bite, scratch, knock over)
- Offering similar toy for parallel play or offering alternate activities
- Labeling what you believe the child is feeling; “happy”, “sad”, “angry”
- Saying what is happening next or happening soon
- Using signing/pictures to assist with meaning

Toddler/Preschool:

- Redirection
- Offering similar toy for parallel play or alternative activities
- Providing words to help the child describe/express their feelings
- Speaking calmly and firmly making non-judgmental statements such as “The car is for rolling on the carpet.” “We need to use it so that no one will get hurt.”
- Encourage child to go to quiet area until child calmed down – issue discussed, and child reintegrated into group
- In the case of a very disruptive child, other children will be escorted from the vicinity

School Age:

- Classroom rules are established together
- Discussion of natural consequences
- Assisting child in articulating their problem, working with the child to encourage the child to seek alternate forms of problem-solving
- Offering acceptable methods of expressing frustration



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- Encourage the child to go to quiet area (or other children escorted from the vicinity) until child calmed down – issue discussed, and the child reintegrated into group.
- Efforts made to ensure child recognizes impact of his/her behaviour on others and the reasons this behaviour is inappropriate
- When child is calm, allowing the child opportunity to explain what provoked the behaviour and working with the child to strategize around how to avoid recurrence of the situation
- Emphasis is on collaborative problem-solving to ensure that the solution is feasible, realistic and mutually agreeable to both child(ren) and staff

Behaviours not allowed under any circumstances

Staff may not use any form of corporal punishment (hitting, spanking, kicking, pushing, shaking, jerking, shoving, grabbing, squeezing arms, ears, etc.).

Children cannot be left unsupervised at any time, place or circumstance.

Staff may not use deliberately harsh language or degrading treatment that would cause humiliation or undermine an individual's self-respect.

Staff may not use abusive language such as swearing or sarcasm and must refrain from yelling or screaming.

Children must not be deprived or denied any basic needs i.e. food, shelter, clothing or bedding.

Children must not be confined or locked in any room or dark area for any reason. If a child must be removed, a staff person must stay with him/her until the child has been successfully reintroduced in an activity.

De-escalating Volatile Situations

Childspace Day Care does not approve the use of any form of restraint in the day care centres, but recognizes there are times when physical support is required for a child who is in imminent danger of compromising the safety of themselves or other children (e.g. when a child attempts to run away from group and is headed into traffic.) In such cases, and by exception only, children may be restrained physically under the following conditions.

- 1) Two staff members are present with the child. One staff provides physical guidance/support; the second staff observes or assists as appropriate and/or provides relief to other staff.
- 2) If other children are present, they should be escorted away from the situation. Children may be moved to the hallway or another room, (while remaining supervised). It is more appropriate and often easier to move other children than to try to remove a child whose behaviour has become volatile.



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- 3) Once the child is calm he/she will be supportively reintroduced into the programme. It is extremely important to support the child during this transition.
- 4) Supervisor is required to contact the Children's Services Serious Occurrence line to report the incident. In collaboration with the Children's Services Consultant, the situation will be reported either as an incident or as a serious occurrence (see Serious Occurrence Reporting policy).
- 5) Staff members who have had to physically restrain a child will document the incident, reporting details about the triggers, the behaviour, the behaviour guidance strategies used and finally the physical guidance provided. They will submit the signed documentation to the centre supervisor.
- 6) If the child alleges they have been injured during the process the centre will comply with the Child Abuse Reporting Policy.
- 7) Staff and supervisor will meet with the child's parent(s) to discuss the incident. Together they will determine strategies that are needed and may be used to support the child. This includes the provision of additional supports from outside agencies.

Parent(s) will be asked to sign off on both the incident report and the proposed strategies.

Contravention of Acceptable Behaviour Management Practices

In the event that a staff member should contravene any of the acceptable practices, measures ranging from written warning to dismissal will be applied depending on the nature of the offence.

Behaviour Management Monitoring

The Supervisor/designate will carry out impromptu and scheduled observations to monitor all staff for their behaviour management practices during the probation period and annually thereafter. Supervisor/designate will record the activity, date and time of observations. A record will be kept for two years.

This policy will be reviewed with all staff, student, and volunteer prior to employment and annually thereafter. Staff, students and volunteers will sign to demonstrate they have read and understood the policy.